

# Wheatfields Primary School Prospectus



## WPS Prospectus

Dear Parents/Carers,

Thank you for taking time to look at our prospectus. Choosing the right school for your child is a very important decision and I hope that this prospectus helps you in your decision making process. Should you wish to arrange a visit to our school, you will be made very welcome. Please contact the school office to make arrangements.

We have high standards and high expectations of all of our pupils. We aim to enable our pupils to become life-long learners who are equipped academically and socially for the wider world. All of the caring and experienced staff work very hard to ensure that every child feels welcome and happy in our school, so that they can enjoy learning and thrive in order to reach their potential and beyond. We place great emphasis on establishing positive relationships within a climate which promotes concern and respect for others and values each individual.

We like to work in partnership with parents and our aim is for parents to be as involved in the education of their child as possible, as well as the daily life and work of the school. All stakeholders, including governors have a shared responsibility to do their very best for the pupils at Wheatfields and prepare pupils for the opportunities, responsibilities and experiences they will encounter in later life.

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

Yours sincerely,

Theresa Thornton  
Headteacher

## From the School Council



In every class there are two school council representatives. The representatives are elected by their class.

Wheatfields Primary is our School! We love our School and think that learning here is fun!

We try and involve everyone in the running of our great school. We want everyone to enjoy coming to school, enjoy learning and want to learn.

We are involved in the decision making at our School and we meet regularly so everyone has a chance to 'have their say' in what is happening. We want to make our school even better than it already is. We know what we are good at and what we need to get better at.

The school council meet regularly. We feedback to our classes and to the whole school during assembly. We make sure every class, Mrs Thornton and the admin team receive a copy of the school council minutes. This helps everyone know what is going on.

In KS2 classes we are elected once a year. In KS1 and Reception new school councillors are elected every term. Everyone gets a chance to vote for their class representative. We feel we are listened to and that we are helping to move our school forward.

We asked every child in our class what they thought we should say about our school and here is what they wanted us to tell you. Here we go....!

- ☺ 'Make sure parents and children know we are kind and caring'.
- ☺ 'There are lots of different clubs after school, like singing, running and art'.
- ☺ 'All the teachers and Teaching Assistants work hard and are kind and lovely'.
- ☺ 'We respect people and look after others. There are friendships stops in the playground. We have anti-bullying lessons.'
- ☺ 'We have a smart uniform'.
- ☺ 'Playtimes are really fun. We have lots of equipment to play with.'
- ☺ 'We have school rules'.
- ☺ 'We have Celebration Assemblies, dress down days and sponsored events.'
- ☺ 'School Trips are really exciting (every year group takes part in a day trip)'.
- ☺ 'We are a Platinum Singing School'.
- ☺ 'Letters are sent home to parents using schoolcomms'.
- ☺ 'We are a healthy school and our school dinners are great! We have water bottles in class, free fruit (KS1) and a healthy eating Tuck Shop (KS2)'.
- ☺ 'Our classrooms are big and there's lots of equipment'.
- ☺ 'There are different things for each Year group; we have Public Speaking, Film Making, Mini Enterprise, Safer Cycling, Cross Country, Christmas Play, Festivals, Residential Trips, WW2 Day, Victorian Day'.
- ☺ 'We enjoy ourselves while we learn!'

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Year 5 scientists

## Ethos

At Wheatfields Primary School we have high standards and expectations which are set by our experienced, caring and effective staff. We expect pupils to be polite, work hard and take pride in both themselves and in their school's reputation. We constantly strive for the highest levels of achievement for our children.

## Aims of the school

- To give equal value and respect to everyone irrespective of ability, gender, race or religion.
- To provide a secure, stimulating and caring environment in which the children feel a real sense of ownership and belonging.
- To develop the whole child and stimulate successes at all levels.
- To achieve high standards through a broad and rich curriculum
- To form effective partnerships with parents, governors and outside agencies.
- To promote the health and wellbeing of the children and staff.
- To develop awareness that the school is part of both a local and global community in which everyone has a part to play.
- To encourage good manners.

It is our hope that by the time pupils move on to start their secondary education they have begun to develop their capabilities beyond their full potential, have learnt the self-discipline of work, the skill of self-motivation and have enjoyed their time with us.



Foundation Stage pupils



Playtime



## Accommodation and Organisation

Wheatfields Primary School was opened in September 2006, when the previous Infant and Junior Schools amalgamated. Children spend seven years in their primary school and each year group is classified as follows:

Age	Year
4 – 5 years old	EYFS
5 - 6 years old	Year 1 (Y1)
6 – 7 years old	Year 2 (Y2)
7 – 8 years old	Year 3 (Y3)
8 – 9 years old	Year 4 (Y4)
9 – 10 years old	Year 5 (Y5)
10 – 11 years old	Year 6 (Y6)



It is a large site and provides outstanding facilities for all of our children throughout their primary education. The school has 14 classes, 2 in EYFS, 4 in Key Stage 1 and 8 in Key Stage 2. There are two halls which provide space for assemblies and PE. School meals are prepared on the site and served in the Dining Area for Key Stage 2 children and in the Key Stage 1 School Hall for the younger children.

