

# Wookey Primary School

2023-24



# Prospectus

# *Our Values*

We believe that children should experience all kinds of learning, with lots of relevant, practical experiences integral to our school curriculum.

We believe that children should be allowed and enabled to work in their own way and not be forced to experience a model of learning that is not suited to them.

We believe that children should be involved in their learning, included in ideas, and that our teaching should be adapted to the interests and responses of the children.

We believe that our school curriculum should have our values at the centre of it. Our values should be woven throughout teaching, planning and behaviour.



*Together, we learn and grow.*

# Together we learn and grow



## *Our Vision*

Our success as a school is achieved only through engagement of all stakeholders; children, staff, parents and governors.

## *Our Aims and Objectives*

- To develop happy, confident and resilient children who demonstrate and experience our core values of being engaged, independent, respectful and active.
- For our children to move on to the next stage of their learning with a positive attitude, resilience and a love for learning that enables them to achieve all they want to in life.

## *Our Ethos*

We learn as much from our children and their individual strengths and interests as they do from us as a staff team. We value their input and they know they are valued. Wellbeing has to be our priority and is embedded in all of our work - happy children can learn.

We want our children to be the best versions of themselves they can be, to believe they can be whoever they want to be and for them to value learning for its own sake.

## *History and Context of our School*



Wookey Primary School is a village Community School run by Somerset Local Education Authority. At the time of writing, we have 107 pupils on roll across four classes as well as a busy playgroup class - called Little Acorns - which officially became part of the school in 2016.

The school is situated on the edge of the village of Wookey, with beautiful views across to the Mendip Hills in an area of outstanding natural beauty, just under two miles from the Cathedral City of Wells. Wookey is a thriving village with a strong sense of community.

The school was founded in 1844 by St Matthew's Church, Wookey. Alumni include HG Wells who, in 1880, joined the school as a pupil tutor for a short period, following his uncle who was Head teacher at that time. The school has obviously seen many changes since the Victorian era and now possesses more modern accommodation but still maintains much of its original character.

The main school building consists of two classrooms, a small work area, a large hall and library and the former schoolhouse, which incorporates the administrative part of the school. There are two further classrooms next to the main school building, set in extensive grounds. We have a spacious playing field with an environmental area, two vegetable gardens, workout equipment and spaces for our hens and also two playgrounds with table tennis tables, a traverse wall and an undercover play space.

Parents have a positive role to play in school, helping teachers and children in many areas such as reading, art and craft, cooking and gardening and during visits. The School Association (WSA) helps to raise funds for equipment and activities by organising many social events throughout the year.

In the latest Ofsted Report (September 2019) the school was judged as good.



# *The School Day*

Our school day starts at 8:50am and finishes at 3:20pm. Children may arrive at school from 8:45am. We run a daily walking bus from the village into school, starting at 8:30am which gives the children a positive, active start to the day and also reduces congestion in Castle Lane behind the school. We also offer a 'drop and go' service for parents in our school car park from 8:45am. Morning break is from 10.30am until 10:45am lunchtime is from 12.00pm until 1.00pm .

## *Wraparound Care*

The school has an established before and after school care provision. There are a number of different options for sessions and the accompanying charges. Further information and initial registration is available via the school office and once you have registered your child, bookings and payments can be made via our online system, Scopay.

## *Lunches*

We are able to offer hot meals every day of the week, supplied by The Blue School. Children in Reception, Year 1 and Year 2 are eligible to have free school meals under the Universal Free School Meal system introduced on 1st September 2014. Children in KS2 (i.e. Years 3, 4, 5 and 6) can order and pay for meals (in advance, on a three week basis) via our online payment system, Scopay. Children can bring their own packed lunch with a drink, preferably in a re-usable lunch-box and drinks container. Families on income support are entitled to free school meals; details are available from the office.



# Clubs and Additional Opportunities

We endeavour to provide a wide variety of extra activities for our pupils to enjoy that take place at the end of the school day. Over recent years we have been able to offer football, multi-skills, cooking, choir and science. Some of these activities, if provided by external companies, may be charged.

Each year a number of class or group outings take place which support the children's learning. We also take our oldest children on a residential trip. These are very beneficial experiences, but ones for which a voluntary contribution is requested (please see the school's charging and remissions policy for more information). We also make good use of our local environment for a variety of curricular linked local walks throughout the year.

## Homework

We do not overload families with homework as we value the additional learning experiences many have at home and we want to ensure everyone has the time to focus on our priorities:

We expect all families to read at home with their children on a daily basis. We acknowledge the many studies that show a correlation between reading and good mental health, opportunities in life and even life expectancy. We reinforce these messages and choose books at school to inspire and encourage this crucial habit from the very start of a child's time at our school.

