



**Whaplode  
Church of England  
Primary School**

**Whaplode (Church of England) Primary School**

**Mill Lane, Whaplode, Spalding, Lincolnshire**

**PE12 6TS**

**Phone:/Fax: 01406 370447**

**Executive Head Teacher: Mrs A Flack**

**<http://www.whaplodeprimary.co.uk>**

Dear Parents/Carers

Whaplode CE Primary School is passionate about learning and prides itself on the quality of education it offers. Academic excellence is important to us, as is our commitment to creativity and the arts. The curriculum is varied and exciting, and develops independent learners equipped with the skills and confidence to take on the challenges of the 21<sup>st</sup> Century. Our dedicated team of teachers and support staff provides a caring and stimulating environment in which children thrive. As a result, our children are happy, sociable and confident.

We pride ourselves on building and maintaining a true sense of 'family' where everyone within the school community knows that they are cared for; that their needs are taken into account before decisions are made. This goes hand in hand with the Christian values we embrace as a Church School. Pupils, staff and the Governing Body enjoy excellent relationships with our local church and village community, and share many special events throughout the year, such as Christmas and Easter services, Remembrance Day, Community lunches and our annual Summer Fete.

Where you decide to have your child educated is one of the most important decisions you will make. You will want them to achieve their best, to be happy, to develop their social skills and increase their confidence. These are all very important to us, and we believe that through working with you we can ensure that your hopes for them become a reality.

The key to this is ensuring that standards are as high as they can be. As a staff we are committed to doing all we can to ensure that teaching, learning and standards of behaviour are high. We offer a wide and varied curriculum which encourages children to grow and develop academically, socially, culturally and emotionally. As a Church School we are deeply committed to children's spiritual development, and are focused on our Christian Values: Respect, Hope, Forgiveness, Compassion, Courage and Perseverance.

We hope that this prospectus gives you a flavour of what we can offer your family, but to gain a deeper understanding of our school please do come and have a look around.

Mrs A Flack

Executive Head Teacher

*Our Christian Values are: Respect, Hope, Forgiveness, Compassion, Courage and Perseverance*

## **GOVERNORS OF THE SCHOOL**

Mr Chris Mackman

Mrs Alison Flack

Mrs Emma Adie

Mrs Susan Roberts

Mrs Ines Hooper

Mrs Vanessa Cook

Mrs Kim Davis

Mr Gareth Atha

Clerk to the Governors

Mrs Shelley Rix

## **STAFF TEAM**

### **Teaching Staff**

Executive Head Teacher:

Mrs A Flack

Head of School:

Mrs E Adie

SENCO:

Mrs Z Halden

### **Teachers:**

Mr J Ruck

Mrs Z Halden

Mrs A Garner

Mrs S Hogan

Mrs L Ruck

Mr P Fulstow

Mrs V Porter

### **Sports Coach:**

### **Teaching Assistants:**

Mrs T Hill

Miss G Hume

Miss A Cope

Mrs S Roberts

Mr S Norman Miss D Markillie

Mrs C Christie

Mrs D Chapman

Miss S Cox

**Administrators:**

Mrs S Rix

Miss T Mitchell

Mrs F Shortland

School Business Manager:

Mr M Lunn

**Mid-day Supervisors:**

Mrs L Rous

Mrs C Abrams

Mrs J Coates

Miss R Nester

Mrs P Gill

Miss G Hume

Mrs S Hammond

Mrs D Verey

**Site Manager:**

Caretakers:

Mrs J Coates

Mrs H Lay

## Inspire Believe Achieve

Our aim is to inspire and encourage our children to believe in their ability to succeed through learning. This vision will enable them to achieve and succeed in reaching their full potential and beyond, now and for their future.

Within our school we work very hard to create a team of teachers, non-teaching and support staff that will support each child in reaching their potential. Many who visit us comment on the strength of our 'staff team' and their shared commitment to help every child in the school achieve their best.

We value the broad and balanced curriculum which our staff offers and all children are able to access not only academic, but creative and physical areas of the National Curriculum fully, so that they receive the highest standard of education.

## Aims

We are a school that prides itself on our Christian values and aims to ensure all of our pupils feel happy, secure and valued, enabling them to make a worthwhile contribution as young people within their community.

