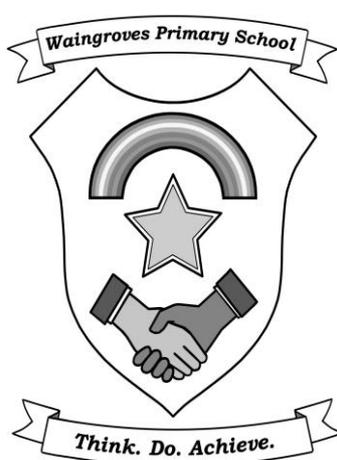


WAINGROVES PRIMARY SCHOOL

INFORMATION

HANDBOOK



Waingroves Road
Ripley, Derbyshire
DE5 9TD

Tel: 01773 744106

Welcome to Our School

Dear Parents/Guardians

Welcome to Waingroves Primary School. Within the pages of this prospectus you will find information about our school. We hope you will visit us to find out more.

We believe that everyone has the right to learn and achieve success and that a school should be a happy place for everyone, both pupils and staff, for it is in a warm, caring environment that we can all develop our potential to the full. It is our aim that pupils will leave us as independent learners with confidence to use the knowledge and skills gained here in the next stage of their education.

We look forward to meeting you and sharing in that essential partnership between home and school, which enhances your child's education. Together we can help our children to make the maximum progress in these essential years.

If there is any matter in the prospectus which you would like to discuss, or indeed if you have any questions about the school, please do not hesitate to get in touch with me.

Amarjeet Challand
Headteacher

GOVERNORS

CHAIR OF GOVERNORS	Mrs Karen Hall
HEADTEACHER	Mrs Amarjeet Challand
VICE CHAIR	Mrs Louise Sheldon
STAFF GOVERNOR	Mr Philip Davies
PARENT GOVERNOR	Mrs Joanne Powdrill
	Mr Stephen Boyle
COMMUNITY	Mrs Andrea Stone
LOCAL AUTHORITY	Mr Richard Smith
CO-OPTED	Mr Richard Smith
	Mrs Maddie Oldershaw

TEACHING STAFF

Mrs A Challand	Headteacher
Mrs M Oldershaw	Deputy Head/Class Teacher - Y6
Mrs A Cox/Mrs V Mannion	Class Teachers - Y5
Mrs A Futers/Mrs J Gage	Class Teachers - Y4
Mrs Sharon Spendlove	Class Teacher - Y3
Miss C Weston	Assistant Head/Class Teacher - Y2 /SENCO
Mrs Reeves-Moore	Class Teacher - Y1
Ms D Odell	Class Teacher - Reception

Support Staff

Mrs R Tattershaw	School Business Manager
Miss L Bamford	School Business Assistant/Teaching & Learning Assistant
Mrs C Bates	Specialist Teaching & Learning Assistant
Mrs S Coleman	Teaching & Learning Assistant
Mrs K Davies	Teaching & Learning Assistant/Relief Teacher
Mrs L Hennell	Specialist Teaching & Learning Assistant
Mrs C Jackson	Teaching & Learning Assistant
Mrs S Smalley	Specialist Teaching & Learning Assistant
Mrs A Smith	Specialist Teaching & Learning Assistant
Mr L Springett	Sports Teaching & Learning Assistant
Mrs S Baker	Teaching & Learning Assistant
Mrs H Boot	Senior Midday Supervisor
Mrs S Ratcliffe	Midday Supervisor
Mrs A Lambley-Parkin	Midday Supervisor
Mrs D Brentnall	Midday Supervisor
Mrs N Roberts	Midday Supervisor
Mrs A Beck	Midday Supervisor
Mrs L Haslam	Midday Supervisor

P.T.F.A. COMMITTEE MEMBERS

Chair	Mrs Jo Johnstone
Co-Chair	Mrs Helen Boot
Treasurer	Mrs Hayley Collett
Secretary	Mrs Laura Goulder
Fund Raising Secretary	Simon Stokes / Ginette Clarke (Shared role)
Tote	Mrs Karen Davies

Staff and all parents are automatically members.

Class	School Councillors
Year 1	Pippa and Alexander
Year 2	Willow and Finley
Year 3	Elena and Daniel
Year 4	Georgie and William
Year 5	Kacper and Macey
Year 6	Callum and Tammy-Jane
Reception	Lucan and Cora

About Our School

Waingroves Primary School is a community primary school providing education for children from 4 to 11 years of age.

The original school was first opened on 9th June 1884 as an all age school - infant's right through to secondary leavers. It is now our village Community Centre where many activities take place and playgroup is based.

Our school has been built over a period of years. The first phase was opened on 5th January 1972, phase two in December 1979. Our new classroom block was opened in January 1998 and our ICT Suite - The Hogarth Room - was officially opened in December 1998. We have two well stocked Libraries (Infants & Juniors), a multi-purpose hall, two hard play areas with playground markings and extensive grounds, which includes a large playing field, tyre park and soft play area with seating.

Admission Arrangements

We have a one-form entry with all year groups from Reception to Year 6. Our admission level is currently 30, increasing to 35 in 2020. Class sizes range from 27 to 32 pupils. These are as follows:

Class	Pupil Numbers
Reception	28
Year 1	30
Year 2	30
Year 3	30
Year 4	33
Year 5	28
Year 6	31

We are fortunate to have several teaching assistants who support in most areas of the curriculum including special needs and larger classes.