The school is fully networked with Broadband connection. There is a reference library which is available to all children plus there are large collections of books located throughout the school.

The school grounds are extensive including a large field and spacious hard play areas. We have an environmental area for the study of pond life, insect and plant life. We continue to develop the school grounds to provide more educational and recreational facilities for the school.

EYFS children, the under 5s, work towards achieving the Early Learning Goals which prepare them for integration onto the National Curriculum during their first year at school. Children between the ages of 5 and 7 study the National Curriculum at Key Stage 1 and children between 7 and 11 study Key Stage 2 part of the National Curriculum.

The children are organised within their year groups in a variety of group situations, friendship and ability groups depending on the area of curriculum area being studied and the expected learning outcomes.

Every attempt is made to make the environment pleasant and attractive. There are many displays of children's work around the school. Good habits of tidiness and order are encouraged through an insistence that children learn not only to find books and apparatus, but must also replace them correctly after use.

## General Information

### The School Day

#### Key Stage 1

08.45 – 10.45	Session 1
10.45 – 11.00	Playtime
11.00 – 12.00	Session 2
12.00 – 13.00	Lunchtime
13.00 – 14.15	Session 3
14.15 – 14.30	Playtime
14.30 – 15.00	Session 4

#### Key Stage 2

08.40 – 10.45	Session 1
10.45 – 11.00	Playtime
11.00 – 12.00	Session 2
12.00 – 12.55	Lunchtime
12.55 – 15.00	Session 3

On Key Stage 1, children should NOT arrive at school before 8.40 a.m. and should line up in their class lines for the whistle to be blown at 8.45 a.m. We expect these young children to be brought to and collected from school by adults. Adults are asked to say goodbyes on the first whistle and then step back from the children's lines when the second whistle is blown.

On Key Stage 2, children should NOT arrive at school before 8.30 a.m. as supervision is unavailable before that time. If teachers request that children come to school early or remain after school, adequate supervision will be available.

When the weather is inclement, we will always open the classroom and cloakroom doors earlier so that you and your children are not left standing in the wind and rain.

### Cultural Diversity

Wheatfields Primary School has a growing number of children whose backgrounds reflect the cultural, ethnic and religious diversity of the local community. We celebrate this diversity and work closely with parents, the local community and colleagues from the Local Authority to ensure that all children from minority ethnic groups reach their full potential. Where children are new or relatively new to English, or English is not the language spoken at home, we aim to ensure that learning is accessible in all contexts. Please speak to our admin team+ if you would like to know more about our support for children with English as an additional language.



## Attendance

Children's absences and late arrivals are recorded by the class teacher and entered on the school's computer records. The Education Welfare Officer (EWO) regularly checks these records. The EWO may contact parents/carers where there is a concern about a child's attendance. An annual attendance return is made to the Department for Education (DfE) and the statistics are used to make judgements about the school's performance. A record of your child's attendance will be included in termly reports and in their annual report in July.



Parents/carers should contact the school on the first day of their child's absence by ringing the school on 01480 466919. Parents/carers who have not notified the school of their child's absence will be contacted on the first day by a member of the admin team.

If requests are made for children to leave school during the day, e.g. for dental appointments, they must be collected by an adult at the appropriate time and signed out of school. If they are returned to school later, they must be signed back in. If the appointment keeps your child out of school, until 12pm, we then expect the child to return to school for the afternoon session at 1.00pm (Key Stage 1) or 12.55pm (Key Stage 2), and **not during the lunch break.**

See website for our attendance policy – [www.wheatfields.cambs.sch.uk](http://www.wheatfields.cambs.sch.uk)

## **School Health**

There are regular checks made on the health of the children throughout their seven years at the Primary School. Parents are also advised when hearing, speech or physiotherapy are considered necessary.

## **Illness**

It is expected that young children will catch some of the variety of germs which 'do the rounds' each year. In fairness to the other children and the staff, and in line with NHS guidelines, if your child has been sick, suffered an upset tummy or similar ailment, **please allow 48 hours** after the sickness before returning to school.

When illness occurs in school, children are cared for immediately and if it is more than a slight or temporary indisposition parents are notified and asked to collect their child. Routine first aid is administered in school, but should any injury occur of a more serious nature parents are notified immediately.

**Parents are asked to ensure that the school has their up to date contact telephone number and also that of another person (relative, friend or even neighbour), who can be contacted, should there be a need to send the child home.**

If children are collected from school during the day, for whatever reason, we ask that you sign a book to provide us with a written assurance that your child is no longer on site and our responsibility. Please call at the office to do this before collecting your child.



## Medication in School

The school follows DFE guidelines (Managing Medicines in Schools and Early Years Settings, 2005). Only medicines for chronic conditions will be administered from school. We require a completed parental permission for the administration of all medicines. The medicines must be brought into school in the original container/package in which it was dispensed by the pharmacist. The name of the child and the required dosage should be easy to read. All medicines received into school will be registered in the school's medical book. Children are given their medication by members of staff who have received training from the School Nurse.

