

**PROSPECTUS**

**Woodborough**

**Church of England Primary School**

Woodborough, Pewsey, Wiltshire SN9 5PL

Telephone 01672 851305

email admin@woodborough.wilts.sch.uk

[www.woodborough](http://www.woodboroughprimary.org.uk/)school.org

# WELCOME

First and foremost, welcome to Woodborough Church of England Primary School. I hope you find our prospectus useful, that it gives you a feel for our school and answers any questions you might have.

Woodborough School is set in a village location overlooked by the Marlborough Downs. We have approximately 160 pupils on roll accommodated in seven classes.

We aim to create an atmosphere in which all children are valued and value their place in a Christian school community. Our dedicated and knowledgeable staff know each of our children as individuals and academic achievement, high standards of work and respectful, considerate behaviour are encouraged. Strong emphasis is put on the pupils’ ability to socialise, have empathy for others and to think creatively.

Our school provides a broad, stimulating and inclusive curriculum where learning through experience is a priority. Pupil visits, both day and residential, and regular themed weeks enhance learning and teaching and a wide variety of outside visitors to the school provide variety, breadth and enrichment.

Over the years our school site has been remodelled to meet the changing needs of the school population. The most recent developments have seen the addition of a new kitchen, administrative areas, a spacious school hall, a new playground and a pull-in area for school transport. The extensive school grounds are continually being developed to create learning areas for environmental study and stimulating places to play.

We firmly believe in fostering strong and positive relationships between home and school. Many opportunities arise for parents to be involved with school life and we take great pride in being at the heart of the community. We are certain that children perform best when we all work together.

Please contact us if you would like to view the school – we are always happy to show parents and children around and to answer any questions you might have.

We look forward to meeting you. Yours sincerely



Sarah Brewis

*Head Teacher*

# Contents

[Welcome 2](#_bookmark0)

[Welcome letter from our Rector 4](#_bookmark2)

[Mission Statement/Ethos Statement/School Prayer 5](#_bookmark3)

[Introduction 6](#_bookmark4)

[Starting School/ Admissions 7](#_bookmark5)

[Classes 7](#_bookmark5)

Early Years [Foundation Stage 8](#_bookmark5)

[The National Curriculum 8](#_bookmark6)

[Children at School](#_bookmark7) 13

[The School Day](#_bookmark7) 13

Leave of Absence During Term Time 13

[School Meals](#_bookmark7) 13

Free School Meals 14

[Transport](#_bookmark8) 15

[Parking](#_bookmark8) 15

[House Groups](#_bookmark8) 15

[School Meeting](#_bookmark9) 15

[Out of School Activities & Clubs](#_bookmark9) 16

[The Academic Year](#_bookmark9) 16

[School Uniform 1](#_bookmark10)6

Medicine in School 17

[Concerns](#_bookmark11) 17

[Behaviour](#_bookmark11) 18

[Administrative Officer](#_bookmark12) 19

[Staff](#_bookmark12) 20

[Governors/Message from the Chair of Governors](#_bookmark13) 20

Parent Teacher Association 21

# Woodborough

**Church of England Primary School**

Dear ‘New’ Woodborough School Parents,

On behalf of the Churches in this part of the Vale of Pewsey Team (Woodborough, Stanton St Bernard, Alton Barnes, Beechingstoke, North Newnton and Manningford Bruce), I would very much like to welcome you and your child in to our School/Church community.

The Churches are very committed to the education of our children, in body, mind and spirit and so we pray regularly for Mrs Brewis, the Staff, Governors, PTA and of course, the children. We also pray for God’s blessing on your family and upon your child, that your child will enjoy starting school and learning all about God’s amazing world and know God’s special love for them.

The Churches support the Staff and Governors in upholding the Christian ethos of the School. God can be found in the complex intricacies of mathematics and the harmony of music as well as in the beauty of words or paint. He is not just confined to RE or Church, which is good news!

As well as the excellent RE and Collective Worship offered by the School, the Churches are glad to contribute ‘Open the Book’’ run by Church members from across the Team who count it a privilege to pass on our rich heritage of ‘Bible Stories’.

In the local Churches, children and families are welcome at Sunday services (please see The Messenger) but do look out for Sunday school and special Church Workshops at Pewsey, ‘RayD8ers’ 4pm monthly, and Holiday Club each summer. Do come along!

