

**learning**together • **growing**together • **succeeding**together



**Chesterton Primary School**  
**Brittain Avenue**  
**Chesterton**  
**ST5 7NT**

### **Welcome to Chesterton Primary School**

We are very proud of our school and welcome all visitors. If you wish to have a tour around the school, please contact the main office and we can arrange a suitable time for you to meet our children and staff.

New pupils are always welcome if we have a space in the requested year group. The office will be happy to help with your enquiry.

Our warm and welcoming atmosphere helps new pupils to settle into school quickly and calmly.

At Chesterton Primary School, we offer a partnership between the school, home and the community. If you have any questions, comments or suggestions, please let us know and we will be more than happy to discuss them with you.

E mail [office@chestertonprimary.org.uk](mailto:office@chestertonprimary.org.uk)  
Telephone 01782 568650

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## **1. Our School Ethos and Values**

At Chesterton Primary School our school ethos is:

**learning**together • **growing**together • **succeeding**together

We wear this on our uniform, it is displayed around school and we talk about learning, growing and succeeding together as part of our assemblies and PSHE.

### **School Rules**

Our School Rules are simple.

We always:

- Listen to and follow instructions.
- Show respect for each other
- Try our best
- Move calmly and safely around the school
- Make good choices

Our rules are regularly referred to in class, around school, as part of our PSHE lessons and in assemblies.

## **2. The School**

Chesterton Primary School is part of the Collective Vision Trust. We have a pre-nursery so children can start their school journey as young as two 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 – Pre-Nursery, Nursery, Reception, KS1 and the main yard for KS2.

The school entrance leads into EYFS (Early Years Foundation Stage). This is an area with large classrooms and good outdoor space.

The school has its own library that is used by the children at lunchtimes if they would like a quiet place to sit and read.

The hall is used for PE, Assemblies and Lunchtimes and is a modern, clean space for the children.

The KS1 and KS2 classrooms are on the far side of the school and are separate classrooms that are clean, uncluttered and well organised to help the children access their learning in a warm and welcoming environment.

The school has been extensively refurbished in the past few years and provides a bright, stimulating environment that the children and staff are all very proud of.

### **3. The Staff Team**

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

Senior Leadership Team		
Headteacher		Helen Swindells
SENCo		Helen Swindells
Early Years Leader		Lemara Rotherham
Teaching Staff		
Class	Teacher/Responsibility	Teaching Assistants
Pre-Nursery	Kim Pugh (Senior Educarer)	Kereece Keegans Olivia Nicholls Catherine Taylor
Nursery	Sara Smith (Nursery Leader)	
Reception	Lemara Rotherham (EYFS Lead)	
Year 1	Kayren Clarkson	Sue Nixon
Year 2	Sonia Grocott	Tracy Smart
Year 3	Stephanie Weston	Paula Hill Bernie Birks Karen Jones
Year 4	Mark Hanson	
Year 5	Yasmin Rettinger	
Year 6	Lucy Mandley	
Additional Support Staff		
Sports Leader		Billy Heeks
Site Manager		Neil Parsons
Office Manager		Heather Plant
School Reception		Rebecca Stevenson
Breakfast Club and After School Club		Charlotte Hill

### **4. The School Day**

#### Pre-Nursery and Nursery Opening Times

8.30 – 11.30am

12 noon – 3pm

We also offer Nursery wraparound care at an extra cost of £4.00 per afternoon (half a day).

Nursery and Pre-Nursery pupils are accompanied to the Nursery and Pre-Nursery classroom entrances by their adult.

### Reception Times

8.25am Doors open  
8.35am Learning starts  
2.55pm End of Day

Reception pupils arrive onto the reception playground (accompanied by an adult over the age of 18).

### Key Stage One

8.25am Doors open  
8.35am Learning starts  
2.55pm End of Day

KS1 children must be dropped off and collected from school by their parent or an adult over 18.

### Key Stage Two

8.25am Doors open  
8.35am Learning starts  
2.55pm End of Day

Children should not arrive before this time and be left unaccompanied; an adult must stay with them until the school doors open.

Year 1, 2 and 3 must be picked up by an adult

Year 4, 5 and 6 are allowed to walk to and from school with adult permission.

