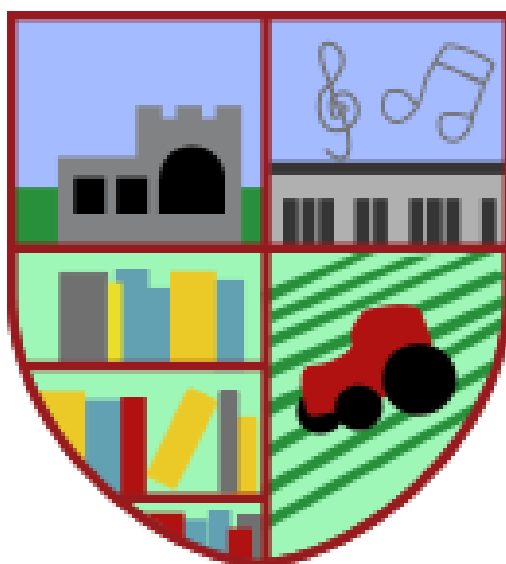


# **Newborough Church of England Primary School**

***'Life in all its Fullness' – Living, Loving, Learning Together  
(John 10:10)***



# Information Booklet





**NEWBOROUGH CHURCH OF ENGLAND**  
**(VOLUNTARY CONTROLLED)**  
**PRIMARY SCHOOL**

<b>Contents</b>	<b>Page(s)</b>
<b>AIMS and RELIGIOUS ETHOS STATEMENT</b>	<b>1</b>
<b>OUR CHRISTIAN VALUES</b>	<b>2</b>
<b>WELCOME, SCHOOL LOCATION AND HISTORY</b>	<b>3</b>
<b>ACHIEVEMENTS</b>	<b>4-5</b>
<b>SCHOOL DETAILS</b>	<b>6</b>
<ul style="list-style-type: none"><li>• Address &amp; telephone number</li><li>• Headteacher</li><li>• Chair of Governing Body</li><li>• The School Day</li></ul>	
<b>GOVERNING BODY</b>	<b>7</b>
<b>SCHOOL STAFF</b>	<b>7-8</b>
<ul style="list-style-type: none"><li>• Teaching Staff</li><li>• Support Staff</li></ul>	
<b>ADMISSIONS POLICY</b>	<b>9-10</b>
<b>WELFARE INFORMATION</b>	<b>11-15</b>
<ul style="list-style-type: none"><li>• Absence, Absence Rates and Holidays</li><li>• Children with Disabilities</li><li>• Medical Needs</li><li>• Medication in School</li><li>• Non-Accidental Injuries to Children</li><li>• Personal Possessions</li><li>• School Meals</li><li>• Secondary Transfer</li><li>• Transport</li><li>• Uniform and School Clothing</li><li>• Jewellery and Other Accessories</li></ul>	

<b>COLLECTIVE ACTS OF WORSHIP</b>	<b>16</b>
<b>CURRICULUM INFORMATION</b>	<b>17-19</b>
<ul style="list-style-type: none"> <li>• Religious Education</li> <li>• National Curriculum Requirements</li> <li>• Assessment</li> <li>• Sex and Relationship Education</li> <li>• Special Educational Needs</li> <li>• Facilities and opportunities for enhancing the curriculum</li> </ul>	
<b>ORGANISATION</b>	<b>20-21</b>
<ul style="list-style-type: none"> <li>• Classes</li> <li>• Houses</li> <li>• Class Ambassadors</li> <li>• Charging Policy</li> <li>• Homework</li> </ul>	
<b>BEHAVIOUR</b>	<b>21</b>
<b>HOME-SCHOOL RELATIONSHIP</b>	<b>22</b>
<b>E-SAFETY</b>	<b>22</b>
<b>FONS – FRIENDS OF NEWBOROUGH SCHOOL</b>	<b>23</b>
<b>OTHER SCHOOL FACILITIES</b>	<b>23</b>
<ul style="list-style-type: none"> <li>• Out of School Care Club – Newborough Kidz Club</li> </ul>	
<b>PRIVACY NOTICE – DATA PROTECTION ACT 2008</b>	<b>24-27</b>
<b>FINALLY .....</b>	<b>28</b>
<b>SCHOOL TERM AND HOLIDAY DATES</b>	<b>29 - 30</b>

### **STATEMENT OF RELIGIOUS ETHOS**

Recognising its historic foundation, Newborough Church of England 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 MISSION STATEMENT**

'Life in all its fullness' – living, loving, learning together (John 10:10)

### **OUR VISION**

Our Vision is to:

- Enable each child to reach their full potential, both spiritually and intellectually, within a loving, safe and nurturing environment where they are central to all that we do.
- Provide a holistic, meaningful and engaging curriculum which inspires a love of learning.
- Promote equality of opportunity and develop our children's awareness of others and moral, cultural, social and spiritual issues.
- Develop and strengthen the abilities of all individuals, to encourage a high self-esteem, and promote high 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.

