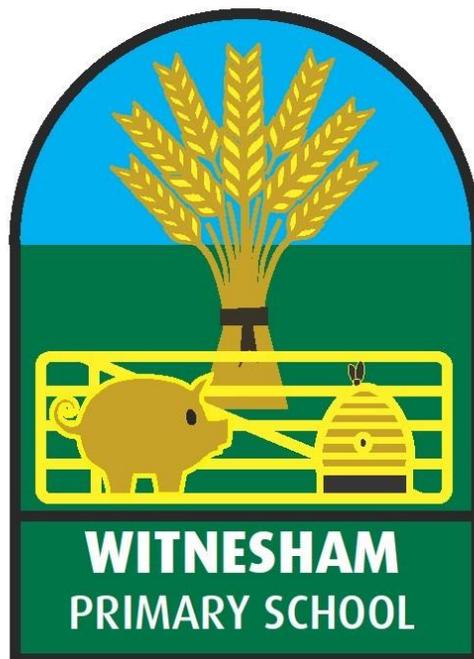


**Witnesham Primary School**  
**Prospectus**  
**For entry year 2019/2020**



*“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 gives all children, regardless of ability or need, the opportunities to learn in an inclusive and nurturing environment; embracing the rich and varied curriculum we offer.

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

Mr Richard Benstock  
Executive 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.**

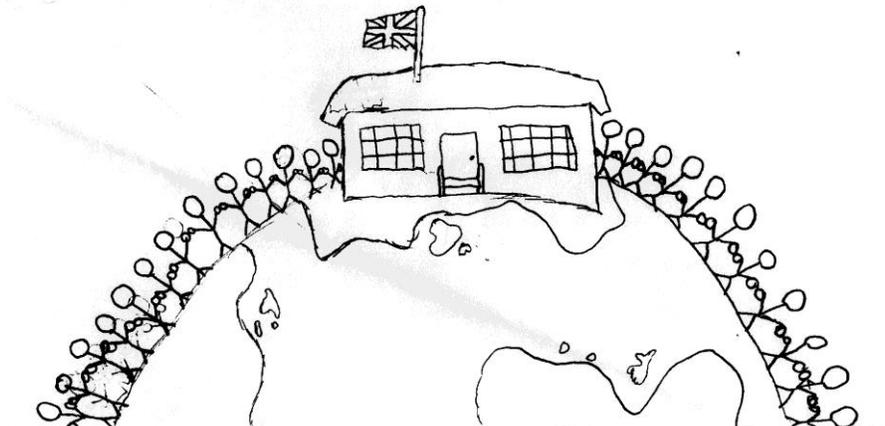
**Encouraging our children to reach their full potential creatively, academically, physically, emotionally and spiritually.**

**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”**



## Contents

<b>Letter from the Executive Headteacher</b>	<b>Page 2</b>
<b>Our Core Values</b>	<b>Page 3</b>
<b>Introduction</b>	<b>Page 5</b>
<b>Safeguarding Statement</b>	<b>Page 5</b>
<b>School Curriculum</b>	<b>Pages 6 – 11</b>
<b>Additional Information</b>	<b>Page 12</b>
<b>School &amp; Parents Caring for your child</b>	<b>Pages 13 – 16</b>
<b>National Assessments</b>	<b>Page 17</b>
<b>The School Day</b>	<b>Page 18</b>
<b>How our School is structured</b>	<b>Page 18</b>
<b>School Uniform</b>	<b>Pages 19 – 20</b>
<b>School Staff</b>	<b>Page 21</b>
<b>School Governors</b>	<b>Page 22</b>
<b>Term Dates</b>	<b>Page 23</b>

## **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 1<sup>st</sup> 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, garden and conservation areas 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](http://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 Mr Benstock (Executive Headteacher) and Mr Gooderham (Head of School) 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 (2018) 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. We have an experienced Special Educational Needs Coordinator (SENCO) who will support the Class Teachers with providing an appropriate programme of work matched to the needs of the individual child, which may include intervention programmes, behaviour support or social interaction guidance.

### **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. All children are encouraged to reach their full potential.

### **Early Years Foundation Stage**

Children in Reception follow the Early Years 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! Regularly, 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.

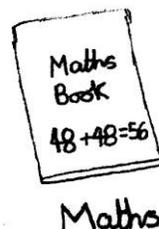
### **English and Literacy**

We believe English and particularly 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 mathematical concepts in order to build their knowledge and understanding, 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:

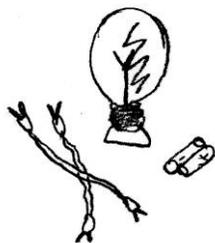
- Mathematical Thinking
- Pattern
- Representation
- Proportionality
- Generality



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**

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 a variety of faiths and beliefs and help them to develop an understanding of major world religions.

