



Howard Community Primary School
Information for Parents and Carers 2011/2012

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Welcome to Howard Community Primary School

Dear Parents and Carers

Our Prospectus is intended to give you as much helpful information about our school as possible. It is not intended as a substitute for personal contact with you as parents, but as an attempt to answer some questions.

We would welcome your active participation in school life, by coming to our occasional open events, class assemblies, and helping in school, or with the 'Friends' if you have the time.

We are proud of our school and its friendly and inclusive nature. We aim to support your child to achieve their full potential and value you as parents as the first and ongoing educators of your child.

Please do speak to us to share your child's learning and experiences so that we can work together in helping them achieve a great education, personal well-being and happiness.

With every good wish,

Bernadette Higgins
Headteacher

INTRODUCTION

Howard Community Primary School is a mixed school for children of 3+ to 9 years old. It was opened in January 1967, to serve the community on the Howard Estate. The school has a modern building, which enjoys eight light spacious classrooms as well as an attractive Nursery for children to enjoy at least three terms of valuable education before they start main school. The Nursery is built separately and has an outside play area which it shares with the reception class.

The school hall is large and well equipped for gymnastics and has an adjoining dining room. An asset to the school is the large playing field and the two playgrounds allowing older children their own play space.

The main school has approximately 150 on roll and we try to organise the classes so that none are too large at any one time. Some classes contain mixed age ranges and each child will work at their own level. Most of the children benefit from their experience at Nursery and start school happily and confidently.

Admissions change from September 2011 and all children can begin a full time or part time place in reception in the academic year after they are four years old.

Our school is an open, welcoming, warm and friendly school. We have active and supportive parents and governors. We have a hard working, professional team of teaching and support staff.

Principles, Aims and Values

At Howard Community Primary School we recognise each child as an individual. We seek to equip each child with the knowledge, skills and understanding necessary to reach their full potential and to become responsible, caring citizens in the future.

We aim to:

- Help the children to respect and value themselves and others
- Meet each child's individual needs
- Provide a safe, happy and caring learning environment
- Have high expectations
- Make learning enjoyable and challenging
- Involve all parents, staff and children in the learning process
- Value all members of the school community

Who's Who at Howard Primary

Miss B Higgins Headteacher

Teachers

Mr R Carmichael
Mrs S Cornwell Nursery
Mrs A Exell
Miss S Goody Foundation Stage/KS1 Leader, Science,
Mr I Holman Deputy Headteacher, Literacy,
Humanities,
Mrs L Johnson Art, Display
Mrs S Sinclair Nursery, PSHE

Miss K Wallace KS2 Leader, Mathematics, P.E.
Mrs J Webb RE, Music,
Miss A Van Holland

Support Staff

Admin

Mrs D Chadwick Clerical Assistant
Mrs A Harrison Secretary
Mrs B Knight Clerical Assistant

Classroom support

Mrs G Attwood Teaching Assistant
Miss K Benjamin Teaching Assistant
Mrs S Gaught Teaching Assistant
Mrs K Grundill Higher Level Teaching Assistant
Mrs S Jolly Teaching Assistant
Mrs K Musgrove Teaching Assistant
Mrs E Rush Teaching Assistant
Mrs W Schofield Special Needs Teaching Assistant
Mrs J Spall Higher Level Teaching Assistant
Miss L Sparks Teaching Assistant
Mrs L Steed Nursery Nurse

Site Support

Mrs M Bugg Cleaner
Miss K Bugg Cleaner
Mrs K Grundill Cleaner
Mr C White Site Manager

Catering

Mrs W Bowling Catering Assistant
Mrs M Robshaw Cook
Mrs J Wheeler Catering Assistant

Midday Supervisors

Mrs S Ainsworth Midday Assistant
Mrs A Bugg Senior Midday Assistant
Mrs T Chaplin Midday Assistant
Miss A Gregory Midday Assistant
Miss M Mann Midday Assistant
Mrs N Polley Midday Assistant
Mrs F Potter Midday Assistant

Governors

Mrs M Bennett	LEA Governor
Mrs L Chaplin	Parent Governor
Mr P Chung	Community Governor (Vice Chair)
Mrs A Daniels	Community Governor
Miss B Higgins	Headteacher
Mr R Fenner	Associate Governor
Mrs R Frew	Parent Governor
Mrs L Peters	Parent Governor
Mr D Potter	Community Governor
Mrs W Schofield	Associate Governor
Miss K Wallace	Staff Governor

Admissions

Howard Primary School admits children aged between 4 – 9 years, with younger children being offered places at the Nursery. Children are admitted to the Nursery each term, part-time, and then join Reception class in school, in the September after their fourth birthday.

