

NEWBOROUGH CHURCH OF ENGLAND
(VOLUNTARY CONTROLLED)
PRIMARY SCHOOL

SCHOOL BROCHURE

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AIMS

Newborough CE Primary School aims to:

- provide a high quality teaching and learning environment in a caring, safe and secure atmosphere. The school promotes equality of opportunity and aims to develop the pupils' awareness of moral, cultural, social and spiritual issues according to our Christian ethos.
- develop and strengthen the abilities of all individuals to enable them to realise their full potential, develop a high self-esteem, and promote acceptable standards of behaviour making them responsible and valuable members of society.
- include and involve all members of the school and the wider community of Newborough and the surrounding area in a common enterprise to benefit from the past, learn in our present and strive for our future.

STATEMENT OF RELIGIOUS ETHOS

Recognising its historic foundation, Newborough School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of meaning and significance of faith, and promotes Christian values, including respect for other faiths, through the experience it offers to all its pupils.

OUR CHRISTIAN VALUES

Through our faith we are living, learning, loving

Respecting

We have a strong understanding of what is right and wrong that comes from Christian teachings and stories from the Bible. We know that it is very important to behave in School, at home and in the community. We respect people, places, property and nature in our School and local community. Our School is a place where we feel safe. We know that there are people with different faiths and beliefs and we not only tolerate those differences, but celebrate them too.

Belonging

We all feel valued as members of our School, Church family and local community. We are proud to be a part of these groups. We know that all of us are needed and each person is important to the whole community. We all work together and support each other every day.

Caring

We care about the people in our School and local community by looking after each other and show kindness every day. We empathise and sympathise with others, in our School, in the local community and around the world. We understand that there are people less fortunate than ourselves and when able we regularly support different charities either by donating money, goods or help.

Forgiving

Every day is a fresh start. If something went wrong yesterday, today is a chance to start again with a clean slate. We use our 'Good to be Green' system to help us do this. If someone upsets or hurts us, we try to follow Christian teachings and forgive them quickly. Because of this, we are honest when we have done something wrong and we take responsibility for our actions.

Signed

The Children, Staff and Governors of Newborough School

WELCOME TO NEWBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

The Headteacher, staff and Governors would like to extend a very warm welcome to new and prospective parents. We are pleased to present this booklet which we hope will prove informative especially after your visit to our school.

Everyone within our school places great emphasis on creating a positive learning environment for the children. This is achieved by ensuring that the children are in a happy, caring and friendly school. We believe that this will allow new children to quickly settle into the school.

Parents should also note that childcare facilities are available outside school hours most working days and some holidays.

This booklet cannot replace the personal contact between the school and the parents but it is hoped that it will reinforce personal contact and act as a basis for good relations between home and school. We look forward to this partnership and hope that your association with the school will be a fulfilling one.

LOCATION

Newborough School is situated in a small village four miles North East of Peterborough and close to the villages of Werrington (2 miles south west), Eye (2 miles south east), Crowland (3 miles north east), Deeping (5 miles north), Glinton (4 miles west) and Northborough (3 miles west). Most of the children live in the immediate locality, others travel by bus or car from nearby villages and Peterborough. The catchment area is largely rural. The school is situated in School Road adjacent to the church.

SCHOOL HISTORY

Newborough School has been here for over a hundred years. The exact date of origin is in some doubt as various historical documents give different dates for its foundation. The earliest mention however is about 1840. The school was enlarged in 1878, at which time there were over 120 children on the roll. The school was remodelled in 1959, extended in 1976 and again in 1994. The old building was finally declared unfit for modern educational purposes and so during 2005 a new eco-friendly school was built on the same site which we moved into in January 2006. The building has a sedum roof; rainwater is collected and used to flush the toilets; the visitors' cloakrooms are lit and ventilated by solar power, which also heats some of our water.

The school is a Church of England Voluntary Primary School controlled by Peterborough City Council and exists as a co-educational day school to serve the ecclesiastical parishes of Newborough and Borough Fen, and the wider community. As a village school, it not only

fulfils the paramount task of educating the children but it is regarded as being an integral part of the village community which it serves. We pride ourselves on our friendly atmosphere and the accessibility that the school has to offer.

ACHIEVEMENTS

What the school does well - OFSTED report 2014.