Antibiotic medicines, eye drops, ear drops and non-prescriptive medicines are not administered in school. Parents should be aware that employees in school have no contractual obligation to administer medicines. Advice from unions and professional associations is that members should not administer medicines.

However, the school aims to be as co-operative as possible in this matter, whilst still protecting its staff and pupils. Local GPs seek to ensure that children who are prescribed medicines can, as far as possible, be given the appropriate doses outside of normal school hours. We strongly urge parents to request this with GPs whenever possible. **If, in exceptional circumstances and following discussions with a GP, medicine has to be administered more frequently, then please speak to the Headteacher who will then decide how the school can best meet the child's needs.**

## Headlice

To help with prevention, please check your child's hair regularly, by applying plenty of conditioner after shampooing your child's hair, and combing through with a fine toothcomb. If necessary, further advice is available from the school office.

If you have any queries regarding this or any other medical issues, the School Nurse, is available for appointments in school. Dates when she can be consulted are displayed at the school entrance or are available on request.

## Water in School

All children are encouraged to bring a drinking bottle full of water on a daily basis. Children are allowed to drink water throughout the day as required. This improves concentration throughout the day and reduces the occurrence of headaches due to de-hydration. Water bottles with 'sports lids' can be purchased from the school reception.



## School Meals

School meals are prepared and cooked in our own kitchen. The meals are well balanced and attractively presented and provide plenty of choice. Every effort is made to cater for the tastes of the children. There is a choice of a hot or cold main course and a dessert. Fresh bread, salad, fruit, yoghurt and a drink are available every day. We change our menus each term, and there is a three week menu rotation. The menus are sent home to parents at the end of each term; reminders are sent at the end of each week and also made available on the school website.

All children in **Key Stage 1** (reception, Year 1 and Year 2) are provided with a free school meal. The school receives additional financial support, known as Pupil Premium, for each child whose family are in receipt of these benefits and who makes a claim for this funding. We use this funding to enhance and improve learning outcomes and, in addition, we offer reduced costs for school trips for those children who qualify. Parents who qualify should apply via the County Council website

[http://www.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/294/help\\_with\\_school\\_and\\_learning\\_costs/2](http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/294/help_with_school_and_learning_costs/2) or speak to a member of the office staff in confidence.

For children in **Key Stage 2**, we ask that meals be paid for in advance. Payment can be made online at [www.schoolgateway.com](http://www.schoolgateway.com) (a minimum of £10 is required). Alternatively payment can be made at the school office. Please place it in an envelope marked 'school meals' and with your child's name, class and amount enclosed clearly shown. Cheques should be made payable to Wheatfield Primary School and endorsed on the back with your child's name and class. Accounts that fall into arrears will be sent a reminder. If the account remains unpaid we will not be able to provide further school meals. Your child may be entitled to free school meals if you are in receipt of certain benefits, such as Income support. Applications can be made online, via the County Council website.

[https://www.cambridgeshire.gov.uk/site/xfp/scripts/xforms\\_form.aspx?formID=26&language=en](https://www.cambridgeshire.gov.uk/site/xfp/scripts/xforms_form.aspx?formID=26&language=en)

Alternatively, forms are available in the school office. Please contact the school office in confidence for further assistance. Please claim your entitlement, even if your child prefers a packed lunch as we are able to offer reduced costs for school trips and also free packed lunches for the trip to those children who are in receipt of free school meals. In addition to this, the school receives Pupil Premium (see above) for those children who qualify.

Why not join us for lunch! Parents are invited to join their child for a school meal. We have a reservations diary in the school office – this arrangement is extremely popular and we do hope that you will take advantage of this opportunity.

## School Uniform

At Wheatfields Primary School we place great emphasis upon a neat personal appearance and strongly encourage all children to wear school uniform. The generally agreed view is that uniformity of dress helps considerably in developing a sense of pride in the school and that the feeling is reflected in the standards of work achieved, and in the manners and behaviour of the children.

School 'T' Shirts, Sweat Shirts and Polo Shirts with an embroidered school logo are available through the school; the recommended dress can be purchased at most children's clothing stores. Uniform is available to order online from <http://www.schooltrends.co.uk/primaryschooluniform>

## Clothing list:

### Boys

Grey or Navy Trousers/shorts  
White shirts  
Navy Sweatshirts  
White Polo shirts or T shirts  
Grey or navy socks

### Girls

Grey or Navy blue skirts/pinafores/trousers  
White blouses/shirts  
Navy Sweatshirts or Sweatcardigans  
White Polo shirts or TShirts  
White, grey or navy socks or tights  
Blue check gingham school dress or Navy pique dress (Summer)

Also available – navy reversible waterproof/fleece jackets (boys and girls)

**Footwear** – Black school shoes. Please do **NOT** send your children to school in high fashion shoes or flip flops as they are not suitable for school conditions.

