



## *“A Learning Adventure”*

### **Welcome to Sharnbrook Primary**

Dear Parents and Carers,

The years in Primary School are extremely important as the teaching provided in these years lays the foundation for all future learning. Choosing the right school for your child is an important decision for you to make and this is the start of a positive working relationship between parents and this school. In this prospectus, we aim to provide information, answer questions and highlight the characteristics that make our school special.

In our school, we aim to provide a happy and stimulating environment in which children enjoy learning and are encouraged to do their best. We aim to educate the whole child, to foster social skills and an understanding of other people's needs; respect, care and courtesy for others is actively encouraged. We acknowledge that all children have individual differences and we value these.

Our aim is that each child should strive for excellence and reach his or her full potential. We provide a whole range of opportunities and experiences where each child can acquire knowledge and develop concepts, skills and understanding.

We work in partnership with our pupils' parents, encouraging good communication and a shared understanding in order to achieve the best for each child.

We are proud of our school and the high standards that our children are able to achieve in all curriculum areas. We have an excellent, conscientious staff who have very caring attitudes and high expectations.

If at any time you have any general queries, please email the school office on [admin@sharnbrookprimary.beds.sch.uk](mailto:admin@sharnbrookprimary.beds.sch.uk) or contact me on Tel: 01234 781328  
[head@sharnbrookprimary.beds.sch.uk](mailto:head@sharnbrookprimary.beds.sch.uk)

Yours sincerely

Miss. Hannah Bennett  
Head teacher

# The Aims of our School

It is the aim of Sharnbrook Primary to:

- Create a safe, happy and stimulating environment in which pupils can learn through work, play and exploration.
- Develop each pupil's skills and full potential according to his or her age, ability and aptitude.
- Offer a curriculum that is broad, balanced and relevant, which includes all statutory components, for example the Early Years Foundation Stage, the Primary National Curriculum and Religious Education.
- Develop pupils' self-esteem, confidence, motivation, resilience and self-discipline and guide them towards independence.
- Encourage pupils in positive attitudes towards themselves and people of all cultures. Also, an appreciation and respect for the natural world and its conservation.
- Strive for high standards in all aspects of life.
- Develop a school community where the health and well-being of all members is an integral part of the school's purpose.

## What do the pupils say...?

In P.E. you get to learn new fitness routines and sports; it keeps you fit and healthy.

The lunchtime ladies are really nice. You choose where you sit and you can try new food. We build dens on the field.

I like writing. The teacher shows us how to write exciting stories, poetry and non-fiction texts. We learn to check our spellings.

In science, we try experiments, which sometimes go wrong!

I love art. You can do free art and express yourself!

## The School Day

<b>08.45</b>	Children in YR - Y6 arrive at school. YR are met on the playground and the others walk straight down to their classrooms.
<b>08.55</b>	Preschool children arrive and will be met on the playground.
<b>10:15-10:30</b>	Morning break for YR, Y1 & Y2. A piece of fruit/vegetable is available under the government scheme.
<b>11:00-11:15</b>	Morning break for Y3, Y4, Y5 & Y6. Children may bring in a piece of fruit/vegetable.
<b>12:00-13:00</b>	Lunchtime for YR, Y1 & Y2
<b>12:15-13:15</b>	Lunchtime for Y3, Y4, Y5 & Y6
<b>15:00</b>	End of the day for Preschool children
<b>15.15</b>	End of the day for YR, Y1 & Y2 children. Parents wait for children in the playground.
<b>15:20</b>	End of the day for Y3, Y4, Y5 & Y6 children. Parents wait for children in the playground.

If you wish to have a 'quick word' with your child's teacher, the end of the school day would be an appropriate time to do so. Staff are very willing to talk with parents, so if you would like a longer time to talk with either the class teacher or the Head teacher, then a time can be easily arranged. You could phone the school on 01234 781328 to make an appointment or email the class teacher; email addresses are on each class page of the school website ([www.sharnbrookprimary.beds.sch.uk](http://www.sharnbrookprimary.beds.sch.uk))

## Visiting the School and Parent Consultations

Parents are given formal opportunities to visit the school, but we hope you feel able to come at any time and talk to us. In the autumn and spring terms, we hold **consultation evenings** for parents to meet their child's teacher in order to review their work and discuss progress. Interim reports are prepared for these consultation evenings and a full report is provided in the Summer Term.

We welcome the help of parents and friends from the community in many areas of school life, both in and out of the classroom. We are always pleased to hear from new volunteers who would like to share their expertise with the children, talk about their special interest or provide an extra pair of hands.

