

HOWITT PRIMARY COMMUNITY SCHOOL



PROSPECTUS 2016 - 2017

WORKING TOGETHER TO BE THE BEST WE CAN BE

**Howitt Primary Community School
Holmes Street
Heanor
Derbys
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Working together to be the best that we can be

Welcome to the Howitt Primary Community School family. We hope that the following information gives you a picture of our School, our values and our vision.

Choosing the right school is one of the most important decisions facing parents today and of course you want the best for your child. At Howitt Primary we are totally committed to developing **all** of your child's abilities. We aim to offer them the very best start to their formal education – an education that is rich in opportunities and experiences, one that influences a lifelong love of learning.

We believe that children will only learn if they feel secure and happy. We therefore feel it is of paramount importance that we help to raise the self esteem of all children so that they believe in themselves.

We are committed to developing partnership links with parents and at all times you are welcome to become involved as much as you wish in your child's education as well as with other activities within the school. Our aim is to give the best opportunities to your child. Co-operation and understanding between parents and staff plays an important role in achieving this aim.

In this prospectus you will find a lot of information to inform your decision about sending your child to Howitt Primary Community School. By its nature a prospectus is rather formal and can only give you a brief overview of our school and, with this in mind, I would like to invite you to contact me. I will be happy to answer any enquiries and arrange a visit for you to see us in action.

Our Vision

WORKING TOGETHER TO BE THE BEST WE CAN BE!

At Howitt Primary Community School, we make learning fun and purposeful for all our children. As a staff committed to creating a love of learning, we provide the best possible opportunities and experiences as we help to prepare children for their future lives. In return we expect them to be the best that they can be.

Our aim is to lead the children into developing as confident, independent learners with enquiring minds. Central to our vision is helping children to be positive members of our school and the wider community. Our pupils know that they are valued for who they are.

In a friendly, secure environment all pupils are given an equal opportunity to reach their full potential. We develop the whole child in terms of their academic, personal and social education, encouraging co-operation and tolerance. We work together to create a School where positive behaviour is expected and everyone is treated with respect and sensitivity.

Our Values and Aims

At Howitt Primary Community School we aim:

To aim high, developing successful, enthusiastic learners through inspiring teaching.

To have care and consideration for others, respecting truth and fairness.

To develop enjoyment of learning through an exciting, creative curriculum.

*Howitt Primary children are **ACE!***

***A**chieve their best*

***C**are for others*

***E**njoy learning*

Meet the team.

Teaching Staff

Mrs L Pilling	Headteacher
Mrs C Rhodes	Deputy Headteacher
Mr M Fearn	Deputy Headteacher
Mrs C Clarke	Senior Teacher
Mrs N Gregg	Nursery Teacher
Mrs E Edgeley	Reception & Foundation Stage Leader/ SENCO
Mrs C Payler	Reception
Miss S Boustead	Reception
Miss S Dilks	Year 1
Mrs V Killeen	Year 1
Miss H Keal	Year 2
Mrs N Clarke/Mrs B Allen	Year 2
Mrs R Mee	Year 3
Mr D Sinclair	Year 3
Mrs K Knowles/Ms B Coates	Year 4
Mrs C Babicki	Year 4
Miss H Wilson	Year 5
Mr C Betteridge	Year 5
Mrs K Prince	Year 6
Ms J Topham/Mrs L Cawdell	Year 6