- Staffs instil a love and passion for learning so that every pupil wants to succeed. They are proud of their school and their own achievements.
- Behaviour is exemplary. Pupils take a pride in themselves and the school. They feel extremely safe, get on very well together and care for each other.
- Children in the Early Years Foundation Stage make an excellent start to their education and are extremely well prepared for Year 1.
- The high quality of pupils' spiritual, moral, social and cultural development underpins all of the school's work. It is a cornerstone on which an ethos of inclusion, care and valuing the worth of others has been built.
- Pupils make good progress and achieve well from their different starting points. As a result, standards in reading, writing and particularly mathematics are rising rapidly.
- Teachers are skilled at supporting pupils to have confidence in their abilities and in motivating them to learn. Work is well matched to the different needs and abilities of the pupils.
- Parents have an extremely positive view of the school. They have an effective relationship with all staff, this means that they are confident in the fact that their children are happy, safe and achieving well.
- The excellent leadership and management of senior staff and governors have resulted in rapid improvements in the last year. As a result, teaching and achievement are now good, and continue to improve.

Awards

- The school has won various awards for sport, including awards for Athletics, Dance, Netball and Cross-Country running
- We hold the DCSF Activemark for sport
- The school holds 'Healthy Schools' status
- We achieved the Intermediate Level of the International Schools Award in 2015
- In 2015 we were overall winners at the AMVC Technology & Science day
- We hold the 2015 Lego league Science project award

SCHOOL DETAILS

ADDRESS

Newborough C of E Primary School
School Road
Newborough
Peterborough
PE6 7RG

TELEPHONE NUMBER 01733 810253

FAX 01733 810035

E-MAIL office1@newborough.peterborough.sch.uk

WEBSITE www.newboroughschool.co.uk

HEADTEACHER Mrs R Marrs

CHAIR OF GOVERNORS Rev C Hurst

LOCAL AUTHORITY

Peterborough City Council
Children's Services
Bayard Place
Broadway
Peterborough
PE1 1FB
01733 748444

SCHOOL DAY

7.45am	Newborough Kidz Club opens
8.50am	Children allowed in classes. Newborough Kidz Club closes
9.00am	Registration and work begins
10.15am - 10.30am	Morning break (Milk available for KS1 & KS2. Fruit for KS1)
11.45am - 1.00pm	Dinner break
2.00pm - 2.15pm	Afternoon break for Key Stage 1 pupils
2.50pm - 3.10pm	Assembly
3.15pm	End of school day for Key Stage 1 pupils.
3.20pm	End of school day for Key Stage 2 pupils.
3.15pm	Newborough Kidz Club opens
3.20 pm	After school clubs run.
6.00 pm	Newborough Kidz Club closes.

GOVERNING BODY

LA Representative	Vacancy
Foundation	Mrs M Cupit Rev C Hurst Mrs J French (Acting Chair)
Co-opted Governors	Mrs B Rich Mr D Scott Vacancy
Parent Representatives	Mr P Russell Mrs J Harris Mrs H Allport 2 vacancies
Teacher Representative	Vacancy
Headteacher	Mrs R Marrs

Parliament has given a number of duties to school governing bodies in the Education Acts, and a range of powers to enable them to carry out those duties. They have a general responsibility for the effective management of the school, acting within a framework set by national legislation and by the policies of the Local Authority. Governors are not expected to take decisions about the day to day running of the school. This is the role of the Headteacher

SCHOOL STAFF

We are fortunate as a school to have a team of highly professional and committed staff, all of whom have a wealth of experience on which they can draw.

TEACHING STAFF

Headteacher	Mrs R Marrs
Deputy Headteacher	Mrs J Arnold
Class Teacher	Mrs L Blake
Class Teacher	Mrs K Braid
Class Teacher	Mrs L Mugerwa
Class Teacher	Mrs E Kapler
Class Teacher	Miss C Hosty
Class Teacher	Mrs B Rich
Literacy Intervention Teacher	Mrs S Richardson

Mathematics Intervention Teacher Mrs A Houghton

Mrs M Cragg visits once a week as Special Educational Needs co-ordinator and to work with children with Special Needs.

