



Chesterton Primary School
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Welcome to Chesterton Primary School

Choosing your child's school is one of the most important decisions you will make for them.

Having the privilege to educate children is something we value greatly at Chesterton Primary School. We are a team of dedicated professionals with a desire to improve outcomes for all children.

We are incredibly proud of our school and all the children who make this a wonderful place to be. We welcome you to visit for a tour and see for yourself all that we offer.



Ms Helen Swindells
Head Teacher



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1. Our School

The mission statement of the school is, '**Learning. Growing. Succeeding.**'

It is a privilege to have the opportunity to help educate and make a positive impact on a child's life. This is a role our team take very seriously.

We appreciate the support of our families and the mutual respect we have for each other which helps our children to learn, grow and succeed.

It is our aim that all children and adults feel valued members of our school community and that together we create positive and lasting experiences.

We have **four** expectations for everyone at our school:

- **We are safe**
- **We treat other people how we want to be treated**
- **We try our best**
- **We tell the truth**

We are safe because this helps to keep us happy.

We treat other people how we want to be treated to develop respect.

We try our best because we deserve the best.

We tell the truth to develop trust.

About Us

Chesterton Primary School is part of the Collective Vision Trust. Children can join our school from two years of age in our Pre-Nursery Class and stay with us until Year 6 (the academic year when they turn eleven years old).

The school was opened in 1977 and we are very lucky to have beautiful, well-maintained grounds with a large field, perfect for sports and athletics.

We have five well-resourced playgrounds, good-sized classrooms and our own school library, which is used every day by children as a quiet place to sit, read and learn.

Our school hall is a modern, clean space for the children to use during PE lessons, assemblies and lunchtimes. Extensive refurbishments over the past few years provides a bright, stimulating environment which the children and staff are all very proud of. Our school is clean, uncluttered and well-organised to help children access their learning in a warm and welcoming environment.

2. Our Team

This is an overview; staff can change throughout the year as we respond to children's needs.

Senior Leadership Team

| | |
|---|---------------|
| Head Teacher | Ms Swindells |
| Assistant Head, DDSL & Early Years Leader | Mrs Rotherham |

Teaching Team

| | |
|---------------------|-----------------------------|
| Pre-Nursery | Mrs Pugh |
| Foundation | Mrs Rotherham and Mrs Smith |
| Year 1 | Mrs Rettinger |
| Year 2 | Miss Hancock |
| Year 3 | Miss Coltman |
| Year 4 | Mrs Weston |
| Year 5 | Mrs Garvey |
| Year 6 | Miss Mandley |
| Teacher, DDSL, SMHL | Miss Grocott |

Support Team

| | |
|---------------|----------------|
| Miss Bayliss | Mrs Smart |
| Mrs Cotton | Miss Taylor |
| Miss Ellis | Mr Whittingham |
| Miss Green | Miss Woodvine |
| Mrs Hassall | |
| Mrs Henson | |
| Miss Keegans | |
| Miss Nicholls | |
| Mrs Nixon | |
| Mrs Phillips | |

Office and Site Team

| |
|---------------|
| Mrs Plant |
| Mrs Stevenson |
| Mr Parsons |
| Mr Higginson |

3. Timings

Breakfast club opens at 7:30am. Prebooking is required and can be done through the school office email. Payment is required online through Parent Pay prior to arrival.

Foundation to Year 6:

- 8:25am - classroom doors open to children
- 8:35am - lessons begin
- 2:55pm – end of the school day

Pre-Nursery:

8.30 – 11.30am

12 noon – 3pm

EYFS, KS1 and Year 3 - children must be collected from school by an adult over 18 years with the permission from a person with parental responsibility.

Permission for children to walk home must be given by an adult with parental responsibility. If an adult different to usual arrangements needs to collect a child, the child's parent/ guardian must inform the school. If possible, the adult should be introduced to the class team in advance.

Afterschool club is open until 5pm.

4. Admission Arrangements

Pre-Nursery: children join the term after their 2nd birthday

Nursery: children join the term after their 3rd birthday

Reception: children begin on the 1st September after their 4th birthday

The Pre-Nursery Class offers funded and non-funded places either part-time or full-time. Each nursery-aged child is entitled to 15 hours per week however some children are eligible for 30 hours childcare. Please ask the school office for details. Admissions must be made through the school office.

Admissions to Reception are made by registering in the February before the September you wish your child to begin school.

We are happy to admit pupils to Chesterton Primary School at other times of the year. Please contact the school to make an appointment to look around and to speak to the Head Teacher.

5. Learning

A great deal of time and preparation goes in to making sure learning is fun, purposeful and prepares your child for each stage of their development.