Support Staff

Mrs M Beecroft	Administration
Mrs D Walker	Administration
Miss E Beardsley	Teaching & Learning Assistant
Mrs N Bridges	Teaching & Learning Assistant
Ms S Clarke	Teaching & Learning Assistant
Mrs N Ensor	Teaching & Learning Assistant
Mrs M Fowkes	Teaching & Learning Assistant
Ms N Higgins	Teaching & Learning Assistant
Mrs K Holmes	Teaching & Learning Assistant
Mrs F Jones	Teaching & Learning Assistant
Mrs L Lacey	Teaching & Learning Assistant
Miss H Marshall	Teaching & Learning Assistant
Mrs J Martin	Teaching & Learning Assistant
Mrs D McBean	Teaching & Learning Assistant
Mrs C Parker	Teaching & Learning Assistant
Mrs L Peacey	Teaching & Learning Assistant
Mrs D Poyser	Teaching & Learning Assistant
Mrs S Rawson	Teaching & Learning Assistant
Mrs T Riley	Teaching & Learning Assistant
Ms N Sellars	Teaching & Learning Assistant
Mrs J Sinfield	Teaching & Learning Assistant
Mrs D Sloman	Teaching & Learning Assistant
Ms E Webber	Teaching & Learning Assistant
Mrs R Webster	Teaching & Learning Assistant
Mrs S Wright	Teaching & Learning Assistant
Mrs R Wood	Teaching & Learning Assistant
Mrs T Woodward	Teaching & Learning Assistant

Midday Supervisors

Mrs J Baldwin	Upper School
Mrs H Charlton	Upper School
Mrs B Clarke	Upper School
Mrs S Holberry-Quinn	Upper School
Mrs S Annable	Upper School
Mrs M Herrett	Upper School
Mrs O Morgan	Upper School - Senior
Mrs T Stuart	Upper School
Mrs L Bowler	Lower School
Mrs N Bridges	Lower School
Miss D Sellars-Hall	Lower School
Miss S Rawson	Lower School
Mrs K Thomson	Lower School
Mrs M Whitehouse	Lower School - Senior
Mrs T Woodward	Lower School

Caretaker and cleaners

Mr M. Hawkins	Site Supervisor
Mr A. Barnes	Caretaker
Mrs J. Baldwin	Infant cleaner
Mrs A. Wareham	Infant cleaner
Mrs G Beresford	Junior cleaner
Mrs P Fitzgerald	Junior & Nursery cleaner

Who are the Governors?

The governing Body is made up of elected members of the community and, with the Headteacher, is responsible for the management of the school. In executing its responsibility the Governing Body meets regularly in order to address such issues as employment of staff, the school building, financial management, curriculum and assessment, behaviour and discipline.

Mr R Moore	Clerk to the Governors	
Mr B Harper	Co-opted	Chair
Mr M Bemrose	Co-opted	
Ms J Bowley	Co-opted	
Mr B McBean	Co-opted	
Mrs L Lacey	Co-opted	
Mrs C Cox	LA	
Mrs H Develin	Parent	
Mrs G Petrie	Parent	
Mr D Richardson	Parent	Vice Chair
Mrs J Saunders	Parent	
Mrs D Walters	Parent	
Miss S Dilks	Staff	
Mrs C Wood	Co-opted	
Mrs L Pilling	Headteacher	

Our School Times

Nursery	<u>Morning session</u>	8.45 – 11.45		
	<u>Afternoon session</u>	12.20 – 3.20		
Infants		8.55 - 12.00		
		1.00 - 3.30		
Juniors:	Year 3 and 4	8.55 -12.00	Year 5 and 6	8.55 -12.15
		1.00 - 3.25		1.15 - 3.25

For term dates please visit the Derbyshire County Council website.

Please ensure when bringing your child to school by car or meeting them at the end of the day that you do not park immediately outside the entrances or to block neighbours' driveways at any time. Cottage Garden Lane and Holmes Street are hazardous for pedestrians.

Admissions

If you wish your child to attend our school you will need to apply to the Local Authority by the due date. (www.derbyshire.gov.uk/admissions)

Visits by prospective parents are always welcome – please contact the school.

Children who attend our Nursery are given opportunities to participate in school events before moving into the Reception class. In the term before they are due to start full time education all children are invited to a series of visits to meet their teacher and to become familiar with their environment. Parents are invited to an induction meeting with the Headteacher and Foundation Stage staff where routines and expectations are shared. This is an ideal opportunity to have all your questions answered!

