

Witnesham Primary School
Prospectus
For entry year 2018/2019



*“Witnesham has nurtured our children to love school
and to feel confident about themselves.’
Inspection evidence confirms this to be so.”*

Ofsted October 2016

Dear Parents/Carers

Welcome to Witnesham Primary School. You have, or are about to make one of the most important decisions for your child – ‘Which school do I send them to?’ It is also one of the hardest!

This brochure will give you a ‘feel’ for our school, it will answer some of your questions and it may provoke many more. Either way, please arrange to visit the school by contacting the school office and come and meet our wonderful staff and children.

Educating your child is a partnership between home and school – you are the first teachers of your children and will continue to teach them throughout their lives. Here at Witnesham Primary School we will develop the many skills your child already has and we will teach them lots of new ones to enable them to reach their full potential.

My belief is that Witnesham Primary School allows children to learn and grow intellectually, emotionally, morally, spiritually, physically and socially in a friendly, stimulating and caring environment.

We aim for every child to become a confident, capable, caring and valued member of the community.

We look forward to welcoming you and your family to our school.

Kind regards

Mrs J L Hubbard-Whitehead
HEADTEACHER

The information and particulars contained in this prospectus relate to the school year indicated on the front cover and are correct at the time of publication.

It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised:

- or
- a) before the start of, or during, the school year in question,
 - b) in relation to subsequent school years.

Witnesham Primary School

Our Core Values

We are committed to:

Creating a stimulating, safe and happy atmosphere conducive to learning.

Developing lively and enquiring minds through a love of learning.

Providing an exciting and engaging curriculum through enthusiastic and high quality teaching.

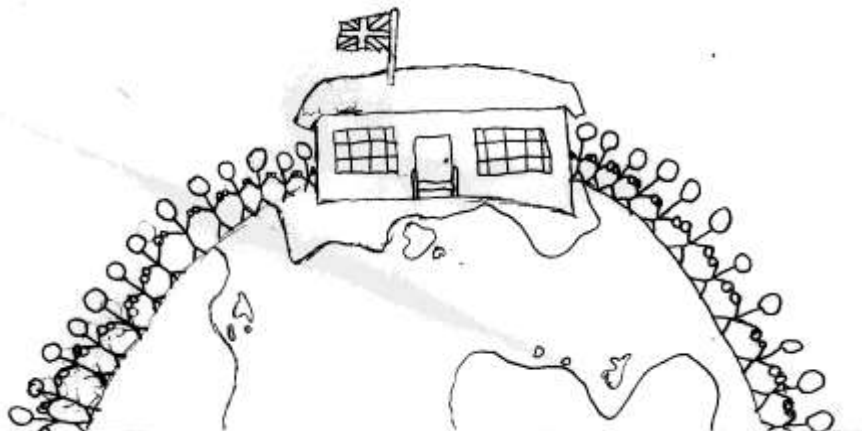
Encouraging our children to reach their full potential creatively, academically, physically, emotionally and spiritually.

Nurturing self confident, responsible and caring children.

Treating each child as an individual.

Working in partnership with parents and the wider community.

“On our own we are great – together we are amazing”



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Introduction

Welcome to our school. This school is a community primary, co-educational day school. It takes children from the ages of four to eleven and serves the villages of Witnesham, Swilland and Ashbocking, although we welcome applications from families from the wider community. Through the caring attitude of the staff and through close co-operation between parents and teachers we have created a learning environment, which is secure, happy, friendly and stimulating.

Since April 1st 2014 we have been fully federated with Otley Primary School and we are known as Otley and Witnesham Federated Primary Schools. We have one Governing Body for the two schools, but each school manages its own budget.

We are fortunate in having good facilities and resources in school and our extensive grounds provide the opportunities for endless activities to make full use of the outdoor learning environment; our woodland and recently developed garden and conservation area being the children's favourite places to explore.

One of the classrooms has been modified to accommodate an outdoor activity area for our younger children in the reception class. This allows for a more practical approach that children require in their early years.