Wishing you every blessing Yours sincerely

Rev’d Deborah Larkey



## Mission Statement

**Woodborough School is all about…**

**C**hristian caring

**H**appiness

**I**nspiring

**L**earning together

**D**iversity

**R**ewarding

**E**nabling

**N**urturing

## Ethos Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

## Our School Prayer

O Lord, Bless our School,

That working together and playing together,

We may learn to serve you and to serve one another. Amen

## Introduction

This prospectus is designed to give you some understanding of the education offered at Woodborough Church of England Primary School. We hope it will encourage you to find out more. We wish to encourage the development of children's self-awareness and full potential in academic, spiritual and social areas and prepare them to take a full and meaningful part in every aspect of society.

We want our school to be a secure and happy place and we believe that parents, teachers and Governors working together will bring this about.

## The School

The school is a Voluntary Aided Church of England Primary School that caters for children from four to eleven, set in a delightful rural setting overlooked by the Marlborough Downs. The White Horse carved from chalk at Alton Barnes is clearly visible from the school.

The original building dates back to 1873, and the new hall, completed in 2009, is used for PE, dance, drama, performances, dining and assembly.

The school now comprises of 7 permanent classrooms and a dedicated library. All classrooms have fixed computers and interactive whiteboards and suites of additional laptops and iPads are available for use throughout the school, all linked to the Internet.

There is a secure covered play area between the infant classrooms, used for structured play activities, playing fields and a hard playground. A fenced area of the grounds has been designated as Finlay’s Memorial Garden complete with pond for use by the whole school community as a teaching resource.

As a Church of England establishment, our ethos is distinctively Christian and we have a special relationship with the Diocese of Salisbury and the local churches. The Diocesan religious education syllabus is followed. A collective act of worship plays an important part in school and class assemblies. At the end of each term services are held in Woodborough Church.

A majority of the Governing body are "Foundation Governors" nominated by the Parochial Church Council of Churches within the designated area of the school and appointed by the Diocese of Salisbury.

## Starting School/Admission Arrangements

The designated catchment area of Woodborough Church of England School is Alton Barnes, Alton Priors, Beechingstoke, Bottlesford, Hilcott, Honeystreet, Manningford, North Newnton, Stanton St. Bernard and Woodborough. Places may be available for children living outside the area in accordance with the school’s [Admissions Policy](http://woodboroughschool.org/policies/) and prospective parents are encouraged to view the school by appointment with the Head teacher.

Children are admitted during the school year in which they become five admission takes place in September.

To secure a place at the school for your child, you will be required to submit a completed admission form during January for entry the following September. Please go to the following link for schools admissions procedures <http://www.wiltshire.gov.uk/schools-learning-admissions>

If the school is over-subscribed, the criteria set out in our [Admissions Policy](http://woodboroughschool.org/policies/) will be applied. You will be informed if a place is available for your child.

In the term before starting school, each child is invited to attend an induction session where they have the opportunity to gain a taste of daily school life. Reception Class parents are invited to a new parents’ induction evening and a Foundation Stage workshop in the summer before admission to give you the opportunity to receive further detailed information and ask any questions.

## Classes

Children may spend up to seven full years in their primary school. The first of these years is referred to as Reception Year and the following six years by their number 1 to 6. Reception is called Foundation Stage; Years 1 and 2 are Key Stage 1, or ‘infants’. Years 3, 4, 5 and 6 are Key Stage 2, or ‘juniors’.

The total number of pupils on roll at Woodborough is circa 160. The composition of classes is as follows:

*Click on a class to visit its webpage…*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reception Year** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
| **Oak Class** | **Sycamore Class** | **Maple Class** | **Cherry Class** | **Lime Class** | **Elm Class** | **Willow Class** |

The organisation of classes depends on the number of children in each group and may vary. Continuity and the needs of the children will always remain our primary concern.

In classes of twenty-five or more children there will clearly be a wide range of ability and it would be impractical to teach all the same things at the same time. Therefore a pattern of classroom organisation will usually be adopted which enables smaller groups within the class to be taught and work at appropriate levels after there has been some direct teaching to the whole class. There will be times when the whole class will come together, and also times when the teacher will organise the class to enable themselves to work with individual children. Each teacher

## The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is for the reception year group. It consists of the following **7 areas of learning and development**:

Prime Areas

* Communication and language;
* Physical development; and
* Personal, social and emotional development

 Specific Areas

* Literacy;
* Mathematics;
* Understanding the world; and
* Expressive arts and design.