## Sportswear

The school has good facilities and is well equipped for P.E. and Games. All children take part in a wide range of sports activities. It is essential that suitable clothing is worn. The following will be required:

### Boys

White T Shirt  
Navy or White shorts  
Plimsolls/trainers  
Track suit/joggers  
A sports bag clearly named is also necessary.

### Girls

White T Shirt  
Navy shorts/sports skirt  
Plimsolls/training shoes  
Track suit/joggers

**In the interest of safety we request that children only wear stud earrings and watches for school - other jewellery is not acceptable. Make up and nail polish must not be worn.**

Please ensure that a note is sent to the teacher concerned if your child is unable to take part in any planned sport activity. Should your family situation mean that your child can receive free school meals, you will receive a subsidy for the purchase of school uniform.

## Lost Property

Lost property is a constant worry and it is important that all articles of clothing and personal belongings are **clearly marked with your child's name or your child's initials.**

It is not advisable for children to wear any jewellery at school. If it is lost, stolen or damaged or the cause of any accident or injury to the child we cannot accept any responsibility.

Large sums of money or valuables should not be brought into school by children and we encourage parents to pay in person in the school office if they are unable to use School Comms

## Personal Safety and Road Safety

We operate an ongoing programme to develop pupils' awareness of safety around both parked and moving cars. We ask for your help in supporting this very important aspect of the school's work. Please note that cars are not allowed to park in the car park in the morning, or at home time. Parents arriving by car are requested to ensure that access to the school car park is kept clear at all times for emergency vehicles. Please also ensure that cars do not block the driveways of our neighbours in Nene Way and in Wheatfields.

If it is necessary for you to bring your car into the car park, please be aware that the gates are locked during the day and access is requested via the intercom system. Thank you.

## Dogs

Dogs are not allowed onto the school site, with the exception of guide-dogs or learning dogs. We would also request that dogs are not tied to the school fence....

Please remember some people are frightened of dogs. So don't leave me tied up. I might bark and scare children.



## Riding Bicycles to School

During the Summer Term, all Year 6 pupils are given the opportunity to participate in a Safe Cycling Course to achieve their cycling proficiency award. As a general rule, only pupils in Year 6 who have successfully completed the course are allowed to ride bicycles to school without supervision. In exceptional circumstances, children from other year groups can cycle to school but this requires permission from the Head Teacher – a form is available from the school office. **We ask children to refrain from riding bikes or scooters across the playground.**

## Security

Parents and visitors to the school should report to the school office. Visitors to the school are required to wear visitors' badges and will be requested to sign in and out of the building. All external doors have locks to ensure Wheatfields Primary School is a safe, secure place to learn.

## Protecting Children from Harm

Under the Education Act 2002 (section 175/157), schools must “make arrangements to safeguard and promote the welfare of children”.

We will endeavour to provide a safe and welcoming environment where children are respected and valued. The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection. Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child’s welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible inform them of the referral to Social Care. This will only be done where such discussion will not place the child at increased risk of significant harm.

In accordance with local Information Sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service. Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Person for Child Protection) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

## Policy for Physical Intervention

Maintaining the personal safety of children, staff and visitors may on very rare occasions require the use of some form of restraint or physical intervention. This is a last resort, and would only be used if other strategies had been inappropriate or ineffective.

Reasonable physical intervention is only used in situations where there is:

- risk to the safety of the child or other children, staff or visitors
- risk of serious damage to property
- behaviour which leads to a criminal offence.

We will always aim to ensure minimal risk of injury. If physical intervention is used with a child then their parent will be informed.

## Wheatfields Primary School – Admissions Policy

Wheatfields Primary School is a Foundation School, maintained by Cambridgeshire County Council. This means that the Governing Body is the admission authority, responsible for setting and applying the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

## How to Apply –

See our website where you will find a copy of the most up to date policy. [www.wheatfields.cambs.sch.uk](http://www.wheatfields.cambs.sch.uk)



## Curriculum

Children learn best when they are happy, well motivated and actively involved in understanding the world around them. The quality of personal relationships and the caring atmosphere, which we try to create in school and on the playground, have important influences on our children's achievements. Our aim is to ensure all children feel valued and that they develop a positive image of themselves.



We believe every child has an equal opportunity to succeed and achieve their true potential. We have high expectations of every child in terms of learning, attitudes and behaviour. We aim to deliver an interesting balanced curriculum, which not only provides essential knowledge and skills, but also promotes important spiritual, moral, social and cultural beliefs. Our goal is to prepare all pupils to be well-balanced citizens who live in an ever changing and demanding world.

Each curriculum area has a scheme of work, which outlines the precise content to be taught throughout each year in the school. Members of staff take responsibility for organising and overseeing the work of each subject area.

### EYFS

We appreciate that some children may be apprehensive about starting school. To help with this we liaise closely with our pre-school providers and organise a series of visits to school in the summer term so that the children can meet their class teacher and classroom teaching assistant.

To ensure a gentle introduction to school we operate a staggered entry system. The children will join their class in small groups and be given plenty of time to settle.