Transfer to secondary school includes visits by Year 6 children to the school of their choice: we liaise with the secondary schools to ensure a smooth transition.

What does Howitt offer?

Howitt Primary is a large school which serves the area including Mansfield Road, Derby Road and Loscoe Grange. The majority of our pupils have first attended the Nursery which works as part of our Foundation Stage. This ensures that children from the age of three receive a continuity of education. We currently have 404 children on roll, which includes the Nursery.

The school consists of 3 areas which accommodate the Nursery, Infants and Juniors. All areas of the school provide high quality learning and teaching environments. There are two halls - the main hall is used for whole school assemblies and PE activities, as well as a canteen for lunch time. We also have an ICT suite, two libraries, a Music Room and a Conference Room. We are fortunate to have a well-equipped Nursery building which also houses a Community Room.

Our main reception/office area is just off the infant playground.

Secure outdoor play areas create a valuable facility for our pupils. The playgrounds include extensive hard play areas and a nature garden for cross-curricular use. There are also areas where children can sit quietly and play games or read and draw. We have a large playing field which includes a hard play area for netball, basketball and football. The Nursery and Reception classes have access to external grounds where children have outside learning opportunities throughout the day.

Our aim is to provide a barrier-free environment for all who come to the school. Entrances are ramped and we have disabled toilets.

Howitt also serves as a satellite for the Children's Centre which meets the needs of the wider community.

Howitt Primary provides for the education of the children from nursery age (three years) to the age of eleven. The Nursery is part-time, taking in up to 39 children on both the morning and afternoon sessions.

Teaching and learning at Howitt Primary are based on a focused process of assessment and planning that leads to excellent classroom practice encompassing a range of teaching styles. This ensures that children are engaged in stimulating and challenging learning opportunities.

We have Teaching & Learning Assistants supporting every class. We share our expertise and skills to give maximum benefit to the children in our school. Sometimes pupils have the opportunity to be taught by another teacher for specific subject areas.

Our Nurture team offers pastoral support on a timetabled and ad hoc basis.

Preparing children for school

School uniform

The school's uniform consists of a light blue polo shirt and a dark blue sweatshirt, with black or grey skirt or trousers. For PE we ask that the children wear navy blue or black shorts, a white t-shirt and black plimsolls.

The following items can be ordered from the school office: Polo shirts, sweatshirts, fleeces, cardigans, book bags, and PE kits (t-shirt, shorts and bag).

Please ensure that all items of clothing are clearly marked with your child's name.

Jewellery should not be worn at school. The school cannot take responsibility for its safe keeping. More importantly it is a danger not only during PE but also during break times when the children are playing outside. If children have pierced ears and have to wear earrings at school, only studs are allowed. During PE, games and swimming children with pierced ears **MUST** remove their studs or be provided with tape to cover them.

Attendance

Children who attend Howitt Primary will be given our commitment to be given the best opportunities to make the very best progress with his/her education. In order to make this progress possible it is vital that you ensure that your child's attendance is both regular and punctual.

We monitor attendance and ensure quick and early intervention if a problem is identified. Good attendance is seen as an achievement in its own right and recognised as such.

We realise, of course, that for illness and other exceptional circumstances, your child may occasionally have to be absent from school. When this does occur you will need to inform the school immediately.

Government legislation requires schools to keep a close check on **authorised** and **unauthorised absences**. In primary schools, absences authorised by law will normally comprise:-

- Sickness
- Medical treatment
- Exceptional family reasons
- Religious observance

Parents are not entitled to take their children out of school in term time. All such periods of absence should be discouraged and parents/carers should apply in advance for permission from the headteacher. Requests for leave of absence will be considered on an individual basis and parents/carers will be notified in writing whether the request is authorised or unauthorised. If the request is unauthorised and parents do take their children out of school this may lead to a penalty notice following the Derbyshire County Council guidelines.

