

Wainscott Primary School

Prospectus

We are very proud of the education we provide for all of our children and believe passionately that every child has the right to achieve their full potential academically and socially. The school values every child and family and provides a high level of pastoral care and academic support. Wainscott is a good school and aims to provide the best possible learning experience for pupils, whatever their background or learning needs. We have a team of talented and dedicated staff who provide a great blend of warmth, experience, energy and understanding who are dedicated to ensuring your child reaches their potential.

We have a modern spacious school building, large grounds, excellent ICT provision, specialist sports provision, and a commitment to the Arts. Our ethos is high quality teaching of an exciting engaging curriculum rich in first-hand experiences, practical tasks with well resources environment. We offer a range of enriching activities and extended clubs, exciting school trips, theme days and open sessions for parents. We hope that you will find this prospectus useful. You will find further information on our website and would be delighted to show you around. Our Moto is..... To achieve, be safe and be happy

Complaints

In the first instance please contact our Head, Hugh Greenwood, either by email at greeh192@medwaymail.org or 01634 332550. OR write to our Chair of Governors via the school address.

Communication

Good, two-way communication is one of the cornerstones of a successful primary school journey. We actively encourage parents to communicate openly and regularly with us about their child. The more we know the more we can understand and better we can meet your child's needs. We have a modern, interactive school website, teacher and school leader blogs and we use twitter to provide a steady stream of information in addition to weekly newsletters and regular parent consultations, open sessions, workshops and forums.

Curriculum

At Wainscott we follow a very creative curriculum, with a different theme each term in every year group. The idea behind a creative curriculum is to link up learning, enabling children to use and apply their knowledge and skills by combining subjects like writing, history, geography, science, design, art and ICT. Themes are enriched by visits and visitors to provide context and first-hand experience to children's learning. Themes are often based on History, Geography or Science and used as vehicles for English across the curriculum.

Enriching the curriculum

The school's curriculum promotes and sustains a thirst for knowledge and understanding, along with a love of learning, constantly striving to provide enrichment opportunities to enhance their experiences.

Extra curriculum

There are a range of clubs which run from the end of the school day until 4.15. We would expect Reception children to attend no more than one club a week if they choose to, and gradually increase the number of clubs per week as they move up through the school, subject to availability. We run a range of before, lunchtime and after school clubs.

Every Child

We believe that every child deserves the best possible education. Learning is alive and buzzing around the school throughout the school day. We ensure that our curriculum includes robust and reliable programme for basic skills in English, Maths, Science and ICT and we have a rigorous assessment system in place so that we are aware of each child's progress throughout the year. The school runs a range of support and intervention programmes so that children can progress at their optimum level. Our children have access to excellent provision in music and sport through specialist teachers. The school is often filled with the sound of singing or music from our choir. Children also have the opportunity to attend specialist tuition.

Teaching and Learning

We understand that perhaps the biggest influence on a child's education is the adults working with them. We feel that in order to provide the world class education that our children deserve we must have world class teachers and support staff. All of our staff are encouraged to develop their skills and seek training in order to help all children achieve their full potential. We have a strong Governing Body who are our greatest supporters and ensure that the school maintains a strong strategic direction. We strive to provide the best education we can for the children in our care through clear vision which is implemented through a school development plan focused on improving learning and teaching.

Environment

We are fortunate to have a bright, modern and spacious learning environment thanks to our new school building with classrooms and learning areas equipped with quality, modern furniture, the latest technology and enhanced by high quality displays.

- Laptops, iPads, visualisers
- Tough screen televisions and audio-visual boards
- Breakout spaces and dedicated learning support rooms
- Sports hall
- Kitchen and dining hall

We have specialist teachers and highly trained teaching assistants who work alongside class teachers to support educational needs. Every day playtime is full of children having fun and staying fit. The children can choose from a wide choice of activities.

