



Ferham
Primary School

Every child is inspired to shine

OUR SCHOOL PROSEPECTUS



**INVESTORS
IN PEOPLE**

SCHOOL PROSEPECTUS

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Welcome to Ferham Primary School

Dear Parents/Carers

I am pleased to welcome both you and your child to Ferham Primary School.

I hope you will find this introduction to our school both interesting and informative. Its purpose is to give you an insight into the life and work of our school.

At Ferham Primary School we pride ourselves on a caring and positive atmosphere, one in which every individual is valued and their efforts and achievements recognised and celebrated.

We aim to provide a wide variety of learning opportunities that will inspire, excite and challenge our children. As a school we know that to provide your child with the best possible opportunities, we must work in partnership with you as parents/carers and the wider school community. Together we can make sure that your child's experience at Ferham Primary is a happy and successful one.

Through everything we do at Ferham Primary, we are committed to achieving our school of 'Every child is inspired to shine.'

I look forward to a successful partnership between yourselves, your child and the school. I hope you and your child have a happy and rewarding time at Ferham Primary School.

Mrs Helen Simpson
Headteacher

Contact Details

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Staff

Mrs Helen Simpson - **Headteacher**
Mrs Sara Winder – **Deputy Headteacher**

Teaching Staff

Mr Mike Goulding
Mrs Ann Bloomer
Mr Alan Tasker
Miss Julie Todd
Miss Alicia Montgomery

Miss Keeley Platts
Mrs Natalie Scott
Miss Jemma Taylor
Miss Clare Willis
Mr Jack Williams

Teaching Assistants

Mrs Wendy Booth
Mrs Jane Fisher
Mrs Deborah Higginbottom
Miss Kerrie-Ann Southall
Mrs Gillian Gregory
Miss Amy Longden
Miss Lerena McDermott

Mrs Julie Atkin
Mrs Monika Gorolova
Mrs Iqbal Yousuf
Mrs Jane Lindley
Miss Katie Jeffcock
Miss Elizabeth Hinchliffe

Higher Level TA's

Mrs Vanessa Clark
Miss Laura Ireson
Mrs Sarah Dickinson

Senior Early Years Practitioner

Mrs Holly Gray-Francis

Learning Mentors

Mrs Melanie Roberts
Mrs Katrina Utley

Administration

Mrs Julie Baker – School Business Manager
Mrs Mandy Kelly - Senior Admin & Finance Officer
Miss Shanaz Mohammed - Clerical Assistant

School Meals Supervisor Assistants (SMSAs)

Mrs Tanveer Begum
Mrs Andrea Wilcock

Mr Paul Wilson **Caretaker** (on behalf of Engie)

Members of the Governing Body

Any of the School Governors can be contacted via the Clerk to the Governing Body through the school office.

Mr Andy Bull – Chair

Josephine Ward – Clerk to Governors

Claire Sneath

Patrick Morley

Wendy Leak

Helen Simpson

Sara Winder

Mohammed Ramzan

Our School Vision

Every child is inspired to shine.

Core purpose

At Ferham, we celebrate diversity and remove barriers to learning so that every child can aim high.



Our Values are:

Friendship

Respect

Excellence

Inspiration

Courage

Determination

Equality

School Hours

	Foundation Stage 1	Foundation Stage 2	Key Stage 1	Key Stage 2
Morning session starts	8.50 am	9.00am	9.00am	9.00am
Morning session ends	11.50 am	12.00pm	12.00pm	12.15pm
Afternoon session starts	12.00pm	1.00pm	1.00pm	1.00pm
Afternoon session ends	3.00pm	3.00pm	3.00pm	3.00pm

The main school gates are open to allow children to arrive at school between 8.50am and 9.00am and 12.55pm and 1.00pm. The Foundation Stage gate is also open between 11.50am and 12.00pm. Any children arriving after the gates have closed need to report to the school office where they will be signed in.

The gates are re-opened for parents/carers at 2.55pm.



An Extended School / Out-of-Hours Activities

We extend the school day by providing a range of after-school clubs, most of which are open to all children from Y1-Y6. Several out-of-hours activities involve the use of the Sports and Arts Hall with outside organisations coming in to work with the children. Sometimes, there is a small charge for an activity.