Suffolk County Council is responsible for admissions to the school. Full details of Suffolk's admissions policy and procedures are set out in the '*Schools in Suffolk*' booklet or at www.suffolkcountycouncil.co.uk

The catchment area of the school mainly covers the Howard estate and surrounding area. Parents living outside the catchment area may also apply to send their children to the school.

Nursery

The Nursery is built separately and has an outside play area, which it shares with the Reception class. The Nursery has places for 39 children, split into morning and afternoon sessions.

Reception Class – When children are first at full-time school

Starting school is a big step. To help your child's start at school to be as smooth as possible we arrange induction visits/activities and hold meetings for parents.

Class

We have six classes, each named after a colour. These are organised by age – sometimes in single age groups or on occasion in mixed age groups. The teachers and assistants ensure that the needs and abilities of all children are catered for and that they are supported to develop as enthusiastic learners.

Middle Schools

On leaving Howard Primary School at the end of Year 4, children currently transfer to middle school. Howard Middle serves our area and we liaise with them to ensure a smooth transition.

The School Day

Nursery	8:30	Arrival morning session
	11:30	End of morning session
	12:15	Arrival afternoon session
	3:15	End of afternoon session
Main School	8:50	Doors open
	9:00	Registration, start of morning session
	12:15	End of morning session
	1:15	Registration, start of afternoon session
	3:15	End of afternoon session

Supervision before school

Staff are not responsible for children on the premises before the start of the school day. Please do not arrive for school before 8:45, and please supervise your child until the doors open. Ball games are not permitted before school for safety reasons and children are also not permitted on climbing equipment at this time or after school.

Children who arrive at school after 9:00am must be brought to the main entrance to be registered.

The vehicle entrance is for staff cars and service vehicles only. Children and parents must enter where it is safest, by the small pedestrian gates.

When entering school outside normal registration and end of the day then the 'rainbow gate' needs to be used as other gates are locked for extra pupil security. The school is now very secure with the metal fence and automatic door locks.

The only entrance is the front door, where our school bursar monitors everyone who comes in.

Absence – Child away? Ring today!

If your child is unwell in the morning please keep them at home, and contact the school office as soon as possible that day. If we have not heard from you by 10:30am we will telephone you. When they return please notify us by letter of the reasons for their absence. Any unauthorised absence and lateness will be entered on the child's records. Education Welfare takes school absence very seriously. If your child is fit enough for school they are also fit enough for P.E. and swimming. Our attendance target is 95% meaning less than 10 days absence (including holidays).

We ask you do not take children out of school for holidays in term time. Children miss out on their education and it is disruptive to the continuity of work in class. A holiday absence will only be authorised in exceptional circumstances. Days off for outings and treats can never be authorised.

Ride a bike to school

The school has a newly erected bike shelter, funded by School Travel Plan Grant. We encourage families to bring cycles to school, but they must always be pushed in the school grounds.

Breaks and Lunchtime

During break time we provide play equipment for the children to use. There are zones on the playground where children can sit together and talk and spaces for activities.

Snacks and Drinks

In Nursery, healthy snacks are provided along with milk or water.

Howard Primary are committed to healthy eating and are part of the government fruit and vegetables scheme. Fruit is available free for KS1 and on sale for 10p for KS2, or children can bring from home. Only fruit or vegetables are allowed to be eaten at break time.

We provide each child with a free water bottle on entry to the school. We encourage the children to access plain water throughout the day. They can drink from their bottles in class as appropriate; there are water fountains available on the playgrounds and with school lunches.

School Meals

A nourishing two-course meal that appeals to children is cooked on the premises and served cafeteria style. Current cost is £2.10 per day. Dinner money must be sent in on a Monday for the week, i.e. £10.50 for 5 days.

Payments can also be made half termly or termly in advance. We welcome cheques made payable to Suffolk County Council.

Cash payments must be brought into school on Mondays, in an envelope with your child's name and class clearly marked. If your child is absent, the money paid will be credited so less money is needed the next week. Free meals are available to those children whose parents receive Income Based Job Seeker's Allowance/Income Support. To apply it is necessary to get a form from this school, or the Area Education Office. When completed the form should be sent to the Area Education Officer, where it will be dealt with in the strictest confidence. If you think you may be entitled to free school meals but your child prefers packed lunch, please still apply as this generates extra funds for the school.

