# Welcome to



# Chetwynd Spencer Academy

# Chetwynd Spencer Academy Vision Statement

For all our children to be kind, courageous and curious citizens, helping them to shine for a bright and happy future in our diverse world.

Ofsted Outstanding Provider

Please read this booklet in conjunction with our Admission Form.
Thank you!

**Chetwynd Spencer Academy** is graded 'OUTSTANDING' in all areas (Ofsted Oct 2019 - new framework), having an excellent reputation within the local community. We are a friendly school with a great team ethos, both working with children and each other. We continually strive for high standards in school, but still have time for fun and enjoyment. The school converted to Academy status on 1st April 2012.

We were proud to be the named lead school for the Spencer Teaching School Hub; one of 87 new national Teaching School Hubs (Sept 2021). These are school-led centres of excellence for teacher and leadership training and development. The Hub supports schools in Derby, South Derbyshire and Erewash maximising the new opportunities for initial teacher training, early career training and support, and leadership training and development.

We are involved with a wide range of other partners, including The Spencer Academies Trust, the George Spencer Family of Schools, the East Midlands West Maths Hub. In addition, we work with other schools in different local authorities. We are an outward looking school, constantly seeking proven best practice from research and other schools, and sharing our own excellent practice far and wide.

**The Spencer Academies Trust** is a multi-academy trust with schools across the East Midlands, and with a strategic focus on Nottinghamshire and Derbyshire. It is a high performing regional MAT with a national reputation for excellence; Spencer Academies Trust schools include primary, secondary and sixth form provision. The academies work across highly diverse city and rural communities.

*Mission*
*Our Mission is to provide high quality education and deliver the best possible outcomes for children and young people.*

*Vision*
*The Spencer Academies Trust is an exceptional Trust, which provides an outstanding education for local children.*

*Beliefs*
*All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.*
*Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.*
*We grow the effectiveness and sustainability of our schools by developing the people within them, and believe that through shared and equitable responsibility for quality and outcomes, we achieve more.*

For more information about the Trust, please see the website www.satrust.com

## Welcome

We hope you will soon feel part of our Chetwynd community in which your child will have a happy, fulfilling and exciting time.
Please encourage your child to feel confident about their first day at our school and ask questions if they are ever unsure. This is another stage in your child's life. ***A BIG STEP!***

We aim to create a stimulating and caring environment in which each child can reach their full potential, working at a pace which is best suited to them, through an innovative curriculum based upon knowledge, exploration, investigation and enjoyment.

We value home school communication. ***You*** know your children best and working together for your children has the greatest impact on their education and happiness.



You are welcome to come into school to speak to your child's teacher whenever you need to discuss something, or you can communicate through your child's personal organiser or Class Dojo (a web-based communication system).

We would ask that you let us know if your child has any special or additional needs or medical concerns that we should be aware of.

We hope you will find this booklet useful and informative. If you would like any further information about school, or education in general, please ask.




Key Stage 1
Library

**Principal** Mrs Tonks

## Teaching Team

### Foundation Stage 2

| | |
|---|---|
| Puffins Red | Mrs Tyas (maternity cover) |
| Puffins Blue | Mrs Wraith */Mrs Smith *** |

### Key Stage 1

| | |
|---|---|
| Yr1 Hedgehogs | Mrs Chambers/Miss Moore |
| Yr1 Rabbits | Miss Biro |
| Yr2 Moles | Mr Horsley * |
| Yr2 Frogs | Miss Squire (maternity cover) |

### Lower Key Stage 2

| | |
|---|---|
| Yr3 Foxes | Mr Challen * |
| Yr3 Buzzards | Mr Butterworth |
| Yr4 Badgers | Mrs Digges/Mrs Wisner |
| Yr4 Seals | Miss Bailey |

### Upper Key Stage 2

| | |
|---|---|
| Yr5 Dragonflies | Miss Reynolds (maternity cover) |
| Yr5 Otters | Miss Bulleid/Mrs Davenport |
| Yr6 Ospreys | Mrs Dunn**/Mrs Whiley * |
| Yr6 Polecats | Mrs Ingram |

### Whole School

| | | | |
|---|---|---|---|
| Snr Vice Principal | Mrs West | Appropriate Body Director | Mrs Miles |
| Vice Principal | Miss Bulleid | English as an Additional Language Lead | Miss Morton |
| Inclusion Leader | Miss Hallows *** | Sports/PE Qualified Teacher | Mr James |
| | | French Teacher | Mme Cavill |

*Phase Standards Leaders ** Curriculum Director *** Inclusion Manager shared role