SUPPORT STAFF

Teaching Assistants:

Mrs H Ames
Ms M Angharad
Mrs L Bacon
Mrs N Bishop
Mrs L Bowen
Mrs K Gardiner
Mrs T Harrison
Mrs J Howchin
Mrs F Martignetti
Mrs D Ramsey
Mrs L Walker
Mrs L Watts

Office Staff:

Mrs J Crossley
Mrs S Head

Caretaker:

Mr R East

Cleaning Staff:

Mrs A Church

Lunchtime Supervisors:

Mrs D Ramsey	Mid-day Co-ordinator
Ms M Angharad	Mid-day Supervisor
Mrs L Bacon	"
Mrs N Bishop	"
Miss C Bonfield	"
Mrs A Church	"
Mrs M Crane	"
Mrs M Gilbert	"
Mrs L Hall	"
Mrs M Pacey	"

Kitchen Staff:

Mrs R Hutchins Cook

ADMISSIONS POLICY

A school year runs from September 1st to August 31st. By law parents are required to make sure that their child is educated from the beginning of the term after his or her fifth birthday. Primary Schools in Peterborough offer places to Reception children at the beginning of the Autumn Term. Admission arrangements for these children are at the discretion of the school.

Newborough CE Primary School has a pupil admission limit of 30 children. The age range is 4 - 11 years, i.e. Reception to Year 6. After seven years at Newborough School children living within the catchment area of Newborough and Borough Fen transfer mainly to Arthur Mellows Village College, Glinton but other schools can be considered based on parental preference.

Admissions to Newborough School are the responsibility of the Local Authority. Where applications for admission exceed the number of places available the following criteria will be applied in the order set out below, to decide which children to admit:

The local authority will admit children with a statement of special educational needs or an education health and care plan which names a school. This will be in addition to any specific arrangements to specialist provision. The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area* at the time of admission.
4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.
6. For admission to junior (KS2) schools only; children who are in attendance at an infant school on the same site at the time of application, have been in attendance at the school for at least a term prior to application and remain there until the end of the summer term.
- 7 Other children whose parents have requested a place who live outside the catchment area* of the school.

*An alphabetical list of streets and their school catchment areas is available on the Peterborough City Council website.

**For the purposes of admissions, the Department for Education definition of sibling is as follows: 'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the local authority must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

WELFARE INFORMATION

HEALTH & SAFETY

Regular risk assessments are carried out by the Health & Safety Committee on behalf of the Governing Body.

SCHOOL MEALS

Cooked Meals

M & B Caterers provide meals which are produced in our own kitchen.

Vegetarian meals are included in the menu. The meals are well balanced, meeting the requirements of the National Food Standards, attractive and provide plenty of choice.

Packed Lunch

Those children not requiring a school meal can bring a packed lunch and a drink (not in a glass container or can). Unfortunately, we cannot provide plates or cutlery. Please ensure that lunch boxes are labelled with your child's name and year group. Parents are encouraged to provide packed lunches which are healthy, in line with the National Food Standards.

Milk

Milk can be ordered through an independent supplier 'Cool Milk' for morning break (www.coolmilk.com). This is free to children under 5 years old, there is a charge for all other pupils. Forms are available from the school office.

Fruit

Fresh fruit is available daily (free of charge) to all Foundation and Key Stage 1 children.

Dinner Supervision

During the school dinner break the mid-day co-ordinator and mid-day supervisors will supervise the children. The co-ordinator is responsible for the children's welfare during the dinner period.

Payment for and booking School Meals

School dinners cost £2.20 per day (£11 per week) for Key Stage 2 children. The school encourages parent/carers to pay dinner money through their ParentPay account. However, cash or cheque payments are also accepted in school.

Payment should be made prior to a meal being taken. Should your child be absent after payment, credit will remain on their account. If your child has ordered a school dinner and is sent home after 10.30am you will be charged for the meal.

Children in Reception, Years 1 and 2 are currently entitled to a free school dinner each day.

In all cases, when sending money, please ensure that it is in a sealed envelope marked with your child's name and what the payment is for. Children should post it in the class box provided in the school corridor.

UNIFORM & SCHOOL CLOTHING

We feel that it is important that children not only take pride in the appearance of the school, classroom, schoolwork etc., but also in their appearance. We encourage the wearing of the suggested school uniform below:-

Girls

Navy or grey skirt, trousers or pinafore
White blouse/polo shirt
Navy sweatshirt or cardigan
Blue check dress for summer
White/navy/black socks or tights
Black shoes Black shoes

Boys

Grey trousers/shorts
White shirt/polo shirt
Navy sweatshirt
Grey/navy/black socks
Black shoes

For safety reasons shoes should have a low heel and must be appropriate for the occasion. A change of footwear is required for indoors. This helps to keep the school floors and carpets clean - this is especially important in classrooms and the hall where children have to sit on the floor for specific parts of their lessons, or for assemblies.