Our school provides a gateway for children to discover, explore and learn in a caring environment. Childhood is a magical, wonderful time and our pupils follow a varied and active programme designed to give them the opportunity to build confidence and learn everything they will need for their future.

We will provide all children with a happy, safe and secure environment.



Inspire, Believe, Achieve

We go to St  
Mary's Church





## **COMMUNITY LINKS**

As a Church of England school we have strong links with the local Church. All classes have a display of work in the church during the May Flower Festival. We also hold our Harvest Festival, Christingle and other services at the church led by local clergy, to which we invite the local community. A representative of the Church regularly comes into school to lead our Collective Worship.

## **SCHOOL CHARTER**

We do as we are told the first time

\*

We do not disturb the learning of others

\*

We use kind words and actions

\*

We show respect for others and their property

Very occasionally individual children persistently disregard school rules. In these isolated cases parents will be contacted so that the problem can be resolved as quickly as possible.

There is an anti-bullying policy in school which is printed at the end of this prospectus. If your child is made unhappy by others, please let us know so that we can deal with the issue before it becomes a bullying problem.

Sometimes we play basketball



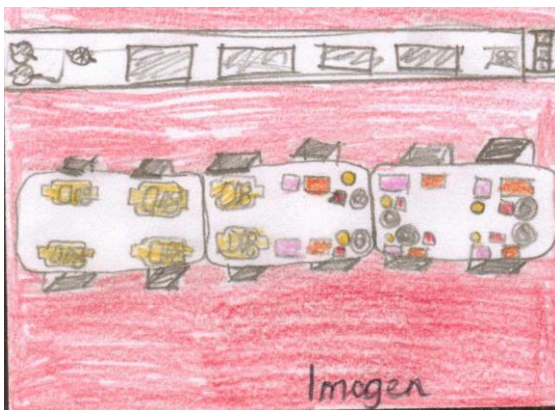
We enjoy playing with our friends at playtime

## TRANSPORT

Transport is provided by the local authority from Whaplode St. Catherine. The bus leaves Cranegate at 8:30 a.m. travelling to school, where it arrives at approximately 8:40 a.m. The homeward journey begins at 3:25 p.m. from school travelling the route in the reverse way, arriving at Cranegate at 3:40 p.m.

Children travelling on the school bus will be expected to behave in a quiet and orderly manner. Parents must accept responsibility for their child's standard of behaviour on these occasions. Parents of children who persistently misbehave on the bus will be asked to make alternative arrangements until the matter can be resolved.

If for any reason your child is not to travel home on the school bus, the school must be informed, preferably in writing. Only those children who are registered to use the school transport may do so.



At lunchtime we eat in the hall

### Breakfast Club

The Breakfast Club is organised by the school. It is an extended school activity designed to allow children to be in school from 8:15 am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills. Please refer to the Breakfast Club Policy for further details.

### After School Club

The after school provision is organised by the school. It is an extended school activity designed to allow children to be at school up to 5.00 pm. Children are provided with a snack and a drink during this provision. Please refer to the After School Club Policy for further details

We try to encourage our pupils to be as independent as possible and to this end after the newness of school has worn off, we encourage them to come into the school building alone. At the end of the day children are lined up outside on the playground and then given to parents and carers to be collected.

## **ADMISSIONS POLICY**

It is our school policy to have one annual intake of children. This is in the September of the academic year in which the child becomes five. (The academic year runs from 1st September to 31st August inclusive).

This means that some children will be just over four years old in September, and some parents may feel their child is too young to start full time at school. If there are any such concerns, please feel free to discuss this situation with the Executive Head or Head of School. We would be happy to arrange a different start to your child's school career if it seems appropriate. Some children benefit from starting with mornings only for a while and gradually building up the afternoon attendance as their confidence grows. We are very keen for the children to have a happy and confident start to their education.

Parents who wish their child to join our school mid-year must contact the admissions department in Lincoln who will take them through the process.

When we are over-subscribed, we follow the guidelines and policies in the 'Going to School in Lincolnshire' booklet.

Prospective parents are very welcome to make an appointment with the school leaders, view the school and discuss their child's future.

We have a meeting for new parents in the summer term where you can meet members of staff who will be teaching your children. There will also be an opportunity to ask any questions.

We hold some very successful sessions for new children during the summer term when they can try out some school activities for themselves.