Children are also expected to practise times tables/number facts and spellings at least three times a week to support their learning in class.

## Class Organisation

Our children are currently organised in four classes. This is reviewed on an annual basis to ensure that the school provides the best possible opportunities for all children.

Rowan Class - Year R and Year 1

Oak Class - Year 2 and Year 3

Willow Class - Year 4 and Year 5

Chestnut Class - Year 6



# Seesaw

Our main method of communication with parents is through the use of the Seesaw platform. We ask all parents to sign up to Seesaw and to install the app on their mobile phone. Seesaw is used in a variety of ways, including:

- Sharing school news and issuing reminders
- Enabling parents to contact school staff with questions or queries
- Sharing newsletters and other letters
- Sharing learning experiences the children have had and work they have produced.
- As an online learning journal which moves through the school with the child.
- Enabling online learning activities

You can find out more about how Seesaw stores personal data here:

<https://web.seesaw.me/gdpr>



# *Special Educational Needs (SEND)*

We have a strong commitment to inclusive education and aim to involve all children in all aspects of school life. Provision for them is made in consultation with parents and support services. On-going reviews will aim to ensure that any child with additional needs is able to access learning at an appropriate level, while participating fully in school life. It is our aim to identify children with special educational needs as early as possible in order to provide the support necessary to meet these needs and allow children to have access to the National Curriculum. We recognise the importance of working with parents and will consult with support agencies where we feel this is appropriate. Children identified as having additional needs will have a support plan which will have targets to work towards and which will be shared with parents and pupils. For more information on SEND please see the school's SEND offer on the school website.

## *Equality*

The promotion of equal opportunities is recognised by all the staff and governors at the school. We aim to ensure that all pupils regardless of race, religion, gender, background or ability receive a broad and balanced curriculum and have equal opportunities in all aspects of school life. For more information, please see our equalities policy and objectives on the school website.

## *Relationships and Sex Education (RSE)*

Our Sex and Relationships policy is available on our website or via the school office. Parents wishing to withdraw their child from Sex Education should in the first instance discuss this with the Headteacher.





# Starting School



Admissions to our school are outlined in our admissions policy which is available on our website or from the school office. We are very happy to show parents around our school, and welcome enquiries. We do not offer open days as we prefer families to visit on a 'normal' school day to get a better feeling for how we operate.

New Reception children starting school will initially attend on a part time basis, with time increased gradually so that they are full time within usually the first three weeks. Parents are fully involved in the period of transition into our reception class, whether children are moving up from our Little Acorns Playgroup or from external playgroups.

Older children joining our school, having moved into the area are welcomed into the school community and supported as they settle into our school.

## In-year Admissions

Somerset County Council is our Admissions Authority. We can process admissions to year groups that are under our Planned Admission Number (PAN) of 15 but if a year group is at or above PAN applications have to be agreed by SCC.

If your child is older and transferring to us from another school, a telephone call to the office will provide an opportunity to find out whether or not we are likely to have space in the year group and information on how to apply. Following this initial conversation, a visit is organised, and we strongly recommend that your child is part of this visit.



# Our Playgroup, Little Acorns



Little Acorns is an Ofsted-rated outstanding playgroup which has been running in the village of Wookey for over twenty five years. We ensure an excellent transition and a great level of support to ensure that your children have the best start to their schooling life.

## Our Aims:

To enhance the development and education of children under school age in a parent-involving community-based group.

To provide a safe, secure and stimulating environment.

To work within a framework that ensures equality of opportunity for all children and families.

## We offer your child:

A specially tailored curriculum leading to the Early Learning Goals.

Individual care and attention made possible by a high ratio of adults to children.

Fun and friendship with children and other adults.

The support of a personal keyworker.

Opportunities for you and your family to be directly involved in the activities of the group and in your child's progress.

## Come and Play sessions:

If you are interested in finding out more please do not hesitate to contact us and arrange a come and play session for you and your child.



# Wookey School Association



The Wookey School Association (WSA) is the school's parent/carer-teacher association, which raises funds and organises social activities to support Wookey School, and provides fun events for children and their families throughout the year. Being involved with the WSA is a great way to meet other parents and staff at the same time as raising funds.

Events organised by the WSA include a Christmas fair, quiz nights, summer barbeque, cake sales and family bingo, as well as supporting school events.

Funds raised have contributed towards some great things for the children, including books for our library, an outdoor learning area, a reading log cabin, additional sports equipment, multimedia projectors and screens, iPads and coach hire for external trips.