We have a wonderful library and multi-use area and although computers have an important role within the school, we feel very strongly that the value of books cannot be underestimated and children are encouraged to take books home for private reading.

In this brochure we have provided as much information as we feel is relevant but further details can be available from our school website www.witneshamprimaryschool.co.uk or if you have specific queries please telephone the school office.

Safeguarding Statement

The health, safety and well-being of all our pupils are integral to our school ethos and we do our utmost to ensure our children are kept safe in school. (Education Act 2002 – Section 175 (2)).

Children have an understanding that they can speak to any member of staff about any worries or concerns they may have.

All our staff and Governors have received Child Protection training and Mrs Hubbard-Whitehead (Headteacher) and Mrs Booty (Deputy Headteacher) are known throughout the school to be the Designated Safeguarding Leads (DSL) and have undergone extended training in this area. Additionally, all staff and volunteers working within the school have received enhanced DBS checks.

If you have any concerns about a child and would like to speak to somebody please make an appointment with the office staff and be assured that any information is treated with complete confidence.

School Curriculum

We are following the New National Curriculum (2014) in all of our mixed-aged classes.

Special Educational Needs & Disabilities (SEND)

We recognise that all children are different and from time to time some children will need help or additional support in one or more curriculum areas. One of our strengths is our ability to identify children who need that extra help at an early stage. The Headteacher is our Special Educational Needs Coordinator (SENCO) and she will support the Class Teacher with providing an appropriate programme of work matched to the needs of the individual child, which may include an intervention programme.

Gifted and Talented

As with SEND, children that are exceptionally able will also be catered for with appropriate extension work and there are no ceilings placed upon the levels at which children can achieve.

Early Years Foundation Stage

Children in Reception follow the Foundation Stage Curriculum which is structured largely around play activities and practical small group work; the ways in which young children learn best. From writing their name in paint, digging for fossils in sand, making numbers in play-dough, making obstacle courses, doing treasure hunts, learning to read and writing postcards from pretend jungles, children are engaged in a wide variety of ways.

We love children to be children! Every third Wednesday we put on our wellies and do some outdoor activities in our onsite woodland area, which may involve some mud!

We follow the 4 key themes of the Curriculum – valuing each child as an individual and meeting their personal needs, providing a stimulating place to learn both inside and outside to inspire children, building positive relationships with adults and each other and allowing their learning to progress at the rate suitable for them in the six areas of learning. These are based on Literacy, Numeracy, Physical skills, Creative skills, Personal, Social and Emotional development and Knowledge and Understanding of the World. We believe the keys to effective learning are confidence, independence and excitement. This stage of school sows the seeds for all future learning.

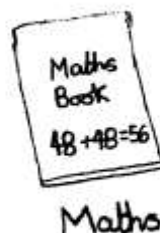
Literacy

We believe Literacy is the key to all learning. Speaking and Listening, Reading and Writing filter through to all areas of the curriculum. Our children love to read a wide range of literature and learn about the many different styles of writing, engaging with poets, film-makers and authors with an increased emphasis on Speaking and Listening, which enhances their writing skills. Our children are encouraged to be creative writers and our excellent resources reflect the opportunities for children to excel and develop their particular skills. Spelling, handwriting, punctuation and grammar are taught across the school in a systematic way.

Mathematics

Our daily maths lessons follow the modules detailed in the National Curriculum. Through problem solving and interactive activities children are able to explore numbers in order to build their knowledge and understanding and use of calculations, appropriate to their age and ability. A scheme of work has been established throughout the school. Teachers incorporate a range of resources in exciting and meaningful ways to build children's skills in the key areas:

- Numbers
- Calculations
- Measures
- Shapes and Spaces
- Data handling



Children are encouraged to continue their learning, both in school and at home, through computer based activities and by sharing homework with their parents and carers.

Computing

Computing is embedded across the curriculum for teaching and learning. The children thoroughly enjoy using the networked laptops and computers and access a range of activities to encourage their learning in all subjects. Each classroom is fitted with an interactive whiteboard which enables teachers to use a range of media in the classrooms. The children are taught how to use a search engine and a range of different programs to enhance and advance their research and presentation skills.



