

WELFORD ON AVON PRIMARY SCHOOL



WOAPS *Creating, Achieving, Respecting, Everyone, Safely*

Dear Parents,

I welcome you to Welford School and hope that this brochure provides the information about the school's philosophy and organisation, which will help you understand the school more fully.

At Welford, we place great emphasis on the caring ethos of our school where adults lead by example. Because we believe in the education of the whole child, we have developed a broad curriculum within the school. Our aim is to help children to be civilised, courteous, healthy questioning human beings of high purpose, with self-control and a love of learning.

Our aim is to provide for the enrichment of your children's lives, preparing them for the present so they can profit from their lives as children, as well as laying foundations for their future adult life.

Parents are welcome to visit the school to discuss their child's education and view the school at work. Please write or telephone for an appointment.

I look forward to working in partnership with you and welcome your interest and participation in all aspects of school life.

Yours sincerely

Kathy Copley. Headteacher.

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SCHOOL AIMS.

At Welford on Avon Primary School we aim to provide a quality education for all children in premises that are safe and well equipped.

CURRICULUM.

Our broad and balanced curriculum is THE INTERNATIONAL PRIMARY CURRICULUM. It is based on National Curriculum guidelines. We encourage children to develop skills, knowledge and understanding using a range of relevant learning experiences which are usually first hand and based on creative experience.

Through careful planning and assessment at each level all children will have equal access to the curriculum. Children will be encouraged to work to the best of their ability and achieve the highest possible standards.

The importance of educating the whole child is recognised, developing intellectual, social and physical abilities.

We aim for children to develop skills that will enable them to apply their learning, tackle problems, raise and answer questions.

We recognise that staff development is a key element in supporting the quality of education offered to the children and therefore a full development programme is offered to staff.

ETHOS.

We aim to provide a secure, caring environment that will enable children to develop healthy attitudes and become positive, happy and confident members of the community. All contributions will be valued and respected. We aim for children to have empathy with and show tolerance towards others. We are particularly keen to develop healthy, fit children who feel safe in the environment of our school. We aim to ensure children enjoy and achieve within the structure we offer. Children are encouraged to make a positive contribution to the community close to school and also to the Global community we all belong to.

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BEHAVIOUR.

Positive behaviour is encouraged in all areas of school activity in an atmosphere of mutual respect, consideration and courtesy.

All children will be encouraged to develop their own self-discipline and take responsibility for their actions. Children agree their own classroom rules and contribute to the rules of the school. This forms the basis of our behaviour policy.

Bullying is not tolerated and any reported incidents are taken very seriously indeed. The school uses the 'no blame' approach to bullying which has been very successful. Work within our Social, Emotional Aspects of Learning work focuses on Bullying, enabling the children to fully understand what bullying is and what to do about it.

COMMUNITY.

We aim to foster positive community links for the benefit of all.

The importance of teachers, parents, governors and children working together towards shared objectives is recognised.

At Welford we encourage parents to become involved in their children's education, recognising that where partnership between parents and school exists, children will reap the rewards. We constantly look for opportunities for the children to make a positive contribution to the community close at hand and further a field.



The Nursery Classroom.

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OUR SCHOOL.



Welford on Avon Primary School

The school was first opened in 1852 with only one classroom and one teacher. Today at Welford School, we have ten teachers (9FTE) and 254 children. It is a primary school educating children from the age of 3 yrs to 11 yrs. The school buildings are set within pleasant grounds, which are ideal for sporting activities and provide stimulating surroundings for the children. Several thousand pounds has been invested recently, raised by parents, to enhance the outdoor area of our school.

Welford School aims to provide a caring, happy environment where children are confident in developing their skills, interests and abilities.

SCHOOL BUILDINGS.

There are seven main classrooms, a nursery classroom and an assembly/dining hall. The hall is used for PE, music, drama and dancing. There is a library and a computer suite. Our library offers a wide range of reference books. There are 'Interactive Whiteboards' or Teacher Toolkits in all classrooms. There is a bank of laptop computers for classroom use.

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SCHOOL GROUNDS.