*If a different adult needs to collect a child, the child's parent or guardian must inform the school. If possible, the adult should be introduced to the class teacher in advance.*

## **5. Admission Arrangements**

Children are admitted to:

Pre-Nursery a term after their second birthday

Nursery on the 1<sup>st</sup> September after their 3<sup>rd</sup> birthday

Reception on the 1<sup>st</sup> September after their 4<sup>th</sup> birthday.

Nursery is on a part-time basis; each child is entitled to 15 hours per week however some children are eligible for 30 hours Child Care please ask the school Office for details.

If you wish to admit your child to Pre-Nursery or Nursery, please contact the school. Admission forms are available from the school office or on the website – please contact the office so that you can be put on our list so that we can send the forms to you when they arrive in school. The closing date for applications is 31<sup>st</sup> March each year.

The same system applies to Reception: you can register in 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.

## **6. ParentPay**

We are a 'cashless' school and use Parent Pay, which is a secure on-line payment service. The office will help you 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. You will receive an activation letter from the school office.

## **7. 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 – purchased from the school office via Parent Pay
- Grey skirt or trousers
- Black footwear (boots only in inclement weather)
- Red gingham summer dresses

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. KS2 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 plain white T-shirt
- Navy or Black Plain Shorts
- Pumps or trainers
- Navy/Black Tracksuits for winter outdoor PE

### Year 3

- 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. Reporting to Parents**

The school holds a 'Meet the Teacher' drop in early in September then two Parents' Appointments each year. Parents will receive a dojo message and text message to make an appointment to meet their class teacher and the head teacher is available should you wish to speak to her 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 dojo to the teacher required. However, where the matter is urgent, it is usually possible to speak to members of staff on the driveway or the Headteacher at the start of the day.

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.

## **8 - Rewards and Awards**

We believe in rewarding good work and behaviour as well as rewarding those who are trying hard to improve 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 special awards at the end of each term – for a full list please see the school's Behaviour Policy. Teachers also run their own rewards systems alongside the whole school ones.

All children with 100% attendance for the week receive an 'ice-pop' on a Friday as a small reward for their attendance.

## **9 - Behaviour**

We reward good behaviour but occasionally have to put sanctions in place when inappropriate behaviour occurs. By having a School Behaviour Policy, we ensure that our approach to sanctions and rewards are consistent. Our strategies are based upon positive reinforcement of appropriate behaviour. The full Behaviour Policy is available to parents from the School Reception and is on our school website.

We operate a behaviour system called 'Class Dojo.' This enables you to see your child's behaviour throughout the day. You will be invited to download the app that gives you access to your child's profile. They will be awarded green dojos for good behaviour and red dojos if they do not show positive behaviour or attitude to work after clear reminders. This is outlined in detail in the school policy.

## **10 – 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 Year2 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 recommend that parents pack an ice pack into packed lunches to help to keep them fresh. We would encourage a healthy lunchbox with a balance of foods.

## **12 – Curriculum**

### Planning

The teachers plan and teach according to the National Curriculum for all subjects and ensure activities are differentiated to support each child's learning. The Foundation Stage children work towards achieving the Early Learning Goals of the Foundation Curriculum.

### Learning Focus

In Early Years learning is planned around the early years' areas of learning. These are:

- communication and language.
- physical development.
- personal, social and emotional development.
- literacy.
- mathematics.
- understanding the world.
- expressive arts and design

Children have daily phonics and daily maths on the carpet as well as story time and focused learning in groups. This is often hands-on so that children learn in an age-appropriate way.

In KS1 and KS2 the children's learning is clearly mapped out as a subject based curriculum so that there is progression and sequencing as they move through school.

The curriculum and class information are on our website [www.chestertonprimary.org.uk](http://www.chestertonprimary.org.uk)

### Phonics

Phonics is delivered on a daily basis throughout Early Years and KS1. The school uses the Jolly Phonics programme and this is systematically implemented across all teaching staff. In KS2 pupils will either continue with additional phonics if required, or learn further spelling strategies to enhance their writing.



### Reading

The children start their reading with Jolly Phonics decodable readers that are matched to their stage of development. In addition, the school uses Bug Club/Oxford Reading Schemes from Early Years until pupils become 'Free Readers,' at which point, they select their own reading books from our classroom bookshelves or school library.

