

# Ellingham & Woodton Primary Federation



## Woodton Primary School Prospectus 2023 - 2024



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# Welcome

On behalf of the governors, staff and children I would like to welcome you to Woodton Primary School.

What really makes Woodton special is the 'family feel' that it offers. In our last Ofsted inspection the children said that school felt like "one big happy family".

Children are at the heart of our school and we strive to provide the very best possible education for each individual. We pride ourselves on the family atmosphere that permeates all aspects of school life; providing a caring, supportive and safe place for children to learn.

Our curriculum is creative, topic based and enhanced by outdoor learning. The children benefit from a range of outdoor activities including Forest Schools and the school's gardening club. When children leave Woodton they have acquired a broad range of skills and are confident citizens.

A child's early years are such an important time in their development, therefore we endeavour to make their introduction to school a happy and constructive one. We recognise that working closely with our parents has a positive impact and we are always keen to listen and to support you with your child's development, wherever possible operating an 'Open Door' policy welcoming contributions from home.

If you would like to find out more about our school, please do not hesitate to contact the school office. Visits are welcomed to the school at any time.



Miss Dawn Read  
Headteacher





# Vision & Values

## Our Vision

Our Vision is 'To love our neighbour, enabling everyone to flourish and reach their full potential.' Our inspiration comes from Luke 10:27

*He answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and, 'Love your neighbour as yourself.'"*

The vision is shared using the parable of The Good Samaritan.

## Our Strapline

'Love Your Neighbour.'



OUR VISION IS TO LOVE OUR NEIGHBOUR, ENABLING EVERYONE TO FLOURISH AND REACH THEIR FULL POTENTIAL.

## Our Values

In the parable of the Good Samaritan, the main character, shares our values. The Samaritan showed a **respect** for all living things and with **nurture** was able to help the injured man. This character also demonstrated that when things are a **challenge**, we can be **resilient** and offer love and support for others. We take **inspiration** from the Good Samaritan and **aspire** to love our neighbours as he did.



Inspire – Challenge - Nurture





# Our School

## Our Federation

Ellingham and Woodton federated in 2011 and have worked in partnership ever since. Although each school maintains its individual identity, the federation brings many benefits; it gives us the opportunity, as schools, to work collaboratively, sharing our ideas and getting together for different events and trips.

## A Brief History

Originally opened in 1877, Woodton School retains, to this day the ambience of the traditional village school. Since 2002 there have been considerable changes to the building to modernise and upgrade the building. The building work includes new staff facilities, indoor toilets, refurbishment of both classrooms and the building of a multi-purpose hall which was extended in 2009.

## The School Now

This year is an exciting time for the school as we expand from two classes to three. We are introducing a new class called Sycamores, which will accommodate the Year 3 & 4 children.

We have a wonderful outdoor area with a range of facilities, including: A small wood, willow tunnel, stage, pond and adventure trail. In addition to this the younger children have their own outdoor area to support their learning.

We are always trying to improve our school and its grounds. This year we have added a reading shed and a fire pit.



# Our Staff



## Teaching Staff

Headteacher  
Deputy Headteacher/SENCo

Miss Dawn Read  
Mrs Sarah Querelle

Oaks (Years 5 & 6)  
Sycamores (Years 3 & 4)  
Willows (Reception, Year 1 & 2)

Mrs Mary Ennis  
Mrs Gemma Hinton  
Miss Ali Snelling &  
Mrs Sarah Querelle



## Support Staff

School Support Manager  
School Secretary

Mrs Vicky Wood  
Mrs Karen Taylor

HLTA  
Teaching Assistant  
Classroom Assistants

Miss Megan Taylor  
Mrs Hannah Richardson  
Mrs Anna Scrivens  
Mrs Dawn Wilson  
Mrs Tara Cooper

Midday Supervisors

Mrs Dawn Wilson  
Mrs Tara Cooper  
Mrs Julie Roberts

Cleaner

Mrs Louise Moore

Caretaker

Mr Gary Mallett

Norse School Meals

Mr Mark Law



# Governors

The governing body federated on 1<sup>st</sup> September 2011 to form the Federated Governing Body of the Ellingham VC & Woodton Primary Schools Partnership. An equal number of governors is elected or appointed from each school catchment.