In order to fulfil our responsibilities regarding recording of absences, we ask that you contact school on the first day of your child's absence. Our school follow a 'first day response' system where the school may contact you if your child is absent if we have had no explanation. If your child is absent due to illness the school may ask for some evidence to confirm this.

Lunchtimes

At lunch time children can have a school dinner or bring a packed lunch. School dinners represent good value for money and are carefully balanced to ensure a healthy yet child-friendly choice. There is normally a vegetarian or sandwich alternative to the main meal, a choice of dessert, including fresh fruit and a drink.

Due to new government legislation all children in Reception, Year 1 and Year 2 are entitled to a free school meal. For children in Years 3, 4, 5 and 6 a school dinner costs £2.00 per day/ £10.00 a week and dinner money is collected by class teachers every Monday morning. Please send dinner money in a sealed envelope with the child's name and the days a meal is required clearly indicated. If you wish to pay for dinners by cheque, please make payable to **Derbyshire County Council**.

If you receive Income Support, Income-based Job Seekers Allowance or are in receipt of Child Tax Credit but are not entitled to Working Tax Credit, and your annual income (as assessed by the Inland Revenue) does not exceed a certain amount per annum, your child may be eligible for free school meals. An application form for free meals can be obtained from the school office. They are dealt with in the strictest confidence.

During the year there are themed lunches for the children including Valentine's lunch, Bonfire lunch and Food from Around the World. We also have family lunches when parents are invited to have lunch with their child.

We want lunchtimes to be exciting and fun so there are structured activities and games out every lunchtime as well as our Mini leaders from the juniors who run games and sports activities for all the children in zoned areas on the playground.

Caring for our children

Class teachers are responsible for the pastoral care of children in their particular class. However, it is the responsibility of the whole school to ensure that children are happy and secure in school. If you are experiencing a period of family difficulty – such as bereavement, illness, conflict – which you feel might affect your child, we should ask that you share that information confidentially with us. This will enable us to give your child every support and understanding they may need to deal with their problems or difficulties.

Children learn most effectively when they feel safe, secure and happy. We hope that you feel that you can come and share your concerns with us – so that we can discuss ways to help your child. Our Nurture team are on hand to support you in any way that we can.

Safeguarding children.

Every Derbyshire school is required to follow set procedures in cases of suspected child abuse.

Parents should be aware that the school will take any reasonable action to ensure the safety of all its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff will follow County Child Protection Procedures and inform Social Services of their concern.

A nurse from the School Health service may examine children during their first year at school and parents are notified in advanced and are requested to be present at the examination. Following this there are periodic checks in hygiene, vision and hearing and weight.

As part of our safeguarding policy we will ask you to sign an agreement if you want to take photos during any of our events. This agreement prohibits the photos being placed onto a website.

Illness and accidents.

When your child starts school you will complete a Pupil Data Information Form and a Card with up-to-date information for contact in an emergency. It is important that you inform us of **any** change of address, telephone numbers etc so our records can be kept up to date.

Should your child have an accident or feel unwell while at school one of our trained staff will administer first aid. If it is considered serious we will contact you or another emergency contact as soon as possible.

Pupils are well supervised and are expected to behave sensibly both inside and outside school. They are all briefed on safety issues relating to play times and school activities. Occasionally however accidents do occur and if we feel that hospital treatment is necessary parents are contacted or, in an emergency, an ambulance called and the pupil taken to hospital as quickly as possible. Serious accidents are reported to both the County and Health and Safety Executive

Medication

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term; however, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents need to complete an "Administration of medicine Permission Form". Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.

Records will be kept of all medication received and administered by the school.

Teaching and Learning at Howitt

At Howitt Primary our motto is to be the best that you can be – to work to the highest possible standard in order to achieve your potential. All teaching and learning at Howitt is fun, purposeful and interactive.

The core subjects are English (literacy), Mathematics (numeracy) and Science. Within this section are also ICT (computing) and Religious Education.

