



# SCHOOL BROCHURE 2020-2021

*Revised March 2021, and will be amended as appropriate in line with  
Government guidance regarding Covid-19*



# Potterhanworth Church of England Primary School

## Covid-19 Measures

Based on Government guidelines, we have utilised our space and staff to adhere to the safety measures and practices which are advised. Our procedures are amended in accordance with relevant Government up-dates.

### School Organisation (including start/end of day)

- Children are welcome to come to school from 8.45 am. The school bell rings at 9 am. Collection time is 3.10 pm for Reception children, and 3.15pm for Years 1-6.

### **We kindly ask that all children are on time to start their learning**

- Classes will have their routine, entry and exit points for the start and end of the school day. (See attached plan)
- Each class enters via their dedicated door.
- When on the school site, adults and children must keep a safe distance apart, based on the government's advice.
- To help avoid congestion, please can only one adult enter the school site with their child/children at the start/end of the day and we ask that parents leave the grounds promptly. All adults visiting the school site are asked to wear a face covering.
- During the school day, children will work in their class bubbles. This 'bubble' is like an extended family; it is a class of children who will have minimal contact with others around school.
- Children will remain in their 'bubbles' for their learning, break times and during lunch.
- There will be no whole school gatherings
- Collective Worship will take place virtually across the classrooms
- Until further notice, we will offer a cold lunch option. We aim to reinstate hot school meals as soon as practically possible.

### Protective Measures in Place

Where possible, staff will maintain a 2 m distance from each other and children. We know that this is not always possible when working with young children, but adults in school will do this where it is practically possible

When working in close proximity to a child in a 1:1 setting, staff will wear visors and/or face covering.

Children will be supported in maintaining their distance from staff and their peers and close contact will be avoided where possible.

Children in Y1 and Y6 will have their 'set' place in the classroom which will be their 'work station'

School will provide all children with their own pencil case and equipment which must remain in school. Children will have 'zones' for their play space during break times.

Where equipment is shared, a risk assessment is in place.

Children must only bring their coat, (attire suitable for the weather; hats/gloves etc) lunch, reading book, link/homework book and water bottle in one small school bag/rucksack



# Potterhanworth Church of England Primary School

## **Covid-19 Measures**

Regular hand washing and the use of hand sanitiser will be in place. Children may bring in their own labelled hand sanitiser which can be stored on their work station and left in school

Additional cleaning of the toilets is timetabled and any 'hotspots', door handles and surfaces will be wiped at regular points, and as necessary

### Attendance

All children returned to school from 8 March 2021 and, inline with Government guidance, attendance is compulsory.

### Suspected cases of Covid-19

If a child becomes unwell whilst at school then they will be isolated. The child will be isolated in a room (or outdoors), maintaining social distancing with an adult until the parents can collect them.

Protective equipment will be worn by staff if needed

Please can all parents ensure that contact details are up to date and that you regularly check your phone for messages.

If your child or a household member becomes ill whilst at home with symptoms of coronavirus then they must notify the school, book a test, and self-isolate as Government advice.

### Confirmed case of Covid-19

If we are in the situation where we have a confirmed case of Covid-19 then we will follow the government's guidance on next steps and notifying parents.

### Child Illness (other than Covid 19)

If your child is not attending school due to illness (other than Covid 19), please follow our normal process for reporting non-attendance.

We will not be administering any medication on site (unless your child has an existing care plan – eg requiring an epipen/asthma inhaler).

### Uniform

As we welcome our children back to school, our school uniform policy and normal standards of dress will apply.

Children will need to come to school in their PE kits on the days when PE is timetabled.



# Potterhanworth Church of England Primary School

## Covid-19 Measures

### Lunch

- All children will have lunch at their 'work stations'
- Please provide any utensils which children will need
- Cold lunch boxes can be ordered from Good Looking Cooking (via their website)
- Unfortunately we will not be offering the option of hot lunches until further notice, but this will be kept under review
- **Please remember – we remain a “nut-free” school.**

### Learning

As you may appreciate, the learning and our school environment may feel different and some children may need support to readjust to school life.

We will ensure that we support our children with the rebuilding of friendships, social interaction and ways to improve their physical and mental wellbeing.

Our curriculum will be based on the needs of the children. Modifications to the curriculum may be needed so teaching time can be prioritised to address any gaps in children's knowledge. In addition to this there will be a strong focus on reading.