Science

Through practical lessons, we encourage children to develop enquiring minds to investigate the world around them and accumulate scientific skills through first-hand experiences. Pupils solve problems by making close observations, planning, predicting, fair testing and recording their findings in a systematic way. We teach and encourage the children to have responsible attitudes towards the environment and living things; our fantastic school grounds act as a wonderful 'outdoor classroom'.

Geography

In Geography children learn about places and environments. They do this by finding out about their local area and making comparisons with other places in the UK and around the world. The pupils appreciate learning outside the classroom and there are many fun

opportunities for learning new fieldwork, mapping and observational skills. Children learn about key themes such as weather and climate, continents and countries, settlements and environmental issues.

Religious Education

The teaching of RE holds an important place at Witnesham. Children are encouraged to ask questions and think reflectively through their learning experiences. This is done through daily school assemblies, reflective story telling at festival times and through special themed days. The RE modules allow children to learn and think about their own faith and beliefs and help them develop an understanding of other major world faiths.

History

The children are encouraged to explore their curiosity about the past in Britain and the wider world. They consider how the past influences the present, what past societies were like and what beliefs and cultures influenced people's actions. As they do this, pupils develop a chronological framework for their knowledge of significant events and people. In history, pupils find evidence, weigh it up and are encouraged to reach their own conclusions. To do this they are given the opportunities to participate in themed enactment days, research, sift through evidence, visit appropriate historical sites and engage in active discussion. Drama in various forms plays an important part in our history curriculum.



Physical Education

We are delighted that our school has been awarded the Sainsbury's School Games Gold Award for 2 years and it reflects that PE is a popular subject amongst children at Witnesham.

Children gain knowledge and skills in this subject through Games, Dance, Gymnastics, Athletics and Swimming. They develop a range of skills which lead into playing invasion games, net and wall games and striking and fielding games within lessons, in mixed class tournaments and in competitions against other schools. Children love the opportunity to play in tournaments and represent their school. Their creative skills are nurtured through dance and every year we hold a Country Dance Party where children perform using a traditional May Pole. In Gymnastics they learn to plan, perform and evaluate various movements and sequences of moves and in Key Stage 2 the children attend swimming lessons at a local pool. 'Before' and 'after' school Sports clubs such as Running Club, High Fives Netball, Football Club and Multi-sports are well attended.

Through individual, group and team challenges, children's stamina, technique and accuracy all grow, as does their desire to improve their own performance. As a school we continue to value the principles of our Healthy Schools Status, therefore the children also learn to understand the role of physical activities in maintaining good health.

Personal, Social and Health Education (PSHE)

In Personal, Social and Health Education children learn through discussion, stories, video and role play. They learn how to build excellent relationships with others and to understand and respect others' differences. They are taught to make informed choices, have an awareness of safety and how to maintain a healthy lifestyle. All children are encouraged to be responsible members of our school and we hope go on to become responsible members of the wider community. We uphold British Values which are incorporated into our spiritual, moral, social and cultural curriculum (SMSC).

We hold annual "Learning Together" sessions where parents are invited to come and work with their child on particular topics such as Medicines, Alcohol and Healthy Eating. Specific lessons are taught on sex and relationships in Years 5 and 6 with resources being shared and discussed with parents in advance.

Our children impress us with the way they carry out their given responsibilities, their ideas and enthusiasm in supporting charity events and the way they care for and help each other.



Art

All staff work with the Suffolk Art Scheme to provide ideas for their work and to ensure that the different skills of drawing, painting, collage, 3D, textiles and printmaking are being taught in a creative and imaginary way. Much of the work in Key Stage 1 is topic based and all the children's work is celebrated with displays throughout the school. The consolidation of skills in art can be seen across the curriculum.

Design Technology

DT is taught throughout the school where children are given opportunities to exercise a range of skills to try different techniques using a wide array of materials. The use of design technology across the curriculum also expands the children's creativity, knowledge and understanding of topics and is an ideal stimulus for bringing the curriculum 'alive'.