We must ensure that the individual needs of each child are met and therefore have to be flexible. If this is not appropriate for any child, we look at:

- Emotional maturity – the readiness to operate independently of the home for a substantial part of the school day.
- Social maturity – the readiness to form relationships with other children.
- Specific individual circumstances that directly affect the child.

Full discussion takes place with the parents if it is felt appropriate for a child's entry to school to be more gradually phased.

### Preparation for school

Please help your child to become independent.  
Can your child.....

Get dressed and undressed for PE  
Put on and take off their coat  
Blow their nose  
Use a knife and fork  
Tidy away their toys  
Share and take turns  
Go to the toilet independently

## **Early Years Foundation Stage curriculum**

The EYFS Curriculum applies to children from birth to the end of the Reception year. The EYFS is an important stage in its own right and prepares children for more formal schooling in subsequent years. The EYFS document sets out what is expected of most children by the end of the Reception year. This builds on what our children already know and can do and provides a rich and stimulating environment.

The EYFS is based on:

Three prime areas of learning:

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

And four specific areas of learning:

- . Literacy – including reading and writing
- . Mathematics
- . Understanding the World
- . Expressive Arts and Design

The careful planning aims to help children achieve the Early Learning Goals by the end of Foundation Stage. Throughout the reception year, the teacher makes assessments on every child in each of the 7 areas of learning, as well as the child's characteristics of learning, to up a Foundation Stage Profile which highlights the child's strengths development needs and gives details of the child's general progress. share the information with parents at consultation meetings.



build  
and  
We

## **Core subject: English**

English is the essence of the curriculum and is inherent in all subject areas. It consists of:

Speaking and Listening

Reading

Writing - Composing

Spelling

Handwriting

From Y1 all children spend at least an hour per day working through the National Literacy Framework. The Reception children join the project as appropriate and build towards the one hour per day during the year.

### **Speaking and Listening**

Children will be helped by their teachers to develop their speaking and listening skills. They will be given opportunities for group discussions with other children for a variety of purposes. As children move into KS2 they are all given the opportunity to use their developing skills to participate in the KS2 public speaking competition.



public speaking competition.

### **Reading**

It is our aim to develop enthusiastic and confident readers who can understand a wide range of texts. Children will be practising their reading skills every day. Phonics teaching is a key element of early reading. In the Foundation Stage and Key Stage One children are taught phonics daily using the Letters and Sounds scheme of work. At the end of Year One children will take the phonics screening test. Phonics teaching continues in KS2 for those children who need extra support. We recommend that all children read at home at least three times a week and ideally for a few minutes every day. Listening to your child read regularly is really important in helping them to practice and progress, even once they are older. We also encourage you to talk about their reading and we provide a list of questions with ideas for discussions.

## Writing

We do all that we can to encourage our children's natural enthusiasm for writing. We provide a variety of resources to support writing in the early stages. As they grow in confidence and competence our children are encouraged to express themselves in different forms of writing. Their writing extends across the curriculum into History, Geography, Science, Mathematics, Religious Education and Technology. As we encourage our children to become writers we aim to guide them to improve the quality of their work in terms of spelling, grammar, punctuation and handwriting. We encourage our children to share their work with others, adults and children, valuing all forms of the written word.

## Core subject: Mathematics

We aim to develop your child's knowledge, skills, understanding and attitude to enable them to confidently use mathematics in everyday life. In all year groups we will be including maths in all areas of the curriculum to enable the pupils to learn in context. Your child will be encouraged to use mental arithmetic strategies which we will practise during daily lesson starters. The pupils will also be taught formal written methods which are to be used to answer calculations that cannot be solved mentally. These are clearly outlined in the school's calculation policy which explains in detail the progression through KS1 and KS2. You can download a copy from our website [www.wheatfields.cambs.sch.uk](http://www.wheatfields.cambs.sch.uk)



## Core subject: Science



At Wheatfields Primary School we encourage our children to understand the physical world around them through observation, questioning, predicting, investigating and communicating. We help children to develop logical and enquiring minds through the study of a range of different topics including; plants, animals, evolution and inheritance, materials, rocks, electricity, sound, light, forces and magnets, and earth and space.

## Computing

The school has some computers in classrooms as well as two trolleys of netbooks that are used throughout the school. In addition, all year groups from reception to Year 5 have Interactive Whiteboards in the classrooms (and this will extend to Year 6 in the near future). Children are given varied opportunities to use Computing skills – either in discrete lessons or to support learning in other curriculum areas. The school has a strong reputation for its work in Computing and has, over several years, won county awards for media projects in Key Stage 2.



Throughout the school, we teach children about the importance of safe use of computers and the internet. We also offer workshops for parents and carers so that they, too, understand how important it is for children to stay safe online. We use the county's Virtual Learning Platform – Starz – and all children have an account which means that they can access learning materials safely from home as well as in school. If you have any questions about this, do please speak to your child's class teacher, or to Dr H. Tape, our Computing Coordinator.