### **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 3 years and it reflects that PE is a popular subject amongst children at Winesham.

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

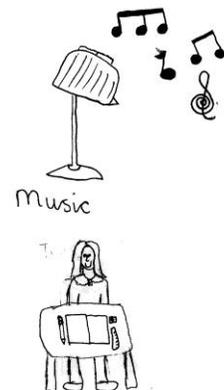
largely through games, songs and other interactive methods, such as our successful French Café themed day. Children find out about French life and culture with its similarities and differences, as well as learning a range of simple vocabulary and phrases. Most work involves speaking and listening and 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. Outdoor and adventurous activities are strongly encouraged, teaching the children the importance of teamwork, collaboration and risk management.



## **Residential Visit**

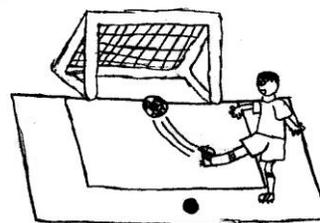
Every other year, one of the highlights of Class 4 (Years 5 and 6) is a 4 night residential stay. In the Summer Term of 2017 we went to the Hollowford Centre in Derbyshire again and we will be returning there in July 2019. In previous years we have also stayed at Sizewell Hall, getting involved with 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, Games 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 Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get). If your child is currently eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

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

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, Enterprise or craft days.

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 2<sup>nd</sup> 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**

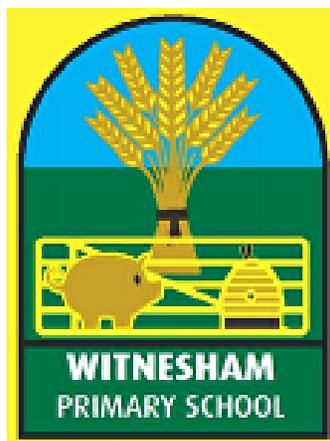
Although run independently from the school, the Witnesham Area Pre-School occupies a building within our school grounds and we enjoy regular links with visits from the Rising 5's for story time and musical activities.

### **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 a new sound system 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 Class Dojo.

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 Executive Headteacher, Head of School or Class Teachers will be happy to meet by prior arrangement.

### **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 and social media, in order to publicise school events. On admission, parents will be requested to sign a form giving permission for photographs to be taken.

### **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.

## **Behaviour Management in School**

Our School Rules, agreed with the children, 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

The school works towards positive behaviour management strategies, where children are regularly rewarded for positive behaviour. Assemblies celebrate achievements in and out of school. However, if a child needs to learn from mistakes, then a loss of privilege is may be operated. If behaviour continues to give concern, parents are contacted and the matter is discussed in confidence between the Class Teacher or the Executive 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 Primary 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 maths, reading, phonics 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. A £60 charge per parent per child is given in such circumstances.

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 Executive Headteacher will act on the advice of the Medical Officer consulted in a case of emergency if he 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 Executive 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 Executive Headteacher. Such information is, of course, confidential.

### **Health Service**

Our school nurses provide the Healthy Child Programme to ensure a healthy start for children and young people aged between 5-19 years old through five key pathways based on physical health and development, sexual health, emotional health and wellbeing, as well as further support which aims to reduce vulnerability and increase resilience and safeguarding.

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.

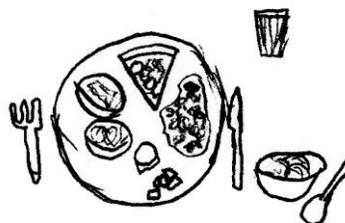
Children whose parents do not wish them to have a school meal may bring a packed lunch, but we ask that it does not contain sugary drinks or sweets.

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 Winesham Primary School'. Alternatively, payments can be made online at [www.myschoollunch.co.uk/suffolk](http://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 and Mathematics are assessed. Children in the Early Years Foundation Stage 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', 'working at the expected standard' or 'working at greater depth'.

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 Witnesham in July 2018.

At Witnesham 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. 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 Witnesham School.

**2018 Year 1 Phonics % Results**

<b>Witnesham</b>	<b>86</b>
<b>Local Authority</b>	<b>81</b>
<b>National</b>	<b>83</b>

**2018 End of Key Stage 1 % Results**

	<b>Reading</b>	<b>Writing</b>	<b>Maths</b>
<b>Witnesham</b>	<b>75</b>	<b>88</b>	<b>75</b>
<b>Local Authority</b>	<b>73</b>	<b>68</b>	<b>74</b>
<b>National</b>	<b>75</b>	<b>70</b>	<b>76</b>