## Education Support Professionals

| | |
|---|---|
| Mrs G Moore | Pupil & HR Manager |
| Mrs D Stewart | Office Manager |
| Mr C Downes | Site Manager |
| Mrs T Barratt | Teaching Assistant (incl H&S) |
| Mrs W Bennett | Teaching Assistant |
| Mrs A Bolton | Teaching Assistant |
| Mrs G Brough | Teaching Assistant |
| Mrs G Delfino | Teaching Assistant |
| Mrs K Dell | Teaching Assistant |
| Mrs H Gent | Teaching Assistant |
| Mrs N Gleave | Teaching Assistant |
| Mrs M Golding | Teaching Assistant |
| Mrs K Howard | Teaching Assistant |
| Mrs V Howard | Teaching Assistant |
| Mrs H Jackson | Teaching Assistant |
| Mrs M Keetley | Teaching Assistant |
| Miss AM Pendlebury | Teaching Assistant |
| Mrs G Rae | Teaching Assistant |
| Mrs D Rika | Teaching Assistant |
| Mrs J Sawford | Teaching Assistant |
| Mrs N Sherwood | Teaching Assistant |
| Mrs H Taylor | Teaching Assistant |
| Mrs J Taylor | Teaching Assistant |
| Mrs A Tooby | Teaching Assistant |
| Mrs Westbury | Teaching Assistant (incl KS1 French) |
| Miss S Huntley | Chef |
| Mrs S Stammers | Assistant Cook |
| Mrs J Stevenson | Assistant Cook |

## Lunchtime Team

Miss A Barratt
Miss J Blackburn
Mrs H Brister
Mrs J Doughty
Mrs K Eyre
Mrs K Goodridge
Mrs Y Ho
Mrs J Jones
Mrs C Lo
Mrs N Marshall
Mrs J Moon
Mrs S Poxon
Mrs C Riley (Senior MDSA)
Mrs A Scattergood

## After School Club Team

Miss A Barratt
Mrs C Lo
Miss S Huntley
Miss AM Pendlebury, Supervisor
Mrs T Rika
Mrs A Scattergood

## Breakfast Club Team

Miss A Barratt
Mrs W Bennett, Supervisor
Mrs G Brough
Mrs K Goodridge
Mrs E Heys

| Safeguarding Team | Mrs Tonks *Designated Safeguarding Lead* | Miss Hallows *Deputy DSL* | Mrs West |
|---|---|---|---|
| Miss Bulleid | Mrs Smith | Mr Challen | Mrs Miles |

At Chetwynd, we are incredibly proud of our knowledge-based curriculum. Our innovative and creative curriculum enables our children to learn about the world in which we live, how events in the past have shaped our present and how current events may affect the future.



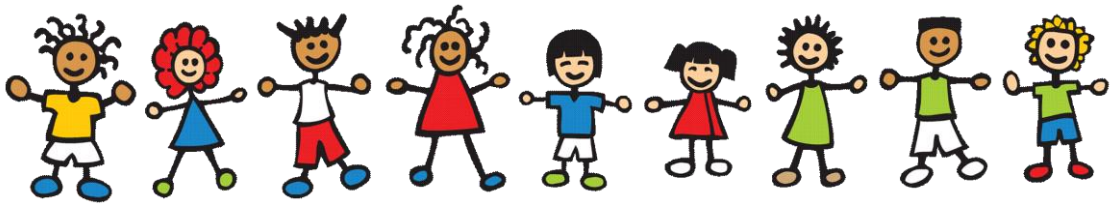
Through the development of both our STARFISH and our British Values, we celebrate and respect the diverse society we live in, encouraging our children to ask searching questions and develop into independent thinkers and learners.

Developing the holistic child is of upmost importance and, with this in mind, we offer a broad and balanced curriculum which encompasses academic subjects, sport, music and Spiritual, Moral, Social and Cultural Education. We are particularly proud of the respect and care that our children show for one another, the environment and the community around us.

Our community is at the heart of our teaching and learning, and encourage involvement with Chetwynd Barracks, the local churches, The Herons, the library and Tesco, amongst others, to add an extra dimension to our children's learning.

Excellent links with other primary schools, nursery settings and George Spencer Academy enable us to have a good understanding of the pupils' knowledge and skill levels which helps effective transition.

We are a school who is, and will always be, aiming to be
'Better than our best'.



## Time for school!



## At the beginning of the day 8.40am to 8.50am:

We have two entrances to school

- a **pedestrian** entrance at the front of the school on Chetwynd Road. (For the safety of all the children, please DO NOT drive down Chetwynd Road to drop off/collect your child).
- an entrance at the rear for parents who **drive** their children to school. This gate is accessible from the Tesco car park. Both entrances are opened at 8.40am and locked at **8:50am**.
- Children can enter between 8.40am and 8.50am. We expect our older pupils to come into the classrooms independently from the school gate.
- If you are parking in Tesco, please use one of the designated parking bays and walk your child to the school gate. Please do not stop on Tesco's road and let you child out – it is so dangerous. Please note that this gate is Tesco's boundary and they kindly agree to let us use this entrance to help prevent congestion on Chetwynd Road. We are unable to open it at other times of the day and do not want to lose this facility.
- Parents of children who are late will need bring their child to reception and sign them in.