Some fantastic examples of projects the children have completed are cards with pop up mechanisms, photo frames, fruit salads, slippers, purses, hats, medieval houses and interactive games; our children are highly creative!

Modern Foreign Languages (MFL)

Children are given the opportunity to learn French in Key Stage 2 and it is introduced on an informal basis to Key Stage 1. Lessons are given with the emphasis on fun and learning is

largely through games, songs and other interactive methods, such as our successful French Café themed day. Children find out about French life and culture with its similarities and differences, as well as learning a range of simple vocabulary and phrases. Most work involves speaking and listening and focuses on every day conversation. However, as children progress through the programme of study they will also experience reading and writing French. We take pride in the fact that our school has achieved a Silver Lingumarque!

Music

Through a range of musical experiences; listening, experiments with sound, pitch development, rhythm, pulse, tempo, movement and composition, we aim to help the children develop musical skills that will serve as a basis for enjoyable activity both in school years and adult life. Our children are wonderful singers and often take part in community singing projects.

From Year 2, children have the opportunity to learn to play the recorder and in Years 3, 4, 5 and 6 they are able to learn the guitar with a music teacher provided by the County Music Service.

We also take pride in our dramatic productions which are a very important and much enjoyed part of school life and gives all children a chance to give expression to their theatrical talents.



Philosophy for Children (P4C)

Children enter school with a wealth of unanswered questions and through Philosophy we aim to give children the skills to think about their interests, fears, ideas and concerns regarding the world in which they find themselves. Philosophy simply is a method of thinking, reasoning and presenting a valid argument and is often taught alongside PSHE and RE.

Outdoor Education

Our nature garden, conservation area and pond provide us with additional opportunities to enhance the children's learning across all areas of the curriculum and add an exciting further dimension to the school environment. Our wonderful grounds act as an outdoor classroom at every available opportunity.



Residential Visit

Every other year one of the highlights of Class 4 (Years 5 and 6) is a 4 night residential stay. In the Summer Term of 2017 we went to the Hollowford Centre in Derbyshire again and we will be returning there in July 2019. In previous years we have also stayed at Sizewell Hall, getting involved with African Adventure. The week away involves a series of activities, many of them new to the children, which promote both independence and team building.

Extra-Curricular Activities

Provided by the school, there are regular after school activities including Gardening Club, Hi Fives Netball, Athletics Club and Football Clubs. Premier Sport also offers an after school club, which parents can choose to pay for.

The Governors have approved a Charging and Remissions Policy and they reserve the right to make a charge in the following circumstances for activities organized by the school:

- School journeys in school hours
- Activities outside school hours
- Materials
- Instruments
- Music tuition



Football

Charges will not be made in the following circumstances:

- where a pupil is in receipt of (or registered for) free school meals the nationally agreed criteria for which the family is in receipt of:
 - Income Support
 - Income based Job Seeker's Allowance
 - Income related Employment and Support Allowance
 - Guarantee element of State Pension Credit
 - Child Tax Credit as long as you do not get a Working Tax Credit and your taxable income is less than £16,190
 - If you are supported under Part IV of the Immigration and Asylum Act 1999
 - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit

If you feel this may be applicable to you, please speak with the school office about the Charging and Remissions Policy.

The Pupil Voice

The School Council is formed from two representatives from each class and chaired by Mrs Booty. Children are given the opportunity to voice their opinions on everything that affects their enjoyment and perception of school life. They can offer suggestions as to how the school may be improved or just discuss and plan a forthcoming event. Governors will often seek the 'pupil voice' to clarify a particular initiative in school.

All children are allocated to a 'house' when they start at our school and are able to earn house points for good work or effort. Each 'house' has a captain and a vice captain with the winning team showing their house colours on the school cup each week. Some activities are house based such as Sports Day or making Christingles.