Arrangements for Visiting School

There will be at least two formal parent consultation evenings when you will be invited into school to discuss the progress of your child. We also have an informal evening in October when you can see things in action and your child can show you around school. You will receive a written report in March and again at the end of the school year giving you a more formal assessment of your child's progress.

Teaching staff are, however, available for consultation at any time during the school year and you can make a mutually convenient appointment.

Road Safety

The road outside the school does get congested, so please be aware of the neighbours' driveways and park courteously. Children enter the school every morning via the two footpath gates which are opened at 8.40 am and 3.10 pm. These are then locked throughout the day and collection of children for medical appointments etc. should be via the large main drive gates which are unlocked during the day for access to the school main reception area.

School Terms & Holidays - 2018/2019

School opens Monday 3 September 2018 (Monday 3 September - INSET)

Holidays	School Closes (3.15 pm)	School Re-opens (8.50 am)
Half-term	Friday 26 October	Monday 5 November
Christmas	Friday 21 December	Monday 7 January 2019
Half-term	Friday 15 February	Monday 25 February
Easter	Friday 12 April	Monday 29 April
May Day	Friday 3 May	Tuesday 7 May
Half-term	Friday 24 May	Monday 3 June
Summer	Monday 22 July	

Staff Training Days (INSET)

Staff training days or INSET days are required under law as part of the Government's Education Acts. There are five days, and school is closed to pupils on these days - teaching staff may be in school or attending training courses at other establishments. Where possible we attach these days onto weekends or other holidays. We now have some of the INSET days at the same time as other local schools, but sometimes it is not possible to do this.

Times for the School Day

8.55 am	Start of School Day - Registration
9.00 am	Lessons begin
10.00-10.15	Assembly (every day except Wednesday - Infants 1-1.30pm Juniors 10-10.15)
10.15-10.30	Morning break - all classes
12.00 noon	Midday break - all classes
1.00 pm	Afternoon start - Juniors
1.15 pm	Afternoon start - Infants
2.15-2.30	Afternoon break - Infants
3.15 pm	End of the day - all classes

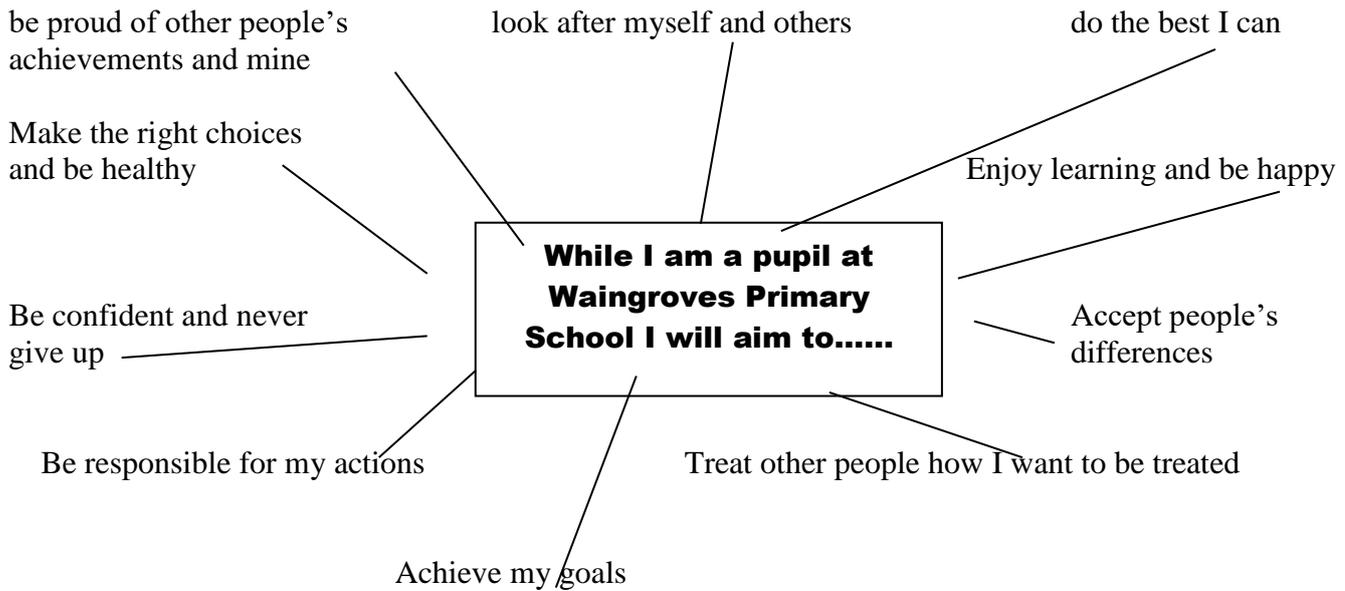
This gives a total of 21 hours (infants) and 23.5 hours (juniors) teaching time.

Children should not arrive at school before 8.40am, as there is no official supervision before this time. Teachers will be on duty from 8.40am in both playgrounds (infants and juniors). A bell will ring at 8.50am and the children will join class circles. Teachers will then escort the children to their classrooms (in single file, without chatting).