There is a large sports field, which provides for football, cricket, rugby, hockey, rounders and athletics. The school has two netball courts. The grounds are used extensively to support our huge sporting programme. Sport is a main feature of our school.

SCHOOL UNIFORM.

The school uniform colours are bright red, grey and white. Sweatshirts are in red, polo shirts in white. PE shirts and shorts in red with the school logo are available from The National Schoolwear Centre, Alcester. School Track Suits are also available. Sensible shoes should be worn for comfort and safety. Parents are asked to ensure that their children conform to the dress code above.

SPORTSWEAR.

Your child will need a PE bag and plimsolls for indoor PE. Outdoor kit is needed during the winter months to enable your child to be warm during outdoor games. Black tracksuit bottoms, red t-shirt, red sweatshirts and trainers are worn for outdoor games lessons. Football boots may be worn during extra curricular activities.

ADMISSION POLICY FOR NURSERY.

We admit children in the Autumn Term after their third birthday. There are places for 40 children (20 in the morning and 20 in the afternoon). Children are admitted for half a day (morning or afternoon) for five sessions a week. We will do all we can to meet your preference but cannot guarantee to do so.

Applications should be made to the school on the appropriate form, after your child's second birthday and before February. Your application will be considered using the criteria below. We will tell you whether a place can be offered by the beginning of March.

If your child comes to our nursery unit, he or she does not have to move on to Welford School. Equally, attendance at the nursery unit unfortunately does not guarantee that he or she will be offered a place in the reception class at Welford School.

ADMISSION CRITERIA.

There are often more applications than places. We offer places as follows:

First priority will be given to children living in the priority area and have a sibling at our school (Welford on Avon, Weston on Avon, Milcote, Long Marston, Dorsington and parts of Temple Grafton.)

Second priority will be given to children who live in our priority area.

Third priority will be given to children who live outside our priority area but have a sibling in our school.

Any other applicants living within the administrative county closest to the school.

A number of places are reserved for children who need a place as a special priority; this could be full time if the criterion is met. Up to three places will be offered to children who are referred by relevant support agencies and who would not otherwise qualify for a place.



Nursery Classroom.

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ADMISSION POLICY FOR THE MAIN SCHOOL.



Annual Maypole dancing

All children accepting a place will start school at the beginning of the Autumn Term in September. This will be the only general admission time for the school year. There is a limit of 28 children per year group entering the main school.

Admissions in Warwickshire are handled centrally so an application needs to be made to:

Admissions Dept,
Warwickshire County Council,
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

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ADMISSION CRITERIA.

1. Children living in the priority area who have a brother or sister at the school at the time of admission.
2. Other children living in the priority area.
3. Children from outside the priority area who have a brother or a sister at the school at the same time of admission.
4. Other children from outside the priority area but nearest geographically.

In each category, decisions are based on the distance between home and school by the shortest available walking time, with priority going to those living nearest the school.

This applies equally to those living inside and outside the county border.

This is the official admission policy for schools and classes in Warwickshire.

Parents will be given a formal offer of a place in February.

The standard number for our school is 28 pupils.

We have a Foundation stage of education, which includes Nursery and Reception, two key stage 1 classes and four key stage 2 classes. All children are taught as individuals and according to their own needs.

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ARRIVAL AT SCHOOL.

Nursery Class:	Morning session	8.45 - 11.45
	Afternoon session	12.15pm - 3.15pm
Key Stage 1 classes:	Morning session	8.55 - 12.00
	Afternoon session	1.00pm - 3.15pm.
Key Stage 2 classes	Morning session	8.55 - 12.30
	Afternoon session	1.30pm - 3.15pm.

PARKING.

Parking is a problem at most schools and can be avoided if parents park sensibly. Please **DO NOT PARK** outside driveways of residents. **PARKING SENSIBLY ENSURES YOUR CHILD'S SAFETY.** There is a yellow lined no parking and school bus stop area outside the school. **This restriction should be observed at all times.** Parking on the road opposite the yellow lined area is also to be avoided.