The school has an Eco Council, chaired by Mr Gooderham and Ms Catchpole, one of our Governors and we are proud to hold the International Eco-Schools Green Flag Award. The council meet fortnightly to discuss issues regarding water, energy, waste, bio-diversity and how we can help the local community and wider world.

Additional Information

Witnesham Area Pre School

Although run independently from the school, the Witnesham Area Pre-School occupies a building within our school grounds and we enjoy regular links with visits from the Rising 5's for story time and musical activities.

Witnesham School Association – WSA

We have very supportive parents and a particularly active WSA committee who are fantastic fund-raisers for all the 'extras' enjoyed by our children. The WSA have recently contributed to the cost of coaches for trips and additional staging for our pupils to use when performing school plays. They organise activities which are usually family based and great fun!

Our School Buildings

This has been a school for the local community since 1935 and we are very proud of our historical roots – part of our buildings were the site for Otley Horticultural College and our school badge depicts the village sign and our place within this rural community.



School & Parents Caring for your child

'Parent Partnership for Positive Performance'

We believe that parents have a key role to play in the education of their children and we are very keen that they should be involved in school life. Parents often assist us in the many and varied classroom activities. Parents accompany us on school trips; help with Sports Day and other school events.

Involvement of parents in school life is of great value to the children and helps us to work in close partnership so please don't hesitate to speak with us if you would like to help in any way.

We do our utmost to ensure parents are fully included in school and class events and issue regular newsletters and encourage daily use of the children's 'home to school' books, as well as posting news items on the school website and Learning Platform.

At the end of each school year parents receive a written report on their child's progress. There is an opportunity for each child to set their own targets to which they work towards. Children are involved in evaluating their own progress each term. There are termly parent/teacher consultation evenings where parents are able to discuss their child's progress and see examples of work. Parents will be notified by letter of all parents' evenings and we hope that you will come along to these.

We operate an 'open door' policy and if parents have a particular concern the Headteacher or Class Teacher will be happy to meet by prior arrangement.

In September 1999 the Home School Agreement was introduced. Parents of each child entering the school are asked to sign the agreement.

Photography

Staff frequently take photographs of children engaged in many varied activities. These are usually displayed, then stored in albums as a means of recording the school's life and work. When a digital camera is used, pictures may be stored on a CD, memory stick or computer. From time to time photographs of children may appear in the local press, in order to publicise school events. On admission, parents will be requested to sign a form giving permission for photographs to be taken of children.

Visitors

We encourage visitors from the community as well as those with a specialism to come into school and talk to the children. Parents are informed of curriculum areas which will be taught through a class information letter at the beginning of each term.

School Discipline

Our School Rules, written by the School Council, form the basis for a safe and happy environment:

We always work hard and do our best
We all make good choices about how we behave
We respect everyone and everything around us
We welcome and include everybody
We move around the school sensibly

However, if a child needs to be punished, then a loss of privilege is operated. If behaviour continues to give concern, parents are contacted and the matter is discussed in confidence between the Class Teacher or the Headteacher and the parents. Formal procedures thereafter are laid down in the School's Policy on Behaviour and Discipline, which is available for parents on request.

How can I help at home?



Homework

The staff of Witnesham School place a high value upon the partnership which exists with parents and acknowledge the work done by parents in supporting their child's learning. Regular homework which is set includes reading and spellings and at times some research of a particular topic which is being covered in class. In conjunction with this, we feel that talking to your children about their day and any issues they may have, helps to develop their speaking and listening skills.

Attendance/Absence

At Witnesham School we recognise the clear links between attendance and attainment and regular attendance is vital if children are to reach their full potential. We will not authorise any absences that are outside the approved circumstances and strongly recommend that parents avoid the need to take children out of school for medical appointments and family holidays.

If a child is absent we require parents either to telephone the school or send a note before 9.15am on the first day of absence and if no communication is received we operate a 'First Day' calling system whereby parents are telephoned to ascertain the reason for absence. This procedure is designed to ensure the child's safety and it is essential that parents comply. Where no reason is given, the absence will be recorded as 'unauthorised'. We do need to know the whereabouts of a child each day that they are not in school.