Children going home for dinner should not return to school until 10 minutes before the start of afternoon school.

In special circumstances or emergencies we can offer care outside these hours. You should contact us (in confidence if necessary) to see if we can help.

OUR VISION



Articulate Self disciplined Healthy Considerate Enthusiastic

Happy Open minded Honest Friendly Resourceful

Goal setting Co-operative Creative Have a feeling of self worth Adaptable

Independent Problem solvers Life long learners Confident Curious

Observant Polite Tolerant Respectful Expressive

Know and understand their rights and the responsibilities they bring

The school will achieve this through

- everyone being a good role model.
- encouraging children to take an active part in their learning and having fun.
- providing a stimulating and relevant curriculum and environment.
- encouraging children to have their own voices through their learning.
- giving children time to listen and talk.
- having a behaviour policy focusing on rewarding positive behaviour.
- supporting the children's learning through setting goals.
- giving opportunities for peer support.
- celebrating successes, however small.
- home and community links extending learning.
- having high expectations of learning, behaviour and personal standards.
- being a CAN DO school.

OUR MOTTO: THINK.

DO.

ACHIEVE.

The Curriculum

We believe that the highest quality of teaching is essential to achieve effective learning.

Basic Statement of Intent

It is our aim to provide the best possible education for each child through a wide, interesting and relevant curriculum. We regard the teaching of basic skills to be most important and to this end we provide a structured approach to the teaching of reading, language skills and mathematics.

In key stage one the acquisition of primary skills in the basic subjects is a high priority. These skills are then applied and reinforced across the whole curriculum. Socialisation is also very important - young children need to learn to live and work together in the school setting.

In key stage two we continue to emphasise and build on the basic skills, which are applied through a cross-curricular approach in many areas.

Curriculum - Planning

Staff produce learning goals for

- The long term - the year;
- The medium term using an approach that identifies learning outcomes and learning objectives;
- The short term - weekly planning, carried out by all staff and discussed within each key stage.
- Specific learning groups - planned provision as the appropriate differentiated level for your child.

Organisation of The National Curriculum

Within the National Curriculum there are 4 Key Stages which refer to age bands. We have two of them: Key Stage 1 - from 5 to 7 years - and Key Stage 2 - from 7 to 11 years. The Foundation Stage refers to the Reception class. Key Stages 3 and 4 refer to Secondary School age bandings.

The new national curriculum came into being in September 2014. The school's curriculum is available to parents on our school website and paper copies can be obtained from the school office. English and Maths is taught daily and we focus on basic skills including spelling, grammar and mental recall skills including times tables in maths. Science, History, Geography, Design Technology and Religious Education, Computing, Music, Art and French (KS2) are taught through topics and two hours of quality Physical Education is delivered weekly. Religious Education is not part of the National Curriculum but is regarded as a main subject to be taught. All Derbyshire schools follow the Local Authority's syllabus for R.E. which aims to provide children with knowledge and understanding of the nature of religions, their beliefs and practices.

Personal and social education (P.S.C.H.E.) is covered in many ways - individually, in groups, classes or sometimes as Key Stages and even as a whole school. Children are encouraged to discuss their feelings and attitudes to modern life (including difficult issues such as drugs, racism etc).

There are two formal assessments at the end of each Key stage - in Y2 and Y6. One is a teacher assessment of how your child has performed over the whole year and as such is a very well informed, individual assessment.

The second is by means of National Tests or SATS (Standard Assessment Tests), which take place during the first half of the Summer Term.

At Y2 level some of the tests are conducted individually or in groups but some of the tests are of the test paper and pencil type.

At the end of Year 1 children are screened for phonics.

At Y6 level all the tests are formally administered in their classroom. You will be informed when these tests occur well in advance. It is essential that all children sit these tests as they contribute to the national statistics that are then published. Please endeavour to ensure your child is at school during SAT's weeks.

All other years (except Reception) take tests during the same term as Years 2 and 6 to support teacher assessments. This gives us a clear idea of how well your child has progressed.

Any parent who has a worry or complaint about the content or teaching in any subject is invited to see the class teacher in the first instance. If the matter cannot be resolved, any further enquiry should be addressed to the headteacher.

School Council

We have a School Council which has 2 representatives from each class. This gives a voice to the children and they have been very effective in bringing about changes in school, as well as fundraising for others. We are extremely proud of this.

Special Educational Needs

Particular attention is given to those children with special educational needs and a great deal of expertise is available in the staff, combined with a wide range of resources. Those pupils who require additional help are supported by specialist staff from the Local Authority. Parents are, of course, kept fully informed and are consulted about all developments.

The Governing Body meets every term when special needs are discussed and any changes to the Special Needs Policy are addressed. The School's Special Needs policies and procedures are readily available in school and on the school's website.

All teaching includes planned differentiated activities for both learning difficulties as well as high achieving pupils; their needs are identified by daily teacher assessment, as well as formal assessment. Outside agencies are contacted for more detailed assessment of needs, if required. If you would like more information please feel free to discuss your child's needs with the Head Teacher.