 Children in the EYFS learn by playing and exploring, being active, and through creative and

 critical thinking which takes place both indoors and outside.

## The National Curriculum

The National Curriculum provides a framework to ensure the development of a child as he/she moves through the school. Compulsory national curriculum subjects at primary school are the ‘core’ subjects of: English, Mathematics and Science, and the ‘foundation’ subjects of: Art & Design, Computing, Design & Technology, Foreign Languages (at Key Stage 2), Geography, History, Music and Physical Education. Schools must also provide religious education, although parents can ask for their children to be withdrawn from the whole lesson or part of it.

In addition to the subjects specified in the National Curriculum, the school also addresses cross curriculum issues such as Personal, Social and Health Education, Equal Opportunities and Multicultural Education.

The manner in which the curriculum is delivered reflects the needs of each individual child and so the organisation of teaching groups is flexible. It is most important to vary the teaching style and to respond to each child's individual learning needs. Children work individually, in groups and as a class but always in an appropriate and effective way.

School curriculum and policy statements, as well as documents relating to the National Curriculum and other Government directives, are available for inspection in the school office or on the school website by [clicking here](http://woodboroughschool.org/classes-curriculum/curriculum-information/the-new-national-curriculum-a-guide-for-parents/).

## English

The areas for attainment identified in the National Curriculum are Spoken Language, Reading and Writing. Spoken Language is an integral part of pupils’ development across the whole curriculum. For instance, children are actively encouraged to talk about their work during assembly and to listen to those presenting their work.

## Reading

We aim to teach all the children to read with independence and enjoyment. They learn through a variety of reading schemes, library books and reference books appropriate to their developmental stage. We try to ensure that children read to an adult regularly, and encourage them to take home their current book. Parents play an important role in sharing the reading book with the child and may write comments in their Reading Record Book. Children also engage in guided group reading as part of their literacy structure.

## Writing

We aim to develop the child's ability to write in a variety of ways with imagination, fluency and accuracy and independence. Handwriting is taught systematically to develop a neat and legible joined-up writing style. This is linked to a detailed spelling programme.

## Mathematics

Mathematics is taught in a daily mathematics lesson using the Collins Mathematics Scheme, topic work and practical activities. Multiplication tables and a full range of mental arithmetic strategies are taught from Year 1 each day as part of the structured lesson, and are tested regularly until leaving the school.

## Science

Science is taught through the Wiltshire scheme, including hands-on experience, use of the local environment and progression towards the ability to carry out and record independent investigations. The school has a wild garden and pond area that is used as a very valuable teaching resource.

## Religious Education

As well as daily collective worship, the agreed Diocesan syllabus is followed. This provides a balance between Old and New Testaments and seeks to relate faith to the whole of life. The practices and beliefs of other world faiths are also covered as recommended in the Wiltshire Religious Education curriculum document. As a Church Aided school we aim for the involvement of all children in the RE teaching although parents have the right to withdraw children from RE and Collective Worship and should contact the Head teacher if they wish to arrange this. However the Christian ethos of the school is conveyed throughout the curriculum and children cannot be withdrawn from this experience.

## Art & Design

Art Design techniques provide ways of expressing or recording feelings, observations and findings. We aim to foster the exploration of materials, tools and techniques in order that children may discover their possibilities. Famous artists and the work of other cultures are studied.

## Computing

This is taught to all classes in an age and skills appropriate way. The school is connected to the Internet and the children have access to a wide range of resources to support their work, such as programmable toys and podcast creation facilities.

## Music

The making of music and the enjoyment and enrichment of the experience that grows from it should play an integral part of every child's education. In the main it is a group session and although it is possible to make music for and by oneself, the fullest enjoyment is gained when music is made in the company of others. We use a range of musical resources. Recorders are taught from six years old through music lessons or a club. We can also offer guitar, violin or viola, brass and wind instrument tuition, piano, keyboard and vocal tuition, in small groups. Parents pay for these lessons.