As you may be aware, the school will receive some funding to help all children make up for lost teaching time, and additional support will be in place where needed.

On a final note, please be assured that we continue to follow Government advice to ensure your child's and staff's safety. Our plans will be kept under constant review and we will update you as appropriate.

Do please email or phone with any questions or queries.



# Potterhanworth Church of England Primary School

## Welcome



Welcome to Potterhanworth Church of England Primary School. We hope that your son or daughter will settle quickly at Potterhanworth and we will have a happy and successful partnership between home and school. Education is a shared responsibility and we look forward to you and your child becoming involved in our community.

Being at school is an exciting time, and we look forward to sharing and valuing your child's successes as they progress through the school.

At Potterhanworth we foster a sense of achievement. We praise and reward success and we have high expectations. If you have not already visited our school, please make an appointment at the office so that you can develop a full understanding of how we operate.

## Our Village School

We are a small school situated in the centre of an attractive rural village. The school was provided for the children of the village by a former Rector, the Rev Ansom, in the 19th Century. The buildings are a mixture of Victorian and modern. Two of the classrooms were opened in November 2002 with modern cloakrooms, toilets and entrance area. A further extension was completed in 2010 to increase the teaching area. 2015 saw the completion of an additional classroom, built for us by Christ's Hospital Endowment (a charity in the village).

Our village pre-school came under school Governance in September 2018. They occupy purpose-built premises on the school site, with an abundance of outdoor space.

In addition to the education of each pupil, there are a range of personal and social advantages for the child who grows up in a small, friendly community:

- Teachers are much more flexible and responsive to the individual circumstances of the child
- There is an excellent relationship between school staff, parents and other members of the village including close relationships with the St Andrew's Church, the parish council and Christ's Hospital Endowment Trust.
- A caring, family atmosphere is encouraged, which supports the child as he or she develops
- Children across the key stages, learn to work, respect and co-operate with each other



## Our Aims and Mission

### AIMS

Potterhanworth Church of England Primary School promotes high achievement and learning for life by working with each individual to:

- value themselves and others through the Christian ethos
- promote their positive self esteem and to take pride in achieving their maximum potential
- develop enquiring minds and an active spirit of curiosity
- develop a sense of responsibility, caring and respect for others
- achieve high standards in all areas of the curriculum and within a wider social context
- become self-motivated, independent lifelong learners

### MISSION

At Potterhanworth Church of England Primary School, our mission is to provide a learning environment where every child will succeed by experiencing

- a caring, Christian culture in which each individual is included, secure, respected, valued and nurtured
- stimulating resources which enrich the curriculum
- a culture of high expectation and success where there is the capacity for sustained improvement and where everyone can explore and take risks without fear of failure
- a challenging curriculum which prepares and motivates children for the future
- a working partnership between school, home and the wider community
- and embracing new ideas with enthusiasm and contributing to initiatives outside school
- an organisation which is passionate about Learning

### OUR CHRISTIAN ETHOS and VALUES

**We recognise our historic Christian foundation and promote our religious character in accordance with the principles of the Church of England.**

**Our Christian values are**

**RESPECT, FAIRNESS, COMMITMENT, TRUST, FRIENDSHIP & RESPONSIBILITY**

Within the context of Christian belief and practice, we provide quality education encompassing the whole of the school curriculum and school life. We encourage an understanding of the meaning and importance of faith.



Our school's Disability Equality Scheme will be linked to the school's cycle of work on its accessibility plan. It is reviewed regularly by the Governing Body. Our Accessibility Plan and our Disability Equality Scheme are on our website and available to read in the school office.



# Potterhanworth Church of England Primary School

## Admission Arrangements

We admit children full time in the September of the year in which they are five years old. If a child is very young, or has special needs, it is possible to arrange part-time attendance as appropriate.

Applications should be made on line for a place from 14 November 2019 for the September 2020 Reception intake, [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephoning our Lincolnshire County Council's Customer Service Centre on 01522 782030. (Please note: the closing date for application is 12 noon on **15 February 2021**).

**You can download the 'Lincolnshire School Guide' and the 'Going to Primary School in Lincolnshire' books are also available below to download from the County Council website.**

The County Council's School Admissions Team is responsible for co-ordinating all mid-year admissions. If there are no places, then you will be told of the independent appeal system.

## Admission Criteria

### LINCOLNSHIRE COUNTY COUNCIL PRIMARY SCHOOL ADMISSION POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit. Every school must apply the County Council's oversubscription criteria shown below.