Equality

At Waingroves Primary School we value the individuality of all our pupils. We are committed to giving all our pupils every opportunity to achieve the highest of standards. Within this ethos of achievement, we do not tolerate bullying and harassment of any kind. This policy helps to ensure that this school promotes the individuality of all our pupils, irrespective of ethnicity, attainment, age, disability, gender or background. We aim to reflect the multi-ethnic nature of our society and ensure that the education we offer fosters positive attitudes to all people.

Accessibility

We offer full access for disabled pupils having ramps around school and there are disabled toilets in both buildings. We have a very strong inclusion ethos at Waingroves Primary School and strive to embrace the individual needs of all pupils. The Accessibility Plan is available from the school office or the schools website.

Homework

All children will bring work connected to their schoolwork home each week. This may be in the form of a reading book, spellings, maths or research work. You will be sent an information letter at the start of the school year as to what and when homework will be expected.

We are committed to creating good liaison between parents/teachers and so we ask that you become involved as much as possible, helping your children to learn their spellings, times tables etc.

Please check your child's Book Bag daily, for letters, homework or any work that he/she may have brought home.

Extra Curricular Activities/After School Clubs

We offer a variety of sports activities at various times throughout the year. There are also peripatetic flute, clarinet and guitar lessons for individual pupils - these are run externally and are chargeable. Other after school clubs include Art, Computer/homework club, dance etc. We have spent quite a lot of money on new sports equipment so that we can now offer a range of sporting experiences for children to have a go at. We are extremely fortunate to have a large field on which to play and practice.

The school has competitive teams for all the above sports and children as young as 8 have represented the school in some of these teams.

We arrange for a number of visiting qualified coaches to help children improve their skills. Sometimes this is offered during school time and is free and sometimes these sessions are after school and may be subject to a small fee.

Pastoral Care

Although all the teachers assist with the welfare of all the children, it is the individual class teacher who, by the very nature of their close involvement with the class, takes most concern for pastoral care. If a teacher feels that problems may require parental involvement or advice from outside agencies available to school, then the matter is brought to the attention of the headteacher.

Pastoral care, however, is based upon the meaningful relationship built up between the child and the class teacher. The co-operation between the headteacher and the child's parent/carers is also of vital importance.

Safeguarding

Parents/carers should be aware that the school is required by law to take any reasonable action to ensure the safety and welfare of its pupils. In cases where the school has a reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the headteacher is obliged to follow the Safeguarding Procedures established by Safeguarding Board and inform the Social Services of the concerns. The Designated Safeguarding Officer is Mrs A Challand and the Deputy Safeguarding Officer is Mrs M Oldershaw.

Equal Opportunities

All pupils are expected to support and uphold the School's Race Equality Policy of the school in an anti-racist, equal opportunities environment.

School Discipline

Please refer to our Behaviour Policy - copy attached (Appendix 1).

Bullying

Please refer to our Anti-Bullying Policy - copy attached (Appendix 2).

Code of Dress

The governors have approved a code of dress for pupils as follows:

- Plain Navy blue, black or grey for skirts, pinafores and trousers.
- Plain Navy blue sweatshirts or cardigans (with or without school logo).
- White blouses/ polo shirts.
- Blue Gingham dresses (cool alternative in summer).
- Navy blue, black or grey tailored shorts in summer.
- Navy blue or black shoes/trainers (cannot be used for PE).
- Navy blue or black sandals (school does not advise due to safety issues).

Sweatshirts, fleeces etc are available from school. Please call at the office for an order form.

We do not allow tee shirts etc. with "unsuitable" logos or wording on any items of clothing.

We do not allow piercing of any kind, except one small plain stud in each ear, which must be removed or taped up for P.E. If you wish your child to wear something due to religious reasons, this must be put in writing for approval by the school's governing body. Extremes of fashion such as dying hair, tram lines in hair and Mohican haircuts are not permitted. Long hair and fringes must be tied back or held away from the face so that it does not interfere with the children's learning. We encourage long hair to be tied back at all times as this restricts the spread of head lice. No nail polish is allowed.

We discourage the wearing of sunglasses in the playground during playtimes (for health and safety reasons) as we believe a cap is sufficient.

Physical Education Clothing

We would ask children to wear a white polo shirt and dark shorts (navy blue, black or grey) for P.E. We would recommend "slip on" type plimsolls for infants.

It is a good idea to include a pair of plain navy blue, black or grey joggers (no logos) in your child's P.E. bag for when they are on the junior playground to protect their knees.

Juniors require some more sophisticated equipment but only in relation to the outdoor activities that they may do. Trainers are a good idea, but these **should not be the same trainers that the children wear in class.**

Plimsolls are still the best for indoor gymnastics work. A change of tee shirt/shorts is needed.

Leotards/shorts/P.E. skirts may be worn.

Where children take part in football, shin pads are a requirement. Proper football boots are needed in the winter months and a change of clothing/towel may be a good idea. We try to offer a football option from year 3 upwards.

Year 3, 4 or 5 go swimming every week. Costumes must be of a one-piece design (no bikinis) or "traditional" swimming trunks (no board shorts). The school and swimming instructors prefer children not to wear goggles, however if you feel your child needs to wear these, the school will not accept responsibility for any injury or accident caused by the use of goggles.

Derbyshire County Council's "Safety in Games and Swimming" regulations state that "anything likely to impede a child or cause danger to others (jewellery, earrings etc) must be removed before these activities take place".