Packed lunches are eaten in the school hall. Please supply a drink with packed lunches as we are unable to supply one. Biscuits are allowed, but not sweets in packed lunches. If its on sale at the biscuit counter it's alright!

Uniform

Children derive a considerable sense of community and belonging from wearing 'school clothing'.

- * white shirt/plain white shirt/blouse with collar
- * school sweatshirt/cardigan or plain royal blue jumper/cardigan
- * plain grey/black trousers or plain grey/black skirt
- * in summer - blue/white check summer dress or plain grey or black shorts
- * plain black/grey tights or white socks.

All pupils must wear plain black shoes, suitable for the time of year. These need to be comfortable, protective and safe for active play including climbing on apparatus. A warm, zipped, fleece jacket in navy with school logo is also now available for **outdoor** wear.

PE KIT

- * School P.E. t-shirt or plain royal blue/white t- shirt, black or navy shorts
- * blue sweatshirt (winter)
- * plimsolls

Games lessons will be outside so children will need suitable P.E. wear for cold weather.

Hair

Hair needs to be tied back if it is of shoulder length or longer. There should be no extremes of style, length or colour.

The wearing of jewellery is discouraged, to avoid loss, damage, breakage and injury. **ONLY ONE PAIR OF PLAIN STUD EARRINGS ARE PERMITTED.**

For P.E. purposes earrings must either be removed before school or plasters supplied to cover them. Microporous Tape is excellent for this.

The older children swim at the Sports Centre and need swimming costumes/trunks (not Bermuda shorts), towels and if hair covers eyes, a swimming cap. They are not allowed to wear earrings in the pool.

PLEASE NAME ALL CLOTHING. A school shop, open in the office on Mondays after school, provides many of these items.

There is a Lost Property box but this would be unnecessary if all clothes were named with a biro on the label. Please update this regularly as it does wash off.

Our Curriculum

At Howard Community Primary School our aim is to help each child reach their full potential through an inclusive ethos. We are committed to the promotion of equal opportunities for all children whatever their gender, background, race or abilities. We will allocate resources which can be used flexibly to support all children's individual needs, and where appropriate provide specific resources to support the learning and care of those pupils with disabilities.

Nursery and Reception Children follow the Foundation Stage Curriculum in which there is an emphasis on children learning through outdoor activities.

KS1 (Year 1 and 2), and KS2 (Year 3 and 4) follow the National Curriculum and are taught the three core subjects: Maths, English and Science and the six foundation subjects: technology, history, geography, art, music and P.E. R.E. (R.E. is also taught in Reception) and P.S.H.E. are also taught. ICT (Information and Communication Technology) is taught across the whole curriculum and across the entire age range from Nursery to Year 4.

In Year 2, pupils are given the Key Stage 1 Standard Assessments (SATs).

English

At Howard Primary we work to ensure all of our children leave us as confident and enthusiastic readers and writers. We aim to promote a love of reading, both at school and at home, and encourage the children to read on a daily basis. We very much appreciate support from home and have a reading diary to help home and school communicate. The children's reading and spelling skills are developed further in daily 'letters and sounds' sessions whilst the range of exciting texts studied in class inspire young writers. Drama is used to fire the children's imaginations as well as to develop speaking and listening skills. ICT is also used in a variety of ways to make Literacy engaging and exciting.

Maths

At Howard Primary considerable importance is attached to the children achieving and understanding mathematical processes, concepts and skills. 'Loving to Learn' maths is encouraged by presenting it in an interesting and enjoyable way, allowing the children to actively participate in the learning process, thus creating a sense of achievement and confidence. There is a strong emphasis on the development of mental arithmetic and giving opportunities for pupils to use and apply mathematics in real life situations

Music

We have a strong tradition of music in school. All the children enjoy performing in assemblies, concerts and productions. They listen regularly to a wide range of music from different times, traditions and culture. They also compose and perform their own work.

All children in Year 4 learn to play the violin. This has been made possible by Suffolk County Council's response to the government's 'Wider Opportunities Programme' for Key Stage 2 pupils. From September 2011, we also provide Year 3 with percussion lessons from the County Music Service.

PE and Sports

Pupils have two hours of PE timetabled per week through which we develop the six areas of activity as set out in the National Curriculum – Dance; Games; Gymnastics; Athletics; Outdoor and Adventurous activities; Swimming. Children are given the opportunity to swim during Year 4 and we aim for all pupils leaving the school to be confident swimmers. All pupils in Year 4, also have the opportunity to complete the National Cycling Proficiency scheme, as well as attending our outdoor adventurous activities residential trip to Hilltop.