In accordance with the 1996 Education Act, the allocation of school places for children with a statement of special educational needs will take place first. The remaining places will then be allocated in accordance with this policy.

For entry into reception in September the County Council will allocate places to parents who return an application before they consider any parent who has not returned one.

The oversubscription criteria are listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

Oversubscription criteria

A. The child is in the care of the local authority.

B. There is a brother or sister at the school who will still be attending when the child is due to start.

C. The child meets the religious criteria published by an individual Church of England or joint Church of England and Methodist school, which has chosen to give priority on religious grounds. (**NB we do not give priority on religious grounds**).

D. The school is the nearest one to the home address, as defined in note 4 of our Admissions Policy.

E. The distance from the home to the school, priority will be given to the child living closest the school, as defined in note 5.

## Teaching and Learning

### Organisation of Teaching

The school currently has five classes and this may vary from year to year. Class organisation is based on numbers in each year group and the needs of individual children.

## What arrangements are made to ensure the children have a happy start?

- Parents are offered a home visit in the Summer Term
- A meeting is held early in the Summer Term for the parents of new children
- Pre School children due to start school in September spend one afternoon a week in school during the Summer Term (with Pre School staff).
- Induction sessions are offered for all new children.
- There is close liaison between school staff and the village preschool
- The Early Years teacher aims to visit children's nursery/pre-school setting
- There is a high level of teaching assistant support throughout the school
- Each child has a school buddy who will support them

## What happens if my child needs extra help or has difficulties?

- All members of the staff ensure all children receive the best education to suit their needs.
- Children who need extra help in any area are identified as early as possible. Progress is monitored and reviewed regularly.
- Parents are: contacted, consulted, involved, and kept informed at all stages.
- Special programmes are set up to support the child's development.

Within the school, we have considerable expertise and resources for helping children with special needs.

Specialist advice is available to help those with learning, physical, sensory, emotional or behavioural difficulties. Provision for able/gifted children is met by the class teacher and may involve support from other agencies.

*The Governors' Educational Inclusion Policy (which includes SEND Provision) is available on our website.*



# The School Day

## Our School Day

8.50 am	School opens—children will be supervised in their classrooms from this time
9.00 am	The school day begins
12.15 pm	Lunch break begins
	LUNCH BREAK
1.15 pm	Afternoon lessons begin
3.10 pm	The reception children end their school day at 3.10
3.15 pm	The school day ends

- All children under 8 years of age should be accompanied by an adult to and from school
- Please let the class teacher know about any changes for collection of children
- Please inform the school if your child is allowed to walk home on their own.

## Lunchtime Arrangements

- **All infant children are entitled to a free school meal.** We encourage all children to take advantage of the delicious meals available in school. Meals are provided by Good Lookin' Cookin' and two-courses cost £2.30 per day—it is very simple to order meals via their website:  
<https://www.goodlookincookin.co.uk/>
- If you think you may be entitled to claim free school meals, please see a member of the school office staff for help—it is a very straightforward process.
- Alternatively, children can go home for lunch or bring in a packed meal. As we are a Healthy School, please ensure that your child's packed lunch is a 'healthy choice'
- In the interests of safety, drinks (non fizzy) must be brought in plastic containers. (nb– some plastic bottles have very small lid covers and please be aware we advise you to remove these before sending them to school.
- **For security reasons children going home for lunch should not return before 1.10 pm.**
- **We are a nut-free school, as such we do not allow ANY nut products on site.**

## Wraparound Care

Bright Sparks at Potterhanworth offers wraparound care on the school site. Please contact [brightsparkpotter@outlook.com](mailto:brightsparkpotter@outlook.com) for further information.

## The School's Curriculum

*Our aim is to nurture resilient learners who have a breadth of experience of life skills and the wider world."*

In the context of our school, we intend to:

- provide opportunities that show our children how to be aspirational, resilient and independent
- support fairness, social justice and respect for difference through our Christian values
- widen children's horizons so they have an understanding of their local community and the wider world
- capitalise on local experiences and knowledge to develop meaningful experiences for the children
- ensure we consider the positive impact we can all make to other people's lives, as well as our own
- nurture resilient learners who have a breadth of experiences of life skills and the wider world. We intend for our children to be inspired by challenge!
- teach life skills to promote independence
- promote outdoor opportunities to provide respect and appreciation for our environment
- encourage our children to try new things, problem solve and take risks
- teach key knowledge to enable children to develop their skills in different subject areas
- make connections in learning, where relevant
- build on previous knowledge to promote further learning
- adopt a creative approach which excites and inspires children to learn
- promote a strong work ethic where children take pride in their achievements