Security

We are a very friendly school and like to offer you good and easy access. We are also aware of the need for security measures to be in place that give you peace of mind.

Three of our external doors that give access to class areas have high locks. These give an easy exit from the building but cannot be opened from the outside.

The entrance door to the Year 3 and 4 block is a push button combination security lock that offers an easy exit from the building but denies entry to those who do not know the correct combination. The main school entrance door has an electronic combination lock and doorbell linked to the school office. We are also members of the local "Neighbourhood Watch" Scheme. The school also has an intruder alarm with a direct link to the police.

Please do not expect a child to answer the front door when you visit as they are trained not to.

Personal Possessions/Lost Property

The school cannot be held responsible for any child's property - money, jewellery, watches, toys etc. whether deposited with a teacher or placed in trays etc. Most "lost" property, however, re-appears. It would help if all items of clothing, especially items that children may confuse, were marked with your child's name.

I would respectfully remind parents that school is not the place for toys or mobile phones from home. Accidents do happen and items occasionally do go missing. Please do not allow your child to bring any toys or mobile phones into school unless a special arrangement has been made.

Absences, Holidays, Enforced School Closures etc.

Absence due to Illness - if your child is ill, please notify school as soon as possible by telephone so that we can inform the class teacher. If you do not make contact with the school before 9.30 am you will receive a welfare text to remind you to let us know where your child is.

Holidays - From September 2013 (a Government directive) NO holidays taken during term time will be authorised by the school unless there are exceptional circumstances. If you do feel your reason for taking a holiday is exceptional, you can request a form from the office, these are also available on the website. The Head teacher will respond to you via letter. If any holidays are then taken without the school's permission, as from 1st September 2017, if requested, Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the Head teacher regardless of a child's wider school attendance.

Enforced School Closures - If the school has to close for the day, for whatever reason (bad weather, boiler broke down etc.) the school will:

1. Text Parents (if possible)
2. Inform Derbyshire County Council who will then put it on their website (www.derbyshire.gov.uk/schoolclosures)
3. Inform radio stations.
4. I will notify as early as I can to avoid any unnecessary journeys.

Radio stations informed are:

5. Capital FM Derbyshire - 96.2-96.5 FM www.capitalfm.com
6. BBC Radio Derby - 104.5, 95.3 and 96 FM (www.bbc.co.uk/derby/)
7. Amber Sound - 107.2 FM (www.ambersoundfm.com/schools/)

To get email or social media (Facebook, Google, and Yahoo) alerts:

- Go to www.derbyshire.gov.uk/schoolclosures
- Click on "Amber Valley" (on left hand side)
- Click on "Sign up to all school closures" (on right hand side)
- Choose preferred method to receive alerts

Even if you believe that the school may have to close later in the day, unless it has been notified on the above radio stations, please bring your child to school (even if they are late arriving).

Visits to Doctors, Dentists, etc. - If you wish your child to leave school to attend an appointment it is advisable to call at school for them. If you are unable to collect your child you must let us know in writing that you wish your child to leave the premises unescorted. We are unable to let your child out of our care unless we have this written permission. I am sure that you understand the reasons for this measure. We request that any medical letters or appointment cards be given to the school office so that a copy can be obtained and kept on your child's record. If your child leaves school during the day you will be required to sign them out at the office.

Medicines - We are not legally required to administer medicines however a First Aider within school will do this - only if accompanied by written instructions from child's parent/guardian. Please complete a

form which is available in the school office and the school website. Children's inhalers for asthma sufferers are kept in the school office.

Charges & Remissions

We believe that education should be free at the point of delivery. Financial restrictions on schools, however, are such that it is impossible for us to offer some special activities without asking for a voluntary contribution from parents.

These activities include: -

- a) school trips
- b) cooking and craft/needlework
- c) extra curricular activities run by outside agencies

Data Protection

Please refer to Privacy Notice (Appendix 3).

Parental Involvement

Parents and teachers have exactly the same aim – the best education possible for the children. It is by working together that this aim is best achieved. If you have a concern about anything please let us know. We can arrange for you to see your child's class teacher at a mutually convenient time.

You may have a talent or skill that we can make use of in school. A number of parents assist us in school and we are keen to maintain the numbers helping us. Please let us know if you wish to help. There is an agreement to adhere to our Code of Confidentiality which must be signed. Sometimes we need to restrict the number of parent helpers we have, simply because of space!

From time to time you will be invited into school to see various productions and assemblies. These are happy and exciting occasions much enjoyed by everyone.

Please remember that Waingroves School is here for your child. Together we have a responsibility to work for the benefit of our children. You are most welcome to come into school to talk to us about any aspect of your child's education and welfare.

School Lunches

We have our school meals cooked on site in our own kitchen. Universal free school meals are available to all children in KS1. After this, the cost is currently **£2.00 per day** (£10.00 per week). Dinner money should be paid on a **Monday of every week** and should be sent into school in a named envelope with your child. It is possible to pay for the full term and we do accept cheques as a method of payment should you find this easier. If you think your child may be eligible for a free school meal (if you receive certain benefits) please contact the school office for a claim form (this will also benefit the school with additional funding). If your child prefers a packed lunch please ensure that lunch boxes are clearly labelled with their name.