## OUR CHRISTIAN VALUES

'Life in all its Fullness' - Living, Loving, Learning Together

The following six values are central to all that we do:

### Fellowship

***'Encourage one another and build each other up'* Thessalonians 5:11**

We are a community who work together, look out for one another and support each other in order to create a happy and positive environment where we feel loved, valued and respected and can reach our full potential.

### Forgiveness

***'If you hold anything against anyone, forgive them'* Mark 11:25**

Every day is a fresh start - if something went wrong yesterday, today is a chance to start again! 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.

### Joy

***'The Lord has done great things for us, and we are filled with joy'* Psalm 126**

Joy is the expression of inner happiness and contentment. At school, we believe that children and adults achieve most through praise and encouragement. We choose to be positive and encourage children to be content so that they become a source of joy to others. We celebrate success with rewards such as: House Points, Proud Of's, celebration assemblies and Governor Awards.

### Kindness

***'Do to others as you would have them do to you'* Luke 6:31**

We can show our kindness towards others in many ways – this may be by buddying up with younger pupils and looking out for them around the school or by helping the adults to look after plants and our school environment. We are encouraged to think about how we like to be treated by others and how this should influence how we behave.

### Peace

***'And the peace of God will guard your hearts and your minds in Christ Jesus'* Philippians 4:7**

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. 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.

### Love

***'Love one another as I have loved you'* John 13:34**

We care about the people in our school and local community and look after each other. 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.

## **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 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), Glington (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 Controlled 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 – SIAMS 2017**

- Newborough School creates a strong nurturing environment within the context of a Christian community.
- The school's Christian character, underpinned by distinctly Christian values, strongly influences the daily life of the school and all aspects of pupils' spiritual, moral, social and cultural development.

### **What the school does well – OFSTED 2019**

- The school is part of a caring and nurturing community. Pupils enjoy the wide curriculum on offer, such as the interesting topics that they study and the variety of extra-curricular clubs.
- Staff value and respect the pupils, supporting them with both work and life skills, such as independence and perseverance.
- Work on pupils' social, emotional and personal development is a strength of the school.
- Pupils with special educational needs and/or disabilities and disadvantaged pupils do well at Newborough. Adults support them to be able to access learning and succeed.
- Teachers teach phonics well, and pupils can apply their skills to reading and writing. Pupils value and enjoy reading, and leaders provide a range of activities to encourage pupils and their parents to read together.
- The headteacher and her deputy have clear and appropriate plans in place to improve the school's effectiveness ... Governors are supportive of school leaders and value their vision.

### **Awards/Achievements**

- The school has won various awards for sport, including awards for Athletics, Dance, Netball and Cross-Country running
- We hold the Gold Sports Mark Award
- The school holds 'Healthy Schools' status
- We have been accredited for outstanding development of the international dimension in the curriculum
- The school won the 2018 Maths Primary Challenge

- We hold the 2021 Lego League Presentation Award
- Pupils came in 1<sup>st</sup> and 3<sup>rd</sup> place at the 2020 Peterborough Drama Festival (Prose Reading)
- We are affiliated with Paragon Teaching School
- We have a Lead Key Stage 2 Moderator who works with Peterborough Local Authority
- We have two qualified Forest School Teachers
- Our SENDCo is currently completing the Natrional Award for SEN
- We have a qualified mindfulness Teacher

### **Next Steps :**

- We are currently working on achieving the 'Learning Outside The Classroom' award and the 'Global Neighbours' award

**SCHOOL DETAILS****ADDRESS**

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

TELEPHONE NUMBER 01733 810253

E-MAIL [office1@newborough.peterborough.sch.uk](mailto:office1@newborough.peterborough.sch.uk)

WEBSITE [www.newboroughschool.co.uk](http://www.newboroughschool.co.uk)

**INTERIM HEADTEACHER** Mrs Jennifer Paterson

**CHAIR OF GOVERNORS** Mr Mark Ormston and Mrs Nicola McIntyre (Co-Chair)

**LOCAL AUTHORITY**

Peterborough City Council  
Town Hall  
Bridge Street  
Peterborough  
PE1 1HF  
01733 747474

**SCHOOL DAY**

7.45am	Newborough Kidz Club opens
8.50am	Children allowed into class. Newborough Kidz Club closes
9.00am	Registration and work begins
10.15am - 10.30am	Morning break (Milk available for KS1 & KS2. Fruit for KS1)
12.00 - 1.00pm	Dinner break (Reception start at 11.45 am)
2.15pm - 2.30pm	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	Alison Ashwortht
Co-opted Governors	Mark Wilson Mark Ormston (Co-Chair) Andy Fawkes Suzie Julien
Parent Representative	Nicola McIntyre (Co-Chair)