SCHOOL DATES 2017/18



Autumn Term

INSET Day
school)

Monday 4th September 2017 (Children not in

INSET Day

Tuesday 5th September 2017 (Children not in school)

School starts

Wednesday 6th September 2017

School closes on

Friday 27th October 2017

INSET Day

Monday 6th November 2017 **(Children not in school)**

School re-opens

Tuesday 7th November 2017

School closes on

Thursday 21st December 2017

INSET Day

Friday 22nd December 2017 **(Children not in school)**

Spring Term

School re-opens

Monday 8th January 2018

School closes on

Friday 9th February 2018

School re-opens

Monday 19th February 2018

School closes on

Friday 23rd March 2018

Summer Term

School re-opens on

Monday 9th April 2018

School closes on

Friday 4th May 2018 (May Day)

School re-opens

Tuesday 8th May 2018

School closes on

Friday 25th May 2018

School re-opens

Monday 4th June 2018

School closes on

Friday 20th July 2018

INSET Day

Monday 23rd July 2018 **(Children not in school)**

Admissions

The school is a Community school and abides by the LA admissions policy. We have a day care provision for pupils aged 2-4 years included in our Foundation Unit. Children are admitted into the Foundation Two class full-time in September of the academic year that they will be 5 years old. Younger children are admitted on a part-time basis into the Foundation One class on availability of places in the September of the academic year that they will be 4 years old. Additional details are available at school. Early education funded provision and childcare can also be accessed.

Attendance



If your child is absent from school, please telephone the school office on the first day. We need to know the reason for the absence, as we follow up all unexplained absences with a phone call or sometimes with a home visit.

We encourage all parents to make medical appointments for their children outside school hours whenever possible.

Term Time Leave

Attendance is one of the priorities as all the evidence indicates that children who attend school regularly have a better chance of success in education than those who don't attend regularly. A good attendance target is 95% and our commitment is to achieve or better that figure. Our term dates are published early on and are available on the School website so that parents can plan their holiday and travel arrangements accordingly. As such, there will be the following changes to the shared policy within the Learning Community in relation to holidays. Students will NOT be authorised any holidays, in term time, unless there are exceptional circumstances.

'Time off school for holidays is not a right. Parents are strongly advised to complete an application form, with appropriate evidence, in advance of booking any intended holiday. Schools within the Learning Community will then consider every application individually; their policy is NOT to grant any leave of absence other than in the most exceptional of circumstances. If your request for term time leave has not been authorised and you take your child out of school during term time, you will be referred to the Local Authority who have the powers to issue a fixed penalty notice (between £60 and £120) per parent per child.'

Our Attendance Officer and Learning Mentors help to support families where children are often absent from school. Also, our Educational Welfare Officer will visit any family home where there is a problem with regular attendance at school. Your child needs to attend school every day to learn and achieve their potential. Please help us to achieve this.

We are constantly trying to improve the attendance of our children by working in partnership with parents and carers. We have reward systems in place for those children who achieve 100% attendance.

GOOD PUNCTUALITY is essential for your child to learn. If your child is late for school on a regular basis, you will be contacted to explain the



reason. Poor punctuality is treated in the same way as poor attendance, and fines can be imposed.

School Dress

School Uniform

We have a basic school uniform. It consists of a blue sweatshirt or cardigan, a white polo T-shirt and grey or black trousers, skirts or shalwar kameez. Black shoes should be worn. Platform shoes or shoes with raised heels are not suitable for school and are not allowed.

PE Kit

All children need to have shorts/leggings and T-shirt for PE in the interest of hygiene and safety. Trainers or pumps are also needed.



All items of school uniform and PE kit must be clearly labelled with your child's name.

Jewellery

Jewellery should not be worn to school. Plain studs are the only sort of earrings we allow and your child must remove them for PE. No other body piercings are allowed. No jewellery will be allowed in swimming lessons.

Valuables

The school cannot be held responsible for children's property that may be damaged, lost or stolen. We ask that parents write their child's name in all items of uniform, coats, PE kits etc, to avoid confusion.