It is also important for the children's health and safety that their uniform fits correctly so it is comfortable and appropriate for daily school activities inside and outside . This includes the appropriate length of skirts and dresses.

Navy sweatshirts, cardigans, fleeces, waterproofs and white polo shirts with the school's name embroidered on can be purchased via school. Order forms can be obtained from the school office or downloaded from the school website. Payment must be made with an order.

PE and Games Kit

- Plimsolls or trainers specifically for outside games use - bare feet for activities in the hall
- Navy blue shorts and white T- shirts are preferred. Please refrain from sending children in football kits or inappropriate clothing for physical activity
- White PE vests and leotards
- Swimming trunks/costume/hat and towel
- Track suit is very useful for winter games

Please clearly label all your child's clothing and belongings. This will help us identify lost property.

JEWELLERY AND OTHER ACCESSORIES

For Health and Safety reasons pupils should not wear jewellery to school. The only exception may be stud earrings - no hoops (these could cause a nasty accident if caught or snagged). For PE lessons and after school activity clubs earrings should be removed. Children who cannot remove their own ear-rings should either leave them at home on days when they have PE or bring some micro-pore to school to cover them up.

The wearing of nail varnish and make-up is not considered to be appropriate for school. Exceptions may be on Mufti days or for other special events. Hairstyles should also be appropriate for school.

PERSONAL POSSESSIONS

Personal valuable possessions should not be brought to school. Any pupil bringing in their own belongings does so at their own risk and it is their responsibility to look after them.

ABSENCE, ABSENCE RATES AND HOLIDAYS

Attendance Officers are based at Bayard Place, Peterborough and liaise with all schools in Peterborough. Amongst their duties are visits to the homes of pupils whose prolonged or frequent absences or lateness give cause for concern. They regularly check our attendance registers.

Absences

We need to know the reasons why children are unable to come to school and we require a telephone call on the first day of any absence due to illness. It would be helpful if this could be before 9.00am so that we know the whereabouts of all our pupils. Mrs Crossley or Mrs Head will contact the parent of any child absent without explanation as soon as possible after 9.00am to make sure nothing untoward has happened to them. A written note or email explaining the absence is encouraged.

Children should normally only be absent if they are unwell or attending non-routine medical or dental treatment. Please do not send a child to school if he/she has been sick the previous night. As advised by the Health Protection Agency, children should be kept away from school for a minimum of 48 hours after diarrhoea and/or vomiting has settled. If a child is fit to come to school then apart from special circumstance he/she will be expected to go outside at break times.

Term dates

The dates when the school is closed will be notified to parents in advance and are available on our school website. Any holidays that are taken in term time will be recorded as unauthorised absence and the attendance officer will be informed.

During the Summer Term each year children in Year 6 take their National Assessments (SATs) and the rest of the school take annual assessments.

MEDICAL

There are regular checks made on the health of children during their primary years. The school nurse makes regular visits. Parents will be notified if she considers further tests to be necessary. If you need to speak with the school nurse please arrange this via the school office.

For the safety and well being of your child it is vital that the school is informed of any medical condition pertaining to your child.

MEDICATION IN SCHOOL

We are unable to administer medicine to pupils except in exceptional circumstances (for example, medicine that has been prescribed 4 times a day). If this is the case then a detailed form explaining who prescribed the medicine, when and why it is to be taken and any side effects it may cause, must be completed and signed by both the parent and the

Headteacher before the medicine can be administered. All medicines must be marked with the pharmacist's label giving details of the frequency, dosage and pupil's name. No liability can be accepted regarding the supervision or administration of any medication in school. Staff do not have a legal duty to administer medicine to pupils - the role is entirely voluntary.

The container(s) of any acceptable medication must be clearly marked with the child's name, class, dosage etc. The parents must hand the medication to the school office. Children with asthma must keep their inhalers (clearly named) in their classroom but these must be recorded on the appropriate form so that staff are aware of who may need to use an inhaler in school. Parents are responsible for ensuring that inhalers kept in school remain in date.

CHILDREN WITH DISABILITIES

Newborough School positively promotes active inclusion in all aspects of school life. All staff will be made aware of a child's disability needs to ensure full support is given. Where necessary, special provision will be made for the individual child's disability to be taken into consideration. It is imperative that the parents of physically handicapped children inform and consult the Headteacher well before admission if at all possible or upon diagnosis if already in school so that necessary arrangements can be made. Newborough School conforms to all requirements of the Disability Discrimination Act. The school is all on one level, offering good access to all areas.