Community

We are proud to be the hub of our diverse local community. We are determined to remain a true community school and therefore actively encourage our community to join us for many of our events as possible throughout the year and for our pupils and families to play an active role in our local community. We are developing a range of community partners and will continue to ensure we reflect and celebrate our increasing diversity. We offer an expanding range of before, during and after school clubs and will shortly be providing before and after school child care.

Behaviour

We expect excellent behaviour from all our children, so enabling them to be safe and happy in school and so thrive as learners. Whilst there is a very clear behaviour policy and procedures in place to address any child struggling with their behaviour, our focus is always to positively reinforce good behaviour in the children through a range of rewards and incentives that recognise and celebrate the behaviour we expect.

Admission

We have adopted Medway Council's admission policy for community and voluntary controlled primary schools. All admissions are dealt with by Medway Council. Should you wish to enrol your child at our school please contact www.medway.gov.uk/admissions or 01 634 306000 or complete a Casual in-year admissions form from reception. Our over-subscription criteria is as follows:

1. Children in public care/looked after and previously looked after children.
2. Sibling attending the named school at the time of application and who will still be attending at the time of admission
3. Medical, health and special access reasons
4. Children of teaching staff
5. Nearness of children's home (shortest walking route)

When your child starts school here you will be given several documents which need to be returned to the school office. Meetings are arranged for new reception children during the summer before your child starts school in September. This gives the opportunity to meet their teacher, explore their classroom and environment and discuss any concerns.

Jewellery

It is a Medway Council Health and Safety requirement that jewellery is not worn for PE OR SWIMMING. If your child is unable to take off their own items then they should be left at home on PE/swimming days. Generally, items of jewellery can cause injuries in school. They can create great difficulties due to loss and damage during play. For these reasons we would ask that children did not wear them to school. If ears are pierced then only plain studs may be worn.

Uniform

We are proud of our uniform all children are expected to wear it. **Uniform which has our school logo can now be ordered once a term from the school office.** Major chain stores carry stock without logo, which fits in with our uniform requirements. We have learned that the wearing of uniform gives a sense of belonging and pride in our school. Our uniform is as follows:

Boys

Grey trousers or grey school shorts
White shirt or white/green polo shirt
Green school sweatshirt or jumper/
Sleeveless jumper
Black or brown shoes (no trainers)

Girls

Grey school skirt or grey pinafore dress
Green and white check gingham dress (summer)
Grey school trousers (not flared or three quarter length)
White shirt, blouse or green/white polo shirt
Green school sweatshirt/jumper or green school cardigan
Black or brown shoes with sensible heels (no trainers or open toe shoes)

If the dress code is perceived to conflict with religious or cultural customs, the parents are actively encouraged to discuss the matter with the Headteacher.

PE

Black shorts, green/white t-shirt, trainers (KS2), plimsolls.
PE and Games Kit is available to order from the school office once a term.
Comprising green t-shirt, black shorts and bag.

Personal Possessions

Please do not allow your child to bring anything to school, which has monetary or sentimental value. The school cannot accept responsibility for them, this includes mobile phones. It is a school rule that children must not buy, sell, give away or swap possessions e.g. Trading cards while they are at school.

School Meals

School meals are prepared and cooked in our kitchen by Chartwells appointed by Medway Council. They can either provide cooked meals or packed lunches for the pupils. Parents on Income Support or certain other allowances may be eligible for free school meals. We would encourage **all** eligible parents on benefits to apply for free school meals as the school receives extra money for each child via Pupil Premium. Application are made to Medway Council, on <https://www.cloudforedu.org.uk/ofsm/medway>.

A packed lunch may be brought from home if preferred. It should be brought in a **NAMED** lunch box. Please do not send fizzy drinks or glass bottles. Water is available to all children at meal times from the kitchen. We insist that parents **do not include any eggs/nuts/peanuts in their child's lunchbox** owing to children in our school with a severe allergy. Please pay by cash or cheque (payable to Chartwells). The current price is £1.79 per day. Menu choices should be completed on a Monday for the following week. All monies should be in a named envelope.