Outdoor Education and Educational Visits

Children at Ferham Primary will have many opportunities to go out of school to extend their knowledge and experience. Outdoor Education makes learning more meaningful as well as providing a stimulus for classroom work. We adhere to the strict LA guidelines for outdoor visits.

The school has a clear Charging and Remissions Policy that follows the guidance from the Local Authority and Department for Education regarding the request for contributions from parents/carers.

Behaviour Policy

We believe in a positive approach to behaviour management. The children in school are all very clear about our school's expectations:

Be in the right place, at the right time, doing the right thing.

Positive behaviour, including demonstrating a positive attitude towards learning, is rewarded with 'Gold Points'. When a child has collected 25 Gold Points they will receive a prize as a reward.



We have a weekly 'awards' ceremony in assembly that celebrates and rewards examples of outstanding contributions to the school, for example The Star of the Week from each class, Playground Award, Dining Room Award and Attendance Ted.

We have a structured policy and procedure in place to minimise the incidents of inappropriate behaviour. If a child misbehaves, they will miss either part or all of their playtime (this could be replaced by walking with an adult on the yard to ensure the child still has some fresh air). After 3 occurrences, the child will be placed on a daily behaviour report for at least a week and will be set a specific behaviour related target to achieve. This report is sent home each day for parents/carers to comment.

We follow the LA guidance in relation to excluding pupils and will only exclude a child if it is felt that this is the most appropriate action to be taken.

Food in School

Lunch

A healthy cooked lunch is provided in school every day. The food is cooked in our school kitchen and a choice of meals is served using a cafeteria system. We provide a Halal meal every day.

Following the Government's recent announcement on Universal Infant Free School Meals, children in reception, year 1 and year 2 in state-funded schools in England will be eligible for free school meals (FSMs).

If your child is in class 3, class 4, class 5 or class 6 and you think that your child is entitled to free school meals, please ask at the school office for an application form. The price of a school meal is £2.05 per day, £10.25 for the week. We expect school meals to be paid for on a Monday.

A healthy packed lunch can be brought from home as an alternative. These should be brought in a lunch box clearly labelled with your child's name and class. Crisps, sweets and pop are not allowed. Hot food and drink are not allowed to be brought from home.

Water is the only drink allowed at lunchtime.



Playtime Snack

Children in the Foundation Unit have daily snacks for a small weekly charge.

Children in the Infants can have a piece of FREE fruit every day at playtime. This is a government funded scheme.

Ice pops, cartons of juice or biscuits are available for 20p at morning playtime.

Milk

Your child can have a carton of milk each day for a small charge. This needs to be paid at the beginning of every half term.

Health Matters

Accidents and Illness

All accidents in school are recorded and your child will be given an information note to inform you about any treatment they have received.

In the case of illness or accidents at school, parents are contacted as soon as possible. It is very important that school has an emergency contact number and address.

If there are any changes to your home address, telephone/mobile number, please contact the school office immediately.

Medicines

If your child has a long term medical condition, please contact the school so we can make appropriate arrangements. If your child has a prescribed medication, for example an inhaler, please fill in a medication form in the school office, stating the exact dosage to be taken. We can only administer prescribed medication that is in the original box with the printed label from the chemist attached that states the dosage.

Smoking Policy

Ferham Primary School follows the RMBC smoking policy. Smoking is not permitted anywhere on The Ferham Centre premises or within the school grounds.

Safeguarding and Child Protection

We are required by law to report any concerns we may have about a child who may be suffering significant harm, particularly as a consequence of abuse. The Headteacher is responsible for coordinating safeguarding issues and will deal with all matters with professional confidentiality. The school has a Child Protection and Safeguarding Policy and Procedures document. We have a responsibility to collate basic information on a child and pass it on to relevant agencies if so required, and to cooperate with such agencies to promote the welfare of the child. Whilst the school will always attempt to work in partnership with parents, if there is a conflict of interest, the welfare of the child will be the paramount consideration.

Should you wish to discuss safeguarding and the safety of your child, or indeed any other issue involving your child, please do not hesitate to contact the school.