## SCHOOL UNIFORM

We have a school uniform. This consists of a royal blue top, white polo shirt/blouse and grey or black trousers/skirt. In the summer a blue and white gingham or striped dress may be worn. A variety of uniform items will be available to order on-line this year. These are priced according to size. Children are required to wear smart/sensible shoes, suitable for school. No trainers or Ugg type boots.

Your child will require clothing for P.E. For these lessons the children need a blue tee-shirt, black shorts and plimsolls.

During the year, children will also require outdoor kit suitable for use on the playing field. In the summer all children will need a swimming costume and towel.

P.E. bags (and reading folders) are available from our online suppliers. Both are printed with the school logo. Children should not bring large sports bags to school as these take up far too much cloakroom/locker space.

Please ensure that all your child's clothing is clearly marked with his/her name. It is amazing how alike all royal blue jumpers, or black plimsolls are, when they are away from their owners! We have two lost property bins located near the hall.

Pupils with pierced ears may wear a small single stud-earring or a pair of small stud-earrings to school. For safety reasons, children must not wear rings to school. Long hair is to be tied back and children should have sensible haircuts. (No severely shaven or coloured hair is acceptable.)

Children must not wear make-up or nail polish.

We welcome parents' and carers' support in ensuring that hair styles are suitable for school.

In extreme circumstances and/or where a parent refuses to support the school policy, the school will take additional measures in line with school policy and LA guidance.

Please refer to our Uniform Policy for further information.

## **BEHAVIOUR**

High standards of behaviour are expected at our school. We want all members of our community to feel happy and valued; therefore, we will promote the need for politeness and respect for others and their property.

## **OBJECTIVES**

All members of the school community will be encouraged to have due regard for their own and others' safety.

All members of the school community should be aware of the feelings and needs of others and react in a sensitive way.

The children will be reminded regularly about acceptable behaviour.

Praise, encouragement and rewards in the form of stickers and certificates will be given when the pupils show good standards of behaviour and when work has been done to the best of that child's ability.

It will be made clear that children who need to share worries or require extra support can find guidance and help within school.

## **SCHOOL CLUBS**

In the past we have been very pleased to be able to provide the children with a wide range of extra curricular activities. Hopefully the following activities will be available to children at certain times during the year:

- Gymnastics
- Football
- Cricket
- Hockey
- Art
- Rounders
- Newspaper
- Gardening
- Music
- Choir
- Cookery
- Drama
- Archery
- Dodgeball

## **CLASS ORGANISATION**

This school caters for children from the academic year in which they become five to the year in which they become eleven years of age. These are Year R (Reception) to Year 6. The children are divided into seven classes. At present there are Reception, Y1, Y2, Y3, Y4, Y5 and Y6 classes, which are divided into three Key Stages: Foundation (the Reception class) Key Stage One (Years 1 and 2) and Key Stage Two (Year 3 through to Year 6).



## **COMPUTING**

iPads are used to enhance the work done in school. Each classroom and the hall have LCD interactive screens which enable the teachers to access a very wide range of resources. Children will also have the opportunity to carry out research using the internet under supervision, after they and their parents have signed our internet use agreement.

## P.E.

P.E. is a part of the National Curriculum. We encourage our pupils to take part in individual and team sports as often as possible including extra-curricular activities mentioned in this prospectus. We employ our own sports coach and pupils throughout the school represent us at a wide variety of sports events and competitions.

It is therefore very important that every child has their P.E. kit in school at the appropriate times. The preferred PE kit is blue tee shirt with black shorts and plimsolls or trainers and warmer clothes for work outdoors. Please refer to the uniform policy for further information.



If your child is unfit to do P.E. (including games and swimming) please inform the teacher involved, preferably by letter.

No earrings, earrings must be removed as we do not tape over them, or other jewellery, should be worn for P.E.

## HOME/SCHOOL AGREEMENT

In line with government policy, we have a home/school agreement, which you will be asked to sign when your child enters school. There is a copy of this document at the end of the prospectus for you to look at.

## SCHOOL DAY

8:45am Learning Opportunities start from with registration at 9:00am.

Lunch time starts at 12:00 (staggered sittings to allow hot lunch delivery) and finishes at 1:00pm.