Infant Universal Free School Meal

From September 2014 all infant children are entitled to a free meal. For those families who qualify for a **Free School Meal** because they are in receipt of certain **benefits** we would ask that they continue to apply for Free School Meals in order that the school receives Pupil Premium money which is then spent on children of those families directly.

Playtime Snacks

Children may bring fruit or raw vegetables to eat at break time. No crisps, biscuits or sweets please. Children have access to chilled, fresh water.

Fresh Fruit and Vegetables Scheme

The School Fruit and Vegetable Scheme is a government programme that entitles every child aged four to six in LA-maintained schools to a free piece of fruit or vegetable each school day.

School Milk

The firm 'Cool Milk for Schools' delivers cartons of milk to school, which are kept refrigerated and distributed at break time. Parents are given the opportunity to join the scheme by contacting the company on www.coolmilk.com All correspondence should take place between the parents and Cool Milk for Schools. Payment is required in advance and should a child be absent or on holiday it is the parent's responsibility to inform the company. For children under the age of five, milk is provided free of charge on completion of a form on line to www.coolmilk.com

Money at School

Children should not bring money to school unless it is for school meals, educational visits, after-school activities or for specific events. All monies, must be sent to school in a sealed envelope marked with the child's name, class, intended use and the amount enclosed.

Charging Policy

Educational visits provide interest and motivation and are used to support the curriculum. Parents are requested to make a voluntary payment to help cover the cost of such visits. No child will ever be excluded from such a visit because of inability to pay, however, there may be times when trips have to be cancelled due to lack of support. Please contact the Headteacher, in confidence, if you feel you cannot make a contribution or can manage only a reduced contribution. Once parents have committed themselves monies are not refundable. Swimming (usually Years 4, 5 and 6) may involve transport costs and an entry fee for the pool.

Safety and security

All visitors MUST report to the school office inside the main entrance whatever the reason for the visit. Visitors working within the school are asked to wear badges and sign in and out at all times. In conjunction with the electronic and mechanical locking system, the CCTV system is designed to view all persons entering the premises. At the end of the day parents are sometimes late (through no fault of their own). In such cases children are encouraged to return to the school office or a teacher rather than to wait unsupervised on the playground. If you know someone other than their parent is to collect your child from school please send in a note to their teacher on the morning. If children are continually late being collected at the end of the day then a fine of £10.00 will be issued to parents/carer. Children will only be sent home with named contacts. **No adult will be allowed to work alone with a child unless they have an up to date DBS check.**

School hours

School gates are open from 8.40 a.m. and close at 9.00 a.m. Open at 3.15 p.m. and close at 3.30 p.m. The main gate will stay open for After School Clubs until 4.15 p.m.

School hours are:

8.45 – 12.00 a.m. and 1.00 p.m. – 3.15 p.m.

Nursery hours are 8.30 a.m. – 11.30 a.m. or 12.30 p.m. – 3.30 p.m.

Absences

Please notify the school office if your child is absent. Please telephone 01634 332550 or email to office@wainscott.medway.sch.uk by 9.00 a.m. **An explanatory note should be sent in on the first day back at school.** A written request is required if parents wish to take a child out of school during the day (e.g. for medical, dental or other appointments). Such a child should be collected (and returned if they are coming back to school) from the school office. Please ensure that you ask for a Pupil Pass in case the Police or the AAP (Attendance Advisory Practitioners) stop you. When children are brought into school after medical treatment (doctors/dentists) please ensure they report to the office first before joining their classes. This enables the registers to be accurately completed.

- Try to avoid any absence when your child is preparing for or taking important tests.
- Schools may not grant any leave of absence during term time unless there are exceptional circumstances. Should parents still choose to go on holiday with their children during term time, all such absences will be treated as unauthorised. When unauthorised sessions are recorded the Attendance Advisory Practitioner is informed and a penalty notice warning letter may be sent. The Attendance Advisory Practitioner has the ability to serve fixed penalty notices for **each** parent of truants or in cases of condoned truancy, which includes taking unauthorised holiday in term time. The fixed penalty is £60 if paid within 21 days or £120 if paid within 28 days. Failure to pay within 28 days may result in legal action being taken.