Reading opportunities are wide and varied in the classroom as this core skill is fundamental to the children's successful learning journey.

### Special Needs and Disabilities

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

The Special Educational Needs and Disabilities co-ordinator provides the Governors with a Termly report upon the progress made in SEND.

### Pupil Premium

The Government allocates Pupil Premium funding into each school budget determined 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. We also support all school trips and try to reduce cost to parents where possible.

### End of Year Results

All statutory test requirements are met by the school and the results for this year can be obtained from the DFE website and is also available on our website.

### Religious Education

Pupils are supported to develop a mature understanding of Christianity and other religions – there is no significant importance attached to one religion in school and all are discussed and shared so children are provided with a broad and inclusive view. Parents and carers have the right to withdraw their child from Religious Education lessons.

### Sex and Relationships Education

The children are taught age appropriate Sex Education in line with the school's Sex and Relationships Education policy. Parents are notified when we cover sensitive issues. Parents and carers have the right to withdraw their child from Sex and Relationships Education lessons.

### Homework

Learning at home is set out by each class teacher at the start of the year. It is encouraged that all children read at least four times a week and use Maths Whizz for at least 45 minutes in an appropriate way which supports their progression steps.

Other home learning will be set and encouraged by the class teacher depending on their age and ability. This will be project based covering all elements of the curriculum. The project will run over a half term.

### Snack

All children in school will have fruit delivered to the classroom across the week that they can help themselves to. We do offer toast and milk at a cost per week: please enquire at the office if you want to pay for this provision for your child. 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 £1.00 per week payable via ParentPay.

### Breakfast for All

All children are offered a breakfast portion in the morning as they enter the classroom: this can be any of the following: bagel, toast, waffle, pitta bread etc. This is to support a settled start to the day and supporting the notion that 'no child goes hungry.'

### Breakfast and After School Club and Teacher-Run Clubs

Breakfast Club opens at 7.30am and is £2.50 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 a £1.

After School Club is open for 2 hours 3-5pm. Parents can pay for each hour 3-4pm or 3-5pm. Please enquire at the office if you need this provision.

Children are provided with a snack and a drink and get involved in a variety of activities inside and outside. All clubs can be booked on ParentPay and can also be booked last minute.

### Extra-Curricular clubs

Our range of 'Teacher-Run' clubs varies depending upon the time of year and, each term, children are encouraged to sign up.

## **13 – Unexpected School Closures**

In the event of the school having to close unexpectedly e.g. because of severe weather conditions, heating failures etc, the Headteacher will use the school messaging system, class dojo and Facebook to inform you of the decision.

The decision to close a school is made by the Headteacher, normally in liaison with the Chair of Governors. They have to determine whether children and staff can travel safely to and from school and if the site will remain safe throughout the day.

To do this a risk assessment is conducted taking into account a range of factors including:

- State of pathways, steps and slopes around the school
- Condition of roads and pathways in the local area
- If the school's heating, lighting and water is working correctly
- Whether catering can be provided
- Availability of public transport and school coaches
- Weather forecast

It is recommended that a decision to close school is made as early as possible, in order to inform parents/carers. Schools may also need to close due to other unforeseen circumstances such as heating failure, burst water pipe, etc.

### **How will I know if my child's school is closed?**

Schools will use whatever locally agreed methods they have in place to inform parents/carers. Please ask the school directly if you are unsure what their procedure is. Methods of communication may include:

- Announcement on the local radio stations (see below for list)
- Message on school Facebook
- School will send a text
- Notice on Class Dojo

To access the School Closure list type "Staffordshire School Closures list" into [www.google.co.uk](http://www.google.co.uk) and selecting the top entry.

In the case of an extreme situation where the school had to be fully evacuated to another site e.g. a gas leak, the pupils will be walked down to the Chesterton Vision Centre. Signs will be posted near to the school to inform parents that they must collect their children from there.

## **14 - Policies**

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

## **Complaints**

The school's Complaints Procedure is available on the school website and is available from the school office upon request.

## **15- Child Protection**

Chesterton Primary is committed 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.

Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place.

Children will be 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 E-safety throughout the year and make reference to the guidelines whenever the children access ICT. All staff and children in the school must sign and abide to the agreed user policy to ensure safe computer and internet use.