12:00 noon is lunch time for EYFS & KS1 pupils, 12:15pm is lunchtime for KS2 pupils

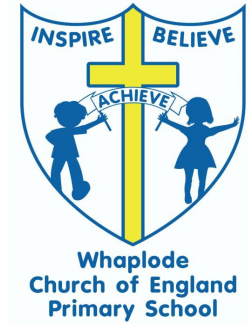
3:20pm School day finishes.



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## **SCHOOL TERMS: 2018/19**

Term 1	4 <sup>th</sup> September – 19 <sup>th</sup> October
Term 2	30 <sup>th</sup> October – 20 <sup>th</sup> December
Term 3	7 <sup>th</sup> January – 15 <sup>th</sup> February
Term 4	25 <sup>th</sup> February – 5 <sup>th</sup> April
Term 5	23 <sup>rd</sup> April – 24 <sup>th</sup> May <i>(Bank Holiday – 6<sup>th</sup> May)</i>
Term 6	3 <sup>rd</sup> June – 19 <sup>th</sup> July

### **Staff Training Days**

3<sup>rd</sup> September  
29<sup>th</sup> October  
21<sup>st</sup> December  
4<sup>th</sup> January  
8<sup>th</sup> April

## EQUAL OPPORTUNITIES

In promoting Equal Opportunities in education it is our aim to ensure that everyone – both staff and pupils – are treated equally, fairly and justly, regardless of disability, gender, race, religion and racial, ethnic, national or social origins. We aim to promote equal opportunities for all in all aspects of school life. A policy statement is available in school for parents to read.

## CURRICULUM

From September 2014 the revised National Curriculum consists of:

- The three core subject of Mathematics, English, and Science
- The foundation subjects of Geography, History, Design and Technology, Computing, Music, Art and Design, Languages, PSHE and P.E.

Religious Education is taught according to the Locally Agreed Syllabus for Lincolnshire. Under section 9 of the 1988 Education Act a pupil may be excused wholly or partly from attendance at religious worship in school, or from receiving religious education. Given in school or both if this is against your religious convictions. Please notify the Head Teacher in writing outlining the alternative arrangements which you will be making for your child.

All subjects will be taught using a number of different methods that may involve individual, group or class teaching. During topic or project work, a number of core or foundation subjects may be covered within the same piece of work.

The leaders for each of key area are:

English	Mrs Adie
Maths	Mrs Ruck
Science	Mrs Garner
Curriculum	Mrs Porter
EYFS	Mr Ruck
Religious Education	Mrs Flack
P.S.H.E	Mrs Roberts
MFL	Mrs Porter
Art/Music	Mrs Hogan
PE	Mr Ruck
Computing	Mrs Thurgood
E-Safety	Mr Fulstow
SEN	Mrs Halden
Designated Safeguarding Leads	Mrs Flack & Mrs Adie

The National Curriculum documents dealing with the content of the core and foundation subjects are kept within school and are available for any parents who wish to see them. The policy documents dealing with each subject area are reviewed on a regular basis and are presented to the governors.

### **HOMEWORK**

All of our pupils are expected to read at home as well as at school. To achieve this, reading books will be sent home on a regular basis as will other homework. Key Stage 2 children will have a homework diary so you will be kept fully informed of what we are expecting them to do. Homework will include learning spellings and tables as well as other tasks; we hope that you will become involved in this important part of their education.

### **HEALTH & SEX EDUCATION**

Health and sex education forms part of our school curriculum. This area is of such a nature that we feel that parents should also be involved. As from September 1994 certain parts of what had been traditionally described as sex education were removed from the National Curriculum. Parents are given a right to withdraw their children from anything other than the National Curriculum (Education Act 1993).

### **SWIMMING**

We have our own covered, heated pool that all classes use during the summer term. Swimming is part of the school curriculum and as such it is treated as any other lesson.

Lessons operate under the ASA Taking School Swimming Seriously which includes water safety, stroke improvement and distance swimming. During the summer term all children have two swimming lessons each week. Additional booster sessions are provided once a week for those children that require it.



After school swimming lessons are also provided by a fully qualified ASA swimming teacher. These lessons require payment and take place between 3.30pm and 4.30pm from April to July. For further details please contact the school office.



The ASA say nationally only 50% of children leave school being able to swim 25m and most only get lessons in one of their Primary years (7% of schools offer no swimming). At Whaplode, 100% of our pupils can swim 25m by the time they leave. We provide sessions for every year group, meaning pupils receive 80 hours over their school life compared to the national average of just 25 hours.