We support the local authority issuing penalty notices if a pupil has more than 10 sessions (5 whole days) of unauthorised absence in any academic year.

The Local Authority Education Welfare Officer (EWO) attached to the school monitors the attendance and punctuality of pupils on a termly basis.

In order to fulfil our duties to keep children safe we also request that if your child is not being collected by either parent, please give prior notice to the school office of the named person delegated to that role.

The full Attendance/Absence Policy may be viewed upon application to the School Office.

Illness in School

If your child becomes unwell or has an accident at school we will always do the best we can to make your child comfortable until you can come to take him or her home. In cases of emergency it is important that we contact one or both parents. For this reason, telephone numbers for parents and carers should be given to the school. The Headteacher will act on the advice of the Medical Officer consulted in a case of emergency if she is unable to contact the parents.

Medicines

If children are unwell they are best kept at home until they are better. When your child is well enough to return to school it should not be necessary for him/her to need medication in the middle of the day. The administering of medicines is the parents' responsibility and we expect that you will keep your child at home or arrange to administer the medicine personally. You are welcome to come into school if your child needs medication during the school day but if this is not possible do speak with the school office about requesting for the school to administer medication.

We recognise that in the case of long-term medical conditions it may be necessary for a child to take medication during the day. Parents should please contact the Headteacher for the necessary authorisation process, which will include the completion of a Medical Healthcare Plan.

Children with asthma should have a clearly named inhaler with clear dosage instructions, that we can keep in school for emergency administration should the need arise. If your child has a medical problem, which may affect his/her schoolwork, please contact the Headteacher. Such information is, of course, confidential.

Health Service

The Allington NHS Trust is responsible for providing the School Health Service in this area. Children who are healthy and happy will be able to make the most of their school years. The School Nursing Service, based at Whitton Clinic is here to help parents and children achieve this.

All schools have a named School Nurse. Parents can make an appointment to see her to discuss any aspects of their child's health. She will conduct health interviews for all children in their Reception year and this will include vision and hearing tests.

The School Nurse is responsible for promoting the good health of school children. She works closely with teachers, school doctors, health visitors and other professionals concerned with children. There are termly 'drop-in' sessions for parents, whereby no appointment is necessary to discuss any health concerns you may have regarding your child and we publicise these dates via the school newsletter.

It is advisable that children are up to date with their immunisations prior to school entry.

School Meals and Snacks

We firmly believe healthy eating to be a driving factor in children's attainment and our school cook provides appetising and nourishing meals from a modern, purpose built kitchen. Lunchtimes are an opportunity for a social gathering of the whole school where we all eat together. The termly menu is sent home for parents' information.

Children whose parents do not wish them to have a school meal may bring a packed lunch, but we ask that it does not contain sugary drinks or sweets.

We are part of the Universal Free School Meals initiative, where all pupils in Foundation Stage & Key Stage 1 are currently offered a free school meal each day.

For children in Years 3 to 6, lunch money is collected on a Monday or at the beginning of each half-term and should be sent in a clearly named sealed envelope or purse. Cash or cheques are acceptable, which should be made out to 'SCC Withensham Primary School'. Alternatively, payments can be made online at www.myschoollunch.co.uk/suffolk. If your child is absent, any meals paid for in advance will automatically be credited, so less money will need to be sent into school on the next occasion.

Parents who are receiving Income Support, Income Based Job Seekers Allowance and Working Tax Credit may qualify for free school meals for their children. Information regarding this may be obtained from the school office or the Southern Area Education Office on 01473 260989.

It is a proven fact that a healthy snack mid morning and the opportunity to drink plenty of water throughout the day aid children's concentration levels. We ask parents to send in a named bottle of water daily. The school is a member of the National Fruit and Vegetable scheme, whereby Foundation Stage & Key Stage 1 children are given a piece of fruit daily which is eaten at morning break. Older children may bring in a healthy snack, such as a piece of fresh or dried fruit or vegetable (no processed foods) in a container with his/her name on.