## History and Geography

For primary school children, the best starting place is their own world. It is within such a context that geographical and historical studies should be carried out. These studies will often be in the form of class topics or individual projects designed to develop appropriate skills at progressively higher levels. By Year 5 and 6 these studies will be in depth. Activity days enhance the curriculum. Typically these visits might involve drama and period costumes.

## Foreign Languages

Children in Key Stage 2 receive one session of Spanish tuition each week and have the opportunity to attend a lunchtime French club as a paid extra.

## Physical Education

We have a hall equipped with agility apparatus, a large school field and a hard surface playground. Facilities for football, netball, rounders, rugby, kwik-cricket, basketball, short tennis, volleyball, judo and athletics are available and children have an opportunity to progress through all aspects of the PE national curriculum requirements.

The development of individual skills is encouraged and small team games are introduced from the junior level. Swimming lessons take place at Pewsey Vale Leisure Centre and are provided for all pupils in Reception, Year 1 and Year 2, together with any pupils in Key Stage 2 who cannot swim unaided for a sustained period of time over a distance of at least 25m. Although the cost of swimming lessons is subsidised by both the Local Authority and the school PTA we do ask for a parental contribution towards the cost of transport.

The school has a strong sporting tradition and takes part in local sporting tournaments and inter-school competitions as opportunities arise. In addition an annual School Sports Day is held with all children participating and an annual Swimming Gala for pupils in Key Stage 2.

## Sex and Relationship Education (SRE)

Sex and relationship education is a lifelong learning process of acquiring information, developing skills and forming positive beliefs and attitudes about sex, sexuality, relationships and feelings (Sex Education Forum 1999).

As a Christian school, we believe that every child should feel wonderful, amazing, loved, valued and unique, because God made us that way. The DfE Sex and Relationship Education Guidance (2000) recommends that all primary schools should have a sex and relationship education programme tailored to the age, physical and emotional maturity of the children.

“All About Us, Living and Growing”, is a programme developed by Channel 4 in response to requests from teachers. It includes a DVD and resource booklets aiming to contribute to the spiritual, moral and cultural development of pupils. Living & Growing is designed to be used from Reception to Y6.

## Reporting Progress

There are three Parents’ Evenings each year (one informal) at which parents are invited to the school to discuss their child's learning, style, strengths and weaknesses, and the progress made towards their termly set targets. Please [visit the calendar](http://woodboroughschool.org/parents/calendar/) for Parents’ Evenings dates.

Towards the end of the summer term a report will be given to each family and they will be given the opportunity to discuss this with the class teacher.

If at any time you are concerned about any aspect of your child's education or social skills you are encouraged to make an appointment to share these with the class teacher or the Head teacher.

## Homework

Throughout their time at Woodborough School, children are encouraged to share their reading book with their parents at home and there will be occasions when children will be set tasks to be prepared or completed at home to support their learning in school.

As a child enters Year 1 spellings are given and tested weekly. In Years 2 to 6 regular homework is given in the key areas of learning.

## Children who need extra help/Special Educational Needs

Children who are experiencing difficulty in some areas may require a specific programme of work to help them. Parents will be invited termly to discuss their child's progress and future targets.

## Able, Gifted and Talented Children

Children with knowledge beyond their years will also be treated with particular attention. They are invited to attend extra activity groups outside school to extend their learning and thinking skills further, when opportunities arise. In school, their work is appropriately differentiated on all occasions to ensure there is a good match of work to their ability.

## Children at School

## The School Day

The normal daily session is 9:00 am to 3:15 pm. If your child is absent through illness it is necessary to send a note, or telephone by 9:30 am. Children should arrive at school from 8:45 am when the gate is opened. They should make their way straight to their classrooms where they will be greeted by their class teachers. School staff are on hand at the school gate and are able to pass on any messages to class teachers once the gate is closed at 9.00 am. Registration is at 9.00 am.

## Leave of Absence During Term Time

The Department for Education states; every day at school counts enormously and so does every consecutive day attended by pupils. Pupils need to be able to absorb new facts and knowledge, acquire new skills and consolidate before building further and progressing. They simply cannot do so if their structured school terms are disrupted by too many preventable absences.

Parents do not have a legal right to take children out of school. Headteachers may not grant any leave of absence during term time unless there are ‘exceptional circumstances’, such as the funeral of a family member.