## Early Years Foundation Stage

During their first year, the children follow the Curriculum Guidance for Early Years. The curriculum they follow is divided into prime and specific areas of learning and development:

### Prime Areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

### Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

After their Reception Year, children follow the new National Curriculum Key Stage 1 and 2—Years 1 and 2 being *Key Stage 1*, and Years 3-6 being *Key Stage 2*. The National Curriculum gradually builds on the key skills developed in Early Years.

## KS1 and KS2 National Curriculum



The National Curriculum is taught through a mixture of themes and topics, subject-specific lessons and the teaching of knowledge and skills. Within our themes, we work with the children's interests to cover a range of subject areas, with the local environment, wider community and first-hand experiences being used as a resource for learning.



# Early Years and KS1 & 2 National Curriculum

## Personal, Social, Health & Economic Education (PSHEE)

The teaching of PSHEE enables children to become healthy, independent and responsible members of society. We encourage our pupils to play a positive role in contributing to the life of the school and the wider community.

Initially, this focusses on establishing relationships, planning for children to work alone and in large and small groups, ensuring a positive self-image, as well as developing opportunities to help children develop autonomy. All children have a school buddy. The older children help their buddies playing games, read and enable them to express their ideas.

Through the buddy system, our older children also develop their sense of self worth.

RSE is taught within the personal, social, health and economic (PSHE) education curriculum.

Biological aspects of RSE are taught within the science curriculum, and other aspects are included in religious education (RE).

Relationships education focuses on teaching the fundamental building blocks and characteristics of positive relationships including:

- Families and people who care for us
- Caring friendships
- Respectful relationships
- Online relationships
- Being safe



These areas of learning are taught within the context of family life taking care to ensure that there is no stigmatisation of children based on their home circumstances (families can include single parent families, LGBT parents, families headed by grandparents, adoptive parents, foster parents/carers amongst other structures) along with reflecting sensitively that some children may have a different structure of support around them (for example: looked after children or young carers).

## British Values

Emphasis is placed on British Values to also ensure our children are equipped with the knowledge and tools to thrive in our society.

Encouraging the children's autonomy helps to develop their sense of self-worth. As they progress through the school, we teach them how society is organized and governed. We ensure that they experience the process of democracy in school through the School Council. We teach them about rights and responsibilities. They learn to appreciate what it means to be a positive member of a

Pupil Voice is central to our ethos. All children are encouraged to participate. This will include opportunities to lead activities, Collective Worship and work regularly with the staff to promote Pupil Voice. Children in KS2 have the opportunity to take on additional responsibilities through the School Council and groups such as Road Safety, Munchies (healthy eating group), Allotment Committee They are an asset to our school.

## English

The National Curriculum for English describes what must be taught in each year group. We aim for each child to be able to communicate effectively and confidently through reading, this ensures continuity and progression in the teaching of English.

We value children's abilities to listen, speak, read and write for a wide range of purposes, so using language to learn and communicate ideas, views and feelings. This enables children to express themselves creatively and imaginatively, as they become enthusiastic and critical readers of stories, poetry and drama, as well as non-fiction and media texts.



We believe that children gain an understanding of how language works by looking at its patterns, structures and origins. Children are encouraged to use their knowledge, skills and understanding in speaking and writing across the curriculum and in a range of different situations.

A strong emphasis is placed on developing children's basic literacy skills.

- There is a good range of reading schemes in school and also a collection of rich and varied texts to suit different children's interests.
- Children are encouraged to take their reading books home.
- Children are encouraged to read widely and often.
- The school adopts a systematic approach to the teaching of phonics, using the **Floppy's Phonics scheme**.
- Children learn to write for a variety of audiences and purposes.
- Children are taught to spell, to use punctuation and the rules of grammar.
- Technical English is taught from an early age.
- Spelling and handwriting are taught through a systematic approach. Neatness and accuracy are emphasised.
- Quality talk-time is developed to support children's understanding of books.
- Children develop their comprehension skills through guided and individual reading sessions.
- Children are encouraged to explore texts in depth.



## Mathematics



Mathematical development depends on becoming confident and competent in learning and using key skills.