The Foundation subjects include the other subjects which serve to supplement and develop key skills whilst children increase their knowledge and understanding of the world around them. They are: Design Technology, Music, History, Art, Geography French and Physical Education. PSHE (personal, social and health education) and Citizenship is taught as a separate subject but also permeates everything we do.

Religious Education and Collective Acts of Worship.

We regard Religious Education as an essential part of every pupil's education entitlement, which extends his or her understanding of the world in which we live. Children learn about a variety of religions and the attitudes and values of different communities and faiths. They are encouraged to explore their feelings, attitudes and values as individuals and as members of the local community and wider world.

The school has a fully integrated RE policy and follows the Derbyshire recommended scheme. Should parents not wish their child to participate in this area of the curriculum, arrangements can be made for their withdrawal. The school has no affiliation to any religious denomination.

The Education Act 1994 requires each school to provide daily, corporate act of worship. It will not offend any faith groups but will focus on reflecting the traditions of Christian belief which represent human values to which all faith communities may take part. The act of collective worship will promote dialogue, tolerance, and respect for the rights of others to hold beliefs different from ones own.

If you feel that your child needs to be withdrawn from attendance at collective worship or religious education please discuss your concerns with the Headteacher.

Health Education.

At Howitt Primary your child will participate in an on-going programme of Health Education. As a parent you are the key figure in helping your child cope with the physical and emotional aspects of growing up. As a school we play a supportive role of providing a caring environment where emphasis is placed on the development and acquisition of knowledge, skills, attitudes and values.

We aim to deliver a health education programme in its widest sense across the school from Nursery through to Year 6. Sex Education and Drugs Education are important parts of this programme.

Children in years 5 and 6 learn about physical changes before the onset of puberty as part of topic work. Parents are invited to view the material we use to support our teaching. Our policy is to answer questions honestly and accurately using correct vocabulary appropriate to the child's age and understanding, with due regard to moral considerations and the value of family life .

We often involve the school nurse in our teaching programmes as well as outside agencies that can support the school programme to assist in the development of healthy attitudes and values.

If a parent or guardian does not wish for their child to participate in any lessons relating to Sex Education they should discuss arrangements with the Headteacher.

Monitoring and reporting progress.

At Howitt an ongoing assessment is in place to meet the needs of all our children. This allows teachers to plan and teach accurately and ensure support for all our children and also to monitor term by term, and year by year progress, helping us to plan for school development.

Targets are set for Numeracy and Literacy every half term. These are reviewed and incorporated into the teaching and learning. All children work through levels while at school and are expected to reach level 2 by the end of Year 2 and level 4 by the end of Year 6 if they are making age appropriate progress.

We welcome parents to our consultation and open evenings to talk with you about your child's progress. At the end of the year you will receive a detailed report on your child's achievements in all the curriculum areas.

Equal Opportunities.

We are committed to achieving equal opportunities through our education provision.

The whole curriculum is available to everyone, irrespective of race, sex, disability, age or class. We aim to ensure that highest level of pupil achievement for both pupils and staff.

Our policy on equal opportunities is concerned with enabling all children to achieve their fullest potential, develop all their talents and ensure all their contributions are equally valued.

Behaviour which is deemed racist is unacceptable in the school.

Children with special educational needs

Legislation requires each school to follow the Code of Conduct on the identification and assessment of special educational needs.

Howitt Primary is proud of its support for children identified as needing specific and targeted support. Children identified include not only those with learning difficulties but also those children who have significant behavioural issues that impact on their learning potential and also children who are Gifted and Talented. All teaching includes planned, differentiated activities for both children with learning difficulties as well as high achieving pupils. At Howitt the children who have been identified as Gifted and Talented will have a personal file to record and monitor the children's progress and to keep a record of the activities that are offered to address their individual needs.

Parents are, of course, kept fully informed and are consulted about all developments. If you would like more information, please feel free to discuss your child's needs with me.