NON-ACCIDENTAL INJURY TO CHILDREN (N.A.I.)

It may be helpful for parent/carers to know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare including risk from non accidental injury, neglect, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer and where possible seek their consent to a referral to Children's Social Care. **This will only be done where such discussion and agreement-seeking will not place the child at increased risk of significant harm.** Schools are encouraged to take the attitude that where there are grounds for concern they should be very cautious, and seek advice from Children's Social Care, rather than to risk a child's safety. Occasionally this duty on headteachers means that a concern is passed on which is later shown to be unfounded. It is hoped that parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that the headteacher was acting in good faith and in the best interests of all children. In all cases we try to act with sympathy and understanding and in the best interests of the child.

SECONDARY TRANSFER

Transfer takes place at the end of Year 6 and full information is made available to parents by the Local Authority during the autumn term of the child's final year at primary school. Parents have the opportunity to view all secondary schools during this time and applications have to be submitted to the Local Authority Admission Department within a given period. Children transferring spend a taster day in their new school in July.

In catchment children usually transfer to Arthur Mellows Village College, but we also have children who transfer to other Peterborough schools as well as Lincolnshire schools.

DATA PROTECTION

Basic information about pupils is held on computer to assist with the efficient organisation of the school and the individuals' educational needs. Security measures are taken to ensure that the information is kept confidential and only available to authorised staff.

The school is registered under the Data Protection Act and there are a number of organisations to whom we may need to disclose information. This is only done so in appropriate circumstances and is kept to the minimum necessary.

Pupils may use computers in the course of their studies. They do not have access to records of other pupils. If you are concerned about any aspect of personal information held on computer please contact the Headteacher in the first instance.

TRANSPORT

Free school transport is available for pupils who live more than two miles from the school and within the catchment area. It is also available for children who live less than two miles from the school where the walking route is deemed by the Local Authority to be unsafe for a child to walk to school accompanied by an adult. For further information contact the local authority Transport Department on 01733 747474.

Pupils are encouraged to walk to school for their own health and fitness. Parking is not provided for parents' vehicles. Parking restrictions are in place and these must be adhered to for the safety of all pupils.

COLLECTIVE ACTS OF WORSHIP

Collective Acts of Worship are compulsory in the school. The whole school meets for assemblies in the school hall. Each class or year group invites its parents to a special assembly every term. At least once a term the children attend services in Saint Bartholomew's Church, the local church that is situated next to the school.

Parents, because of their religious beliefs, may withdraw their children from collective acts of worship. A request for this to be done must be made in writing to the head teacher. Any pupil who is withdrawn will read a book or complete work under the supervision of a member of staff.

CURRICULUM INFORMATION

RELIGIOUS EDUCATION

The school follows the Education Authority's agreed syllabus for Religious Education, which encompasses six religions: Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism.

Parents, because of their religious beliefs, may withdraw their children from some Religious Education lessons. A request for this to be done must be made in writing to the Headteacher. Any child who is withdrawn from Religious Education lessons will be supervised and provision will be made for him/her to work separately in another classroom where Religious Education is not being taught.

NATIONAL CURRICULUM REQUIREMENTS

Your children will be in either the Foundation Stage, Key Stage 1 or Key Stage 2.

Foundation refers to all children in the Reception class

Key Stage 1 (KS1) refers to all children in Years 1 and 2

Key Stage 2 (KS2) refers to children from Years 3 to 6.

The areas of study to be taught by the school are directed by Development Matters in the Early Years Foundation Stage, The National Curriculum and The Primary Framework from The National Strategy.