## Home time!

- **At the end of the day – 3.20 pm**

In the afternoon the older children in Key Stage 2 are brought out by their class teacher onto the school playground and Foundation and Key Stage 1 children leave via their external classroom door at the back of school, where they will be handed over to you. (If anyone other than you will be collecting your child you need to let us know. Please do this as early as possible by writing a note in your child's personal organiser the previous day, and asking your child to show their teacher. Alternatively, please call the school office team).

**Please walk to school whenever you can – 'Stride, don't Ride'! ☺**

## Dinnertime

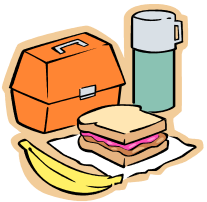


The dinner starts at 12.00noon and finishes at 1:15pm. (Children have a 50 minute break on a rota).
Children can have either a cooked meal, or bring sandwiches. For children in Years 3, 4, 5 and 6 school meals cost £2.20 per day. We have an on-line payment system called sQuid. You will be given a password to access the system when you arrive at school. Please see Mrs Stewart in the office for details.
We have a healthy menu and our Cook frequently asks for feedback from the children. If your child has any food allergies and requires a medical diet, please provide a dietician's letter accompanied by an itemised diet sheet before we are able to provide a school meal for your child.
If your child brings sandwiches they also need to bring their own cutlery (i.e. a spoon for their yoghurt). Could we ask that you encourage a healthy packed lunch. Sweets, glass bottles or fizzy drinks must not be included in lunch boxes. We are also a **'nut-free'** school so please do not bring in nuts or nut products (i.e. spreads).

During the break the children are well cared for by a team of Midday Supervisors who quickly get to know the children. They encourage children to finish their meals and provide stickers and lunchtime awards for good manners and behaviour.

(Payments for school trips etc., are sometimes also made by sQuid, so keep your passwords safe. If you have more than one child in school, you will have an account for each child and the passwords are not inter-changeable. Please make all payments promptly).

## Free School Meals and Milk



Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits. If you think your child may be entitled to Free School Meals and Milk please contact the County Council on 0844 980 8080 or visit the website: www.nottinghamshire.gov.uk and search for 'free school meals'.
Even if you do not intend for your child to have a free school meal, registering your eligibility will ensure that school receives valuable additional funding to support your child (all year groups).

Children in F2, Year 1 and Year 2 are entitled to Universal Infant Free School Meals (UIFSM). UIFSM requires parents to choose if their children either have a hot meal all the time, or bring in sandwiches. These are not interchangeable.

## Milk



Milk is optional and is available in school for all children. You should receive a Cool Milk leaflet in your admission pack giving you all the information you need to register and pay for school milk directly with Cool Milk.

## Water and Fruit



We call water our brain food! Drink to think! We expect each child to bring their own, labelled, water bottle to school daily. Every child has access to their water throughout the day. This bottle can be refilled whenever necessary and is brought home each evening for washing.



We are also part of the Healthy School's initiative. We encourage all our children to eat fruit at morning break times. This fruit is provided free for all Foundation & Key Stage 1 children by the Government, using Lottery funds. KS2 children are asked to bring in their own piece of fruit.

## What your child should wear to school

We expect every child to wear our school uniform. Wearing school uniform, not only gives the children a strong message that they are part of the school community but also helps to develop a continued sense of pride in their school and the work they do here.

The uniform consists of:



- A white polo shirt or ordinary white shirt:
- A navy blue sweatshirt, Chetwynd fleece, Chetwynd hoodie, v necked jumper or cardigan with school logo.
- Grey, navy blue or black school trousers or plain navy or black joggers, skirts or pinafore dresses.
- Blue and white gingham or striped dresses.
- Grey, navy or black school shorts (not cycling shorts/short leggings)
- Long hair should be tied back and any hair bands or bobbles worn should be plain and blue or black (not elaborate bows).
- Nail varnish and leggings (short or long) are not allowed.
- Children should wear sensible flat **black shoes** or **plain black trainers.**
- Make-up should not be worn.

School book bags are used for reading books, personal organisers and homework. Your child should use the smaller flat book bags. Please avoid rucksacks or other bags as we have limited space in our cloakrooms.

## PE Kit

- White T-shirt or polo shirt, with school logo if desired.
- Navy or black shorts (not leggings).
- Navy or black jogging bottoms or tracksuits.
- Black plimsolls / trainers - Children in Foundation and Key Stage 1 need to have plimsolls in school which can be used for outdoor activities, and walking to the hall to do indoor PE barefoot. These are easy for the children to take on and off.
  For children in Key Stage 2, trainers are a better option given the exuberance of the older children in their outdoor PE lessons.