Volunteers

We value the help and support you can give the school; whether it be helping in the classroom, on trips, or helping the Friends of Wainscott. Your enthusiasm for the school will rub off onto your child, making school even more important and special. We request that all parents who help in school are DBS checked. Please be aware the school is now charged for this safeguarding service.

Child Health and Medicines

If your child has any condition or allergy, which affects or could affect their life at school, please inform your child's teacher or Headteacher. Only medications prescribed 4 times a day can be administered. In such a case it is **essential** for the school office to have WRITTEN instructions, on the school's medicine form, before medicine is administered. Medicines must be sent into school by an adult in the original container, containing only the quantity required for school use. The prescription and dosage should be typed or printed clearly on the outside. The name of the pharmacy should be visible. Any medication not presented properly will not be accepted by school staff. Proprietary medicines should not be sent to school and cannot be administered.

Special Educational Needs

This is an inclusive school, which caters for a variety of needs and is adapted for wheelchair access. All children are regularly assessed and if a child is experiencing difficulties, parents will be informed. Sometimes we may initiate early intervention support, so that pupils are closely monitored and additional provision is provided for these children to make progress. Where action is necessary for the child to successfully access the National Curriculum, this will be met through greater differentiation of tasks, a variety of materials, resources and support from additional adults. The school is consistent with the Guidelines in the SEN Code of Practice in regards to school based intervention. Some children may need an Individual Educational Plan to help them meet the requirements of the National Curriculum. Support from external agencies may include; speech and language therapists, educational psychologists, occupational therapists and the Behaviour Support Service. In exceptional circumstances, the child's needs may be met through a statement of Special Educational Needs.

Race Equality

Wainscott School has a written policy on equal opportunities and adheres to the legal requirements of Article 14 of the European Convention for the Protection of Human Rights and Fundamental Rights and Freedoms, the 1998 Human Rights Act and the Equality Act 2010. Racism in any form is unacceptable and the governors and staff firmly believe that racial harassment is detrimental to the school's aims and objectives. Any racist incident will be treated very seriously and counselling will be available to both the victim/s and the other party. School records are kept of all racial incidents. All adults at the school are asked to challenge and report any racial incidents to the Headteacher. A copy of the policy is available from the office, which defines racism and provides examples of racist incidents; it outlines the procedures covering the steps that will be taken to deal with racial harassment, by ensuring that the curriculum and resources available reflect cultural diversity we prepare all pupils to live and work in a multi-ethnic society.

Home/School Liaison

Parent/teacher consultations are held each term and a formal written report is sent out to parents in the summer. Our school newsletter is sent out each week and includes diary entries for the month ahead. All newsletters are put onto our web site www.wainscott.medway.sch.uk Communication is a two-way process, we will endeavour to keep you up-to-date about your child's progress. We would ask you to inform us about the 'ups and downs' in your child's life so that we can provide appropriate support. Teachers are available at the end of the day to resolve any concerns or worries.

Contact

Telephone 01634 335220

Website: www.wainscott.medway.sch.uk

Twitter: @Wainscottschool

Address: Wainscott Road, Wainscott, Rochester, Kent. ME2 4JX

Zero Tolerance

Verbal abuse, aggression and violence towards staff is not acceptable and will not be tolerated. Any incidents will be reported to the Headteacher and Governing Body and action taken.

Our School Rules

- * Be kind to everyone and treat them with respect.
- * Do your best, listen and allow others to learn.
- * Be polite and pleasant.
- * Walk sensibly on the left in school.



Wainscott is welcoming.



Amazing achievements.



Inclusion and opportunities for all.



No one is left out.



Safe and healthy.



Caring, cool and challenging.



Outstanding music, sport and outdoor experiences



Time to have fun.



Terrific school!