P.T.F.A.

"P.T.F.A." in school is for **every** parent and you are automatically a member. Parents, governors, staff and members of the local community work together to raise funds for much needed equipment (we also have a lot of fun doing it!). We are always keen for more parents to become involved – please do consider

giving up spare time for your school. It usually involves only half termly meetings which are usually less than one hour after school and helping out at various functions.

The Giving Machine

It is now possible to generate free cash donations to Waingroves Primary School every time you shop online. Please take a few minutes to visit: www.thegivingmachine.co.uk and see how easy it is to help our school.

Freedom of Information Act 2000

Please refer to our Publication Scheme & Access Policy - This is available from the school office or on the schools website.

Private School Funds

The school operates a cheque account for school trips etc. These are independently audited every year and these are available for inspection from the school office on request.

BEHAVIOUR POLICY

Appendix 1

The policy was developed with staff, pupils, parents and Governors. It will be fully reviewed annually and a copy is available on the website.

PRINCIPLES AND VALUES

At Waingroves Primary we believe that pupils learn best when they know where they stand, when they feel safe and when they feel valued as members of our community.

The school behaviour policy is therefore designed to promote effective relationships so that all members of the school can work together with the common purpose of helping everyone to learn.

Our system of positive behaviour management and our school rules reflect our belief that everyone can make choices about their behaviour and that everyone can learn different ways of behaving. We believe that pupils need praise and encouragement to succeed and we acknowledge and reward behaviour that reflects sensible choices and allowing learning to take place. We reward behaviour that supports our belief that everyone has the RIGHT to learn and achieve success.

We challenge pupils who, by making poor behaviour choices, inhibit the wellbeing and learning of themselves and others.

We believe that everyone is accountable for the consequences of their choices.

We know that pupils are part of a wider community and trust that parents and carers will support our behaviour policy. We acknowledge the importance of their support and believe that we can all work together to make Waingroves Primary School a safe, caring and learning environment for everyone.

AIMS

To ensure the consistent and positive management of the behaviour of all pupils at our school.

To ensure that all pupils have access to the curriculum and can learn effectively in a fun, caring and safe environment.

To ensure that all pupils learn the part they can play as a citizen and how to choose to act responsibly.

To ensure rewarding pupils who always choose to behave sensibly.

OBJECTIVES

Pupils will

- Understand that they can choose to behave sensibly.
- Understand their choice of behaviour will have consequences - good or bad.
- Understand the impact of their behaviour on others.
- Understand that they form an important part of the school community as individuals.
- Learn the skills required to communicate effectively to make decisions.

THE SCHOOL RULES

The same rules apply at all times of the day.

1. I will work safely and play safely.
2. I will do what I am asked the first time I am asked.
3. I will look after school property, other people's things and my own.
4. I will take responsibility for my actions.
5. I will respect other people's right to learn and teachers' right to teach.
6. I will take pride in everything I do.

REWARDS

CLASSROOM

ALL staff will use non-verbal rewards such as smiles, winks, thumbs up and so on FREQUENTLY. Verbal praise will be used EXTENSIVELY.

In addition: -

Stickers

Positive remarks in books

Showing work to other adults

Showing work to Headteacher / Senior Leadership Team

Certificates home

Monitors

Team points which contribute to Whole School Teams

Pupil of the day/week

WHOLE SCHOOL

On Monday morning every pupil is given 25 minutes of **Chill Out Time**, which they can have on Friday afternoon where all adults join in as part of the PSHE programme.

In addition: -

Star on the STARS 'R' US board - 20 team points

Headteacher stickers - 20 team points

Lunchtime stars - 5 team points

Register Monitors

Termly Whole School Team winners get a treat together

Termly Whole School Lunchtime trophy winners (class in KS1 and KS2 who collect the most stars).

Lunchtime 'Gold Table' (pupils nominated by lunchtime staff)

Afternoon Tea with Headteacher (1 pupil nominated by class teacher)

CERTIFICATES

- Class teachers will put two pupils from their class into the **Gold Book** for Friday's Assembly for exceptional effort, exceptional work and exceptional behaviour.
- Class teachers will choose 2 pieces of 'First Rate' writing each week to be displayed in the school hall.
- Each Teaching Assistant and Midday Supervisor can put one pupil each in the **Gold Book**.
- Classes who achieve the highest scores, over the term, in our maths quizzes receive a reward/treat.
- 100% Attendance certificates for each term and for the whole year.
- Every time a pupil is mentioned in the Gold Book a certificate is presented in Friday's Assembly.

SANCTIONS

In the school building

Staff will ALWAYS use non-verbal reprimands first. This could be a frown, shake of the head, eye contact, raised eyebrows, plus individual techniques for early intervention of potentially disruptive behaviour and de-escalation techniques. If these fail the following sanctions apply....

1. Warning (verbal) - stating which rule has been broken.
2. Chill out time to be taken away, in small chunks, which can be earned back.
3. Sent to another teacher - with loss of Chill out time (2-5 mins) that cannot be earned back. Pupils must be sent with some work, if that's not possible then a reading book. If a pupil is sent out a second time on the same day, then send to a member of the SLT, with loss of chill out time or playtime dependent upon misdemeanour.
4. A serious disruption such as swearing/bad language, name-calling, and misusing school equipment, spitting etc. pupil will lose all their playtimes for the day. A letter to the parents informing them of the misdemeanour needs to be sent out by the Headteacher to go via the pupil, sibling, post or telephone. The letter needs to be signed and returned or telephone conversation logged.

