

WREN PARK PRIMARY SCHOOL



SCHOOL BROCHURE 2024-2025

Policy Name:	School Brochure 2024 – 2025	
Frequency of Review:	Annual	
Review Dates:	Summary of Key Changes (introduced from policy reviews after Jan 22)	Ratified By: ✓ FGB/ Committee / Other
29/09/21		
30/09/22	Timings of school day/update staffing/amendment to payment method	
12/04/2023	Staff update	
07/2024		

Next scheduled review: July 2025

The governors and I wish to extend a warm welcome to new parents, carers and children. We hope that this prospectus will provide you with helpful information and some understanding of the philosophy, aims and organisation of the school.

We are a caring and hardworking school. Our aim is to work with you in educating the children. They will be encouraged to develop their full potential and succeed as individuals. We will provide equality of opportunity and promote high standards in all aspects of school life.

We hope your child will settle happily into school and that you will take advantage of the many opportunities offered to strengthen links between home and school.

If we are to operate successfully and provide the children with a stable and happy environment, full co-operation between us is essential. It is only when home and school work in partnership that the children receive maximum benefit. We want you to feel part of our community, just as we want the school to be part of the local community. There will be regular opportunities for you to visit school to hear about your child's progress and to be informed of the work we do.

We look forward to getting to know you as well as your child over the next few years.

Alex Buckley

The information in this booklet relates to the school year beginning in September 2024. It should not be assumed that there will be no change affecting the information before, during or after the school year to which it relates. Some of the information contained in this booklet will need to be occasionally updated.

VISIONARY GUIDING FRAMEWORK

Wren Park, One School, Kind and Resilient Together.



RESPECTFUL



AMBITIOUS



RESILIENT

Our Aims for Children

Through interesting and challenging opportunities, and through the quality of teaching, children will be helped and encouraged:

- To strive for their highest levels of achievement
- To develop confidence, a sense of adventure and enthusiasm for learning
- To develop self-esteem and personal responsibility, linked to respect for the needs and feelings of others
- To develop considerate and positive relationships between all members of the school community
- To work both independently and collaboratively
- To respect themselves and others and to appreciate human achievement and aspirations
- To support one another by developing caring attitudes
- To value the environment and our rich cultural heritage
- To develop positive attitudes of cooperation and responsibility
- To develop skills needed in a changing technological environment
- To extend themselves in body, mind and spirit

To enable these aims to be realised, learning and teaching will be based on a curriculum which is:

- BROAD, so that it introduces all pupils to a wide range of concepts, experiences, knowledge and skills and promotes spiritual, moral, cultural, mental and physical development;
- BALANCED, to ensure that each area of the curriculum is given sufficient time for it's contribution to be effective;
- RELEVANT to the opportunities and experiences which will prepare children for their continued schooling and for adult life;
- INCLUSIVE, so that the needs of all pupils are recognised and provided for;
- DYNAMIC, so that developments in technology, teaching and learning, international and environmental issues can be taken up to enhance learning;
- PLANNED and implemented by staff with a shared vision and commitment.
- MANAGED efficiently by staff and governors working together towards agreed goals and continuous improvement;
- SUPPORTED by families and the community whose partnership in the education of children is accepted and valued.
- REFLECTIVE and adaptive to what we learn about children's learning
- CREATIVE using opportunities to extend children's learning from activities outside the classroom.
- AMBITIOUS promoting best outcomes for all children.