## High Attaining Pupils

At Wheatfields we aim to ensure that all children exceed their potential; and that their achievements, in all areas (including outside of school) are celebrated and valued. We do, however, aim to identify and support more able, gifted and talented pupils. Our support for such children varies according to their individual needs. We liaise closely with other local schools, including St Ivo, to offer a range of opportunities to extend and enrich learning in many different contexts.

## Music

All children at Wheatfields participate in regular music lessons. They explore the dimensions of rhythm, pitch, dynamics, tempo, timbre and structure using a variety of musical instruments. They are encouraged to appreciate music from different cultures and traditions, develop an understanding of the history of music and appreciate music from great composers and musicians. Children from Year four upwards learn the ocarina; from Autumn 2014 the recorder is replacing the ocarina as our main 'Wider Opportunities' instrument. In addition, children have the opportunity to learn keyboard, ukulele, djembe drum and Samba drumming in KS2. Children learn to improvise and compose and are encouraged to evaluate and improve their work. Singing is an important part of everyday life at Wheatfields Primary School. We love to sing and are proud to have achieved our National Singup Platinum award. We have a regular choir, The Singing Starz, which has performed in many venues including the Royal Albert Hall and the O2 Arena. We also offer individual tuition in violin, drumkit, guitar, piano and woodwind. More able pupils are invited to play in the school band.

## Assessment and Record keeping

Assessment is a continuous process that takes place in all areas of school. Through it we hope to build a complete picture of a child's development not only intellectually but also emotionally, socially and physically. Through assessment we can plan the next steps the child needs to take in the educational process.

Assessment takes many forms. We assess children through discussion and close observation of them at work as well as through more formal testing procedures. The school uses assessment for learning strategies which focus on supporting children to meet the specific learning objectives within each lesson.

## Homework

All children are expected to do homework. The amount given increases as the child progresses through the school and is designed to match the capabilities of the individual. Broadly speaking, we would expect homework tasks in Key Stage 1 to take, on average, a total of about 1 hour a week. At Key Stage 2 the demands will gradually increase so that by Years 5 and 6 children are spending about 30 minutes a day (two and a half hours a week) on homework.

Homework is very important. We ask parents to support us in seeing that homework tasks are carried out conscientiously and in the best possible conditions. The homework set may be to complete or consolidate class work, to provide opportunities for the children to lead their own lines of investigating, reading, revising or preparation for a following lesson.

There are many ways in which you can help your child:

- through encouragement and support
- by talking through what task has been set
- by listening to your child read and talking about the story you have shared
- by asking your child to explain what they have been learning at school

## Parent Consultations

Opportunities are provided during the Autumn, Spring and Summer Terms for parents to visit the school and meet with their child's class teacher. Please note, however, that you are welcome to come into school and discuss your child whenever you wish to do so. A note or telephone call beforehand will ensure that an appointment is made for you but do not stay away for the lack of an appointment, especially when something is URGENT. The Headteacher and the Deputy Headteacher try to ensure that at least one of them is available at the beginning and end of each school day.

## Other Information

### Positive Behaviour, Golden Rules and the 4Rs

The high standard of behaviour at Wheatfields is something that we are rightly proud of. However, we are noticing that there are increasing numbers of children who find it difficult to learn from mistakes and take responsibility for their own actions. To support those children who make poor choices and to reward those children who continually make good choices, we will be using Golden Time.

We hope that you will feel better informed about your child's behaviour and feel able to support them with good choices at home. The children understand what Golden Time means and have opportunities to ask questions. The information provided in our policy is intended to help you to understand the process so that you can support your child. Our behaviour policy and a detailed summary on managing behaviour positively can be found on our school website [www.wheatfields.cambs.sch.uk](http://www.wheatfields.cambs.sch.uk)

At Wheatfields, children are encouraged to be resilient, reflective, resourceful and reciprocal learners (4Rs).

### Accessibility

Our school aims to be an inclusive school. We hope to make all our children welcome and feel happy to look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a disability he or she will be treated no less favourably than other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. Our accessibility plan (available from the school office) describes the arrangements we have already made and the further proposals planned, to improve physical access to the school, access to the curriculum and access to written information.

The school has a policy for supporting children with special educational needs which is revised every year. This policy is available from the school office. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

We aim to prevent disabled pupils in our school being placed at a substantial disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will need to make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in school life.

In order for effective partnership working between home and school to take place, we anticipate that parents will want to:

- inform the school at the earliest opportunity if their child has a disability and the exact nature of it
- provide the information school needs to plan effectively for the child to be a full member of the school community;
- acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the school community;
- recognise the importance of school and home working in partnership.



St Ives in Bloom



## Special Educational Needs

We aim to try to ensure that the curriculum is relevant to the needs of all the children and that the progress of each individual is carefully monitored. When it becomes apparent that the child has special needs, parents are consulted and appropriate internal provision is made available. We are fortunate in having a wide range of resources and expertise at our disposal. However, if the difficulties appear to be so complex and acute that they cannot be met within the school, parents and outside agencies are consulted and special education is made available through the local education authority.