Behaviour and Anti-bullying.

Disciplined behaviour, courtesy and good manners are central to the vision of the School and are necessary for harmonious working and playing, creating a safe and secure environment for our children. We are preparing children to be citizens of the future and it is never too early to instil in them high expectations of attitudes and behaviour. In our community everyone is treated with respect and care and everyone is valued as an individual. The qualities of honesty, fairness, politeness, self-control and team-work are celebrated. Poor behaviour is firmly dealt with and will not be allowed to undermine our ethos.

At Howitt Primary, a simple code of conduct summarised in our Golden Rules provides each child with a framework for good and appropriate behaviour. As a school we seek to reward the positive through encouragement, recognition, privilege and commendation. Our ethos means that children will learn appropriate behaviour through positive role models and reinforcement.

Inappropriate behaviour will result in strong disapproval, reprimand and withdrawal of rewards and privileges. We do not use corporal punishment. Our system is designed to promote the idea that it is the child's choice how they behave. By making a choice they are also choosing the possible consequences, be they positive or otherwise. If a child does make an error of judgement, it will be dealt with but it will be stressed to the child that once over, they have the chance to start again and with a fresh start.

Celebrations at Howitt

Each class teacher will have their own system for celebrating the children's achievements on a day to day basis. This may be stickers, stamps, Golden time on a Friday, certificates and notes home.

Each week we have a 'Celebration assembly' to present certificates to children who have followed the Golden Rules, made the right choices and have been successful in their achievements.

We have a whole school superstar system in place to recognise and value our 'always' children. Children can earn bronze, silver and gold badges throughout their time at Howitt.

House Points

At Howitt we also like to reward good manners and qualities of honesty, respect and caring for others. The children are placed into family teams and are rewarded with 'house points' as rewards.

The teams are;



Community links

We believe that Howitt Primary should be a school that is the hub of the community. We are committed to providing opportunities for the children to widen their experiences and develop interests and skills. We encourage the local community police officer, the school nurse and representatives from local churches to play an active part in our school life.

We also encourage parents and carers to come into school and help within the classrooms with various activities, eg reading, art work, making and mending equipment, making costumes ...the list is endless. This support is something as a community we are very proud of. We are well aware that many of you possess hidden talents as musicians and artists, cooks and computer wizards – if you have the time and energy these skills would be wonderful to share with small groups of children.

Parent Partnership

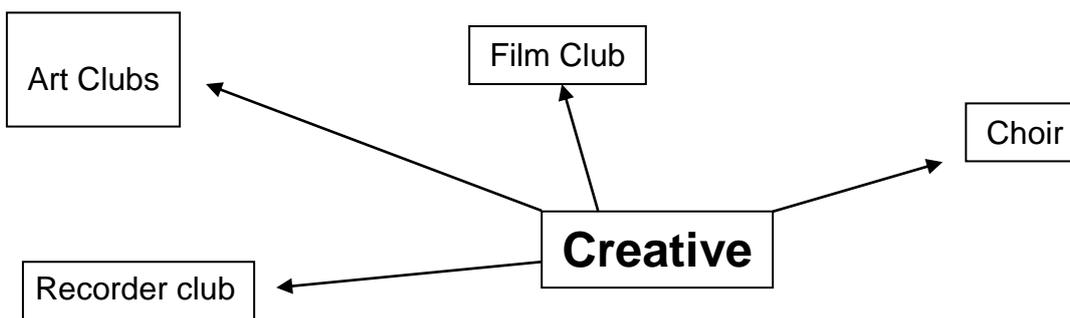
- We also offer transition meetings for you to meet your child's new teacher and to discuss information for that year group
- Parent workshops are held to update you on our teaching methods and to help you support your child with their homework. Dates will be given out in the newsletters.
- Each class send out a newsletter that will let you know each half term what your child will learn.
- School newsletters will be sent out regularly to update you on events
- A 'texting' service is in place to notify all parents of events and any necessary information. Please keep the office updates on your phone numbers.
- Parent/Carer consultation meetings will run in the Autumn and Spring terms with a report to parents in the Summer term, to discuss your child's progress and attainment.