There are seven areas of learning and development which need to be planned for. These are divided into three prime areas and four specific areas:

- Personal, Social and Emotional Development (Prime Area)
- Physical Development (Prime Area)
- Communication and Language (Prime Area)
- Literacy (Specific Areas)
- Mathematics (Specific Areas)
- Understanding the World (Specific Areas)
- Expressive Arts and Design (Specific Areas)

The subjects to be covered in Key Stages 1 and 2 stem from the above:

1. Personal, Social, Health Education; Citizenship; Spiritual, Moral, Social & Cultural Development
2. English (Literacy); Information Communication Technology (ICT); Modern Foreign Languages
3. Mathematics (Numeracy) Science; History; Geography; Religious Education
4. Science; History; Geography; Religious Education
5. Design Technology; Art & Design; Music
6. Physical Education

Our core Modern Foreign Language is French although all pupils will experience an introduction to several other languages. Our curriculum is underpinned by the key principles of the Government's 'Every Child Matters' agenda:

- Enjoying and achieving
- Safety
- Health

- Contributing positively
- Achieving economic wellbeing

We aim to enable all pupils to become:

- Successful learners who enjoy learning, make progress and achieve
- Confident individuals who are able to lead safe and healthy lives
- Responsible citizens who make a positive contribution to society

Through our 'Creative Curriculum' pupils learn important curriculum content and skills in an interesting, varied way. Sometimes subjects may be taught alone or they may be taught within a topic combining curriculum areas. This may be on a weekly basis or in a block such as a 'special' week.

The curriculum is often supported by inviting visitors such as authors or special groups into school and by taking the pupils out for first-hand experiences.

Built into the teachers' planning are opportunities for differentiation which will be required to meet the needs of every child.

During a child's first few weeks in school they will be assessed according to the Foundation Stage Profile. This gives the teacher a clear picture of the abilities of every child on entry to school. Assessments through observations will continue throughout the year and parents will be made aware of the progress their child has made through Parents' Meetings and in the end of year report.

At the end of each Key Stage your child will be assessed by national tests or tasks. (SATs.) The results of last year's tests can be found at the back of this brochure. In year 2 your child will be tested on English (writing, reading, spelling and handwriting) and Mathematics.

In Year 6 your child will be tested on English (writing, reading, spelling and handwriting), and Mathematics (with and without a calculator). Further information and details will be available as your child approaches the end of each Key Stage.

Termly assessments take place in every year group to inform teachers of pupil progress and to inform pupils of the progress they have been making towards their targets.

SEX AND RELATIONSHIP EDUCATION

Sex and Relationship education is taught throughout the school as part of PSHE curriculum in accordance with Peterborough's Scheme of work and the National Curriculum for Science. Parents have the right to withdraw their children from these lessons after consultation with the Headteacher. Any child who is withdrawn from Sex and Relationship Education lessons will be supervised and provision will be made for him/her to work separately in another classroom where Sex and Relationship Education is not being taught.

SPECIAL EDUCATIONAL NEEDS

The Governors' policy for Special Educational Needs is reviewed on a regular basis. Class teachers' observations, together with assessment tests, will identify children who have special needs. The class teacher will consult the parents of such children, Special Needs Co-ordinator or Headteacher concerning specialised help in school. Three stages of approach will be considered: School Action, School Action Plus or Statemented Provision.

The school acknowledges special needs at either end of the learning spectrum and will consider the suitability of support equally for a gifted child and a child with difficulties. Children with learning difficulties are generally catered for in their classroom although this may be supplemented by work set in a withdrawal group.

Pupils who perform well above the average ability will be 'High Ability' or 'Gifted and Talented'. Teachers will inform parents of this and appropriate challenges will be set.

FACILITIES & OPPORTUNITIES FOR ENHANCING THE CURRICULUM

We have a comprehensive range of facilities and equipment within a school. In addition we have a nature area, a willow tunnel and dome, an amphitheatre and adventure play areas.

Music

Arrangements for additional music lessons are made through contracts with private tutors who currently offer tuition in violin, flute, clarinet, keyboard, piano, brass and guitar. Please see the school office for details.

Sport

Our pupils have many opportunities for taking part in sporting activities. Each year we aim to compete against pupils from other schools in cross-country running, athletics, tag rugby, table tennis, football and netball.

Clubs

Staff and other providers run successful after-school clubs in various activities. At various times of year different clubs run for specific purposes, such as preparing for an inter-school challenge or festival. Each year we enter teams in events such as the Primary Mathematics Team Challenge and First Lego League UK. We look for opportunities to extend and challenge our pupils by taking part in many other events whenever possible.