National Assessments

All pupils are assessed nationally using an identical mix of tasks, tests and teacher assessments. The assessment takes place at age 7 known as Key Stage 1 and age 11 known as Key Stage 2. At Key Stage 1 there is an emphasis on basic literacy and numeracy. At Key Stage 2 English, Mathematics and Science are assessed. Children in the Early Years will be observed and all their achievements are recorded in the Early Years Foundation Stage Profile. Children in Year 1 will sit a Phonics Screening Test.

The new curriculum is assessed at the end of Key Stages 1 and 2 and children are identified as: 'working below the expected standard' or 'have reached the expected standard'.

There are two components in the assessment: the teacher's assessment and the test assessment. The teacher assessment draws on the full range of work, including practical work while the tests focus on knowledge, understanding and skills in selected subjects.

The following tables show the attainment in the Year 1 Phonics, Key Stage 1 and Key Stage 2 SATs for pupils at Withnesham in 2016.

At Withnesham we are rightly proud of the achievements and attainment levels reached by all our pupils and of the hard work that their teachers do to support each child.

These are national tests and assessments applied to every pupil at age 7 and 11 and are seen as one of the indicators of the performance of the school. Below are the percentages of pupils who reached the expected standard after being taught the new curriculum for only 2 years. Once again, the results show that reading is a strength in our school. It is our commitment to continue to maintain excellent levels of attainment, which exceed national expectations, over future years for all children attending Withnesham School.

2017 Year 1 Phonics % Results

Withnesham	88
National	81

2017 End of Key Stage 1 % Results

	Reading	Writing	Maths
Withnesham	67	60	60
National	76	68	75

2017 End of Key Stage 2 Results

	Reading Scaled score	Grammar, Punctuation & Spelling Scaled score	Maths Scaled score	Combined result if standard met	Writing (Teacher Assessment)
Witnesham	87	80	87	73	73
National	71	No Data	75	61	76

The School Day

Registration bell	8.55am
School starts with Registration	9.00am
Year R and Key Stage 1 break	10.30am – 10.45am
Key Stage 2 break	10.45am – 11.00am
Lunch	12 noon – 1.00pm
End of school	3.15pm



How our School is structured

Class One	Reception and some Year 1	{	Foundation Stage
Class Two	Years 1 and 2	{	Key Stage 1
Class Three	Years 3 and 4	{	Key Stage 2
Class Four	Years 5 and 6	{	

School Uniform

We hope that children will take a pride in their appearance and in being a member of the school community. There is a school uniform which is suitable for the activities of a modern primary school.

In the school office we keep a supply of sweatshirts, hats and T-shirts embroidered with the school logo. These may be purchased at any time. Other items of uniform are widely available from most large department stores. There is a lost property box in reception. Please come and look through it if your child loses anything.

We do hope that parents will encourage children to wear school uniform with pride.

Winter:

GIRLS:

Green Sweatshirt or Cardigan
Grey skirt, pinafore dress or grey tailored trousers
White blouse or polo top
White socks or grey tights
Black or Brown shoes (not trainers)

BOYS:

Green Sweatshirt
Grey trousers
White shirt or polo top
Grey socks
Black or Brown shoes (not trainers)

We also stock a school waterproof, reversible, fleece-lined jacket. Woollen hats with the school logo are recommended for both boys and girls during the winter months. These can be purchased from the school office.

Summer:

GIRLS:

As above, or green and white checked dress

BOYS:

As above, or short sleeved white shirt, grey shorts

Hats are recommended for all outdoor activities during the summer months and school baseball caps for both boys and girls can be purchased from the school office. Children should not wear 'open toe' sandals or anything that could be interpreted as 'holiday footwear'.

Continued...

Art/Craft

Apron or Overall
(a cut down shirt with elastic in the sleeves is ideal)

Physical Education

Tracksuits for outdoor PE
Black or Navy shorts.
White T-shirt
Plimsolls
Swimsuit, cap, towel (Key Stage 2 only)
Trainers for older children

Please provide a 'shoe' bag for your child's PE clothing.