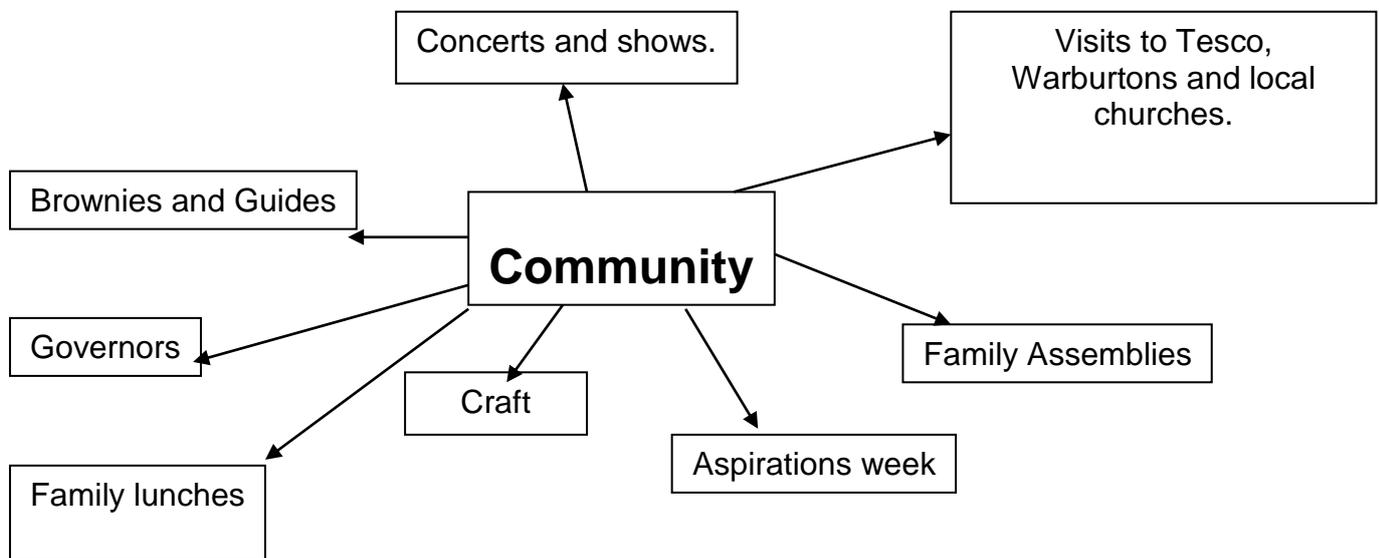
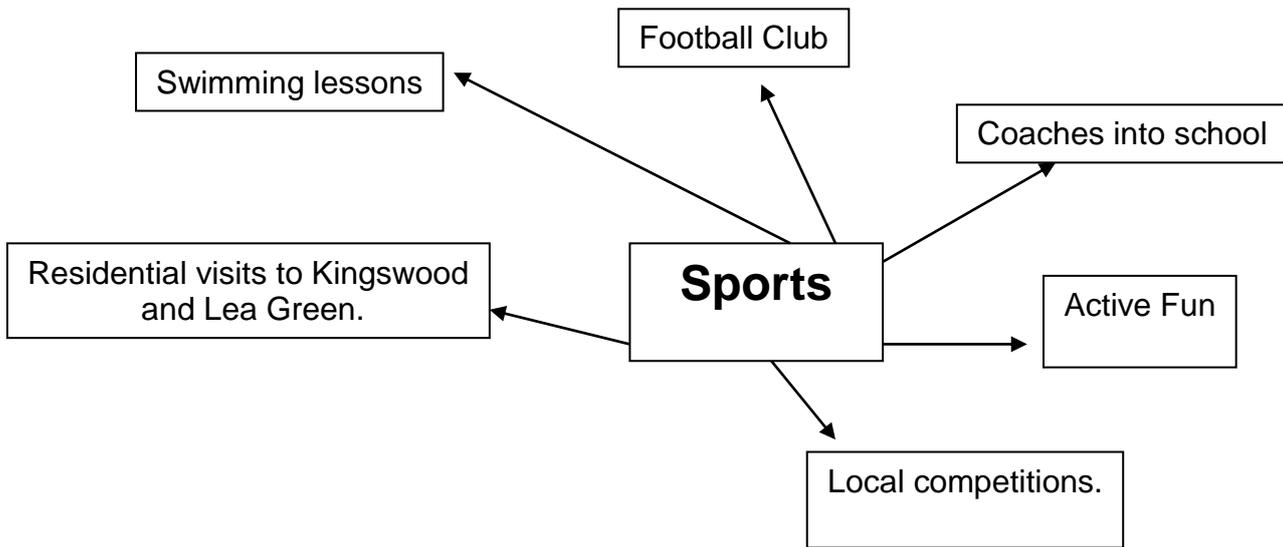
School Council