Additional information is available on the school website by clicking [here](http://woodboroughschool.org/parents/absence-from-school-during-term-time/).

## Breaks and School Meals

There is a mid-morning break when children may eat fruit, vegetables or other small snacks. A daily portion of fruit or vegetable is provided free of charge for all children. Sweets are not allowed at any time.

A hot school meal is cooked daily onsite by our caterers Edwards & Ward. A menu giving the choice of dinners for the week is available from the office or from our website by [clicking here](http://woodboroughschool.org/parents/school-meals/). Payment should be made in advance on the first day of the week, or monthly or termly if you prefer. A week’s notice should be given to the Administrative Officer if you wish your child to commence or cease having school lunches. No reimbursement is possible if absence is not reported by 9:30 am.

Children may bring a packed lunch to school in a suitable container (no glass). Items including nuts are not permitted in school, to protect children with allergies.

## Free school meals

## Universal infant free school meals

## From September 2014 ALL infant children, those in Reception, Year 1 and Year 2 are entitled to free school meals. Just let us know that you want your child(ren) to have free school meals.

## If your infant child would have been entitled to free school meals under the old system, because you are receiving qualifying benefits (listed below), the government will give the school a Pupil Premium of £1,300 for primary aged pupils. For the school and your child to benefit from this money the Local Authority need to know that you are in receipt of a qualifying benefit. Please complete the [form](http://www.wiltshire.gov.uk/2014-free-school-meals-application-form.pdf) which is available from school or download from the school website or Wiltshire Council website.

## Pupils in Key Stage 2

For children in Years 3 and above free school meals are not provided automatically. They may be available for pupils where the parents or guardians are in receipt of any of the following benefits:

* Income Support
* Job Seekers Allowance (income-based)
* Employment and Support Allowance (income-related)
* Support under Part VI of the Immigration & Asylum Act 1999
* the Guarantee element of State Pension Credit
* Child Tax Credit – providing you are NOT entitled to Working Tax Credit and your family’s annual income (as assessed by HMRC) is not more than £16 190 (as at 6 April 2012)
* Working Tax Credit ‘run-on’ – the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit.

If you are receiving Working Tax Credit you are not entitled to free school meals, regardless of your income. The only exception is during the four-week ‘run-on’ period when you may have stopped qualifying for but are still receiving payment of Working Tax Credit.

Please refer to the Wiltshire Council website for more details or at the following link… [www.wiltshire.gov.uk/freeschoolmeals](http://www.wiltshire.gov.uk/freeschoolmeals) or call 01225 713780 for more information.

## School Milk

Milk is available at break times and is ordered and paid for through the Cool Milk scheme. It is provided free to the under 5's. Apply directly to the [Cool Milk website](http://www.coolmilk.com/).

## Transport

Transport is provided at the discretion of the Wiltshire Council. An application for a bus pass can be obtained from the school office if your child lives within the designated catchment area or on the route designated as unsafe to walk by Wiltshire County Council (details available from the office). A service is also provided from Pewsey, for which parents pay a charge direct to Wiltshire Council. An alternative form of transport may be the local Connect Bus service. To ensure your child's safety we ask parents to inform the teacher if a different person is to collect their child from the school.

## Parking

We insist that parents park responsibly at the Woodborough Social Club when driving to Woodborough to drop off, pick-up or attend events at the school and to use the field path to walk safely between school and the Woodborough Social Club car park. . A parking permit is required to use the Social Club car park at a cost of £10 per year. An application form is available from the School office or can be downloaded by [clicking here](http://woodboroughschool.org/wp-content/uploads/2015/01/Parking-Permit-Application-Woodborough-Social-Club-2016-17.pdf). We ask that parents park with consideration to the local residents and behave as ‘ambassadors’ for the school.

## House Groups

The school operates a house system that is very effective. Each house has its own colour (red

- Mars, green - Jupiter, yellow - Mercury and blue - Venus) and each child is allocated to a house. House points are awarded for exceptional effort, good work or achievement. PE shirts, book bags and class drawers are also in the child’s house colour.