All PE clothes should be stored in a blue or black named drawstring PE bag and kept in school as we often have physical lessons where PE kit is required. It should be taken home when it requires washing.

*Please name all clothing (including coats, gloves and hats) so it can be returned to the correct owner.*

School uniform can be purchased from a number of suppliers including:

- Simply First Schoolwear, 200 Derby Road, Stapleford, Notts NG9 7AY 07722518536
- Schoolwear Solutions (Morleys) School Uniform Specialists 0115 9258046. 116-118 Bramcote Avenue, Beeston, Notts, NG9 4DR Online orders https://www.schoolwearsolutions.com/our-schools/chetwynd-primary-academy-school/
- My Clothing online school uniform - My Clothing. **You can register for their service at https://schooladmin.myclothing.com/#/uesswitch/122553 or call 0800 069 9949.**
- Just Schoolwear, 73 Derby Road, Long Eaton, NG10 1LU. just-schoolwear.co.uk
- TGR Embroidery in Attenborough. https://tgr-embroidery.co.uk

## Jewellery

The only jewellery items allowed in school are those of a religious nature, plus a watch, which we welcome, and one pair of small plain studs in pierced ears. These must be removed independently by your child for all PE lessons. If your child cannot remove and replace their own stud earrings we ask that they are left at home on PE days. We are unable to cover earrings with tape. It is essential children do not miss PE lessons and we would ask you to think carefully before having ears pierced and especially avoid this in term time.

## Attendance, Punctuality, Absence and the Law

*Regular school attendance – why it's so important:*

Every child's Chetwynd attendance target is **98% or above** and we expect that all children should be in school, on time, every day that school is open unless the reason for absence is unavoidable. We have high attendance expectations and work closely with other agencies.

Most of our children are very healthy and attendance is good. However, your child may occasionally be ill and need to stay at home. Please call school and **speak to a member of the office team each morning your child is off ill**. Please do not message your teacher via Dojo for absences as

messages are not monitored 24/7. We will carry out safeguarding absence calls, first thing in the morning, for any child who is not in school without a reason being given.

Falling below 98% can seriously impact the opportunity your child has of reaching their full potential. All schools are required to record details of pupils' attendance and absence. We take a register at the start of each day and then again after lunch. If your child is absent, it is essential that you contact us to tell us the reason for your child's absence.

## Your Responsibilities as a Parent/Carer

By law, all children of compulsory school age (from FS2 to Year 6), must receive full-time education.

Once your child is registered at a school, you are legally responsible for making sure they go regularly. If your child fails to do so, you risk getting a fine (each parent could be fined up to £1,000 for each child) or being prosecuted. The Education Authority has a duty to become involved if they believe that a child is not getting the education required by law.

**What can you do to ensure your child comes to school every day?**

| | |
|---|---|
| Have a good morning routine, including setting an alarm clock and getting bags and clothes ready the night before. | Let us know if your child is worried about any issues such as difficulties with homework or friendship problems. |
| Make sure your child understands the importance of good attendance and punctuality. | Do not book holidays in term time. |
| Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness. | If you do need to make a request for leave of absence, do so well in advance in writing to the Principal. |
| Try to make medical, dental or other appointments outside the school day. | Ensure that school has all your up to date contact details. |
| Ensure the school is aware of any circumstances at home that may be likely to affect their attendance. | Take an interest in their day at Chetwynd – ask about learning! |
| | Encourage your child to enjoy school and make the most of all the opportunities available to them. |

## What happens if my child is absent?

We expect you to contact school before 9.00am to tell us about your child's absence. If you tell us about this absence we can talk about whether it will be authorised, or not authorised. Depending upon the nature of the absence, we may encourage you to bring your child to school.

If you do not contact us by 9.10am, our Office Manager will make a safeguarding call and phone you to ask about the absence. If no contact is made, a home visit may be made with another member of the school staff to discuss the matter in person.

## Leave of absence

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

It is important that children attend school regularly if they are to benefit from the learning opportunities provided, many of which cannot be repeated. Holidays must not be taken in term time.

When considering whether to authorise your request for an absence for exceptional circumstances your child's attendance record will be taken in to account. All holiday requests are recorded as unauthorised. Except in rare exceptional circumstances (such as a long term sickness absence) teachers are unable to provide homework for absent children.

Any requests should be on an official school absence request form (giving at least 2 weeks' notice) and handed into the school office for consideration **prior** to any holiday/leave arrangements being made. You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

If your child is off school with vomiting or diarrhoea we ask that they do not return to school for a **48 hour period** following their last episode. This follows guidance from the Health Protection Agency and helps to stop bugs spreading in school.