- The School Council meet every other week to discuss pupils views and ideas
- Each class vote two representatives onto the council and each class have a suggestions box
- Year 6 children are voted on as Chair, Vice-Chair, Secretaries, caretakers and Sports representatives.

What else do we offer?

Over the year we offer a range of activities to enhance your child's experience of life.





Keep your eye on our newsletter for more exciting events.

Helping with my child's education.

The governing body has agreed that parents may be asked to make voluntary contributions toward certain activities such as educational visits and visiting musicians, theatre groups etc.

Individual children may not be excluded from events if their parents/ guardians have not contributed. However it should be noted that any substantial shortfall in contributions could lead to the cancellation of an event.

Parents may be required to meet charges such as the cost of repairs or replacement of school property deliberately damaged by their child or the cost of school property, which is lost e.g. books.

Parent Teacher Association.

The Howitt Fundraisers/Howitt PTA is the school's parent teacher association. It is a tremendous asset across the school. The group organises a large number of social events for the community that help to raise funds that are spent on the resources and facilities for the children. The group meets regularly and is made up of parents, governors and staff. There is no need for formal membership and everyone is welcome.

The Annual General Meeting is held in November to elect officers who oversee the charitable status of the group.

The group can only ever be as successful as the support it receives – so please try and get involved.

Data Protection

Basic information about children is held on the school computer. This is covered by the Data Protection Act and will not be disclosed to any unauthorised person. Information about the school's Data Protection Policy is available from the Headteacher and general information about the Data Protection Act can be obtained from the Derbyshire Education Department's Data Protection Liaison Officer at County Hall.

Any complaints?

If parents have a complaint about their child's schooling, they should raise it with the class teacher or Headteacher. However, there is a special procedure for dealing with complaints about the school curriculum, including religious education and collective worship. If in the rare event that a complaint or anxiety has not been resolved through the school, complaints can be made through a procedure involving the Governors and the LA. A copy of this formal procedure is available from the school or your local Area Education Office.

We do hope you have found this information useful. If you have any further questions please do come and see us.

2015 Assessments - Results

Key Stage 2 National Average is shown in brackets

2015	Level 4+	Level 5+
Reading	94% (89)	47% (49)
Writing	91% (85)	38% (33)
Maths	91%(86)	32% (42)
GPS	87%(76)	58% (52)
Reading Writing Maths	85% (Floor standard 65%)	

Key Stage 1 National Average is shown in brackets

	2015		
	L2+	L2b+	L3
Reading	94%(90)	81%(81)	25%(31)
Writing	92%(86)	72%(70)	23%(16)
Maths	96%(92)	83%(80)	23%(24)
Phonics Screening Yr1	65%(74)		

We are so proud of all of our children. They have achieved so much this year