Sports taught at Howard Primary include football; tag rugby; netball; basketball; kwik cricket and kwiksticks hockey, as well as athletics. All pupils take part in a range of tournaments and sports festivals both within school between year groups and with other schools.

We also have excellent links with The Royal Ballet School based in London, where our Year 3 all receive sessions from a Royal Ballet school teacher, through their PrimarySteps programme. Some children are lucky enough to be selected to attend further sessions organised by the Ballet School.

RE and Collective Worship

Our RE lessons are conducted in accordance with the Suffolk Agreed Syllabus. In RE throughout the school, children learn about the three major world religions: Christianity, Islam and Judaism. Parents may withdraw children from RE if they wish, but we find that staff and parents are usually able to negotiate to avoid this happening.

In accordance with the requirements of the 1944 Education Act and the Education Reform Act, 1988, we have a regular collective assembly which is non-denominational in character. We have regular visits from the local Clergy and from a group called 'Open the book' who act out bible stories with the help of the children.

Science

In Science, children develop an interest and curiosity about the world in which they live. Through practical work they develop the skills of observation, prediction, investigation and questioning. Science lessons also enable children to develop their skills of co-operation through working with others. The school has a Sex Education policy approved by Governors, and the subject is integrated into topics such as Growth, Ourselves and Life Cycles at Year 3 and 4. From the Nursery onwards we try to develop positive attitudes to the children's bodies and relationships.

Art

Art and design is enjoyed and valued in our school as our amazing class and corridor displays demonstrate. Our children are encouraged to create using their imaginations using a variety of tools and materials. We aim to develop individual skills. These include drawing, painting, printmaking, sculpting and 3D model making. We also like to take part in National and local exhibitions too.

Design & Technology

Design and Technology gives our children the chance to enjoy practical problem solving. They undertake a series of projects which builds up their skills base and gives them the opportunity to use a range of materials and tools. During this process they design, modify and evaluate their object until they are satisfied with the end product.

Information & Communication Technology

In ICT we offer a range of equipment including cameras, television, DVD's and computers. Each class has it's own computers linked by network to other PCs in the school. The school is linked to the Internet, so that children can gain information to this massive library of resources. We have a fine ICT suite of 16 computers, projector and interactive whiteboard. We now also have interactive whiteboards in every classroom which are all linked to DVD combis. ICT is continually developing and we try to incorporate new skills across the curriculum.

History

History is a popular subject because children love to find out about life in the past. They enjoy using a range of sources such as books, films, photographs and ICT to discover how we used to live in Britain and the wider world. The children also enjoy the opportunities provided to visit sites to learn more about life in the past and how it affects us today.

Geography

Children enjoy studying Geography because it gives them the opportunity to investigate the local area and to find out about different peoples and cultures from across the globe. Using maps, atlases, films, photographs and visits to local sites such as the Arc, they explore how we affect the environment and how it affects us. We are hoping to develop links with other schools in England and abroad so that we develop the children's understanding of the wider world.

Assessment and records

We are constantly assessing and recording children's progress and use this for planning the next stage of work. At 7 the children will be given the national end of Key Stage 1 assessments (SATs) the results of which will be reported to parents. The children have their own goals to work towards which are recorded in their English and Maths books and shared with parents in their reading diaries. An annual written report is given to parents at the end of the summer term which includes individual pupil targets for improvement. We arrange parents' consultations each term where parental views are recorded. Pupil records are available to parents at any mutually convenient time.

School Policies

If you are interested in studying our school policies for all the curriculum areas in more detail please ask a member of staff. Any other reports by HMI and OFSTED are also available for inspection. These are also soon to be available on the school website.

Behaviour

Code of Conduct

The children and staff follow the Golden Rules list, working toward a positive code of conduct based on common sense, tolerance and a caring attitude ensuring a loving and hardworking atmosphere.

We are gentle
We look after property
We listen
We are honest
We work hard
We are kind and helpful

Our code of conduct is on display in the school hall.

If children give cause for concern, parents are contacted and the matter discussed in confidence between staff and parents.

All parents are expected to sign a Home School Agreement (copy enclosed).

Complaints

If there are any problems please speak to the class teacher in the first instance. If urgent, staff are available before school, but after school teachers have more time and can offer privacy to sort out any worries. You may also arrange to speak to the Headteacher.

The Governors have a Complaints Procedure. They will deal with any official complaints on Curriculum or General Matters and as a last resort Suffolk Local Authority will deal with issues.

If you do have any problems or worries don't bottle them up or discuss them in the playground. We all want the best for your children so come and talk to the staff concerned.