Chair of Governors	Mrs Charlotte Carter
Vice Chair	Mrs Sarah Denny
	Mr Will Potter
	Mrs Denise Walker
	Mrs Emma Keal
	Mr Oz Sparks
	Mrs Donné Wiseman
Staff Governor	Mrs Vicky Wood
	Mrs Ali Snelling
Headteacher	Miss Dawn Read



## Message from the Chair

*As a Governing Body we are very proud of our children and the school communities and we would like to thank all parents and staff for the support and encouragement they give. For children, this support nurtures key social and creative skills especially in the early years and helps build confidence and self-esteem. Parent interest and support in promoting the schools is invaluable and ensures that the schools have strong partnerships with their local communities.*

*As Governors we become involved with a variety of issues including finance, pupil welfare, public relations, building/grounds maintenance and staff appointments. However, without a doubt, we consider that our most important role is to monitor the welfare and education of the pupils.*

*All staff and governors work together with a common aim of providing a safe and vibrant learning environment in which all children can reach their potential and have an enjoyable experience in these schools.*

*Charlotte Carter*



# Admissions

In line with the Norfolk Education Committee policy, children are admitted into school in September, usually on a full time basis. We endeavour to make your child's transition from pre-school or home, to the school as smooth as possible.

The Early Years Teachers (Miss Snelling & Mrs Querelle) meet with the parents at a new intake meeting and various transition events to discuss any queries or worries. They work hard to ensure that new children to the school feel settled as quickly as possible.

## School Day

### School Times

8:40—12:00	Morning Session
12:00 - 1:15	Lunchtime
1:15— 3:15	Afternoon session
3:15	Home time



The day starts at 8.40am. The green, double doors are opened for the children and staff will greet the children at the door. Children arriving after 08:50am will be marked as late in the register so please be punctual as learning starts straight away.

Lunch is provided by Norse and the current menus can be found on the school website.

The day finishes at 3:15pm and children will be brought to the entrance by their class teacher for collection. Unless children are staying for after school clubs, children should be collected promptly at the end of the day.

# School Uniform

We feel that the school uniform fosters a sense of belonging and pride in the school. Therefore we encourage our children to be neatly dressed at all times.



Please make sure that everything is named so that if things do go astray they can be quickly be returned.

## School Uniform

- Woodton School sweatshirt (with school logo)
- Burgundy jumper or cardigan
- White blouse, shirt , white or burgundy polo shirt (can have the school logo)
- Black/Grey trousers, shorts, skirts or pinafore dresses
- Burgundy & White Gingham Summer Dress or playsuit
- Black/Grey tights
- White/Black socks
- Black school shoes (no high heels or trainers)
- Only a watch and simple stud earrings
- Long hair should be tied back



## PE Uniform

- Plimsolls (or bare feet)
- Black shorts
- T-Shirt to match their house (Red, Green, Blue or Yellow)
- Grey/Black jogging bottoms and top (plain, no logos)
- Trainers for outdoor activities

## Swimming Kit (Year 5/6 only)

- Swimming suit or trunks (not shorts)
- Swimming hat
- Towel

## My Clothing

<https://myclothing.com/woodton-primary-school/7833.school>

# Our Curriculum

The curriculum is based on our values; we aim to **inspire**, **challenge** and **nurture** our pupils through our broad and balanced curriculum. Our curriculum encourages children to have **aspirations**, to be **resilient** and to **respect** others and the world they live in.



At Woodton the curriculum runs on a two year rolling cycle.

We take every opportunity to use the outdoors to develop children's knowledge and understanding.

*"Leaders have thought carefully about what they want pupils to learn and when. Pupils have the opportunity to revisit important learning, to help them remember the information. Pupils' work is of a good quality across a range of subjects. "*

*Ofsted 2020*

The curriculum at our school is planned and taught in accordance with the National Curriculum and Foundation Stage Curriculum.



**Inspire – Challenge - Nurture**





# Educational Visits

To enhance our curriculum further, all of our children experience regular educational visits to enhance their topic learning. All educational visits are planned in advance, are properly supervised, well organised and safe.

In KS2, children are also offered the opportunity to go on a residential trip where they stay away from home for a couple of nights and have opportunities to take part in some adventurous activities.

The school cannot subsidise trips and residentials, so we rely on voluntary contributions and sometimes there may be cancellations if insufficient funds are raised.