Regular **newsletters** are issued via email, although a few paper copies are kept in the entrance hall. It is very important that parents regularly check book bags for school letters as we do sometimes use pupil post as a means of communication. There is a school website which is frequently updated [www.sharnbrookprimary.beds.sch.uk](http://www.sharnbrookprimary.beds.sch.uk) . We also send regular **text messages** to parents so it is important that you keep us up to date with your mobile number. The Early Years classes (Penguins and Robins) use an Interactive Learning Diary (known as the ILD) to communicate between home and school. You will be given login details when your child starts so you will be able to see photographs of them in action at school.

# Assemblies

On three days of the week we timetable whole school collective worship; on the other days each class holds a period of collective worship in their own classroom. On a Wednesday afternoon, we invite visitors into school for a **Community Assembly**.

We have **Celebration assembly** on a Friday afternoon; we award a class trophy to an individual for their work and exemplary attitude. We celebrate the personal achievement of individuals, for example achievement in extracurricular activities, perseverance, resilience, achieving the next steps in learning.

# School Uniform

We have a school uniform, which is based on the colour theme of black, grey and yellow.

## School Uniform

Grey V neck jumper or cardigan with yellow edged stripe and new logo

White polo shirt (Years R, 1 & 2)

White collared shirt (long or short sleeved) (Years 3, 4, 5 & 6)

Black and gold clip on tie (Years 3, 4, 5 & 6)

Black skirt/pinafore/trousers

Tights – black or grey

Long socks – black, grey or white

Black shoes – laced, buckled or velcro

Yellow/white dress or smart black shorts (summer term)

Yellow book bag with school logo

## P.E. Kit

Black and gold polo shirt

Black shorts or skirt

Black jogging bottoms

Trainers (not plimsolls)

Yellow P.E Bag with school logo

Black base layer (winter)

Thin black waterproof jacket

Black sport sweatshirt (Years R, 1, 2, 3 & 4)

Black tracksuit top (Years 5 & 6)

Black and gold long socks (Years 3, 4, 5 & 6)

Football boots – girls and boys (Years 5 & 6)

Gum Shield (Years 5 & 6)

Shin pads (Years 5 & 6)

We currently have some items of Sharnbrook uniform in stock in school; please ask at the school office. Other uniform with our logo is available on the Price & Buckland website.

Girls with hair past their shoulders should wear it tied up. Boys should have short, neat hair which is evenly cut over their head. Pupils should not wear nail varnish or tattoos/transfers.

Please ensure that all clothing, footwear, lunchboxes, bags etc. are clearly marked with your child's name so that any property found can be returned. Children should be encouraged to come to school without toys or personal possessions. The school cannot accept any responsibility for loss or breakage.

For reasons of safety, we ask that children do not wear jewelry to school. Watches may be worn but they should be removed for PE. Girls with stud earrings should either remove them for PE or cover them with sticking tape.

## School House System

We decided to set up a school House system in September 2018. Our aims were to build cohesions between year groups and create a friendly, yet competitive element to school life, which enables students to access things which are not part of the everyday curriculum. Over time, we will look to develop subject competitions, inter-house sports, curriculum enhancement days, sports day and other activities. Staff choose two House Captains from Y6 and two Deputy House Captains from Y5 who will hold the positions for part of the school year, before new ones are elected. Each house has a name, an associated colour and staff leaders:

Buchanan (green) led by Ms. Kaplan

Bunyan (blue) led by Mrs. Leach

Miller (yellow) led by Mrs. Headley

Radcliffe (purple) led by Mrs. Wildman.

Every child and each member of staff is allocated to a House group. We have a token system and children place their tokens in tubes in the entrance hall; tokens are counted at the end of each half term and the winning house is awarded the House Cup with their House ribbons attached to it. We have a display board in the entrance hall to celebrate the winning House and another board in the IT suite with photographs of children who hold positions of responsibilities. Each House has designed their own house shield. Children can earn tokens for their House by demonstrating the monthly value, showing acts of thoughtfulness and kindness etc.

## Children with Special Educational Needs

We believe that all pupils have individual needs, which the school is confident of meeting. Some children experience learning difficulties at school and an early identification of their problems is a key factor in meeting their needs.

Initially the class teacher provides work at an appropriate level, with the Special Needs Co-ordinator (SENDCo) offering support and advice. The progress of each child is carefully monitored and recorded and help is given where there are seen to be difficulties. At all times parents are fully informed of their child's progress. Sometimes it is necessary to seek specialist help.

Similarly, children who are particularly gifted are given additional help and challenges within the context of class teaching. Resources in the school are appropriate to cater for all pupils. This follows the Code of Practice for Special Educational Needs set out by the Department for Education. You can also read our Local Offer document which is on the school website ([www.sharnbrookprimary.beds.sch.uk](http://www.sharnbrookprimary.beds.sch.uk)) Our SENDCo is Mrs Elaine Wildman and her email contact is [sendco@sharnbrookprimary.beds.sch.uk](mailto:sendco@sharnbrookprimary.beds.sch.uk)

## Assessment

A system of continuous assessment, both formal and informal, is used to monitor pupils' progress. The information obtained also provides a basis on which the teacher will plan appropriate programmes of work. Information from each year group is also used to determine the setting of targets over the following year.