METHODS

We believe that each child will succeed through experiencing quality in:

- A broad, balanced and ambitious curriculum
- An enriching programme of extra-curricular activities and visits
- A stimulating learning environment
- A rich, varied and up to date range of learning resources
- Innovative teaching and an investigative approach to learning
- An ethos of support, challenge and encouragement to succeed
- Learning partnerships between school, home and the community

We demonstrate our commitment to working as a learning community by:

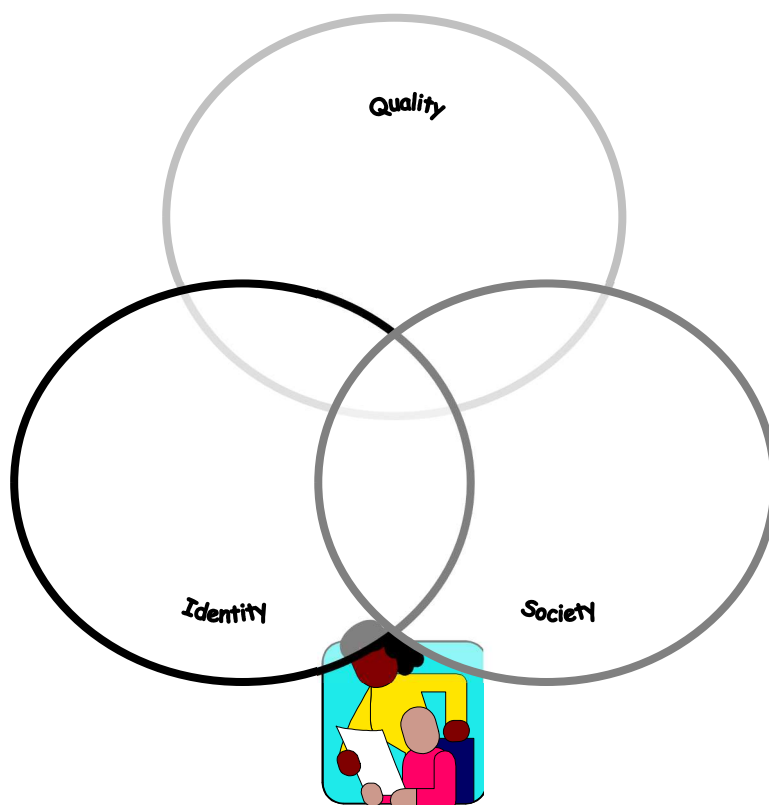
- Striving for continuous improvement in all that we do
- Working collaboratively towards common goals
- Becoming an Investor in People.

POLICY AND PRACTICE FOR INCLUSION

We know that Education influences and reflects the values of society and the kind of society we want. Because of this we have a broad set of common values and purposes that underpin our school curriculum and our work in school.

Through our policy and practice we aim to: -

- ❖ Promote the spiritual, moral, social and cultural development of the children.
- ❖ Develop principles for distinguishing between right and wrong.
- ❖ Promote equal opportunities and enable pupils to challenge discrimination and stereotyping.
- ❖ Develop the children's awareness, understanding of and respect for the environment in which they live.
- ❖ Secure their commitment to positive development at a personal, local, national and global level.
- ❖ Equip the children as consumers, to make informed judgements, and independent decisions and to understand their responsibilities and rights.
- ❖ Promote pupils' self esteem and emotional well-being.
- ❖ Help our pupils to form and maintain satisfying relationships, based on respect for themselves and for others at home, school, work and in the community.
- ❖ Promote and celebrate individual's strengths and differences
- ❖ Educate the children of the importance of the British Fundamental Values of tolerance, liberty, democracy, fairness and the rule of law in an age appropriate manner.
- ❖ Through information and teaching, equip the children to be safeguarded from harm, from radicalisation and child exploitation online.



GENERAL INFORMATION

OUR SCHOOL

School Address: Wren Park Primary School
Jackson Avenue, Mickleover, Derby DE3 9AY

Telephone Number: 01332 512732

Email Address: admin@wrenpark.derby.sch.uk

Website: www.wrenpark.derby.sch.uk

Headteacher: Mr Alex Buckley

Children and Young People's Services

Address: The Council House, Corporation Street, Derby DE1 2FS

Telephone Number: 01332 642730

Wren Park Primary School is a large primary school in the suburbs on the south side of Derby, situated close to the Royal Derby Hospital. It was opened in 1967. Children begin at the school in reception and stay until they are eleven, when the majority of children transfer to Littleover Community School. Both girls and boys attend the school.