We have a knowledge-based curriculum which begins in the Early Years Foundation Stage and is systematically planned throughout the school so that children build on their learning year-on-year.

All curriculum documents are available through our website and we encourage you to use these so that you can share in your child's learning. www.chestertonprimary.org.uk

Reading

Our school and national statistics show a clear link between children who read at home regularly (four or more times a week) and better progress in school. This is because children are practising the skills they learn in school and are supported with this important life skill.

Reading opportunities in school are wide and varied. A great deal of money and time is spent keeping our school library well stocked with books which encourage a love of reading. We are also happy to help families become members at their local library.

Phonics

Phonics is a method used to teach reading. Our school uses the Jolly Phonics programme and this is systematically implemented across all teaching areas. Jolly Phonics teaches actions and songs to support learning of important sounds (phonemes). You can watch these songs online; please ask our team for further support and information.

Special Needs and Differences

We are an inclusive school. We value the uniqueness of all individuals and advocate the support of all differences. The school has high expectations for all children and offers a wide range of opportunities and support to ensure all children make good progress.

The school's policy for supporting pupils with Special Educational Needs and Disabilities (SEND) is available on our website. If you have any concerns about your child's academic performance, please contact their class teacher to discuss how the school can help.

Home Learning

Children who read at home regularly (four or more times a week) make better progress. For this reason, we encourage reading at home on a daily basis.

Children have access to online programmes such as: Numbots, Times Table Rockstars, SpellingShed and Nessy (to name a few) – these subscriptions are paid by the school and are designed to work specifically in areas to support your child's knowledge and skills.

Other home learning will be set and encouraged by the class teacher based on children's age and ability.

Religious Education

Pupils are supported to develop an understanding of a wide range of religions. Parents and carers have the right to withdraw their child from Religious Education lessons. Understanding, appreciation and tolerance of other people's beliefs and culture is an important life skill. Our school values and encourages inclusivity.

Sex and Relationships Education

Children are taught age-appropriate content in line with the government guidelines and school's Sex and Relationships Education policy. The aim is to educate children to keep them safe and develop positive and healthy friendships. You can view all teaching and learning programmes 'Vision Maps' on our school website. Meetings are arranged for parents who wish to discuss the content of the lessons.

Pupil Premium

The Government allocates Pupil Premium funding by the number of pupils who have received Free School Meals (FSM). At Chesterton Primary School we use this money towards assisting pupils who are entitled to FSM, or have been entitled in the last 6 years.

OOSC – Out of School Club (Breakfast and After School)

Breakfast Club opens at 7.30am for an hour before school begins. Children are offered breakfast and a range of activities.

After School Club open until 5pm. Children are provided with a snack and a drink and get involved in a variety of activities. All clubs can be booked through the office team and payment through ParentPay prior to the session beginning. Last minute booking is subject to availability.

School Clubs

We operate an exciting a varied range of clubs led by teaching staff throughout the year. Clubs alternate depending upon the time of year and offer experiences which are fun and creative. Places are highly sought-after so children are expected to attend each week. Places are offered on a first-come, first-served basis.

6. School Uniform

School uniform brings a sense of belonging and pride to Chesterton Primary School. Clothing items can be ordered from the school office and paid for on ParentPay in advance of collection.

Our uniform is:

- Grey badged polo shirts
- Red jumper or cardigan with logo
- Grey skirt or trousers
- Black footwear (boots only in inclement weather)
- Red gingham summer dresses or grey shorts in warmer weather.

There is a good selection of 'pre-loved' uniform in the office at the cost of £1 per item. Jewellery, such as bracelets and necklaces, are not to be worn in school. Pupils who have pierced ears are allowed to wear safety sleepers or studs but they must be removed (independently) for PE. Other piercings are strictly prohibited.

We encourage pupils to wear caps or sun hats during the warm weather. Pupils are also allowed to bring sunscreen to school but should be encouraged to apply it themselves and must not share with other pupils.

PE Uniform

Pupils need a change of clothing for PE. This should include:

- A plain white t-shirt (no logos)
- Black plain shorts
- Pumps or trainers
- Plain black tracksuits for winter outdoor lessons

Year 4 only

- One-piece swimming costume or trunks for swimming (not shorts or bikinis please)
- Swimming hat for pupils with long hair are compulsory

Please ensure all clothing is clearly labelled to help us return lost property to its rightful owner.

7. Parent Pay

We are a 'cashless' school and use Parent Pay, which is a secure on-line payment service. The office team will help you to set up an account. Once your account is activated, you will be able to make payments for school meals, trips and clubs on your secure area.