All parents are requested to observe an unofficial one-way system in Headland Road to try to reduce congestion. All cars coming to school should enter at the Barton Road end and exit at the church end. **Please remember local residents need access to their houses.** Mill Lane is a private road and should not be used for parking. **PLEASE DO NOT PARK OPPOSITE THE SCHOOL.**

ATTENDANCE AND LATE ARRIVALS.

If your child is absent from school please inform the school on the first day of absence followed by a written explanation on return. If your child needs to be taken out of school for any reason, please sign the book in the office to enable us to observe Health and Safety regulations.

HOLIDAYS SHOULD NOT BE TAKEN DURING TERM TIME. CHILDREN HAVE 13 WEEKS A YEAR OFF TO PROVIDE FOR HOLIDAYS. TIME OFF DURING TERM TIME CAN ADVERSELY AFFECT YOUR CHILD'S EDUCATION. THE SCHOOL FROWNS UPON ANY TIME TAKEN DURING TERM TIME FOR HOLIDAYS. If it is absolutely necessary then the headteachers permission needs to be sought. An official form

for completion is available from the office for holidays taken during term time but permission is only granted in exceptional circumstances.

Written messages avoid problems. Please realise that all children should take part in games and PE unless there is a very good reason for not doing so, if children are fit for school they should be fit to access the whole curriculum and only in exceptional circumstances will be excused from physical education lessons.



Kingswood residential trip

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The Curriculum.

The Foundation Stage.

Foundation Stage 1 (Nursery)

There are six areas of learning in the foundation stage and learning is organised using 'play' as the main medium for learning. Please see our Nursery Prospectus for further guidance.

Foundation Stage 2 (Reception)

Children in reception continue to access the six areas of learning. Special attention is paid to developing reading and writing skills and the development of mathematical concepts.

Children follow the Oxford Reading Tree reading scheme with 'real' books interspersed. Code Breakers 'sounds and letters' are used to implement the daily phonic session. A mixed approach using phonics and whole word work is used to help the children with their reading and writing. Abacus maths helps provide some structure for mathematical development.

Welford Curriculum Policy.

It is our policy to provide a broad, balanced curriculum to ensure children grow into adults, who have a love for learning, which will stay with them for a lifetime. We use The International Primary Curriculum (IPC) (based on The National Curriculum) to achieve this. The IPC is a theme based curriculum which embraces the foundation subjects. English and mathematics are taught via The Primary Strategy. Some science and ICT is taught as discreet subjects. RE is taught following the agreed syllabus for Warwickshire.

We currently offer a broad based curriculum to give the children as many experiences as possible. Each child is encouraged to work to the best of their ability. Excellent standards of achievement are recognised and encouraged.

Nursery and reception classes are taught using The Curriculum Guidance for the Foundation Stage. Children in years 1 and 2 are taught in Key Stage 1.

The children from Year 3 follow the Key Stage 2 National Curriculum Guidelines.

At the age of 7 years during their time in Year 2 the children will take the Key Stage 1 National Assessment Tests (SATs) in English and mathematics. They will also be teacher assessed in mathematics, English and science. At the age of 11years, during their time in year six children will take the National Assessments Tests (SATs) in English, mathematics and science.

The school is also in an area where children are selected for Grammar School Education. Children who are successfully selected have the choice of grammar schools in the area.

ENGLISH.

English teaching in our school, follow the guidelines of the National Primary Strategy.

Language is central to all learning. We place a strong emphasis on teaching children to listen, talk, read and write as a means of expression and communication.

Sharing books with your child is suggested throughout all stages of reading. A love of books encourages enjoyment of reading.

Oxford Reading Tree is the main basis of our approach to teaching children to read, with the Oxford Reading Web being used for 'guided reading' sessions. We use 'real' books to intersperse the reading scheme to enable children to access a wide vocabulary and confidence with different texts. Most of our children move onto 'real books' when they reach KS2.

Key Stage 2 children have a wide selection of books to suit their reading ability. They are encouraged to use the County Library Books supplied and to use the school reference library, as well as classroom book corners. Parents are encouraged to take their child to a local library as this is a proven way of raising reading standards.