The main building houses the school hall and nine classrooms. There is also a staffroom, a library, offices and school kitchen. Five other classrooms are situated away from the main building. The school has extensive grounds incorporating grassed areas and a large field as well as a hard surfaced playground, the trim trail and a separate play area for the children in the foundation stage.

THE GOVERNING BODY

There are different types of governors in our school. Each school has a combination of these and the number of governors each school has depends on the number of pupils in a school.

Chair: Mr S Chilvers, Co-opted Governor
Governors: Ms H Hagan, Co-opted Governor
Mrs L Hanson, Co-opted Governor
Mrs G Khunkun, Co-opted Governor
Mr K Rayner, Parent Governor
Mrs K Bolina Johal, Parent Governor
Mr I Care, Local Authority Governor
Mrs A Glynn, Staff Governor
Mr A Buckley, Headteacher
Mrs R Mozley, Clerk to Governors

THE SCHOOL STAFF

Headteacher: Mr A Buckley

Deputy Headteacher: Mrs G Pettit

Assistant Head: Mr N Bull

Teaching Staff

Miss N Young	Mrs J Derbyshire	Mrs S Bunney
Mrs N Melia	Mrs A Glynn	Mrs K Dalton
Mrs W Buckley	Mrs E Sewell	Mrs L Harvey
Miss C Ralph	Mrs S Graham	Mrs G Pettit
Miss C Rhoades	Mrs H Symes	Mrs C Deeks
Mrs C Dove	Miss G Pitt	Mrs K Holloway
Mrs P Towns	Mr N Bull	Mrs R Rayner

School Business Manager: Miss R Fox

Finance & Admin: Mrs Z Chilvers

Attendance Manager: Mrs K Bolina Johal

Admin Support: Mrs P Kaur

Teaching Assistants:

Mrs S Bhatti

Mrs J Eaton

Mrs A Abbott

Mrs S Riley

Mrs J Rubini

Miss A Lee

Mrs F Dilley

Mrs M Cobley

Ms K Salt

Mrs P Coulton

Mrs A Arnold

Mr P Finan

Miss R Jones

Lunchtime Supervisors:

Mrs L Gaskin

Mrs A Cornwell

Mrs Z Tariq

Mrs S Sahota

Mrs S Sharma

Mrs F Ouajdane

Mrs R Naweed

Caretaker:

Mr C Stringer

Cleaners:

Ms C Palmer

Mrs L Pople

Mrs A Dyche

Mrs R Naweed

ADMISSIONS TO WREN PARK PRIMARY SCHOOL

The local authority and the governing body establish the following admissions policy. Our school can currently admit only 54 children. All admissions are made through Local Authority procedures. Contact Admissions, The Council House, Corporation St Derby (01332 642730)

All children will be admitted to the Reception Unit at the same time. All children who will be 5 years old between September 1st 2023 and August 31st 2024 will start our school on a full time basis beginning September 2024. Detailed arrangements will be given out to all parents of new starters in July 2024.

PRE-ENTRY VISITS

Starting school is a very important stage in the life of a child. It can be a time of great excitement and happiness, although for a small number of children and parents it can sometimes be an exciting but anxious time. We offer you and your child the opportunity to visit the school just before the child begins and you will receive a letter giving details of the visit. In September there is a Reception Curriculum Evening for Parents. We also offer visiting arrangements for parents of prospective children above the age of five and this is done on an individual basis.

To start school is an exciting new challenge – a milestone in our lives.

TRANSITION THROUGH SCHOOL

As your child moves through school there will be opportunities for you to visit us and see the sorts of things your child does at school. We put on special “curriculum events” at appropriate times during your child’s time at Wren Park. These are both enjoyable and informative for parents and we welcome your attendance. A shared partnership to your child’s learning is our goal.