A Foundation Stage Profile is continued from early years and completed throughout the child's first year at school; it is shared with the parents at the end of the year. The government has introduced a phonics test for all children at the end of year 1, which assesses their ability to decode words.

Standard Assessment Tasks (SATs) are administered in year 2 (the end of National Curriculum Key Stage 1). Their purpose is to give an indication of each child's performance compared with that of an average 7 year old. Children are tested in writing, reading comprehension and maths. Speaking and listening skills and scientific knowledge is assessed by the teacher.

In order to further monitor progress, children in years 3, 4 and 5 complete internal school tests in the summer term. The government has introduced a multiplication check for children at the end of year 4; pupils are expected to know all of their times tables up to 12 x 12.

Standard Assessment Tasks (SATs) are administered at the end of year 6 (the end of National Curriculum Key Stage 2). At the end of Year 6, children sit tests in:

- Reading comprehension
- Maths
- Spelling, punctuation and grammar

Their purpose is to give an indication of each child's performance compared with that of an average 11 year old.

# *Health and Welfare*

## ***School Health Service***

During their first year at school, health care interviews are conducted by the school nurse. On admission to school, please let us know if your child suffers from allergies, asthma, or any other serious health problems.

## ***Medication***

Parents are requested to ask their doctor if medication can be administered 2 or 3 times in a 24 hour period, thus avoiding school times. Please discuss other medical requirements with us as they arise. Any medication which comes into school must be in its original package with the name of the child on it.

## ***Safeguarding and Child Protection***

Miss Bennett, Mrs. Headley and Mrs. Bowyer are all trained safeguarding officers and have overall responsibility for issues related to child protection. The Head teacher will notify the appropriate authorities immediately of any concerns.

## ***Absence from school***

If your child is ill, please telephone the school to inform us and give the reason for their absence. A pupil who has sickness or diarrhea may return to school after a clear 24 hours, unless it is a severe case.

## ***Holidays in Term Time***

There is now a law which means that schools are not able to authorise holidays in term time, except in exceptional circumstances. The Education Welfare Officer inspects registers with regard to absentees and persistent latecomers and the school issues letters to parents where their child's attendance is causing concern.

## ***Emergency Contacts***

Parents must ensure that the school administration team has telephone numbers for parents and other people willing to take responsibility for their child if they cannot be contacted. Please notify the school immediately of any changes in these details, or of any other circumstances which may affect pupils.

[admin@sharnbrookprimary.beds.sch.uk](mailto:admin@sharnbrookprimary.beds.sch.uk)

## ***Pastoral Care***

The class teacher is responsible for the pastoral care of the children in her class but all staff have a personal interest in every child and everything concerning his/her general welfare. We have good liaison with the school Nurse, Educational Psychologist and the Education Welfare Officer.

## ***Security***

Entry into the school buildings is by a controlled entry phone system at the school gate. To gain access to school please press the button and wait for a reply. Please state your name and the name of the child you are collecting. You will also need to use the entry system at the main school door to gain entry into the buildings. However, do not let this deter you from coming into school, we will always be pleased to see you!

# *General Information*

## ***Collecting Pupils during the School Day***

Please report to the school office so that you can sign your child out and then back into school. At lunch time please speak to a member of the lunchtime staff.

## ***Parking and Access***

We encourage parents and children to walk to school. We ask parents not to drive into the school grounds when delivering and collecting their children. If parking in the High Street, please observe the road markings and respect our neighbours.

## ***Charging Policy***

The 1988 Education Act requires that all contributions made by parents for school activities be made on a voluntary basis. However, as the school has no other means of funding them, activities would have to be cancelled if contributions were not forthcoming. Parents are advised to contact the head teacher if there are any difficulties.

## ***Complaints Procedure***

Please talk or write to the Head teacher. A copy of the policy is available on the school website

## ***Lost Property***

We store lost property in a box in the main entrance hall. It is cleared and the items are disposed of at the end of each term.

## ***School Dinners***

- ◆ All children in YR, 1 and 2 are entitled to a free hot meal at lunchtime.
- ◆ For years 3 to 6, each meal is currently priced at £2.35, £11.75 per week. You will be given a login for an online Caterlink account.

## ***Packed Lunch***

- ◆ Please send packed lunches in a box clearly marked with pupil's name.
- ◆ Please do not enclose glass bottles.

Our school is part of the National Healthy Schools Scheme. We understand the importance of investing in health to assist the process of raising levels of pupil achievement and improving standards.

## ***Playtimes***

Sweets and crisps are not allowed. Children may bring some fruit or vegetable for the morning playtime. Please avoid sending a snack in a wrapping. Free fruit and vegetables provided through the Government scheme for all pupils in Reception and years 1 and 2.