Class teachers will keep records of pupils' names and reasons why they persistently lose chill out time and are sent out.

These records will be crucial when these pupils are placed on the SEN register and parents invited in to support the school in managing their behaviour through a support plan.

Records will be kept by the class teachers and a copy given to the Headteacher at the end of each week of pupils who have persistently lost Chill out time.

Outside on the playground

- Warning will be given.
- Stand by the teacher.
- Go and stand by the wall for x minutes.
- Lose Chill Out Time, which must be communicated to their class teacher.
- Kept in by the Headteacher and a letter sent home.

Lunchtime

Pupils choosing to behave badly will result in:

1. A warning.
2. Asked to stand by the Midday Supervisor.
3. Asked to stand by the wall for x minutes.

4. Sent to senior Midday Supervisor.
5. Loss of **Chill Out Time** (in 1 minute chunks with a maximum of 5 minutes), which cannot be earned back.
6. Kept in by the Headteacher or Senior Leadership Team.
7. A letter sent home to parents.

Persistent bad behaviour may result in a pupil sent home for lunch for a short period of time.

SERIOUS MISBEHAVIOUR

- Creating a serious risk to the Health and Safety of self and others.
- **Violent** physical attack.
- Serious and **deliberate** damage to property.
- Serious and **persistent** defiance.
- Serious and **persistent** verbal abuse.

Will result in the pupil(s) sent to the Headteacher or removed by the Headteacher/Senior Leadership team. **The member of staff who instigates it will fill in an incident form and pass it onto the Headteacher/Senior Leadership team to complete actions taken and contact parents/carers.**

If the pupil still chooses to misbehave, refusing to comply with requests from the removing teacher or Head, the parents/carers will be contacted immediately and maybe asked to come and talk with the pupil straight away or remove them for a short period if there is a health and safety risk.

If the parents are not available then the emergency contact will be used if there is a risk.

In any event the parents will be asked to come to school as soon as possible - the next day if necessary- and discuss the matter so that actions can be taken.

At this stage the pupil may be given a pastoral support plan and a handling policy if necessary. Individual educational plans (IEP's) may be reviewed. Outside agencies may become involved with the agreement of the parents.

If it is a racist incident then the Headteacher will investigate, record, and deal with it accordingly.

IN VERY SERIOUS CASES WHEN PERSISTENT BAD OR DANGEROUS BEHAVIOUR OCCURS, WHICH RISKS THE EDUCATION OF OTHERS, DESPITE INTERVENTION AND SUPPORT AT ALL LEVELS, THIS WILL RESULT IN AN EXCLUSION (FIXED OR PERMANENT).

MONITORING

The Headteacher will monitor the effectiveness of this policy on a regular basis. The Headteacher will report to the Governing Body on the effectiveness of the policy and, if necessary, make recommendations for further improvements.

The school will keep a variety of records of incidents of misbehaviour. The class teacher will record classroom incidents. The Headteacher will record incidents where a pupil is sent to her or she is called upon to remove the pupil. Records will also be kept about lunchtime incidents.

The Headteacher will keep records of any pupil who is suspended for a fixed term or who is permanently excluded.

The Governing Body will monitor the rate of exclusions and will ensure that the school policy is administered fairly and consistently.

REVIEW

The Governing Body will review this policy regularly.

The Governors may, however, review the policy earlier than this if the Government introduces new regulations, or if the Governing Body receives recommendations on how the policy might be improved.

Anti-Bullying Policy

At Waingroves Primary School we are committed to providing a warm caring and safe environment for all our children so that they can learn and play in a relaxed and secure environment.

Bullying of any kind is unacceptable and will not be tolerated in our school so we take all incidents of bullying seriously. Bullying hurts. No-one deserves to be a victim of bullying and everybody has the right to be treated with respect; therefore pupils who bully others need to learn different ways of behaving.

At Waingroves Primary School we acknowledge that bullying does happen from time to time – indeed it would be unrealistic to claim that it does not. When bullying does occur everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy. We are a TELLING school and encourage anyone who knows that bullying is happening to tell a member of staff.

Aims and Objectives

The aim of this policy is to prevent and deal with any behaviour deemed as bullying. Its implementation will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of the school community have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the policy. This will happen in the following ways:

- All governors, teaching and non-teaching staff, pupils and parents/guardians will have an understanding of what bullying is.
- All governors, teaching and non-teaching staff will know what the school policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- All pupils and parents/guardians will know what the school anti-bullying policy is and what they can do if bullying occurs.
- Pupils and parents/guardians will be assured that they will be supported when bullying is reported.
- Whole school initiatives (staff training, celebration assemblies etc.) and proactive teaching strategies (PSCHE lessons and Circle Time) will be used throughout the school to reduce the opportunities for bullying to occur.
- A positive caring ethos will be created within the school environment where everyone can work, play and express themselves, free from the fear of being bullied.

What is bullying?