If there is a medical reason why your child should not take part, please notify us in writing. During the swimming season your child will need a waterproof bag to transport their swimming equipment.

Fins and full-face masks are not allowed in the pool for safety reasons. Also only those children whose eyes are affected by the water are allowed to use goggles.

We would request that if your child wears earrings, he or she does not wear them on swimming days as these can drop out in the water and cause subsequent damage to the liner of the pool. Staff are not allowed to remove your child's earrings.

Our aim is to make sure that your son or daughter is happy and confident in the water in order to become competent



swimmers as time goes on. We believe that swimming is not only a life saver but also an activity that can provide a lifetime of enjoyment. The swimming lessons tend to be time of great excitement as well as achievement. A number of proficiency certificates are given out during the summer term ranging from 5 metres through to the National Curriculum award.

### **SCHOOL BUILDINGS**

Our school is situated on Mill Lane in Whaplode, which is just off the main Spalding-Holbeach road running through the village. It was built on its present site in 1954 as a four class school to replace the old school which had been situated near the Church since 1870.

### **DISABLED ACCESS**

Changes have been made to the original school building to improve the access for all pupils. 4 classrooms now have doors to the playground which are wide enough for a wheelchair user. We also have a toilet for disabled use and an entrance which can easily be accessed by a disabled person.

### **FUND-RAISING**

The Swimming Pool Committee raise all the necessary funding to support the upkeep of the swimming pool and regularly upgrade the facilities. They do this by organising events throughout the year. They also ensure that the pool area is kept clean and safe. They look for support from all parents and friends of the school. It should be noted that the swimming pool is run and financed by the committee and not by the Local Authority and therefore parental support is vital. We would like to have at least one parent representative from each class on the swimming pool committee.



We also hold other fund raising events during the year ranging including sponsored events. We are always looking for volunteers to help with these events and others. If you would like to get involved in this or any other aspect of your child's schooling please get in touch with us. Each year the pupils raise money for selected charities, particularly those that help children, both at home and abroad.

The school has a school fund account that is properly audited every year. Money raised or donated to the school passes through this account and is used to purchase materials, equipment and to subsidise visits and visitors which cannot be met from our budget. Much of the equipment and materials used in school to enhance the children's education has been purchased because of the hard work done by parents and staff in fund raising activities and also generous donations from local individuals, groups and charities.

### **CHARGING FOR SCHOOL ACTIVITIES**

In compliance with the Education Reform Act 1988, the following policy for charging has been drawn up:

For school journeys and visits the school will request contributions from parents to cover these activities. If sufficient contributions are not forthcoming, the activity will not take place. No individual child will be excluded from these

activities because of lack of contributions.

In the case of residential visits, parents will be charged for board and lodgings. Exceptions to this maybe offered to children/families in receipt of Pupil Premium funding.

Charges will be levied for 'optional extras' i.e. activities outside school time not related to statutory duties.

### **SPECIAL EDUCATIONAL NEEDS**

Pupils with special educational needs are those children with learning difficulties or disabilities as set down in the 1981 Education Act and also those children who are exceptionally able and talented. About 20% of children have learning difficulties at some time during their school life. Usually this can be taken care of in the classroom by the class teacher. We have adopted the three stages for identifying and meeting special education needs as set down by Lincolnshire County Council which follows the guidelines set down in detail in the Code of Practice on Special Educational Needs.

If it is felt that other expert opinion, or help is required then parents will be notified as to the nature of the problem and the steps that may have to be taken. If parents have any concern over the progress of their child, then please do not hesitate to contact school.

### **CHILDREN REQUIRING SUPPORT**

The children are informed that all the staff are there to support them, in not only academic ways, but also when they have problems or worries that they wish to share. Sometimes these problems may be of the sort that the school are not able to deal with. It may be necessary to involve other agencies like the Social Services or the school nurse to ensure that the children's needs are met.

### **INSURANCE**

The school does not offer personal accident insurance to either pupils or their belongings but does cover its legal liabilities. The insurance market offers personal accident cover for pupils 24 hours a day. Parents may not be aware of this, and if they wish to avail themselves of this cover for their children, they should make enquiries with insurance brokers or companies accordingly.