Iterim Headteacher Clerk	Mr Jennifer Paterson Johann Boorman
-----------------------------	--

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**

Interim Headteacher	Mr J Paterson
Class Teacher	Miss A Moat
Class Teacher	Mrs L Hewitt
Class Teacher	Mrs K Braid
Class Teacher	Miss T Blyth
Class Teacher	Miss A Barnes-Ford
Class Teacher	Miss E Hughes
Class Teacher	Mrs L Mugerwa
Class Teacher	Miss C Taylor
Class & Forest Schools/Intervention Teacher	Mrs A Houghton
Higher Level Teaching Assistant	Mrs H Georgiou

### **SUPPORT STAFF**

#### Teaching Assistants:

Mrs N Ali-Ashraf  
Miss D Baggaley  
Mrs D Medeiros  
Miss C Bonfield

Mrs D Cappuziello  
Mrs C Carty  
Miss K Clarke  
Mrs K Fuller  
Mrs K Gardiner  
Mrs A Hill  
Mrs C Lancaster  
Mrs F Martignetti  
Miss M Pacey  
Mrs D Ramsey  
Miss C Taylor  
Mrs A Thompson  
Mrs L Walker

Office Staff:

Mrs S Strange  
Miss K Clarke  
Mrs M Gibbs  
Mrs L Bacon                      Family Support Worker

Lunchtime Supervisors:

Mrs D Ramsey	Mid-day Co-ordinator
Miss K Clarke	Mid-day Supervisor
Miss S Feathersone	Mid-day Supervisor
Mrs L Hall	Mid-day Supervisor
Mrs M Pacey	Mid-day Supervisor
Mrs E Price	Mid-day Supervisor

Kitchen Staff:

Mrs R Hutchins	Cook
Mrs J Stone	Catering Assistant

## **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, Glington 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 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**

## **ATTENDANCE, 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. The school office 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 unexceptional holidays that are taken in term time will be recorded as unauthorised absence and a fixed penalty notice may be applied by the local authority.

During the Summer Term each year, children in Year 1 take the Phonics Screening Check; children in Year 2 and Year 6 take their National Assessments (SATs); and pupils in Year 4 will take the Multiplication Tables Check. The rest of the school take annual assessments.

## **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 to meet their needs. It is imperative that the parents of physically disabled 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.

## **MEDICAL NEEDS**

There are regular checks made on the health of children during their primary years. Parents will be notified if the nurse considers further tests to be necessary. If you need to speak with the school nurse please arrange this by contacting the school nursing team.

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.

## **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.

## **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.

## **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. Menus can be found on the school website.

### 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](http://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 School Meals

School dinners cost £2.55 per day (£12.75 per week) for Key Stage 2 children. Dinner money should be paid through ParentPay.

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 may be charged for the meal.

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

## **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.

## **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.

## **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**

Grey or navy 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

### **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. Children are able to bring slippers into school if these are more comfortable for indoor use. 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 from [www.shotbowl.com](http://www.shotbowl.com)

**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
- Swimming trunks/costume/hat and towel
- A track suit is very useful for winter

**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 earrings should either leave them at home on days when they have PE or bring some micropore tape 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.

## **COLLECTIVE ACTS OF WORSHIP**

Daily Collective Acts of Worship are compulsory in the school. The school meets for Worship in the school hall and classrooms. 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 Headteacher. 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 Local Authority's agreed syllabus for Religious Education, which encompasses: Christianity, 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 child 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 the Early Years Foundation Stage Statutory Framework for children in Reception and The National Curriculum for all other year groups.

There are seven areas of learning and development which need to be planned for in Reception. 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. English
2. Mathematics
3. Science
4. Art and Design
5. Computing
6. Design and Technology
7. Geography
8. History
9. Languages (KS2)
10. Music
11. Physical Education
12. Personal, Social, Health Education (PSHE)
13. Religious Education

Through our 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' day or week.

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

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

## **ASSESSMENT**

### EYFS

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, Tapestry and the end of year report.

### KS1 and KS2

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 on our school website.

Year 1 children complete the Phonics Screening Check. 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 (Reading, Spelling, Punctuation and Grammar) and Mathematics. 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 the PSHE curriculum in accordance with Cambridgeshire's Scheme of work and the National Curriculum for Science. Parents have the right to withdraw their children from non-National Curriculum aspects of 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 an annual 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; the Special Educational Needs Coordinator or Headteacher concerning specialised help in school. Four stages of approach will be considered: Universal Targeted, Targeted, Specialist and EHCP.

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 identified as having 'Higher Learning Potential'. 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 the school. In addition, we have a nature area, forest school area and adventure play areas.

### Clubs

Staff and other providers run successful clubs in various activities. At various times of the 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.