Special Educational Needs

The school has a number of children with SEN. These include:

- Learning Difficulties
- Communication
- Emotional/ Behavioural /Social
- Physical / Medical

One member of staff in school coordinates the SEN procedures and practices. If your child is placed on the SEN register, this will be discussed with you at the time. You may discuss your child's progress at any time, and especially at the termly Parent/ Teacher Evenings. Many children receive extra support in school, usually in class, but sometimes outside the classroom for short periods. Our SEN Coordinator is available every Tuesday between 3-4pm for any parent who wishes to drop in and discuss their child.

Gifted and Talented Pupils

The school identifies children who are academically gifted or have specific talents. We aim to provide extra opportunities to meet their needs and therefore enhance the provision for all our pupils.

Parental Involvement

Home-School Agreement

We have a Home / School Agreement which we ask you to sign when your child joins our school. We feel this helps to establish a positive partnership between parents and school.



Homework

We strongly encourage parents to read with their children from the Foundation Unit up to Y6, as we believe that reading is the single most important skill your child needs to develop their learning. Every child is provided with a book bag, school book and a home-school reading diary. We also provide every child with a poem or rhyme to enjoy and share each week. Each week the children are given other learning tasks that they can complete at home, for example learning a spelling rule or practising some number facts.



Open Evenings

We hold Open Evenings each term between 3.20pm and 5.30pm. You are invited to come along and discuss your child's progress with their teacher, and also discuss the targets that have been set for them. It is also an opportunity to update you on any issues such as Special Educational Needs, transfer to Secondary school etc.

Open Evenings are a very important part of your child's education. We believe it is essential that your child is able to see parents and school working together in partnership.

School Events

Parents/carers are invited to attend a range of school events, including celebration assemblies, sports events and musical productions.

Family Learning

Our school and children's centre supports and promotes a range of Family Learning and adult learning programmes and courses.

Fund Raising

The school has a Parents' Forum group and if any parents are interested in helping with fund-raising, please get in touch with one of our office staff or the Headteacher.

Teaching and Learning

We believe that children learn best when they are interested and having fun. We also know that children make good and very good progress when there is high quality teaching. Our children are involved in assessing their own progress against targets that are agreed in reading, writing and maths.

All our children are encouraged to work in pairs, in groups and individually. During lessons, children are seen discussing and working together, fully engaged in activities and developing independent working skills. They are



clear about the learning intention and the expected outcomes. Teachers are seen doing some direct class teaching, supporting and encouraging groups, pairs or individual pupils and ensuring good progress is made. Teaching assistants work with a range of targeted children to ensure they can make good progress too.

The Curriculum

The curriculum is varied and creative. It has a thematic approach through which much of our literacy teaching is delivered. ICT is used across the whole curriculum to motivate the children and further their knowledge, skills and understanding.

Early Years Foundation Stage Curriculum

The curriculum in the Children's Centre and the Foundation Stage Unit covers the educational expectations for 0-5 year olds. It is based on seven areas of learning and development:

Three prime areas:

Communication and Language

Physical Development

Personal, Social and Emotional Development

Four specific areas:

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

Throughout these areas the children will be developing the Characteristics of Effective Learning:

Playing and Exploring

Active Learning

Creating and thinking critically

Every day work is planned to cover these seven areas, some of which will be outside and some inside. Children in Foundation Two have group lessons each day covering literacy and maths and preparing them for the curriculum at Key Stage 1.

At all times, children are given a wide and varied curriculum, encouraged to talk, sing and express themselves and learn to grow and develop their skills alongside one another. Bi-lingual children are encouraged to use their home language in discussion times, as well as develop their spoken English. There is a strong emphasis on developing speaking and listening skills at this age.



Pastoral Care

Our school is a very caring place, where all the staff share responsibility for the pastoral care of the children. If children are experiencing difficulties, they are well supported by our school staff. In some cases, the Headteacher will invite parents to come in and discuss the problem. All our children are encouraged to name an adult they can go to with a problem.

Alternatively, parents are encouraged to come into school to discuss any problems that might affect their child at school.

Complaint's Procedure

If you have any concerns please contact either your child's class teacher, the deputy head or the Headteacher to discuss the situation. If you wish to make a written complaint please contact the school office for a copy of the complaint's procedure and a complaint form. Complaints about any member of staff would be addressed to the Headteacher and complaints about the Headteacher would be addressed to the Chair of Governors. The school follows the Local Authority guidance for handling and resolving written complaints.