ORGANISATION

CLASSES

We have class sizes of no more than 30 and all classes are of mixed ability, but in single year groups. Classes from September 2017 are as follows:-

Mrs Blake	Reception
Mrs Braid	Year 1
Mrs L Mugerwa	Year 2
Miss Driscoll	Year 3
Mrs E Kapler	Year 4
Miss C Hosty	Year 5
Mrs Rich	Year 6

The Headteacher and staff are legally responsible for the children during school hours. Normally pastoral care of the children is in the hands of the teacher to which your child belongs. It is the class teacher who should be approached initially about matters regarding individual children. If your child is ill or injured whilst in our care, every effort will be made to contact a parent or named carer. In the case of emergency, if this fails, your child will be taken for treatment and you will be informed as soon as possible. If you object to your child receiving emergency treatment we would require this in writing. It is important that the school is kept up to date with your latest contact details at all times.

HOUSES

On entry to school pupils are allocated to one of four 'houses'. These are named after the first Headteachers of Newborough School: Dawson, Thrower, Hadman and Fitness. Pupils are able to earn house points from every member of staff. These are counted on a weekly basis and the winning house has its house colours tied to the house cup.

CLASS AMBASSADORS

Class Ambassadors are nominated for each half term. They meet with the Headteacher to discuss relevant issues and make decisions on behalf of all pupils, following discussions on various issues with their classes.

CHARGING POLICY

The governors and staff at Newborough Primary School adhere to the principle that state education should be provided free. However it is recognised that the present activities enriching the curriculum, such as educational visits and visiting theatre groups, cannot be provided by the school from existing funding. Such enrichment activities are consequently dependent upon voluntary contributions from parents/carers. When sufficient voluntary contributions are not forthcoming for proposed activities they may have to be curtailed or cancelled.

Where it is felt by parents and/or class teachers that there are cases of hardship, the children concerned being members of families in receipt of income supplement or family credit, the voluntary contributions requested may be reduced or waived at the discretion

of the Headteacher. All discussions concerning cases of hardship will be strictly confidential.

HOMEWORK

The Primary Curriculum is an extremely full one and to support work and progress in the classroom children will be given homework. Parents are of course a child's first teacher and the continued importance and support that parents can offer can benefit a child considerably.

Our Homework Policy is in line with Government requirements and is supported by our Home/School agreement. Every child has a homework learning book which in school we call the creative learning journey this is set every two weeks usually on a Wednesday with the hand in date is clearly indicated.

BEHAVIOUR

Serious misbehaviour is infrequent in this school. School rules are kept to a minimum and it is the duty of the class teacher to ensure that the children are aware of them. Each class draws up its own rules at the start of the year.

The school has a Positive Behaviour policy to ensure that the children feel secure and happy and thus able to contribute to and participate in school life.

Boisterous behaviour, rough play, unnecessary physical contact and physical bullying will not be tolerated. Such behaviour places children in potentially dangerous situations and our first concern must be the safety of the children in our care. We want to encourage respect of people, their possessions and their environment. Bad language is always unacceptable, as is malicious verbal bullying which is very distressing for a child.

The standards of behaviour we expect from all children are: -

1. We as a school expect the use of "please" and "thank you"
2. Movement around the school should always be at a walking pace
3. At the end of play the children will stop and stand still when the bell is rung and they will then be instructed by the staff on duty to walk in slowly, class by class
4. The opinions and positions of all within the school are respected, the children can expect to be mutually respected.

Initially allowances for new intake reception or older children who have recently joined the school may be made in respect of our Positive Behaviour Policy. However the aim is to integrate these children to the mainstream of conduct as quickly as possible. Often other children are the quickest teachers of these expectations but staff will need to explain the reasons for certain codes and that "this is not the way we do things at Newborough School."

Rewards

Rewards vary according to the age of the child. All staff are able to award pupils with stickers. The top award is a 'Privilege Card' which leads to a 'Proud Of' certificate. The issuing of these certificates in assembly is designed to reinforce the positive aspects of children's behaviour or work. Golden Tickets are also awarded for children achieving their academic targets in class.

Dealing with Misbehaviour

1. Pupils who misbehave will receive an initial oral warning. If the behaviour persists they will receive a 'Warning' card. A further Warning Card will result in a 'Consequence' card and a visit to the Headteacher or Deputy Headteacher. After two Consequence Cards within an agreed timeframe will result in the child's parents being invited in to discuss their child's behaviour. This could result in a variety of modification programmes i.e. 'behaviour beads', weekly or daily reports, the identification of unacceptable behaviour and setting targets for improvement
2. Keeping a child inside at playtime is sometimes desirable as it provides an opportunity to speak individually and privately to the child.