## Clubs

We offer a wide range of after school clubs. Some clubs that you might expect to see include: karate, football, cookery club and art clubs. We review the clubs regularly and try to link them to the interests of the children.

We sometimes have lunchtime clubs too that the older children run with the younger children.

We also have a breakfast club from 8:00 am and an after-school club until 4:15.



# Outdoor Learning

## Forest Schools

To enhance the curriculum, we believe that it is important that the children learn about the world around them, including their local outdoor area. All of the children have an opportunity to take part in Forest Schools at different points across the year.

The children go out in all weathers and enjoy their sessions outside, rain or shine.

During these sessions they learn how to build shelters, use natural materials and also enjoy eating a s'more or two!

We are also lucky that as well as using the school grounds, we also use the community wood in the village.



## Outdoor Learning & Garden

We have a range of outdoor resources that we use to support learning in Maths and English.

We are currently developing our garden so that it is a wellbeing garden for children and staff to enjoy. The plan is to develop an area with wild flowers and seating.





# The Wider Community

## Parent Teacher Association (PTA)

We are exceedingly lucky to have an active and supportive PTA at Woodton. You will automatically become a member of the association when your child joins our school and we welcome parents who would like to attend the meetings and help arrange fundraising events throughout the year.



## Our Church

We have good links with both the Church and the Diocese of Norfolk. We attend services at All Saints throughout the year .



## Local Community

Wherever we can, we work with the local community and see ourselves as a hub for the local residents. We use the local woods for our Forest Schools.



## Helping Others

Throughout the year the children consider and help the less fortunate, by taking part in a range of fundraising events to raising money for a range of charities.



# Communication

We believe that schools and parents should be working in partnership for the benefit of the children. We send out a weekly celebration newsletter by email to all parents to keep you up to date with our achievements and any relevant messages.



If your child is taken ill, or has an accident at school, we will contact you immediately. Therefore it is really important that your contact details are up to date.

We welcome parent volunteers in school for a range of activities such as reading, supporting the children with their learning and helping on school day trips.

## Parents Evenings & Reports

Each academic year we hold two Parents Evenings, when parents are invited to discuss their child's learning and the progress that they are making. These evenings are organised on an appointment system and we aim to give a fortnights notice in the school newsletter. At the end of the summer term, you will receive a summer report, which is written by the class teacher.



## Website & Social Media

We are proud of our school and therefore want to shout about it! We will upload the newsletters and what the children have been up to regularly, so check out the website:

<http://www.ellinghamandwoodton.co.uk/>



We have a school Facebook account where we will keep you up to date with what has been happening and any reminders. Please like the page so that you can see the most recent posts.

<https://www.facebook.com/woodtonprimaryschool>



# Attendance

We believe that regular attendance is crucial. Children who are persistently late or who have poor attendance do not achieve as well as those that do.

We are required by law to keep a record of any unauthorised absences from school and to publish these figures. If your child is absent, please phone the school office and leave a message.

95%	=	<b>47 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days
90%	=	<b>95 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 day
85%	=	<b>142 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>190 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

If you require time off for a reason other than sickness, please ask the school office for a leave of absence form. Please be aware that, except in exceptional circumstances, the time off will not be authorised, which follows current government guidelines.

**If your child is sick or has diarrhoea, then we follow NHS guidelines to keep a child off of school for 48 hours.**

## Medicines & Inhalers

If your child needs medication during school hours, please speak to the school office. A form will need to be completed, giving permission to the staff to administer the medication. The school holds a list of children with asthma. If your child has asthma, please let the school know.



## Allergies

It is vital that you inform the school of any medical condition, including allergies that your child may have.

# Wellbeing

Every child is different, every child is unique. We believe that with the right levels of inspiration, challenge and nurture that all children can reach their potential. Therefore from time to time your child may need some additional support or nurture work.



We take mental health and wellbeing very seriously at Woodton Primary. Not only for our pupils, but for our families and our staff. We have a designated wellbeing team that support us all. Look out for the monthly newsletters for hints and tips.

# Safeguarding

**Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children.** Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional and sexual abuse. The staff will seek, in most cases, to discuss any concerns with parents/carers.

In accordance with local information sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children are safe and receive the right service.

The safeguarding leads at Woodton are: Miss Read, Mrs Querelle & Miss Snelling.