At Wheatfields Primary School we are determined to meet the educational needs of all our pupils. Some pupils will, permanently or from time to time, have a significantly greater difficulty in learning than the majority of children of their age. Some may have disabilities that prevent or hinder them from making use of the facilities provided for our pupils. We will give these pupils individual consideration and make special provision for them, working in partnership with others as necessary. All pupils whether they have special educational needs or not, must have an equal opportunity to participate in the full curriculum of the school (including the National Curriculum) and all activities. Pupils with special educational needs will be encouraged to become independent and take responsibility within the school.

Everyone in the school community - governors, staff, pupils and parents - has a positive and active part to play in achieving this aim.

## Extra Curricular Activities (“Extended Services”)

A wide range of extra-curricular activities are now available to our pupils throughout the year and we see them as an important part of the education we offer. They provide us with opportunities to further develop your child’s potential; perhaps to introduce him/her to new hobbies and interests; and to enhance his/her learning. You will be notified of the clubs available for your child to attend before the beginning of each term. There will be a fixed charge for most school clubs of £2.00 per week. This money will be used to provide additional equipment and facilities, or to pay for tutors to run the clubs. Externally run clubs may charge different fees.



Dance club



Signing choir

## Kids Club

A pre- and after-school Kids Club is managed by the school for children between 4 - 11 years of age. The club is open from 7.30am- 8.45am each day term time before school starts and from 3pm until 6.00pm in the evening. It is also open from 8 am to 5 pm during most school holiday periods and on teacher training days. Parents interested in making use of the facility should register their children with the Kid's Club staff.

An Information Booklet, Booking Form and Registration Form can be obtained directly from Kids Club. You can contact Kid’s Club on 01480 466919, or email Michelle Kynoch, the Kids Club Co-ordinator at [Kidsclub@wheatfields.cambs.sch.uk](mailto:Kidsclub@wheatfields.cambs.sch.uk), or telephone 07908 386 827 (mobile).

## **School visits and Journeys**

Educational visits to local places of interest, longer journeys and field study weeks play a vital part in the programme we offer. Throughout Key Stage 1, the children will have opportunities to participate in day trips organised to enhance and support the curriculum.

In Key Stage 2 we provide opportunities for children to participate in residential trips. The trips we offer are:-

Year 4                3 day stay at Thorpe woodlands activity centre

Year 6                5 day stay in Ironbridge Gorge – linked to History study

Since most of the trips we organise are self supporting, we need your full support if we are to continue to make them available to the children. Without contributions from parents, the school visits programme would not be financially viable.

All year groups incorporate a programme of day visits to enhance the curriculum. In order to make these visits financially viable, parents are asked for voluntary contributions to help meet costs. In the event of insufficient contributions being received it may be necessary to cancel individual trips. Families in receipt of free school meals may seek support with payment by contacting the school office, in confidence.

## **The House System**

A House System runs across the school. Children are placed in mixed age and ability groups of four “houses”. This system provides us with the opportunity to positively reward children for their individual achievements and to promote an atmosphere of healthy competition within and beyond the school environment. When your child starts school at Wheatfields they will become a Ruby, Diamond, Emerald or Sapphire!

## **Sex and Relationship Education**

Year 5 pupils undertake a major body study which addresses a wide range of human, biological, sexual and moral issues as part of the science and P.S.H.E. Schemes of Work. It is the policy of the school to approach these and other sensitive areas of the curriculum with sensitivity and honesty at all times and to deal with issues related to these areas which concern the children as and when they occur. As with all aspects of school parents are always welcome to discuss any concerns they may have with the staff.

The Year 5 curriculum plans linked to this study are available at the school on request and we are happy to discuss them and make the resources that we use available for parents to view.

## **Religious Education and Collective Worship**

As a school we are keen to involve all the children in a shared experience. Assemblies are an important time for sharing and reflecting on experiences.

The teaching content of religious education follows the Cambridgeshire Local Education Authority agreed syllabus and the requirements of the 1988 Education Reform Act. It is presented in a way that enables the children to be make meaningful decisions about their personal religious faith and those of others when they are mature enough to exercise the necessary judgements to do so for themselves. Parents may request in writing that their child be excused from Religious Education teaching and acts of collective worship. Alternative provision will be made for such children.

## **Complaints about the Curriculum and Religious Worship**

Any concerns expressed by parents and others about the school curriculum and related matters will usually be discussed and dealt with on an informal basis with the teachers and the Headteacher.

In the unlikely event of concerns not being resolved, a formal complaints procedure will come into operation. You are able to set your complaint in writing and address it to the Clerk to the Governors at the school. When the complaint has been considered by the Governors, the Clerk will notify you of the outcome. Copies of all school policies, include the Complaints Procedure, are available in the school office.

## **Secondary Transfer**

During your child's last year at Wheatfields you will receive full details about secondary transfer procedures. Most of our children transfer to the St. Ivo School, which is situated on the edge of the town.