The National Curriculum for Mathematics describes what must be taught in each year group. This structure of the curriculum gives continuity and progression in the teaching of mathematics.

Maths is important in everyday life. It is integral to all aspects of life and with this in mind we endeavour to ensure that children develop a healthy and enthusiastic attitude towards maths that will remain with them.

Early on this includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes, space and measures. Mathematical understanding is developed through stories, songs, games and imaginative play, so that children can enjoy using and experimenting with numbers. Early years provision ensures that children can apply what has been taught via their child-initiated tasks.

We recognise the importance of establishing a secure foundation in mental calculation, times tables and recall of number facts before standard written methods are introduced.

We aim to use the appropriate terminology in our teaching and children are expected to use it in their verbal and written explanations.

Mathematics contributes to many subjects and it is important the children are given opportunities to apply and use mathematics in real contexts. This rationale links with our continuing work in developing excellence and enjoyment in the Curriculum and providing the children with cross curricular links.

We endeavour at all times to set work that is challenging, motivating and encourages the pupils to talk about what they have been doing.



# Early Years and KS1 & 2 National Curriculum

## Science, History, Geography, DT and Computing



In these areas, the children are developing the crucial knowledge, skills and understanding that help them to make sense of their world. In the Early Years, the foundations are laid for later work in science, design and technology, history, geography and computing.

Starting from the child's previous experiences, cross-curricular play activities make a vital contribution to the children's learning of basic skills and the teacher and assistants can work with small groups or individuals to focus on particular aspects to be developed. There will be a range of structured play activities and child-initiated tasks available at all times. Activities are based on first-hand experiences that encourage exploration, observation, problem solving, prediction, critical thinking, decision making and discussion.

Science is developed through practical experiments, research and demonstrations. Children study different topics throughout each year; each has a different scientific emphasis for example: everyday materials, forces and magnets.

The school is equipped with computing equipment linked to the Internet. The school also has interactive whiteboards as well as ipads and laptops.



Children work on specific art projects. Children design and make objects using a variety of tools and materials.

We develop historical and geographical skills, through a variety of interesting studies and visits. We visit the local museums, historical Lincoln and we also take children on trips such as Rand Farm, the local woods and Chambers Farm Wood near Bardney. In KS2 the children have the option to participate in overnight residential visits. Previously we have been to PGL Caythorpe with upper KS2 and Rand Farm, with lower KS2. Also, when opportunities arise we make visits beyond our County.

Through our teaching of these subjects we stimulate children's interest in their world and through this they develop a sense of identity and a cultural understanding.

Our teaching ensures all National Curriculum objectives are met, whilst also working with the children's interests.

# Early Years and KS1 & 2 National Curriculum

## Art & Design, Music and Languages

Creative development is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another.

We are proud of our music, dance and drama opportunities. Children play a variety of instruments and sing in the school choir. Peripatetic music lessons are offered. Composers, dancers, artists and musicians are invited to work in school. There are many opportunities for performing in concerts and other events.

Children develop their artistic knowledge and skills through a range of mediums. Opportunities across school encourage children to apply their artistic abilities in cross-curricular work.

We have strong links with Branston Community Academy, and the children perform their end of year production in their modern concert hall.

At KS2, we teach a language as a discreet subject. Children are taught how to speak Spanish and how to write in short sentences and phrases.

At KS1 a language is incorporated into our topic work, especially through music.



## PE

Physical Education is about improving skills of co-ordination, control, manipulation and movement. This involves fine and gross motor skills.

It also has two other very important aspects: it helps children gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active. We encourage children to enjoy sports and to develop a positive attitude towards healthy exercise.



The school is fortunate to have access to a large playing field and hall as well as two school playgrounds where the children practise skills for many different activities including the following games: gymnastics, dance, football, netball, tag rugby, tennis, hockey, kwik-cricket and athletics. We are also fortunate to have use of the local Community Academy's swimming pool, and all children have swimming lessons.

The school takes part in many competitive sports events, both in and out of school. Children are taught about good sportsmanship, and we are proud of the success of our individuals and teams for such a small school.

# Further Curriculum Information

## Religious Education



We develop children's understanding of Christianity and other principle religions. Our lessons are based on the Lincolnshire Agreed Syllabus, where the children's knowledge of religion and respects for all faiths are expanded. Children are encouraged to ask questions and find answers on world issues. We promote children having the confidence to make decisions on right or wrong and becoming caring and considerate members of society.