## School Meeting

Throughout the year we have regular School Meetings, on Friday afternoons from 2.45 p.m. in the school hall and parents and friends of the school are warmly welcome to attend. These assemblies recognise, reward and celebrate good work and behaviour together with individual and house achievements both within school and for extra-curricular activities. Please refer to the current school newsletter or school calendar on the school website for the dates of School Meetings and whether the focus will be on Key Stage 1 or Key Stage 2 pupils.

## Out of School Activities and Clubs

We offer a variety of activities outside school time or during lunchtime. These may include Choir, Orchestra, Recorders, Tag Rugby, Hockey, Football, Netball and Rounders clubs as well as Sewing and Art Clubs. Some of these are provided courtesy of parents. ‘Sports Education Instructors’ also offer a breakfast club and an after school club for which there is a charge. They also offer some school holiday activities. For a list of clubs please [click here](http://woodboroughschool.org/classes-curriculum/extra-curricular-activities/).

Throughout their time at school children have the opportunity to go on various school trips to support their learning. The children in Years 5 & 6 make an annual residential field trip for one week to a range of locations.

When visits are arranged, which take children beyond the immediate locality; it is usual for us to invite contributions towards the cost from the parents of pupils involved.

## After School Fun Club

‘Fun Club’ is the after school child care provision run by the school for which a separate charge applies. This operates from 3.15pm until 6pm daily. For more information please [click here](http://woodboroughschool.org/parents/school-childcare/).

## The Academic Year

The term dates for the current academic year are available on the [school website calendar](http://woodboroughschool.org/parents/calendar/). 195 published days are included in the school calendar. School will be open to pupils for 190 days. The 5 additional ‘Staff Development Days’ allowed for in-service training, are set at the school’s discretion and are taken within the 195 published term days. Parents and carers are made aware of the dates for ‘Staff Development Days’ at the earliest opportunity and every effort is made to avoid any changes once they have been set.

## School Uniform

The wearing of our school uniform is a way of promoting the school and the sense of community. Fleeces, sweatshirts, cardigans, polo shirts, house t-shirts and hats may be purchased from

the school office. Grey skirts or summer dresses and trousers from any high street store are suitable. Secondhand school clothes are available for purchase at very reasonable prices. Reading and PE bags in house colours can also be purchased from the school office.

## Labeling

All items of clothing must be named, including shoes, trainers and wellington boots to make it easier to return lost property. There is also a lost property box at the school reception. Any unclaimed items will be sold or disposed of at the end of term.

**Girls** *In winter In summer*

Grey skirt or pinafore dress or grey/black trousers Blue/white checked or striped dress Light blue blouse or school polo shirt School sweatshirt or cardigan Royal blue school sweatshirt or cardigan White socks

Grey socks or tights

 Dark coloured leather shoes (not trainers)

**Boys** *In winter In summer*

 Grey trousers As winter, grey shorts Light blue shirt or school polo shirt

Royal blue school sweatshirt

Grey socks

Dark coloured leather shoes (not trainers)

## Indoor PE Kit

Black shorts, house t-shirt and plimsolls are required in school all week.

## Outdoor P.E. Kit

Indoor kit may be worn in summer with appropriate footwear - trainers or football boots. During winter months children will need warmer clothes – tracksuits or jogging bottoms and

sweatshirts.

KS2 children need football socks, shin pads and a gum shield.

 Long hair should be tied back and make-up including nail varnish is not permitted.

## Swimming

For ease of changing, those children going swimming may wear navy or black jogging bottoms and school sweatshirts (and girls are encouraged not to wear tights).

## Valuables

Money should not be brought into school unless it is required for a specific purpose such as dinner money, outings or swimming. Jewellery should not be worn. Pierced ears may only have studs in. Watches and toys are brought at the owner's risk. Mobile phones should not be brought into school. We cannot be held responsible for loss or damage to items.

## Money

All monies sent to school should be in an envelope with the child's name written on it and the purpose for which the money is sent. These need to be placed in the class wallet at registration time in the mornings or in the white post box outside the school office.

## Medicine in school

Should your child require a course of medicine that requires a dose during the school day, you may come to school to administer it. Please refer to the school website for further information.

## Concerns

We hope that any concern can be resolved by discussion with the class teacher, in the first instance. If necessary and appropriate, concerns may be referred onto the Headteacher.