## Medicines in School



Children need to be at home if they are poorly, but there are occasions where they may have a course of antibiotics and be climbing the walls to come back to school. In these cases we are able to supply medication **ONLY IF** it is prescribed by a doctor and has clearly labelled names, dosage and instructions on the medication. You must complete a Consent Form and drop the medicine in at the office. If there are any children with long term medical needs such as painkillers, then they will also be able to have medicine supplied but, again, only if prescribed and labelled by a doctor. This includes paracetamol. These arrangements are in line with the DFE government guidance. No other medicines will be supplied to children in school.

Inhalers/Epipens must stay with the child's teacher at all times and be kept up-to-date by parents.

In a school setting parents must always be vigilant regarding:

- Head Lice - There is no need to keep children off school with head lice but treatment is recommended when live head lice have been seen. Long hair must always be tied back.
- Threadworms - There is no need to keep children off school with threadworm but treatment is recommended for the child and all household contacts.

Please update your contact details so that we can contact you if your child becomes ill during the day. Please let us know immediately if you change your home/work address or landline / mobile number throughout the year as we must be able to contact you.

## Emotional Wellbeing

We have a social group in school for children who may require additional emotional support. The group aims to provide support during difficult periods caring for your child's emotional wellbeing in school. It is run by

one of our Teaching Assistants. Please let us know, at any time, if you know of any long term parental absences or have any other concerns, in order that we can provide extra support if you feel it is necessary. We have found that the children have found the experience very positive. We also have pupil 'Wellbeing Warriors'.

## Accidents



We aim to provide a high standard of care in a safe and secure environment that meets health and safety requirements.
However, there are occasions where accidents may occur - a scraped knee at lunch time etc. These are recorded on the MediTracker system if necessary, and in the case of a head bump parents are also sent an explanatory note giving details of the cause of the accident and the treatment. Please ensure you provide up-to-date email addresses on your admission form.

## Teaching and Learning

At Chetwynd, we strive to provide our children with experiences that excite, engage and energise learning. We are forward-thinking in how we approach Teaching and Learning and we celebrate many strengths. These include:

- Rainbow Grammar - to develop and engage all children in the writing process
- Maths Mastery - where reasoning and problem solving lies at the heart of every Maths lesson
- Mastery for Reading - based around core texts – classic, modern and poetry - that are shared in whole class sessions
- Forest Schools – utilising a specially created space to develop outdoor learning opportunities
- Music provision
- Innovative technology provision – whole class sessions using iPads.

Educational visits are planned into the school year to enhance learning (we may ask for parental contributions to help us provide these). These are always linked to the topics covered by the children.

## Assessment

At Chetwynd we assess in a multitude of ways. Termly assessments are completed across all curriculum areas, which then inform teachers' planning to stretch and challenge teaching and learning. Children have individual targets to work towards, which are reviewed - through the use of discussions and quizzes - and updated regularly.

Parents' Evenings are held during the Autumn and Spring terms. Here you will be able to talk about your child's progress with their teacher and discuss the next steps. An Open Event is held in the Summer term. You will receive a written report for your child once a year in the Summer term, with information about your child's progress and achievements and targets for the next year.

For children in the Foundation Stage, the Early Years Foundation Stage Profile records their progress against the Early Learning Goals, which is the basis of the curriculum they follow.

## Diversity

We aim to achieve our mission by being inclusive, maintaining a safe and stimulating learning environment, securing outstanding learning and teaching, delivering an Irresistible Curriculum, following a values-based approach (STARFISH), and working with parents, carers and the wider community. We offer a safe and enjoyable learning environment where excellence is promoted.

At Chetwynd, we recognise that educational success is promoted in schools which are genuinely inclusive in their nature and are welcoming to difference and diversity (Shaefer, 2019). The Committee on the Rights of Persons with Disabilities (UN 2016), states an inclusive education means:

- A fundamental right to education.
- A principle that values children's wellbeing, dignity, autonomy, and contribution to society.
- A continuing process to eliminate barriers to education and promote reform in the culture, policy, and practice in schools to include all children.

As a school, it is important that we promote a culture that enables all our children to access the possibilities of achieving their potential. We want to support the development of an inclusive society and to promote equality by ensuring that each child has the confidence to develop their own social identity. We strive to move beyond simply acknowledging social and educational differences to recognising the worth each child and family can bring to enrich our school community (O'Hanlon, 2003). This is observed through promoting British Values and by fulfilling our duties relating to equality and inclusion.

We support UNESCO-IBE (2016: 47) recommendations to successfully implement an inclusive education. We aim to provide an inclusive and welcoming educational environment to all our children by ensuring the following objectives;

- Everyone is made to feel welcome.
- Children are equally valued.
- There are high expectations for all our children.
- Staff and children treat one another with respect.
- There is a partnership between staff and families.
- Our Academy school is accessible to all our children.
- Senior staff support teachers in making sure that all our children participate and learn.
- Our Academy monitors the presence, participation, and achievement of all our children.