### Music

Arrangements for additional music lessons are made through contracts with private tutors who currently offer tuition in singing, 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.

## **ORGANISATION**

### **CLASSES**

Our usual class size is no more than 30 and all classes are of mixed ability, but in single year groups.

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 our four Houses. These Houses 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 points are counted on a weekly basis and the winning House has its House colours tied to the House cup. Rewards are given to each House with the most points at the end of each half term.

### **CLASS AMBASSADORS**

Class Ambassadors are nominated for each academic year. They meet 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 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 support that parents offer can benefit a child considerably.

## **BEHAVIOUR**

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. In order to support the pupils with their behaviour choices, we have five School Rules which were developed in conjunction with the children, parents, governors and staff:

- We are kind
- We are respectful
- We are responsible
- We are honest
- We are hard working

### **Positive Behaviour and Rewards**

Across school, we utilise a variety of rewards to promote and reward good behaviour, work and effort. Our reward system includes:

- 'Good to be Green' cards displayed for each child within the classroom. Every child starts each new day with a 'green card'.
- Children are rewarded with weekly Golden Time if they work hard as a class.
- 'Proud Of' certificates to celebrate good work, effort or actions.
- 'Privilege Cards' and congratulatory postcards home.
- 'Green Raffle' lunchtime rewards.
- House Points and inter-house events and competitions.

### **Inappropriate Behaviour and Consequences**

At Newborough, the children are aware of the boundaries and consequences placed on poor behaviour. They recognise that on displaying poor behaviours, they will receive a consequence that is in line with the behaviour. It is expected that children will be given the opportunity to reflect on their behaviour and, when it is negative, make plans for a positive change.

## **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. The School Complaints Policy provides support and guidance on this.

#### Home-School Agreements

On starting at Newborough School, each new pupil will receive a copy of the Home-School Agreement to take home. The child and parent/s 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.

#### **E-SAFETY**

All pupils use computer facilities, including internet access as an essential part of learning, as required by the National Curriculum. Although the school's network is protected by filters, pupils are taught how to stay safe when using computers as a means of communication.

## **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 variety of social functions for the benefit of the school community. The financial and social benefits that the school reaps are highly appreciated.

Details of the current committee can be found on the school website and FONS can be contacted by emailing [friendsofnewboroughschool@gmail.com](mailto:friendsofnewboroughschool@gmail.com)

Fund raising events have included Raffles, Non-uniform Days, the May Fayre, Christmas Bazaar, Bag2School collections 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 for Parents / Carers**

Under Data Protection Law, individuals have a right to be informed about how Newborough CE Primary School uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **Parents / Carers**.

We, Newborough CE Primary School, are the 'Data Controller' for the purposes of Data Protection Law.

Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

### **The personal data we hold:**

Personal data that we may collect, use, store and share (when appropriate) about parents may include, but is not restricted to:

- Name, address and date of birth,
- Contact details, contact preferences, identification documents
- Characteristics such as ethnic background, first language
- Employment details such as place of work, occupation, job title, NI number
- Whether there is a court order in place restricting the parent's access to their child

We may also hold data about parents that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **Why we use this data:**

We use this data to:

- Provide appropriate pastoral care.
- Protect student/pupil welfare.
- Administer admissions waiting lists.
- Comply with the law regarding data sharing.

### **Our legal basis for using this data:**

We only collect and use parents' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process parents' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use parents' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using parents' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about parents is mandatory, there is some

information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information about students/pupils and their parents while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We store this data in both digital and paper based formats. We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found [here](#).

## **Data sharing:**

We do not share information about parents with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about parents with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Survey and research organisations – to help us fulfil our public task.
- Health authorities – to meet our legal obligation to keep our pupils safe.
- Health and social welfare organisations – to meet our legal obligation and to protect our pupils.
- Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils.
- Police forces, courts, tribunals – to meet our legal obligations to share information with them.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside United Kingdom, we will do so in accordance with Data Protection Law.

## **Parents' / Carers rights regarding personal data**

Individuals have a right to make a '**Subject Access Request**' to gain access to personal information that the school holds about them.

If you make a Subject Access Request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you or your child.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to

another organisation in certain circumstances.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Mrs J Paterson via [office1@newborough.peterborough.sch.uk](mailto:office1@newborough.peterborough.sch.uk)

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Mr J Wewbster via [office1@newborough.peterborough.sch.uk](mailto:office1@newborough.peterborough.sch.uk)

You can also contact our Data Protection Officer:

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

Tel: 0300 300 0000

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Mrs J Paterson via [office1@newborough.peterborough.sch.uk](mailto:office1@newborough.peterborough.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for Pupils, amended for Parents and Carers to reflect the way we use data in this school.*

## **FINALLY.....**

It is hoped that this document has answered some of your questions. 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 and we look forward to working with you for the benefit of your child.