8. Communication

The school telephone number is 01782 568650.

The school email is office@chestertonprimary.org.uk.

We use an online / app-based programme called Class Dojo. This is free to families and allows parents to see events happening in school, their child's class news and view the level of effort their child is making. Class Dojo also has a messaging service between adults in school and parents at home. *Please note: messages via Class Dojo cannot always be viewed whilst adults are teaching and so for a quicker response or to report an absence, please contact the school office.*

The school holds parent meetings throughout the year where you are invited to meet the teaching team. The Head Teacher and Leadership Team are available should you wish to speak about any matter.

Annual written reports are sent out during the Summer Term. Parents are invited to share feedback at this time and throughout the year.

If parents wish to visit the school at other times, they are very welcome to do so. Appointments can be made via the office or by letter to the teacher required. However, where the matter is urgent, it is usually possible to 'pop in' to class to speak to the class teacher.

If a member of staff wishes to speak to a parent, they will arrange an appointment by phone or, if possible, 'pop out' to see them before or after school.

9. Expectations

Our emphasis in school is rewarding good and desirable behaviours. Children are reminded and rewarded for their positive behaviours. Such rewards may include: verbal praise and approval, stars, rewards, stickers, Class Dojo points and other class rewards.

We operate a behaviour system which enables parents/carers to see your child's behaviour and effort levels throughout the day. You will be invited to download the app that gives you free access to your child's profile. Children are awarded dojos throughout the day. This is outlined in detail in the school policy.

10. Rewards and Awards

We believe in rewarding good work and behaviour as well as rewarding those who are trying hard to improve in a particular area of their school performance.

Please remember that not all children will receive every type of award – they are awarded on merit and achievement and it would be unfair for each child to receive the same. Children are treated as individuals with kindness and fairness at the forefront each day.

Special achievements are celebrated at our fortnightly 'Time to Celebrate' assembly and we also present classroom rewards each week. Special awards are at the end of each term. Teachers also run their own rewards systems within class to encourage and support children.

Good attendance plays a vital role in children's success. As such, attendance incentives and rewards are in place throughout the school year. There is clear links with good attendance and academic success.

11. Food in School

Lunches

Our school lunches are cooked fresh on the school premises each day. We will inform you if your child is eligible for a free school meal through our electronic checking system.

All children in Reception, Year 1 and Year 2 classes are entitled to a **free school meal**.

You are welcome to provide your child with a packed lunch. Please note: fizzy drinks, glass bottles and cans are not allowed. Also, please be aware that **we do not have any facilities to refrigerate lunch boxes** and this may mean that certain items are not suitable for inclusion in your child's lunch box. We encourage a healthy lunch box with a balance of foods and appreciate your support. We encourage children to make health food choices so limiting sugary snacks in lunch boxes is appreciated.

Snack

All children in EYFS and KS1 will have a free piece of fruit/vegetable as a snack each day.

We offer a breakfast snack (brioche, toast or similar) and milk at a small cost per day. This is payable via ParentPay.

Please note that children under the age of five years old are entitled to free milk. Once they turn five years of age, milk will be at a cost of £1.75 per week payable via ParentPay.

Breakfast for All

All children are offered a breakfast portion in the morning upon arrival to their classroom. This is to support a settled start to the day and supporting the notion that 'no child goes hungry.'

12. Unexpected School Closures

In the event of the school having to close unexpectedly (for example, severe weather conditions, heating failures, etc.) the Head Teacher will use the school messaging system and Class Dojo to inform parents of the decision.

The decision to close a school is made on the basis of safety for all. The Head Teacher, in liaison with the Chair of Governors, will make the decision.

In the case of an extreme situation where the school had to be fully evacuated to another site (such as a gas leak), the pupils will be walked up to Chesterton Community Sports College. Parents will be informed of such arrangements.

13. Policies

All policies in school are available for parents to view on the school website and are available from the school office upon request.

14. Complaints

The school's complaints procedure is available on the school website and is available from the school office upon request.

15. Child Protection

We are dedicated to safeguarding and promoting the welfare of children and young people.

Parents can feel confident that procedures are in place to ensure that all staff and volunteers are suitable to work with children.

Our Team is always available to listen about any concerns or worries you may have.

Children are taken seriously if they seek help from a member of staff. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local 'children in need' procedures. However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if a referral must be made to the appropriate agencies in order to safeguard the child's welfare.

The school is committed to teaching pupils about all areas of safety including e-safety. All staff and children agree to abide by the user policy to ensure safe computer and internet use.

16. Summary

We look forward to welcoming you to our school.

'There are no strangers in our school, just friends we've yet to meet.'