The school has adopted the following definition of bullying which is our shared understanding of what bullying is;

Bullying is any behaviour which is deliberately intended to hurt, threaten or frighten. It is often repeated and can continue for a long period of time.

STOP....Several Times On Purpose

Bullying can be

- Emotional being unfriendly, excluding, tormenting, ridicule, humiliation.
- Verbal name-calling, sarcasm, spreading rumours, threats, teasing.
- Physical pushing, kicking, hitting, taking or hiding someone else's things.
- Racist racial taunts, graffiti, gestures, making fun of culture and religion.
- Sexual unwanted physical contact, sexually abusive or sexist comments.

- Online/cyber sending offensive texts messages, abusing via their mobile phones.
- Homophobic because of/ or focussing on the issue of sexuality.
- Any unfavourable or negative comments, gestures or actions made to someone relating to their disability or special educational needs.

Bullying is not:

It is important to understand that bullying is not the odd occasion of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done Several Times On Purpose (STOP).

Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name calling and childish prank. We all have to learn to deal with these situations and develop social skills to repair relationships.

Procedures for reporting and responding to bullying incidents.

All staff will respond calmly and consistently to all allegations and incidents of bullying at Waingroves Primary School. Reports will be taken seriously and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved. The following step by step procedure will be used for reporting and responding to bullying allegations or incidents:

- If bullying is suspected or reported the incident will be dealt with immediately by the member of staff who has been approached.
- A clear account of the incident will be recorded and given to the Headteacher.
- The Headteacher will interview all concerned and record responses.
- Class teachers will be kept informed.
- Parents will be kept informed as and when considered appropriate.
- Sanctions will be used as appropriate and in consultation with all parties concerned.
- After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not occur.

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice.
- Reassuring the pupil.
- Offering continuous support in an attempt to restore their self-esteem and confidence.

Pupils who have bullied will be helped by:

- Discussing what has happened.
- Discovering why the pupil became involved.
- Establishing the wrong doing and the need to change their behaviour.
- Informing parents or guardians to help change the attitude of the pupil.

The following disciplinary steps can be taken:

- Official warnings to cease offending.
- Removal of privileges.
- Exclusion from certain areas of school premises.
- Minor fixed term exclusion.
- Major fixed term exclusion.
- Permanent exclusion.

WAINGROVES PRIMARY SCHOOL

PRIVACY NOTICE

Pupil Data

Introduction

Waingroves Primary School must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

We do this to: -

- Enable good quality, targeted learning for individuals
- Provide suitable care and support for pupils
- Assess and monitor pupil progress
- Monitor our effectiveness as a school
- Comply with the law regarding data sharing
- To protect and safeguard pupils

Our Legal Obligations

The lawful basis for schools to collect information comes from a variety of sources, such as The Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school. Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

In school we also use various third party tools to make sure that pupils best interests are advanced. This includes financial software to manage school budgets, which may include some pupil data. We use systems to take electronic payments for school meals. We use software to track progress and attainment. We must keep up to date information about parents and carers for emergency contacts.

We also use contact information to keep pupils, parents, carers up to date about school events.

What type of data is collected?

The **Department of Education (DfE)** and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools effectiveness.

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal
- Eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND and health needs
- Behavioural information – e.g. number of temporary exclusions

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The legal grounds for using your information

This is common for all personal and sensitive data we collect and process about staff, volunteers, pupils, parents, carers and any other individuals.

Some data is more sensitive than other types of data. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Consent

The school will ask for consent to process data about you or a pupil. The type of data that is to be used, and how it is to be used will be specified on the consent forms.

You have the choice to opt in for certain types of data usage, and this is made clear. However, some data that is collected and processed in schools is not optional.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for many of the ways in which it uses information.

Specifically, the school has a legitimate interest in:

- Providing educational services to pupils
- Safeguarding and promoting the welfare of pupils and staff
- Promoting the objects and interest of the school
- Ensuring the efficient operation of the school
- Compliance with all relevant legal obligations of the school
- Keeping the whole school community informed about events, news and activities.

Necessary for a contract

Information about individuals may be necessary to perform our obligations under our contracts.

For example, maintaining the school Management Information System database.

Legal obligation

Much of school life is governed by legal obligations to supply information to organisations such as the Department for Education or Local Authority or HMRC. We may also have to disclose information to third parties such as the courts, Disclosure and Barring Service or the police where legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed.

Public interest

The School considers that it is acting in the public interest when providing education. Certain regulations, DfE and Local Authority, health and other guidance may require the school to process data in the public interest.

Your rights – what

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights.

Your rights are as follows:

- you can ask what information we hold about you and be provided with a copy. Sometimes we are not able to share all the information, but this is set out in our Subject Access Policy
- if information is incorrect you can ask us to correct it
- you can ask us to delete the information that we hold about you or your child in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer – this does not apply to pupil records as these are transferred by a DfE process called the Common Transfer File.
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy

If you disagree with any decision we make about your data you can use our complaints policy, you also have the right to make a complaint to the Information Commissioner, and sometimes to the Information Tribunal or through the court process. Our complaints policy is available on the website along with our Data Protection Policy.

If you would like to discuss anything in this privacy notice, please contact Mrs R Tattershaw, School Business Manager, Tel 01773 744106 or email info@waingroves.derbyshire.sch.uk

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