Please note that jewellery should not be worn in school.

If children have pierced ears, studs must be removed by the child themselves for Physical Education and swimming. Adults will not remove or put back earrings for pierced ears.

We ask that all items of children's clothing be clearly named please.

Witnesham School Staff

Teaching Staff

Headteacher:	Mrs J L Hubbard-Whitehead <i>Cert. Ed. BA (Hons. Ed.) MA Ed. NPQH</i>
Deputy Headteacher:	Mrs B Booty - Class 3 (Years 3 and 4)
Teachers:	Mr R Gooderham - Class 4 (Years 5 and 6) Mrs C Skeet - Class 1 (Years R and 1) Miss R Tabart - Class 2 (Years 1 and 2) Mrs S Lankester – Part-time Teacher

Support Staff

Classroom Assistants:	Mrs D Baker Mrs K Cook Mrs S Cooke Mrs T Fayers (HLTA) Mrs K Frost (HLTA) Mrs S Risby Mrs A Steele Mrs S Wilson
Finance & Administration:	Mrs S Leggett Mrs D Baker
Cook-in-Charge: Assistant (GCA):	Ms P Bradley Mrs S Marshall
Midday Supervisors: (Including Relief MDSA's)	Mrs K Cook (Snr MDSA) Mrs L Day Mrs I Lagden Mrs T Parker Mrs S Wilson (Snr MDSA)
ICT Technicians:	CPW Computing
Chair of Governors:	Mr I Liddell
Chair of School Association:	Mrs V Gregg

Suffolk County Council (Southern Area) Admissions:

Constantine House, Constantine Road, Ipswich, Suffolk IP1 2DH

Phone: 0345 600 0981 (local rate)

Email: admissions.south@csduk.com

Our School Governors

The Governors have general oversight of the conduct of the school, though the day-to-day management is in the hands of the Headteacher. Governors are expected to form a link between the school and the local community, to offer support to the Head and Staff, to help in the appointment of staff, to keep in close touch with the school by regular visits and to meet as a body at least once a term. Copies of the Minutes of these meetings are available for viewing at the school on request, as they become available.

*“We are the school’s critical friends.
We challenge the school but also support and encourage it”.*

There are currently eleven governors in all:

Headteacher: Mrs J L Hubbard-Whitehead

Staff Governor: Mrs C Tomany

Parents: Mrs F Smith
Mr T Field

Co-opted Governors: Mrs M Barker
Mrs B Booty
Ms J Catchpole (Vice Chair)
Mr J Denny
Mr P Hartshorne-Jones
Mr W Hinshelwood
Mr P Laughlin
Mrs S Leggett
Mr N Stanley

**Appointed by the Local
Education Committee:** Mr I Liddell (Chair)

Parents are encouraged to play as full a part as possible in their children's education and there are two Parent Governor places on the Board of Governors. Elections for parent representatives are held every four years and the names are shown above.

Term Dates for Academic Year 2018/2019

Please note that each school pyramid, (high schools and their feeder primary schools), will identify five days within the general term dates as Professional Development (PD), non-pupil days*.

Autumn Term 2018

Begins Wednesday 5 September 2018

Ends Wednesday 19 December 2018

Autumn Half Term

Begins Monday 22 October 2018

Ends Friday 26 October 2018

Christmas Holiday

Begins Thursday 20 December 2018

Ends Tuesday 1 January 2019

Spring Term 2018

Begins Wednesday 2 January 2019

Ends Friday 5 April 2019

Spring Half Term

Begins Monday 18 February 2019

Ends Friday 22 February 2019

Easter Holiday

Begins Monday 8 April 2019

Ends Monday 22 April 2019

Summer Term 2018

Begins Tuesday 23 April 2019

Ends Wednesday 24 July 2019

Summer Half Term

Begins Monday 27 May 2019

Ends Friday 31 May 2019

PD Days

5th September 2018

19th October 2018

2nd January 2019

23rd April 2019

3rd June 2019