We place a great focus on writing. We believe writing is a means of communication. We encourage children to write letter shapes correctly

from the beginning and welcome parents support with this at home. Children use the joined script for writing from the very beginning. Strong encouragement is given to creative writing in all genres. We strongly encourage the correct use of spelling, grammar and punctuation.

MATHEMATICS.

It is our aim that children develop an understanding of mathematical concepts and to use these skills to solve problems in the world around them.

Mathematics throughout the school follows the National Primary Strategy. Supporting this work is the Cambridge Maths scheme abacus and target maths and any other relevant material.

Throughout the school, access to calculators and computers enable the children to develop important mathematical skills.

SCIENCE.

Science is an integral part of the curriculum. In addition to formal learning, the children learn the value of and how to employ scientific principles in discovery and investigation. The main areas of study as outlined in the National Curriculum are:

Life Processes and Living Things.
Materials and their Properties.
Physical Processes.

Experimental and investigative methods are used to teach all aspects of science. The teaching of science is integrated into the IPC theme whenever possible.

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HISTORY.

In the 'early years' history teaching begins with familiar everyday topics such as ' the history of toys' where links can be made with the child's own past. The teaching follows the International Primary Curriculum, is led by key skills and delivered in 'Contexts for Learning.' By the time, the children have reached the age of 11 years they have covered the various episodes in Britain's past, have experienced local history and looked at ancient civilisations. They will have experienced the importance of the key elements of history and of historical enquiry.

GEOGRAPHY.

Geography is first taught by studying the immediate environment of Welford on Avon and the school itself. As the children progress they are introduced to contrasting areas within Great Britain and the wider world.

Geographical 'skills' are taught throughout the school, ranging from the construction of a simple plan of a classroom, a walk around school to initiating an understanding of Ordnance Survey maps and the use of aerial photographs.

The teaching follows the International Primary Curriculum, is led by key skills and delivered in 'Contexts for Learning'.

PHYSICAL EDUCATION.

All children participate in PE lessons, which include gymnastics, games and dance. From reception, the children have the opportunity to play netball, rounders, hockey, rugby, cricket and football with coaching being supplied by a sports coach. Athletics takes place in the summer term.

INFORMATION COMMUNICATION TECHNOLOGY.

Children use computers, laptops, digital cameras, movie makers, tape recorders, video's etc, as part of their work. Children are encouraged to use computers confidently for communicating and handling information and to help their problem solving skills.

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Each classroom has a networked computer. The school has a computer suite with networked PC's. We have a bank of laptops for classroom use. We have access to the Internet. Parents are asked to sign our Internet Safety Agreement Form.

Teaching follows the National Curriculum guidelines supported by Smart Learning.

DESIGN AND TECHNOLOGY.

We aim to develop children's design and technology capability through combining their designing and making skills with a level of knowledge and understanding. Children will be given the opportunity to explore different products, simple mechanisms and structures.

Teaching follows the International Primary Curriculum. At times teaching is delivered by a specialist who is a member of the school staff.



Christmas production

ART AND DESIGN.

Children's understanding and enjoyment of art, craft and design are developed through activities that involve both investigating and creating, as well as gaining knowledge and understanding of different artist's work. Children will have the opportunity to respond to and evaluate art, craft

and design, including their own and other's work. Teaching is embedded in The International Primary Curriculum.

MUSIC.

Children are offered a wide range of music opportunities. An opportunity to play the recorder is offered to all year 3 children. Peripatetic brass and violin teaching is provided by the County Music Service, for a modest sum. A resident music specialist also offers, at a reasonable sum, individual tuition in recorder, flute, clarinet, guitar and piano.

Children with potential are encouraged to take advantage of these lessons throughout their school career and many successfully take the Associated Boards examinations when appropriate. Group music making is encouraged whenever possible and players take part in County organised concerts, alongside children from other county primary schools.