3. Any misbehaviour on the playground will be dealt with by the adult in charge and if necessary the Headteacher will be informed. Children whose playground behaviour has been frequently unacceptable may also find themselves indoors for an agreed period of time sometimes completing a set task
4. Repeated bad behaviour at lunchtimes will result in the child not being allowed to remain on the premises for the lunch hour for a limited period of time.

HOME-SCHOOL RELATIONSHIP

Parents have high expectations regarding their child's education and are eager to support the school. Parents' meetings are very well attended. Staff are always pleased to receive offers of help from parents.

The school acknowledges the importance of informed positive liaison between home and school. We strive to maintain an 'open door' policy despite the many varied demands upon staff time. Parents can usually speak to a member of staff directly before or after the school day but depending upon the nature of their business it may be more appropriate to make a specific appointment.

Teachers may also wish to contact parents and the same principles should apply. Areas needing discussion are wide and varied and should extend beyond educational matters if the area of concern is likely to influence the child's life in school.

Anyone expressing dissatisfaction with any aspects of the school should be encouraged to give the school a proper chance to address their complaints. The class teacher or Headteacher should have the opportunity to resolve the matter with the parent/s concerned before more formal procedures have to be followed.

From September 1999 the school was required by Government direction to have in place 'Home-School Agreements'. On starting at Newborough School each new pupil will receive a copy to take home. The child and a parents/carers are invited to sign the agreement and return it to school for the Headteacher to sign. The original copy is sent home and a copy is kept in school. Key Stage 1 children can sign with a 'smiley face'. When pupils move into Key Stage 2 their agreements are updated.

We also ask parents to sign an agreement regarding the taking and use of photographs by the school, the media and other parents. Some parents do not wish their child to be included in any photographs and all staff and parents are asked to respect this.

E-SAFETY

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. The school's network is protected by filters set up by the Local Authority. Pupils are taught how to stay safe when using computers as a means of communication. Both pupils and their parents/carers are asked to sign a consent form to show that the E-Safety Rules have been understood and agreed.

FONS - FRIENDS OF NEWBOROUGH SCHOOL

We are fortunate that many parents are keen to support the school in a fund raising capacity. FONS organise a huge variety of social functions for the benefit of the school community. The financial and social benefits that the school reaps are highly appreciated.

The Chairperson of the current committee is Mrs Joyce who can be contacted through the school or by emailing friendsofnewboroughschool@gmail.com

Fund raising events this year have included Raffles, Coffee Mornings, Fashion Show, Mufti Days, the May Fayre, Christmas Bazaar and children's end of year disco. They have also made contributions towards educational visits and various items for use in class.

New members and ideas are always welcome!

OTHER SCHOOL FACILITIES

Newborough Kidz Club

There is a before and after school care club on site which operates independently. This club started in October 2013 and currently operates in term and holiday time. Enquiries can be made by contacting Newborough Kidz Club on 01733 810880.

**PRIVACY NOTICE
NEWBOROUGH C OF E PRIMARY SCHOOL**

for

*Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings*

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- Mrs Jo Crossley, School Office

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at www.peterborough.gov.uk or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

FINALLY.....

It is hoped that this document has answered some of your questions and informed any decision that you are in the process of making regarding your child's education. It is equally likely however to have raised questions and we hope that you will make an appointment to visit the school and discuss any issues that still need clarification.

It is our hope that you, like us, feel that Newborough CE Primary School has a great deal to offer to your child's development in their crucial primary years.

Term Dates 2017/18

AUTUMN TERM 2017	
Opens	Tuesday 5 th September
Half Term	23 October to 27 October
Ends	Tuesday 19 December
	71 days
SPRING TERM 2018	
Opens	Thursday 4 January
Half Term	12 February to 16 February
Ends	Thursday 29 March
	56 days
SUMMER TERM 2018	
Opens	Tuesday 17 April
May Day	Monday 7 May
Half Term	28 May to 1 June
Ends	Friday 20 July
	63 days
	190 teaching days

Term Dates 2018/19

AUTUMN TERM 2018	
Opens	Thursday 6 th September
Half Term	22 October to 26 October
Ends	Tuesday 18 December
	69 days
SPRING TERM 2019	
Opens	Thursday 3 January
Half Term	18 February to 22 February
Ends	Friday 5 April
	62 days
SUMMER TERM 2019	
Opens	Wednesday 24 th April
May Day	Monday 6 May
Half Term	27 May to 31 May
Ends	Friday 23 July
	59 days
	190 teaching days