## Collective Worship

### Our Daily Act of Worship

This is a very special time each day at our school and time for reflection is part of every Collective Worship. Collective Worship is mainly Christian based and consistent with faith and practice in the Church of England. Each week there is a themed focus and special visitors may come to take part in our worship. The children are regularly involved in leading the Collective Worship. Children regularly attend Collective Worship in our village Church, St Andrew's. Parents are usually invited to join us for Church Collective Worship and on other occasions throughout the year, such as Harvest, Easter, Christmas and class assemblies.

[Whole school Class Worship takes place remotely, alongside class-based Collective Worship.](#)



The children also share in one Key Stage assembly and one class based assembly in school. A celebration Collective Worship takes place once a week.

Parents have a statutory right to withdraw their child from Collective Worship and from RE. Parents considering this should contact the Head Teacher. However, having chosen to send their child to a church school, we hope that parents will be happy that their child fully participates in the life of the school where Christian values are promoted.

## Relationships and Sex Education

Relationships and Sex Education is important in equipping children for their lives now and in the future. It is set within a framework of Christian values and taught as part of the Wellbeing programme. Aspects of this are taught through our '1Decision' resource which delivers all aspects of this at an age-appropriate level. Our policy can be found on our website.

Although parents have the right to withdraw their children from these lessons, it is the Governors' policy that all children should receive sex education. If any parent wishes to exercise this right, they should contact the Head Teacher to discuss the matter.

## Assessment & Testing

- Assessment of children's progress takes place throughout the school year.
- EYFS (Reception) children work towards achieving a good level of development (GLD), which is the expected level for this age group.
- In the summer term, Year 1 children take part in the National Phonics Screening programme. Results are reported to parents at the end of the year.
- Statutory Assessments take place for children at the end of 'Key Stage 1' (towards the end of their time in the infants), and the end of 'Key Stage 2' (towards the end of their time in the juniors). Parents receive full test results for KS1 and KS2 along with the end of year reports.

## How can I find out about my child's progress?

There are parents' consultation evenings during terms 2 and 4. There is also an "Open Morning or Afternoon" in term 6.

A full written report is sent to parents at the end of the summer term. This report informs parents of their child's progress, achievement and effort, and there is an opportunity to discuss this.

If there is anything that you wish to discuss about your child, in the first instance please speak to the class teacher.

## Extra-Curricular Activities

There are a variety of after school clubs, which begin in Year 1. Details are sent to parents at the start of each term. These have included: various sports, art, craft and cookery.





# School Uniform

## School Uniform & Equipment

**All children are required to wear school uniform.**

We strongly advise that all items of uniform are labelled with your child's name

For all Children:

For health and safety reasons, we ask that hair of a reasonable length is tied back.

- Grey or black pinafore, skirt, trousers or shorts
- Pale blue checked summer dresses
- White, pale blue or navy shirt/polo shirt
- School sweatshirt/cardigan (or plain navy jumper)
- Sensible dark footwear, or plain sandals (please avoid heels/large block heels, large buckles and accessories)
- Plain black, grey or navy socks or tights(white socks can be worn for PE)
- Hair bobbles/bands should be plain navy or black. No large bows or colourful hair accessories are allowed.

**NB: skirts, dresses and pinafores should be knee length**

PE kit—all children:

PE kits should include plimsolls and/or trainers (no canvas shoes, please), socks, navy or black shorts, white or blue T-shirt, navy or black tracksuit (or navy/black jogging bottoms/warm top). NB: good gripping soles on PE shoes are required for outdoor sessions.

Please note: we do not allow children to wear football/rugby tops

**Children should come to school in their PE kits on their timetabled day.**

Uniform is supplied by Nationwide School Uniforms—please visit their website: [www.nationwideschooluniforms.co.uk](http://www.nationwideschooluniforms.co.uk)

Other:

Jewellery, toys and valuables should not be brought to school. For safety reasons, earrings must be removed for PE and swimming lessons. Swimming hats are required for all children as part of Branston Academy's pool regulations.

**Only small stud ear-rings are acceptable in school for safety reasons.**

Children are encouraged to bring plastic 'Sipper bottles' filled with water. These should be clearly named. (Sipper bottles are available to buy in school.)

Due to the limitations of space, children are asked not to bring large backpacks or other large bags into school. School book/PE bags can be purchased from Nationwide School Uniforms.