## 2018 End of Key Stage 2 Results – Standardised Scaled Scores

	Reading	Grammar, Punctuation & Spelling	Maths	Writing % expected score or higher (Teacher Assessment)	Combined result % achieving expected score or higher
<b>Witnesham</b>	<b>108.8</b>	<b>108.1</b>	<b>105.6</b>	<b>79</b>	<b>71</b>
<b>Local Authority</b>	<b>104.4</b>	<b>104.6</b>	<b>103.3</b>	<b>N/A</b>	<b>60</b>
<b>National</b>	<b>105</b>	<b>106.2</b>	<b>104.4</b>	<b>78</b>	<b>64</b>

*Scaled Scores – Expected Standard is 100; Greater Depth is 110*

### The School Day

Registration bell	8.55am
School starts with Registration	9.00am
Register closes	9.15am
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



In order to contact Suffolk County Council Admissions:  
 Constantine House, Constantine Road, Ipswich, Suffolk IP1 2DH  
 Phone: 0345 600 0981 (local rate) Email: [admissions.south@csduk.com](mailto:admissions.south@csduk.com)

## 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

#### **BOYS:**

Green Sweatshirt  
Grey trousers  
White shirt or polo top  
Grey socks  
Black or Brown shoes

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'.

**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.

**Outdoor Education**

Children may be asked to have 'old' clothes.

**Please note that most 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.**

## **Witnessham School Staff**

### **Teaching Staff**

<b>Executive Headteacher:</b>	Mr Richard Benstock <i>Cert. Ed. BA (Hons) MA Ed. NPQH</i>
<b>Head of School:</b> Key Stage 2 Lead	Mr Richard Gooderham - Class 3 (Years 3 and 4)
<b>Teachers:</b> EYFS and Key Stage 1 Lead	Mrs Charlotte Skeet - Class 1 (Years R and 1) Miss Rosie Tabcart - Class 2 (Years 1 and 2) Miss Joanna Debenham - Class 4 (Years 5 and 6) Mrs Sarah Lankester – Part-time Teacher
<b>SENCO:</b>	Mrs Cheryl Tomany

### **Support Staff**

<b>Classroom Assistants:</b>	Mrs Sharon Cooke Mrs Tina Fayers (HLTA) Mrs Kelly Frost (HLTA) Mrs Sarah Risby Mrs Anne Steele Mrs Sarah Wilson Mrs Donna McCormack Miss Emma Berry Mrs Kate Watson Ms Jane Bishop
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<b>Finance &amp; Administration:</b>	Mrs Julia Farmer Mrs June Picchi
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<b>Cook-in-Charge:</b>	Mrs Penny Bradley
<b>Assistant (GCA):</b>	Mrs Sue Marshall

<b>Midday Supervisor:</b>	Mrs Trudy Parker
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<b>ICT Technicians:</b>	CPW Computing
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<b>Chair of Governors:</b>	Mr Ian Liddell
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<b>Chair of School Association:</b>	Mrs Victoria Greg
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## Our School Governors

The Governing Body is Federated with Otley Primary School. They have general oversight of the conduct of the school, though the day-to-day management is in the hands of the Executive Headteacher. Governors are expected to form a link between the schools and the local community, to offer support to the Executive Headteacher 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 fifteen governors in all:

<b>Executive Headteacher:</b>	Mr R Benstock
<b>Staff Governors:</b>	Mr R Gooderham Mrs L. Baker-Daniels
<b>Bursar:</b>	Mrs J Farmer
<b>Parents:</b>	Mrs F Smith Mr T Field
<b>Co-opted Governors:</b>	Mrs M Barker Ms J Catchpole (Vice Chair) Mr J Denny Mr P Boswell Mr W Hinshelwood Mr P Laughlin Mrs S Leggett
<b>Associate Governor</b>	Mrs C Skeet
<b>Appointed by the Local Education Committee:</b>	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 2019/20**

### **Autumn Term 2019**

Begins 4<sup>th</sup> September

Ends 19<sup>th</sup> December

### **Autumn Half Term**

Half term – 21<sup>st</sup> – 25<sup>th</sup> October

### **Christmas Holiday**

### **Spring Term 2019**

Term Begins – 7<sup>th</sup> January 2020

Term ends – 2<sup>nd</sup> April 2020

### **Spring Half Term**

17<sup>th</sup> – 21<sup>st</sup> February 2020

### **Easter Holiday**

### **Summer Term 2019**

Term Begins - 20<sup>th</sup> April 2020

Term Ends – 17<sup>th</sup> July 2020

### **Summer Half Term**

Half Term – 25<sup>th</sup> – 29<sup>th</sup> May 2020

### **PD Days (Subject to change)**

**2<sup>nd</sup> September 2019**

**3<sup>rd</sup> September 2019**

**6<sup>th</sup> January 2020**

**20<sup>th</sup> April 2020**

**20<sup>th</sup> July 2020**