



**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 of the school 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 us 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 that it sits in beautiful, well-maintained grounds with a large field, perfect for sports and athletics.

There are five well-resourced playgrounds, well-sized classrooms and our own library, which is used everyday by children, at lunchtimes if they like a quiet place to sit and read.

The school hall is a modern, clean space for the children to use during PE lessons, assemblies and lunchtimes. Classrooms are clean, uncluttered and well-organised to help the children access their learning in a warm and welcoming environment.

Extensive refurbishments over the past few years provide a bright, stimulating environment which the children and staff are all very proud of.

## **2. The Staff Team**

This is an overview and staff can change throughout the year as we respond to class sizes and child needs.

| <b>Senior Leadership Team</b>        |                               |  |
|--------------------------------------|-------------------------------|--|
| Headteacher and SENDCo               |                               | Helen Swindells  |
| Early Years Lead and Senior Teacher  |                               | Lemara Rotherham   |
| <b>Teaching Staff</b>                |                               |  |
| <b>Class</b>                         | <b>Teacher/Responsibility</b> | <b>Teaching Assistants</b>                               |
| Pre-Nursery                          | Kim Pugh (Pre-Nursery Leader) | Kereece Keegans<br>Olivia Nicholls<br>Catherine Taylor   |
| Nursery                              | Sara Smith (Nursery Leader)   |  |
| Reception                            | Lemara Rotherham              | Bernie Birks<br>Dawn Henson<br>Paula Hill<br>Tracy Smart |
| Year 1                               | Miss Jones and Mrs Nixon      |  |
| Year 2                               | Sonia Grocott                 |  |
| Year 3                               | Caitlin Woodley               |  |
| Year 4                               | Mark Hanson                   |  |
| Year 5                               | Yasmin Rettinger              |  |
| Year 6                               | Lucy Mandley                  |  |
| <b>Additional Support Staff</b>      |                               |  |
| Sports Leader                        |                               | Luke Whittingham   |
| Site Manager                         |                               | Neil Parsons   |
| Office Manager                       |                               | Heather Plant  |
| School Reception                     |                               | Rebecca Stevenson  |
| Breakfast Club and After School Club |                               | Charlotte Hill   |

## **3. The School Day**

Breakfast club begins at 7:30am. Prebooking is required and can be done through the school office.

Reception to Year 6:

8:25am - classroom doors open to children

8:35am - learning starts

2:55pm – end of the school day

Pre-Nursery and 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. 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 2<sup>nd</sup> birthday

Nursery: children join on term after their 3<sup>rd</sup> birthday

Reception: children begin on the 1<sup>st</sup> September after their 4<sup>th</sup> birthday

The Pre-Nursery offers places on a part-time basis; 3 hours in the morning or afternoon.

Each Nursery 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 Headteacher.

#### **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](http://www.chestertonprimary.org.uk)

##### Phonics

Phonics is a method used to teach reading. Our school uses the Jolly Phonics programme and this is systematically implemented across all teaching staff. Jolly Phonics teaches actions and songs to support learning of important sounds (phonemes). You are able to watch these songs online.

##### Reading

Our school data and national statistics show a clear link that children who read at home regularly (four or more times a week) make 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.

#### Special Needs and Disabilities

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 an online programme, Maths Whizz, which is paid for by the school. This programme is designed to work specifically in areas to support your child's maths knowledge and skills. A weekly target of 45 minutes a week has been proven to improve a child's maths ability.

Other home learning will be set and encouraged by the class teacher based on their 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.

#### 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 and method of the lessons.

#### Pupil Premium

The Government allocates Pupil Premium funding by the number of pupils who have received Free School Meals. 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.

#### Breakfast and After School Club

Breakfast Club opens at 7.30am and is £4 for the hour before school begins. Children are offered breakfast and can sit and relax or play games with the other children. If children arrive after 8am it's just £2.

After School Club is £5 for 2 hours 3-5pm or £3 for the first hour 3-4pm. Children are provided with a snack and a drink and get involved in a variety of activities. All clubs can be booked on ParentPay and can also be booked last minute (if space is available).

### School Clubs

Our range of clubs led by teaching staff are available throughout the year. The clubs are varied depending upon the time of year but 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 the community of Chesterton Primary School. School uniform can be ordered from the school office and paid for on Parent Pay 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 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 sun-cream to school but must apply it themselves and must not share with other pupils. KS1 and Early Years pupils must have their sun-cream applied before they come to school.

### PE Uniform

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

- PE T-shirt (white)
- Black plain shorts
- Pumps or trainers
- 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

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](mailto: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: that 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 teacher team. The Head Teacher and Senior Leadership Team are available should you wish to speak about any matter.

Annual written reports are sent out during the Summer Term. A reply slip is enclosed with this report for parents to confirm that they have received the report and to share their comments regarding their child's progress at the school.

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 throughout each day. Such rewards may include: verbal praise and approval, stars, rewards, stickers, Class Dojo points and other class rewards.

We operate a behaviour system called 'Class Dojo.' This enables you 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 green dojos for good behaviour and red dojos if they do not show positive behaviour or attitude after clear reminders and support. 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. Likewise, not all children will receive sanctions in school.

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.

All children with 100% attendance for the week receive an in-school reward on a Friday.

## **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 dinner**.

You are welcome to provide your child with a packed lunch. Please note that 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.

### Snack

All children in EYFS and KS1 will have a free piece of fruit a day.

We offer a breakfast snack (brioche, toast or similar) at a cost of 30p per day and milk at a cost of 35p 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 old 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. Signs will be posted near to the school to inform parents that they must collect their children from there.

## **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 careful 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 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.'