# Behaviour & Policies

## Behaviour

Our Code of Conduct: - *“At Potterhanworth we are thoughtful and considerate towards each other. We will respect the school building and everything in it.”*

- We are proud of the high standard of behaviour and the caring family atmosphere in our school.
- Children are asked to show respect for others, the school, and property.
- If a child persistently misbehaves, the head teacher will consult with parents regarding appropriate action.
- The school has an anti-bullying and anti-racism policy developed jointly with the children.

## Attendance

Parents have a legal responsibility to ensure their child is in school. Holidays will only be authorised during term time in exceptional circumstances.

Parents are reminded that it is the school and not a parent who can authorise an absence. All parents should ensure they are familiar with our attendance policy

*For safety reasons, please let school know before 09:15 am if your child is absent.*

## Communication

You will receive our newsletter (Potterhanworth News) in Terms 1, 3 and 5— this gives as much advance information as we can. In addition, letters will be sent each term regarding the various activities and events. Please also check our website and Twitter account. Sometimes, we send messages to your mobile ‘phone using TxtRound—this is particularly useful when we need to let you know something at short notice (and is the method we will always use to notify parents of school closures due to bad weather, etc). Please ensure that we always have up-to-date telephone details in order that we can contact you if necessary. Most correspondence will be sent electronically, via ParentMail—we encourage everyone to register for this very efficient service, which ensures you receive mail speedily.

## Policies

The school has policies in place to encompass the whole of the school—any of which are available for inspection upon request, but the most relevant are listed below and are available on the school website:

- Behaviour/Discipline
- Attendance
- Special Educational Needs and Disability
- Relationships and Sex Education
- Admissions
- Charging

## Secondary Schools

- Children from Potterhanworth go on to attend a variety of secondary schools in the area (including Branston Community Academy, local Grammar Schools and The Priory Academy).
- Each year teachers from the secondary schools come into school to meet the year 6.
- We **do not** provide any coaching or preparation for the 11+. Children are invited to the Grammar school to sit their 11+ examinations.

## Health & Medicines

### **EMERGENCY NUMBERS:**

Parents are required to provide at least two numbers in case we need to contact you. Staff qualified in first aid can usually deal with minor accidents.

Under no circumstances must a child return to school after a bout of sickness or diarrhoea until they have been free from symptoms for 48 hours.

### **MEDICATION:**

Children suffering from infections requiring treatment by antibiotics should not normally be in school until the course of treatment has started to become effective. On appropriate occasions the Head teacher will make facilities available for a parent who wishes to come into school to treat their child.



During the Covid-19 pandemic, staff are unable to administer any medication other than those prescribed for children suffering from chronic illnesses such as asthma. In such cases, medication should be clearly labelled and a medication form completed.

*If your child is absent because of illness, please remember to telephone school by 9.15 am on the morning of absence.*

## Accident Insurance

Insurance companies offer personal accident cover for children 24 hours per day. If you wish to take out cover for your child, you are advised to consult your insurance broker.

## Charging for School Activities

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to cancel a trip.



# Homework & Additional Information

## Homework

We value the support parents give their children. Homework may include reading, learning spellings, practising handwriting, times tables, mental calculation skills. As children progress through the school, they may be asked to gather research to support their learning in the classroom. All children are strongly encouraged to take part in our termly Home Projects which are guided by the children's interests. If you have any concerns with homework please make an appointment to see your child's class teacher.

## How can I Help in the School?

- **Cov-19 restrictions mean that we cannot allow parents to enter our 'Bubbles'.** However, we welcome parents sharing their skills and expertise with us—please contact us if you wish to help. Details of topics are sent out every term.
- We have an active FOPPS who support us with fundraising and social events. Over the years a great deal of equipment and many books, computer and playground equipment has been purchased with funds raised. If you would like to be involved with fundraising please contact [potterhanworthpta@gmail.com](mailto:potterhanworthpta@gmail.com)
- If you would like to help the school, please contact the Head Teacher.



## Our Healthy School

We encourage all children to adopt a healthy lifestyle—fruit and milk are available to all children. In addition, children are asked to bring sipper bottles of water into school every day.



Children who live in Potterhanworth are encouraged to walk to school each day.

**School Meals:** lunches are provided by Good Lookin' Cookin' - ordering is very straight-forward; please visit their website [www.goodlookincookin.co.uk](http://www.goodlookincookin.co.uk). Meals are £2.30.