The Equality Act 2010 states that it is unlawful to discriminate against people with the following protected characteristics. This applies to the whole school community: Age (adults)

- Disability
- Gender
- Gender identity and reassignment
- Pregnancy and maternity
- Race (ethnicity)
- Religion and belief
- Sexual Orientation
- Marriage and Civil Partnership (adults) Note: Age, and Marriage/civil partnership are listed

(Please also see our Equalities, Diversity and Inclusion policy on our website)

# Relationships and Sex Education

The scientific aspects of human reproduction are required by law to be taught to every child. This falls under the heading of 'Human life cycle' in the Science programme of study. All primary schools in England and Wales have a legal responsibility to provide a sex education programme, given in such a manner as to 'encourage moral considerations and the value of family life' (The Education Act, 1996)

We believe that Relationship and Sex Education (RSE) is an important part of growing up. We feel this reflects our caring ethos and the value we place on the development of the whole child. It is all about the learning of the emotional, social and physical aspects of growing up, relationships, sex, human sexuality and sexual health; preparing them for the outside world. These areas are covered through Science and Personal, Social, Health and Economic Education (PSHE).

Our school family is made up of many different families; something we celebrate throughout school. We encourage respect for all, regardless of gender, ethnicity, ability, faith, culture, sexuality, sexual orientation, disability and home background and ensure that the resources and teaching styles used reflects and supports the diversity of our children and wider society.

Parents of a child at Chetwynd have the right to withdraw their child from the sessions that address the non-statutory aspects of Sex Education. All PSHE and RSE lessons are statutory, with the exception of the 'Making Babies' lesson in Year 6. If a parent wishes for their child to be withdrawn from this lesson, they must send a letter addressed to the Principal outlining their concerns. We will always do our best to address any worries.

(Please also see our Relationships and Sex Education Policy on our website)

## Before and After School Clubs (term-time only)

We have a range of different activities available after school, some teacher-led and some paid for activities run by external providers. Details are circulated regularly via pupil post/text.

We also have a Breakfast Club every day school is open costing £6 per day opening at 7:30am.

In addition, we have an After School Education Club, costing £12 per session, including a light tea, which shuts at 6:00pm. Please see Mrs Stewart in the office for details. Both clubs MUST be pre-booked. (Please see separate booklet for more information).

## Information Consent – Pupil Personal Data

During your child's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been drafted in relation to the use of this information, and is available on the school website.

There are some things that we cannot do unless you tell us that we can. We have set these out in the Admission Form. Please could you read the form very carefully and tick the appropriate options.

This will let us know which of these things you are happy for us to do, and which you are not.
If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at Chetwynd Spencer Academy. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

## Photographs and Videos

Some of the information required includes photographs and videos of your child. We assure you that we take very seriously the issue of

potential misuse of photographs and videos of our pupils, and have the following measures in place:

- Withholding information that might allow identification of your child without explicit consent for this

- Upholding the standards set out in the Spencer Academies Trust Use of Digital Images Policy. Please note that The Spencer Academies Trust and Chetwynd Spencer Academy may provide photographs and videos to the media, or we may be visited by the media who will take videos and photographs. When images have been submitted to or taken by the media the Trust and school maintain no control over such images.

## School Council

We have an active School Council with pupil representatives from all classes in Years 1 to 6. They meet regularly with staff and have done things such as: made suggestions to improve lunchtime behaviour, persuaded the Principal to buy new playtime toys and voted on new House names to be used across school. All children regularly have Class Council meetings, the outcomes of which are taken to the School Council by the class representatives.

## Behaviour

We have excellent behaviour in school because we believe in
"CATCHING THEM BEING KIND!"
Our school motto is to try to do 'Better than our Best'

We aim to encourage consistently high standards and expectations for behaviour and aim to correct any unacceptable behaviour through assertive discipline - encouraging and rewarding good behaviour.

We find that by using a positive approach we end up with a school full of well-motivated children, proud of their good behaviour and manners. See our School Rules later in this booklet. SO LOOK OUT FOR…!

## Friday STARFISH Assemblies

We have achievement awards for good work and STARFISH awards.

(See the STARFISH qualities on the back page). One or two children are chosen each week from each class and celebrated in front of all the school and every teacher. The children feel really proud. If your child is in our 'STARFISH Assembly' for this assembly you will be invited to join us.

## Award Cups and Trophies

These are given to a child from each class every half a term for good behaviour, handwriting, writing, maths, reading and science. The children can take the Behaviour Cup home for half a term and we always ask them where they are going to display it! The other awards are kept on the child's desk at school. When the awards are returned children are given a pin badge to keep and wear on their school uniform.

## Visits to the Principal

The Principal has special stickers for children who are sent to her for doing something brilliant and loves to see children for good things. If your child has one of these stickers they have done something great!