We also have a school orchestra, which all children who play an instrument are encouraged to join. There is a small charge for this. Welford has an active school choir which meet weekly. The orchestra and choir have opportunities to enter music festivals. We make a small charge to cover for the specialist, who leads the school choir,

Teaching in music follows the International Primary Curriculum with LCP scheme giving extra support.

SEX EDUCATION.

Sex education is taught in school through the Taking Care Programme. A policy document is available for parents to see. Children are shown a video and parents are invited to view it should they wish to.

SAFEGUARDING CHILDREN.

The school follows the Department for Education and Skills guidance on 'Safeguarding Children in Education'. Related policies are available for parents to view.

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RELIGIOUS EDUCATION.

The school follows the Warwickshire agreed Religious Education syllabus. Collective worship is practised on a daily basis. Parents with conscientious grounds for withdrawing their child from religious instruction may do so in writing to the headteacher. Although we are not a church affiliated school our teaching is broadly Christian in character.

SPECIAL EDUCATIONAL NEEDS.

Each child is an individual with specific needs. Our school's aim is to consider these needs and abilities, whether they are social, emotional, behavioural, physical, intellectual or difficulties with language and communication. All children share the right to a broad and balanced curriculum, relevant to their needs. Where children have special educational needs, these are assessed and recorded by the school according to the Special Educational Code of Practice, and Individual programmes of study are drawn up and then followed assuring that each child's needs are met. We have a special educational needs co-ordinator (SENCO) and an intervention officer who take responsibility for the special needs in our school. We have a number of programmes that we follow, but we believe that all children should access quality first teaching as an entitlement, so any withdrawal is kept to a minimum.

HOME LEARNING.

The school expects that a small amount of work will have to be done by children at home. Regular homework includes spellings, maths, reading and topic research. This is in line with national guidelines. Parents are asked in the Home School Agreement to support the school with learning at home.

EDUCATIONAL VISITS.

All classes plan educational visits to various destinations that are relevant to the work being completed by the class. The older junior children participate in a residential visit of some nature. As these are enrichment activities there is a charge connected to them.

CONTACT BETWEEN SCHOOL AND PARENTS.

Parents are always welcome to see any member of staff to discuss their child's progress or any other aspect of their child's life in school. Staff are normally available after a school day, so if you would like to make an appointment they will be only too pleased to meet with you. There are 'special evenings' when parents are invited in to discuss their child's

progress during the course of the year. We ask if you have a problem you see the classteacher first and ask that you try to avoid first thing in the morning, which is a very busy time for teachers as they prepare for teaching your children that day. If the matter is urgent, please see the office staff who will arrange for you to see the headteacher.

PARENTAL INVOLVEMENT.

We are very fortunate to have an active Friends of Welford School (FOWS). It holds social functions and fund raising events throughout the year. The school is extremely grateful for the support and funds, which the FOWS provide. Recent acquisition has been extensive work on the outdoor area.

Parents are welcomed into school to help in the classroom. Close links between parents and school is valued. Any parent wishing to help within school will have to be CRB checked and sign our Parent/Volunteer Policy Agreement, in line with national guidelines.

SCHOOL CHARGING POLICY.

The school has a policy for charging activities listed below.

Instrumental lessons,
Some sporting activities
Some enhanced curriculum opportunities
Visiting Theatre Companies
Residential Visits.

If the cost of a visit or an activity is prohibitive then the headteacher can arrange for any special dispensations that are available.

BEHAVIOUR.

A copy of the school's behaviour policy can be obtained from the office. By encouraging and promoting good behaviour, we aim to create a school that is happy, welcoming and safe for all children.

In any school, there can occasionally be instances of bullying. The topic of bullying is discussed openly with the children to enable them to develop strategies to cope with comments or actions that they consider intimidating. If any child feels that they are being bullied or witness bullying, they are encouraged to tell a member of staff immediately. We also urge parents who feel that their child is being intimidated in any way to contact the school immediately to discuss the matter (with the class teacher in the first instance) or headteacher should that be necessary.

LUNCHES.

Your child has the choice of a hot school meal or a packed lunch.