If you think your child is entitled to free school meals, please contact the school admin office for further information. (Checking eligibility is a very simple process.) The school also receives additional funding to support children in receipt of free school meals.

Children in Years Reception, 1 and 2 are entitled to a free school meal. Orders should be placed via the Good Lookin' Cookin' website.

Children in Early Years to Year 2 are entitled to a piece of fruit, free of charge, each day. Children from Year 3 upwards may bring fruit from home to enjoy at playtime— this should be labelled or in a named box and kept in the classroom or fruit tray. We discourage any item other than fresh or dried fruit as many fruity snacks have a high level of sugar (eg fruit flakes).

Please ensure that grapes are cut in half vertically—for safety reasons.

Children are entitled to free milk until their 5th birthday. Milk for children aged 5 and over is provided by CoolMilk—parents can register and pay on line: [www.coolmilk.co.uk](http://www.coolmilk.co.uk).



# Term Dates

## Term & Holiday Dates—September 2020–July 2021

### TERM 1

School opens morning of                      Thur 3rd Sept  
School closes afternoon of                  Thur 22nd Oct

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### TERM 2

School opens morning of                      Mon 2nd Nov  
School closes afternoon of                  Thur 17th Dec

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### TERM 3

School opens morning of                      Mon 4th Jan  
School closes afternoon of                  Fri 12th Feb

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### TERM 4

School opens morning of                      Mon 22nd Feb  
School closes afternoon of                  Wed 31st Mar

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### TERM 5

School opens morning of                      Mon 19th April  
School closes afternoon of                  Friday 28th May  
*Bank holiday Monday 3rd May*

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### TERM 6

School opens morning of                      Mon 7th June  
School closes afternoon of                  Wed 21st July



# School Staff

## Teaching Staff

**Mrs D Challinor** (Head Teacher)  
**Mrs L Collins** (Senior Teacher)  
**Miss L Barnett**  
**Mrs L Kerr**  
**Mrs R Maitland**  
**Mrs E Purbrick**  
**Miss R Richardson**

## Teaching Assistants

**Mrs R Wood**  
**Mrs J Bedford**  
**Mr R Green**  
**Mrs S Kaszics**  
**Mrs S Donnor (relief)**

## Admin Staff

**Mrs J Parry**  
**Mrs M Mulcahy**

## Mid-Day Staff

**Mrs S Donnor**                      **Mr R Green**  
**Mrs J Bedford**                   **Mrs S Kaszics**  
**Mrs R Wood**

## Caretaker

**Caretaker, Mrs M Taylor**



# School Governors

Chair of Governors:

Richard Gilding

Clerk to Governors:

Lincolnshire County Council Clerking Service

c/o Potterhanworth Church of England Primary School. Tel: 01522 791031

<b>GOVERNOR</b>	<b>CATEGORY</b>	<b>APPOINTING BODY</b>
Sarah Bassett	Co-opted	Governing Body
Julie Parry	Associate	Governing Body
Andy Hemingway	LA	Local Authority
Vacancy	Foundation	Diocese of Lincoln
Thurston Taylor	Co-opted	Governing Body
Richard Gilding	Co-opted	Governing Body
Graziella Soulsbury	Parent	Parents
Valerie Abram	Foundation	Diocese of Lincoln
Megan Machin	Parent	Parents
Debbie Challinor	Head Teacher	N/A
Laura Collins	Teacher	Staff
Rev Lorna Brabin-Smith	Ex Officio	Diocese of Lincoln

## **COMPLAINTS**

We strive to deliver the best possible education to all our pupils and to care properly for their health, safety and welfare at all times. All the staff in this school, teaching and non-teaching, are dedicated to achieving this aim.

So if you have a worry or concern about what is happening please tell us at once.

The school has adopted a "complaints procedure" which gives information on the best way of expressing any such concern. Details can be found on our website..

## **CONTACT DETAILS**

Potterhanworth Church of England Primary School, Main Road, Potterhanworth, Lincs, LN4 2DT

Tel: 01522 791031

Website: <http://www.potterhanworth.lincs.sch.uk>

E-Mail: [enquiries@potterhanworth.lincs.sch.uk](mailto:enquiries@potterhanworth.lincs.sch.uk)

*THIS BROCHURE WAS ACCURATE AT THE DATE OF PUBLICATION. IT SHOULD NOT BE ASSUMED THAT THERE WILL BE NO CHANGES IN DETAILS AND ARRANGEMENTS.*