### **PERSONAL PROPERTY**

Pupils are responsible for the security of their personal possessions whilst on school premises.

### **RESIDENTIAL TRIPS**

In Year 6 we offer a residential trip to all our Year 6 class to the Hilltop Centre in Norfolk. A number of different adventurous activities are available including zip wires, climbing and archery. We have found this trip to be a very exciting and worthwhile occasion.

### **SCHOOL VISITS**

Children are taken to a number of places of interest throughout the year which may be local or further afield. These visits stimulate interest and enthusiasm for their work. The school undertakes a Risk Assessment for all trips. The school has an Educational Visits Co-ordinator who ensures that we follow county and national guidelines.

As many of you already know, from time to time we take the children off the school premises to walk round the village or to visit St. Mary's Church. Sometimes we visit the church for a service or possibly to rehearse a performance and we might walk through the village to develop work started in the classroom.

### **SECONDARY EDUCATION**

Our children transfer at eleven years of age to secondary education to one of the five schools below:

- University Academy Holbeach
- Spalding The Queen Elizabeth Royal Free Grammar School



- Spalding High School
- Spalding Academy
- The Peele Community College

You and your child will state your preferred Secondary school with due regard to the results of two 11+ tests that are held during September when your child is in Year 6. These tests are organised by the Head Teachers of Spalding High School and Spalding Grammar School. The results of the selection procedure are communicated directly to parents.

## **HEALTH**

We will occasionally, with your permission, refer a child who needs extra support to the Educational Psychologist, Speech Therapist or other specialist agencies. If there are any problems that may affect your child's progress then please let us know. On the other hand if anything is noticed at school we will inform you.

### **Medicines**

The revised statutory guidance from the Department of Education states that “staff must not give prescription medicine or undertake healthcare procedures to pupils without appropriate training and training must be updated to reflect any individual healthcare plan”. Medicines should only be taken to school where it would be detrimental to a child’s health if the medicine were not administered during the school day and these types of medicines will form a care plan for those individual children.

Please refer to our Administration of Medicines Policy for further details.

### **Illness/Accidents**

If an illness or accident arises we make every effort to contact you and see that your child is taken home. If this is impossible, your child will be well cared for until it is possible to contact you or an adult delegated by you. In severe cases arrangements will be made to transport your child to hospital. A number of staff are trained in First Aid.

### **Head Lice**

From time to time as in any school there are isolated outbreaks of head lice. If you do find that your child has head lice, please do not feel embarrassed because they tend to like clean hair. We would ask you to inform us as soon as possible so that we can remind the children to be vigilant. Any information given will be in confidence.

### **Infectious Diseases**

In the case of infectious diseases the final decision about exclusion or re-admission rests with the Head Teacher. If a parent returns a child to school before the time shown on the leaflet ‘Notifiable Diseases in Lincolnshire’, the Head teacher is entitled to refuse admission.

## **ABSENCES**

Under the 1995 Regulations a pupil's absence may be treated as authorised if not attending:

- because of sickness or any unavoidable cause,
- on a day set apart by the religious body to which his/her parent belongs for religious observance,
- because the child is not within walking distance of school and the Local Authority has not provided transport,
- with leave granted by the head teacher.

We also have to publish information about absences and therefore it is very important that any absences are followed by a note of explanation. Parents/Carers must inform us, by telephone or otherwise, about their child’s non-attendance every day of absence. If children are absent without notification we will make contact to the parents or carers for information.

Parentally condoned unjustified absence can be a problem from time to time. It can be every bit as damaging as the more traditional forms of truancy. Parents are reminded that only the school, within the context of the law, can

approve absence, not parents. The fact that a parent has offered a note or other notification in relation to a particular absence does not, of itself, oblige the school to accept it if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about explanations offered or where no explanation is forthcoming, the absence will be treated as unauthorised. The school has a legal obligation to keep records of all absences. The Educational Welfare Officer monitors absences and Attendance Panel Meetings are held with regard to pupils giving cause for concern. Parents will be informed by letter if their child's level of absence is giving concern.

We ask families not to take holidays during term time. An absence due to family holidays will only be authorised in exceptional circumstances.

Enclosures:

Home/School Agreement

Homework Policy

Complaints Procedure

Anti Bullying Policy

E Safety Policy

Breakfast Club Policy

After School Club Policy

Uniform Policy

Administration of Medicines Policy