## Notes in Personal Organisers

Teachers will often write notes in personal organisers to let you know they are pleased with something your child has done that day.

## Class Dojo

Class Dojo is a website which enables staff to send messages or pictures to you via an app. This could be some work your child is really proud of or simply to say that your child has been amazing in class, showing any of the STARFISH qualities. Alternatively, it could be a whole-school message such as a newsletter. You can download the app to your smartphone or tablet. More instructions will be given to you when your child's class launch the app. Class Dojo is a great service for communicating about your child's teaching and learning in class. **Please do not use Dojo for informing us of pupil absences** or any other information that would normally go through the school office team, such as medical appointments and applications for periods of absence.

We also use Class Dojo as our reward system. If your child tells you that they have received a class Dojo point, please praise them, as they will have been noticed by someone for doing something good. It could be issued by any member of staff for being polite, for making a good effort in their work, for good manners at lunchtime. The children then have chance to save up their points and exchange them for certificates and prizes. The children really enjoy this and work hard towards getting as many as they can!

In their classes children also work towards:

**Best Attendance** – the class with the highest attendance for the week is recognised on a display in the hall.

**Best Line** - extra playtime award.

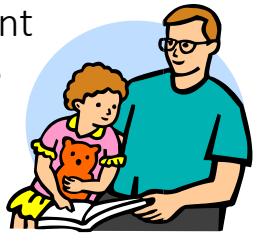
**Tidiest Classroom –** awarded by Mr Downes, our Site Manager.

**Best Table –** lunch time award for the best class.

There are the occasions when a child behaves in an unacceptable way and continues to do so. This is monitored in school and we work closely with home to deal with any incidents of unacceptable behaviour. We work within our School Behaviour Policy.

There will be the rare occasion where a child will have to miss a break time if they have been unkind or rude to a child or adult. Any persistent behaviour issues may result in sending a letter home or a request to see a parent could take place. Again, responsibility must be given to the child for their actions and we ask for your support on any such matters.

## Reading and Phonics



The role that home plays in reading success is vital. We want to create a love of books and reading and see it as fun. We ask that you carry out a reading activity every night with your child and include lots of discussion.
Your child will bring home reading books, or sounds to learn for the younger ones, selected by their teacher. The children also visit Toton Library every second or third week.



We ask parents to try and spend ten minutes a night reading with their child and to sign your child's reading diary at least 4 nights of the week. Your comments are very helpful to us.

*PLEASE SIGN THE READING DIARY*

Read together and take turns.
Look at and talk about the pictures.
Ask your child what they think the book is about before they open it, based on the cover.
Give lots of praise and never criticise your child's reading.
You can read ANYWHERE and EVERYWHERE!



## How else can you help your child?

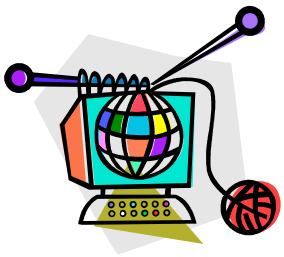




Play games.
Write or draw together – doodle.
Enjoy each other's company (their early days whizz by and before you know it they'll be teenagers!)
If Chetwynd is your child's first Primary School, then you can help by encouraging independence in the following areas:

- Washing and drying hands
- Using the toilet independently
- Getting changed in and out of their PE kit
- Using a handkerchief or tissue
- Using cutlery correctly or eating their packed lunch
- Asking if unsure
- Sharing and taking turns
- Trying new ideas

## Our school website



Our school website address is
www.chetwyndspencer.com
Take a look! Here you will find lots of information about school life. Most of our school letters also go onto the website – so if you mislay your copy you can find one here.

## Our school Twitter is

@Chetwynd Spencer

Follow us to keep yourself up-to-date ☺

## Sherlock the Chetwynd Dog



We have a black Labrador called Sherlock who is trained as a reading dog for the children and comes into school 2 or 3 days per week. You can follow his blog on our website!

## Parental Involvement

We value everyone's contribution and involvement in the children's learning. We also encourage parents to discuss absolutely any concerns at a very early stage.

## Parent Helpers

Can you help on a regular basis either with children or with routine but necessary jobs outside the classroom? Have you got an interesting job or hobby or collection you could share with the children? Can you sew, knit, paint or repair things? Have you time to accompany the children on visits? If so please let us know – you will be made most welcome and we will undertake DBS checks for all our regular volunteer helpers.

## *Friends In School Helping (FISH)*




We also have a 'Friends' parents' group who meet regularly, organising fund-raising activities. They are a huge support to school and are always looking for willing volunteers to join them. Please see Mrs West if you wish to help.

## Parents' Voice

Our parents' forum, called the Parents' Voice; we aim to meet once per term. It is a chance for parents to contribute to issues that affect our whole school and the wider community. We would like to encourage you to share your ideas and thoughts to improve our school further.