If you are a parent or carer interested in getting involved, or a local business who would like to offer resources or support, just ask in the school office for more details.

## Communication

Our primary method of communication is through the Seesaw learning platform and through the Wookey Weekly newsletter. Parents' meetings are held during the Autumn and Spring terms in order to discuss children's progress. In the Summer term, parents receive a written report. Parents are welcome to come into school to speak with their child's teacher at any time during the year, contacting the teacher via Seesaw in the first instance to raise any issues, ask questions or organise an appointment.



# Absences

If your child is absent from school please phone, email or Seesaw message the school by 9.00am to let us know the reason for their absence so that we can fill in the class registers correctly. If we do not receive a phone call on the first day of absence we will phone to check why your child is absent. Holidays in term time are only authorised in exceptional circumstances. Please ask the office for a request for term time leave form at least two weeks before any planned absence.

If we feel your child is unwell during the day and is unfit to be in school we will contact you. If your child has sickness or diarrhoea they must not return for 48 hrs.

Any request for medication to be given in school must be in line with our policy. Inhalers for asthma and epi-pens will be kept in school after discussion about your child's needs.

# Emergencies

If your child has an accident or is unwell we will contact you as quickly as possible. For this reason it is important parents fill out the contact form provided when a child starts school. Any change of information should be notified to the school office at the time of the change. Please make sure we can contact you by ensuring your mobile is on when out.





# Safeguarding



A culture of safeguarding is embedded into everything we do at Wookey. We have two staff members, Mr Marsh and Mrs Davies, who are specifically trained as the Designated Child Protection Leads within school. Mr Harrison is our Governor with responsibility for Safeguarding matters.

We would always hope to share any concerns we may have about your child with you, at the first opportunity. However, part of our legal duty to safeguard your children, may also include us needing to consult with and take advice from other agencies such as the Police, the local safeguarding boards or Children's Social Care. By working closely together with you and our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.

***Safeguarding is everybody's business.***

***If you are worried about a child or young person who could be in danger, please contact:***

- ***Children's Social Care on 0300 123 2224***
- ***by email at [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)***
- ***or the police***

***You can contact the police directly by dialling 101 and they will discuss with Children's Social Care what action should be taken. In an emergency always contact the police by dialling 999.***

# Availability of Information



DFE regulations require us to make certain items of information available at the school to parents and the public. This includes information such as:

- Statutory test results
- A range of policies
- Governor minutes
- Budget Information, including that related to the pupil premium and PE grant.

## Charging and Remissions Policy

Our charging and remissions policy is available on the website or from the school office.

Voluntary contributions may be invited for some school activities and transport costs. Where this is the case, parents will always be informed at the outset. The activity may not take place if insufficient funds are raised.

## Complaints

We hope that any concerns or complaints that parents might have can be resolved by discussing them with staff. To this end, the Headteacher and the staff make themselves available to be seen on a formal or informal basis whenever the need arises. If attempts to solve the complaints at this level fail, there is an agreed Complaints Procedure that must be followed. Copies of this are available on the website or from the school office.



# Uniform

Uniform with our school logo is available from South West School wear and at [www.swschoolwear.co.uk](http://www.swschoolwear.co.uk)

## **Sweatshirts / Cardigans**

- Maroon fleece, jumper or cardigan, preferably the with school logo.

## **Tops**

- White shirt or white / maroon polo shirt.

## **Socks / tights**

- Plain white/grey/black

## **Shorts, trousers, skirts or pinafore dresses**

- Must be dark grey or black: no “fashion” trousers that are patterned, buttoned or flared. In summer, maroon/red and white gingham dresses, skirts, skorts or tops.

## **Black school shoes or trainers**

- All pupils should wear shoes which are safe and comfortable in school and in the playground. No high-heeled or platform/wedge shoes, boots, clogs or crocs. Trainers can be worn everyday if preferred. If trainers are not worn, they must be brought into school every day for the daily run in each class.

## **Jewellery**

- Pupils with pierced ears should wear studs only. Pupils should not wear additional jewellery to school unless agreed for cultural / religious reasons.

## **Book Bag (Reception to Year 2)**

- Maroon, preferably with logo.

## **Sports/PE PE/Games kit**

- Plain, dark coloured shorts, tracksuit bottoms or sports leggings and a white or maroon tee-shirt can be worn to school on PE days. Maroon jumpers should be worn, or a maroon hoodie with the school logo which can be purchased from the school uniform shop. .

Children with long hair should ensure that their hair is tied back.