## **Parents and Friends at Wheatfields**

Parents and Friends at Wheatfields (PAWS) is organised by a committee of parents, supporters and staff of the school and helps to foster closer links between home and school. It is an active group and continues to provide an extensive programme of social, educational and fund-raising events each year. We do hope that we can count on your support – all parents are automatically members of the Association and we welcome other family members or friends to help out too. Regular School Association newsletters are circulated through the school and all parents and supporters are welcome at the meetings. The school and children have benefited greatly from the funds that PAWS has raised.

## **Lettings Policy**

Lettings of the School premises (hall, classes, dining room or playing fields) are accepted in accordance with the School's Terms and Conditions. Our policy and scale of charges is available from the school office on request.

## **Pre-school providers - on site**

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### **Burleigh Hill Pre-School**

The Burleigh Hill Pre-School is run by the Burleigh Hill Committee and is based on our site. Information about admissions to the playgroup can be obtained from the Pre-School leader. You can contact the pre-school on 01480 498600.

### **Wheatfields Nursery**

Also based on the school site is Wheatfields Nursery which is run by Wheatfields Nursery Committee and is open from Monday to Friday in term time. You can contact the Nursery on 01480 494960 for information and admissions.

## The Staff of Wheatfields Primary School

### Head Teacher

Mrs Theresa Thornton

### Deputy Head Teacher

Miss Emma Verney

### Assistant Head Teacher and SENCO

Mrs Gemma Edwards

### Teachers

Mrs Lydia Page

Mrs Ann Burnett

Mrs Kirsty Beardall

Mrs Clare Probert

Miss Katie Hammond

Mrs Sarah Guest

Mr Olly Mills

Miss Alison Elliott

Mrs Helen Tudor

Miss Georgina Mindham

Miss Lisa Haylock

Dr Hannah Tape

Mrs Sally Merson

Miss Amy Howe

Mr Stuart Ritchie

Mrs Sara Yasaee

Mrs Joanne Norman

Mrs Leigh Gray-Thomas

### Learning Support Assistants

Mrs Loretta Barker

Mrs Wendy Buck

Mrs Jill Carpenter

Mrs Nicki Coulter

Mrs Deborah Daniel

Mrs Liz Davis

Mrs Sue George

Mrs Sue Gow

Mrs Mandy Hammond

Mrs Cheryl Hill

Ms Yvette Houghton

Mrs Michelle Kynoch

Mrs Sue Matthews

Mrs Linda Puzzar

Mrs Claire Redding

Mrs Palma Riggall

Mrs Terry Stevens

Mrs Joan Tucker

Mrs Gemma Street

Mrs Tara Richardson

### Senior Inclusion Workers

Mrs Penny Benn

Mrs Kathy Griffiths

### Behaviour Support Adviser

Mrs Lauren Granger

### Admin Team

Mrs Pauline Salisbury

Mrs Rebecca Keane

Mrs Clare Moffat

Mrs Tracy Urquhart

Mrs Kimberley O'Brien



## The Staff of Wheatfields Primary School

### **Kids Club Staff**

Mrs Michelle Kynoch  
Mrs Claire Redding  
Mrs Raheela Kauser  
Mrs Claire Anthony  
Miss Charlotte Saunderson  
Mrs Kate Perring  
Miss Nicola Crosby  
Mrs Karen Crisp  
Mrs Gill Johns  
Miss Yvette Houghton

### **Premises Manager**

Mr Stephen Dove

### **Catering Team**

Mrs Lyndsay Forrest  
Mrs Kate Perring  
Miss Nicola Crosby  
Mrs Kay Ray  
Mrs Sian White

### **Midday Supervisors**

Mrs Karen Crisp  
Mrs Ratna Indrakesuma  
Mrs Gill Johns  
Mrs Vanessa Moss  
Mrs Jo Wareing  
Mrs Marilyn Cromack  
Mrs Nipa Ahmed  
Mrs Raheela Kauser  
Mrs Ayesha Mokshud  
Mrs Nazia Bi  
Mrs May Jarvis  
Mrs Claire Redding  
Mrs Susan Crossley  
Ms Becky Love  
Mrs Irina Sitnikova  
Mrs Yasmyn Kusar

### **Cleaning Team**

Mrs Lyndsay Forrest  
Mrs Ivy Cosby  
Miss Nicola Crosby  
Mrs Tracy Sheldrick  
Mrs Kathy Griffiths

## The Governing Body of Wheatfields Primary School

Wheatfields Primary School is a Foundation school.

Name	Role	Type of Governor
Mrs Maureen Clarke	Chair of Governors	Partnership
Mrs Michelle Short	Vice Chair of Governors	Partnership
Mr Alastair Chatwin		Local Authority
Mr John Anderson		Parent
Mr Stuart Gilham		Parent
Mr Andy Moffat		Co-opted
Mr Paul McLellan		Co-opted
Miss Lisa Haylock		Staff
Mrs Loretta Barker		Co-opted
Mrs Theresa Thornton		Head Teacher
Miss Emma Verney		Associate Member
Mrs Gemma Edwards		Associate Member