If your concern cannot be resolved, then you can submit your complaint in writing to the Clerk to the Governors (who will acknowledge receipt). If the Governing body cannot resolve the matter, there is an agreed Local Authority Complaints Procedure that should be followed. The complaint should be referred in writing to the Local Authority, who will arrange for an investigation to take place.

If you require any detailed information on the complaints procedure, full details are available on request from the school office or from the [school website](http://woodboroughschool.org/policies/).

## Behaviour

## Our Golden Rules

☺ Be gentle and behave safely

☺ Be kind, helpful and thoughtful

☺ Work hard and try your best to do your best

☺ Look after property

☺ Listen to people

☺ Be honest and respectful

☺ Be well mannered

The school aims to create a secure climate in which qualities of self-control, consideration for others and their property, self-respect, co-operation, initiative and honesty are nurtured. These aims are achieved through involving pupils and staff in following the ‘golden rules’ which are reviewed and reinforced regularly as a whole school and in classroom policy.

The school has an assertive approach to behavior. We aim to provide a secure atmosphere in school where encouragement of good and thoughtful behaviour, through example and mutual respect, is rewarded and reinforced constantly.

Should a child continuously forget the ‘golden rules’, it is our policy to inform the parents and invite them into school. Together the staff and parents can come to an agreement on how best

to resolve the situation. The understanding and co-operation of parents in such matters is valued highly by the Headteacher and staff.

## School Council & Eco Squad

Children elected from each year group attend the School Council and Eco Squad monthly meetings to discuss issues raised by the children themselves. The groups provide a forum for ideas and suggestions and is greatly valued by the Head teacher, staff and children.

## Find out more about the School Council and Eco Squad by clicking here.

## Transfer to Secondary School

Unless parents make alternative arrangements for secondary education, children living in our designated area will transfer to Pewsey Vale School at the end of Year 6. Transport to Pewsey Vale School is provided by the Wiltshire Council.

Several induction days take place in Years 5 and 6 so that the children spend at least two days in their secondary school before they transfer.

## Advice can be sought about transfer to secondary school from the Year 6 class teacher.

.

## Administrative Officer

The Administrative Officer is available in the school office between 8.15 am and 3.15 pm every day and can be contacted on:

Tel: 01672 851305

E: admin@woodborough.wilts.sch.uk

## Staff

A full list of school staff and their roles is available on the website by [clicking here](http://woodboroughschool.org/our-school/meet-the-staff/).

## Governors

The Woodborough School Governing body consists of Foundation Governors, Parent Governors, Staff Governors and the Head Teacher. A full list and profiles are available on the [school website](http://woodboroughschool.org/our-school/governors/).

Governors may be contacted through the Clerk to the Governors at the school on 01672 851305.

## A Message from the Chair of the Governors

*On behalf of my fellow Governors, I would like to welcome you and your child to our school. We are very proud of Woodborough C of E School, and we hope that you will come to feel the same.*

*It isn't the same school that it was last year, and it won't be the same a year from now - all children get older and some leave, while others take their place. There is always change in any human activity, and it is the governors' task and duty to make sure that we plan for change, so that when it happens the school gets the fullest benefit from it. This is our share in keeping it a good school.*

*Your share, as a parent, is to help and support the teachers and staff who are responsible for your child's progress. This includes telling somebody about any worries you have, just as they will tell you anything you should know about your child's life at school.*

*Governors regularly visit the school to see it in action and support the pupils and staff. We value contact from parents through our Parent Governors, and are always ready to listen and respond.*

*Dr Tim Atkins*

*Chairperson*

## Parent Teachers Association

The Parent Teacher Association (PTA) has a very successful history within the school; they have raised funds towards a number of projects and always work to support the school and encourage parental participation in school events. The parents/guardians of every child in the school automatically become members of the PTA and are welcome to its meetings and functions.

The PTA aims to support the school in the following ways:

* Encourage awareness of/participation in school activities;
* Encourage co-operation between home and school;
* Provide an opportunity for members to meet socially;
* Provide financial support through fund-raising activities; and
* To agree, in consultation with the school, appropriate spending priorities for monies raised.

All parents are encouraged to come along to meetings and/or events – it’s a great way to meet other parents and to help support the school.

The PTA officers can be contacted through the school. Please [visit the school website](http://woodboroughschool.org/our-school/pta/) for details of the current committee and to find out how the PTA helps to enrich your child’s experience at Woodborough School.