Sandwiches should be kept in a suitable, sealed and named container, which your child can open by themselves. Although there are mid-day supervisors present during the meal, it would be helpful if children did not bring food, which needs adult assistance. We encourage healthy lunch boxes so no sweets or fizzy drinks in lunch boxes please.

Your child has a choice from two hot school meals daily and this is ordered during register each morning. We operate online payment for hot school meals through ParentPay.

Children in KS2 may bring a piece of fruit to eat at morning break. Children in KS1 receive fruit as part of the National Free Fruit Scheme. Children are strongly encouraged to bring water to drink during the school day. Sports bottles are ideal for this and they can be refilled from our water dispenser on the junior corridor. Water bottles should be clearly labelled and taken home each evening to be washed.

MEDICAL ISSUES.

If your child is going to be absent through illness, parents are asked to inform the school on the first day of absence by telephone or letter.

Parents are requested to inform the headteacher of any relevant medical history, which may affect the children's general development and education in school. This is important in the case of asthma, diabetes and epilepsy.

Medicine at school is discouraged. If children must have medication during school hours, we invite parents to come into school to administer the correct medication. Antibiotics that are prescribed three times daily can be taken in the morning, after school and before bed.

Please note advised time away from school for illnesses.

Measles: 7 days from onset of rash

Mumps Until swelling has subsided (7 days minimum)

Chicken Pox: 6 days after the last spot has appeared.

German measles: 4 days from the onset of rash.

Whooping Cough: 21 days from the onset of the marked cough.

Sickness and diarrhoea: 48 hours after the last bout.

IN CASE OF SERIOUS ACCIDENT OR ILLNESS, THE SCHOOL WILL CONTACT PARENTS IF POSSIBLE OR AS SOON AS POSSIBLE.

TRANSFER TO SECONDARY SCHOOL.

Children transfer to secondary school at the end of the school year in which they are 11 years of age. Welford School is in the catchment area for the Stratford Schools, including two Grammar School and the high school. Parents may choose any of these but selection for entry to the Grammar School is based on results of the 11+ examination taken in the final year. Parents must decide whether they wish their child to take the 11+ test.

Children taking the examination or not will not be disadvantaged by the teaching processes at the school. Our aim is to make the transition to secondary schools as smooth as possible.

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COMPLAINTS PROCEDURE.

If a parent should have occasion to complain about a school issue, we hope that any such problem can be resolved by discussions with the classteacher, in the first instance and then with the headteacher if needed. If a parent still does not feel that the situation has been resolved adequately, then there is a formal county procedure. More information is available through the school governors.



Year 4 Football Match

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TEACHING STAFF.

Headteacher	Mrs Kathy Copley
Deputy Head and Year 6 & SENCO	Mrs Julie Leeman
Year 5 teacher	Miss Sarah-Jane Ingrey
Year 4, Maths	Mrs Deborah Edwards Mrs Dee Hinton
Year 3, English	Mrs Lucy Wretham Miss Claire Sadler
Year 2,	Mrs Anja Klohe Mrs Nicola Ballantyne
Year 1, ICT	Mr Liam Mills
Reception, PE	Mrs Jenni Cowley
Nursery	Mrs Maria Sims Mrs Jo Hutchinson (NNEB)
Non class based teacher	Mrs Jill Francis Mrs Sue Stanford

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SUPPORT STAFF.

TEACHING ASSISTANTS:

Mrs F May
Mrs D Grant
Mrs T Johnson
Mrs E Courbet
Mrs S Kemp
Mrs C Jones
Mrs J Sheppard
Ms L Welsby
Mrs F Horton
Mrs N Whitmore
Mrs K Salter
Mrs M Johnson
Mrs J Pote

SCHOOL ADMINISTRATION:

Mrs S Fawcett
Mrs J Burn

FINANCE OFFICER:

Mrs C Johnston

SCHOOL CARETAKER:

Mr J Hiatt

SCHOOL CLEANER:

Mrs E Scarrott

LUNCHTIME SUPERVISORS: Whenever possible we cover lunch times with our teaching assistants to ensure continuity of care: Ms L Welsby and Mrs S Long are our senior mid-day supervisors.

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