We also have lots of opportunities for parents and carers to come in to school for our Open Mornings and other special events.

## Autism/Behaviour Parental Support Group

Some of our Teaching Assistants run a monthly group where parents can get together to chat about Autism / Behaviour in an informal way, in order to support one another.

## Help for you, your child or your family

We are very fortunate in having a dedicated group of professionals who visit school from time-to-time in order to help the children in various ways. These include…

- The School Doctor, School Nurse, Speech & Language Therapist, Early Help Team, Heathy Families Team, Education Psychologist and members of Special Needs, Inclusion and Behaviour Support Services, dental service and the Education Welfare Officer.

If we ever feel your child has a specific area of concern we will liaise with you before we consult anyone else.
Children are never seen or examined without prior permission being granted by parents. There are routine health checks at times throughout school life and you will be informed about these when any are due to take place.

## Keep your details up-to-date!

Please remember to always keep school up-to-date with any address, email and telephone changes (especially mobiles). We may need your number in an emergency and also have a text alert system which we often use to send text messages for reminders and alerts. We will also use your email to send you notifications if your child has had an accident in school.






# What to do if your child is having a problem at school

At Chetwynd we all want happy, healthy pupils who feel safe at school and try to do 'better than their best'. Co-operation and liaison between parents, staff and governors leads to a shared sense of purpose and a positive atmosphere in school.

Hopefully, your child is settled and happy, and is enjoying school life. However, there may be a time when your child is having a difficulty at school and you need to know what to do to help resolve the problem.

## Firstly …

If you or your child has a problem concerning a school issue, first talk to your child's teacher. Think about what you hope will happen as a result of your discussion and let the teacher know this. If the issue seems to continue, it is important that you meet again with your child's class teacher to highlight that the issue appears to be on-going.

## Secondly …

If you haven't been able to resolve your concern at this point, then please make your next appointment with the Phase Standards Leader.

## Thirdly …

## If you are still unhappy about the situation…

Ask for an appointment to see the Vice Principal / Senior Vice Principal.

## Fourthly …

If, after a meeting our Vice Principal / Senior Vice Principal, you feel the matter still remains unresolved, then please make an appointment to see the Principal, Mrs Tonks. It is in everyone's interest for things to be sorted out smoothly.
Sometimes it is not possible for all parental requests to be met but with direct communication we hope to reach a positive resolution in the interests of achieving the best outcome for all concerned.
On the rare occasion that a solution proves to be particularly difficult, Mrs Tonks can invite a governor to offer help and advice.

## Finally, if the problem has still not been sorted out…

You can make a formal complaint (please see our Complaints Policy on our school website). This is a serious step to take and it is important that you have thought things through carefully. You must write a formal letter of complaint to Mrs Tonks.

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In a school setting it is inevitable that concerns appear from time to time, but we much prefer to hear from you at an early stage in order that we can work together to stop a worry growing and to speedily find a harmonious resolution.

Thank you.
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# FIRST DAY CHECKLIST
# READY TO GO?
# READY TO GO!

- Completed admission forms.
- Full school uniform (with your child's name on each item).
- Lunchbox and drink (if not having a school dinner).
- A drink of water in a labelled container.
- Named PE kit in a labelled PE bag.
- Book bag (with your child's name on).
- Any prescribed medicines or inhalers.
- Exact details of who will be collecting your child if it won't be you.
- Have you got the school telephone number handy should you need it? Put it in your mobile **0115 9177353**
- **A big smile from you!** You may well feel more anxious than they will!

*Happy child – happy parent – happy staff*



Congratulate yourselves on the great job you do. We now intend to join you on your journey and continue that success story.

WELCOME TO THE CHETWYND COMMUNITY!

Ofsted Outstanding Provider

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# STARFISH STORY

## (YOU CAN MAKE A DIFFERENCE)



While walking along the beach an elderly gentleman saw someone in the distance leaning down, picking up something and throwing it into the ocean.

As he got closer, he noticed that the figure was that of a boy, picking up starfish one by one and tossing each one gently back into the water.

He came closer and called out, "Good morning! May I ask what it is that you are doing?"

The boy paused, looked up, and replied "Throwing starfish into the ocean."

The old man smiled, and said, "I must ask, then, why are you throwing starfish into the ocean?"

To this the boy replied, "The sun is up and the tide is going out. If I don't throw them in, they'll die."

Upon hearing this, the elderly man commented, "But, do you not realise that there are miles and miles of beach and there are starfish all along every mile? You can't possibly make a difference!"

The boy listened politely. Then he bent down, picked up another starfish, threw it back into the ocean, past the breaking waves and said,

**"It made a difference for that one."**



# Chetwynd's School Rule




Ofsted
Outstanding
Provider