Safeguarding

The school has a robust Safeguarding Procedure in order to ensure the total care wellbeing of the children.

The Designated Safeguarding person is Miss Higgins, the alternate officer is Mrs Spall.

If you have any concerns about the welfare of a child you can report these to the designated staff or call 0845023023 to report concerns.

Children's Welfare

All major problems concerning the welfare of children in school and attendance are dealt with by the Education Welfare Officer. Other regular visitors to the school include the school doctor, nurse (who tests sight and hearing), Health Visitors, Educational Psychologist, Police Liaison Officer and Road Safety Officer. Our School Advisory Service also ensures we are able to offer your child the best care and education possible.

Attendance

Attendance at school is of course highly important to a child's learning development. We urge you to ensure regular attendance and to arrange holidays in the school holiday period.

Control and restraint of pupils

As from September, 1998 teachers are allowed to use reasonable force to prevent pupils committing a crime; causing injury or damage; or causing disruption. In our case it would only be used to prevent children injuring themselves or others, or perhaps running away.

Health

In the event of illness or an accident occurring, staff will give basic first aid care. In an emergency we will try to contact the parents, if this is not possible we will act on the advice of the medical office consulted. We would be grateful therefore if you could keep our contact telephone numbers, addresses, etc. updated regularly. Administration of medicines to children as a parental responsibility and we can only undertake this for specific long-term conditions.

Head Lice

These creatures are a problem. If you check your child's head everyday, treat if necessary and then notify us of lice, we can alert other parents. We have produced our own school information booklet on this subject and sell the recommended combs.

Visits, Extra Curricular and Clubs

School visits

Where appropriate the school curriculum is supported by educational visits. These are carefully planned by staff, and risk assessments are always made. At Year 4, pupils will be given the opportunity of a residential trip to an Activity Centre in Norfolk.

We consider these visits of great importance to the children's greater understanding and to their growth as confident independent individuals. We will continue to do our best to provide these experiences for our pupils. Parents are asked to contribute to the cost of these trips. Where this presents difficulties remissions might be possible. (See Appendix D - The Charging and Remissions Policy) Always come and discuss any difficulty in meeting the cost of an educational activity.

Extra-curricular activities

Particularly during the Autumn and Spring terms, teachers provide opportunities for the older pupils after school or at lunchtimes. Membership of school clubs is voluntary (as is the teachers' time) but we hope as many Year 3 and 4 children as possible will be able to develop new interests through the clubs offered. We do need a signed letter from parents agreeing to their child's membership to after school clubs. Please collect your child after clubs as we are concerned for your child's safety.

Clubs

Clubs that have been offered include Football, Basketball, Art, Cookery, Gardening, Choir, Chess, Cheerleading, Life Savers, Club of Writers and Drama.

There are also additional football clubs, run by parents and friends of our school, which meet after school hours if a child wishes to develop their skills in this particular field. We greatly value the time and work that these parents and friends give to pupils at our school. Up-to-date information is available from the school office.

When possible we offer the Young Cyclists Course to Year 4 children during the summer term.

School News

Homeward is the name of our regular newsletter. Please make a note of the important dates. Some children are a bit unreliable in their delivery service of notes. Please ask them if there are any notes and check book bags. Homewards are also posted on the website. Other more specific information is sent home by separate letters and text messages. Please make sure that the office has your mobile number and are updated if changes are made.

Parents Evenings, Coffee Afternoons and Parent Lunches

Parents Evenings are run termly on an appointment system at a regular interval. We do value this time to share children's progress and the children benefit from your visits. Year Group or Key Stage teachers hold coffee mornings/ afternoons so that parents can see the children's work and discuss school policies over a sociable 'cuppa'. We also offer the opportunity of a class visit and a school lunch during the school years for parents.

Voluntary help

One of the most valuable resources we have is our parents. We appreciate voluntary help on a regular or irregular basis. An extra pair of adult hands is always useful, but current regulations require us to run a Criminal Records Bureau Check on all regular volunteers in school before you can come in. Please contact the office if you would like to volunteer

Friends of Howard Primary School

Our PTA has changed its name so that we can include supportive members of our local community, school Governors and parents of children who have left the school. Changing the name acknowledges the fact that our school is of interest to so many people in the community and also that the community is of enormous importance to our school. All parents are automatically members of the Friends. This hardworking organisation is always pleased to welcome new members. The school benefits financially and socially from all their efforts which are greatly appreciated. Please ask at the School Office for names of FOHPS representatives, or ways you can join in.

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.