SCHOOL HOLIDAYS

The dates of the school terms and school half-terms for the year 2024-2025 are as follows:-

School Year 2024/25

Wednesday 4th September 2024 – Friday 25th October 2024

Monday 4th November 2024 – Friday 20th December 2024

Monday 6th January 2025 – Friday 14th February 2025

Monday 24th February 2025 – Friday 4th April 2025

Tuesday 22nd April 2025 – Friday 23rd May 2025

Monday 2nd June 2025 – Thursday 24th July 2025

Bank Holidays:

Christmas – 25th December 2024, 26th December 2024

New Year – 1st January 2025

Good Friday – 18th April 2025

Easter Monday – 21st April 2025

May Day – 5th May 2025

Spring Bank – 26th May 2025

Summer Bank – 25th August 2025

HOLIDAYS DURING TERM TIME

Holidays during term time cannot be authorised. If you are thinking of taking your child out of school, please make sure you inform us in writing or email as we need to know whereabouts of all our children. This will avoid us having to inform The Education Welfare, of missing pupils.

SCHOOL HOURS

Gates open at 8:50am – 9:00am.

For all year groups school starts at 9:00am. Morning registration takes place at 9:00am – 9:10am.

School finishes at 3:30pm. Reception pupils have an earlier finish at 3:20pm.

The actual hours spent on teaching during the normal week (including religious education but excluding the daily act of worship, registration and breaks) are specified on the next page.

Every effort should be made to ensure that no child arrives at school before 8.50am after which time the members of staff will assume responsibility for the children. It is the responsibility of parents to see that children do not arrive late at school. If this happens frequently the school will notify you by letter regarding your child's late arrivals just in case you are not aware of it. When children arrive at school they are able to come straight inside where their class teachers or classroom assistants will be waiting for them.

CHILDREN LEAVING SCHOOL DURING NORMAL HOURS

Should you wish to withdraw your child from school, for personal or medical reasons during school hours, arrangements must be made to collect your child from inside school and we need to be notified by letter in advance. Under no circumstances will he/she be allowed out of the school gate on his or her own other than the usual finishing times. Parents are requested to report to the school office and your child will be brought to you.

SUPERVISION

At playtimes during the mornings and afternoons, the infant and junior children have separate playtimes and are supervised by teaching staff and classroom assistants.

At lunchtime the children are supervised by our "dinner supervisors" both whilst they eat lunch and then during lunchtime play.

FOUNDATION STAGE/KS1 LENGTH OF SCHOOL DAY

These timings are examples of a KS1 & KS2 timetable. Timings may differ but overall curriculum time will remain the same daily/weekly. This will be kept under review.

<u>ACTIVITY</u>	<u>TIME</u>	<u>WORK IN MINUTES</u>
Curriculum session 1	9:00am – 10:15am	75 minutes
Break	10:15am – 10:30am	
Curriculum session 2	10:30am – 12:00am	90 minutes
Lunch	12:00pm – 1:00pm	
Curriculum session 3	1:00pm – 2:00pm	60 minutes
Break	2:00pm – 2:15pm	
Curriculum session 4	2:15pm – 3:30pm	75 minutes
<u>Total minutes worked for day</u>	300 minutes/5 hours	
<u>Total minutes worked per week</u>	1500 minutes	
<u>Total hours worked per week</u>	25 hours	

KS2 LENGTH OF SCHOOL DAY

<u>ACTIVITY</u>	<u>TIME</u>	<u>WORK IN MINUTES</u>
Curriculum session 1	9:00am – 10:30am	90 minutes
Break	10:30am – 10:45am	
Curriculum session 2	10:45am – 12:20pm	95 minutes
Lunch	12:20pm – 1:20pm	
Curriculum session 3	1:20pm – 2:15pm	55 minutes
Break	2:15pm – 2:30pm	
Curriculum session 4	2:30pm – 3:30pm	60 minutes
<u>Total minutes worked per day</u>	300 minutes/5 hours	
<u>Total minutes worked per week</u>	1500 minutes	
<u>Total hours worked per week</u>	25 hours	

This is representative – due to staggered playtimes in KS2, timings will vary slightly between year groups but will remain the same in overall curriculum length.

LEAVING SCHOOL

Please try to collect your child from school promptly as it is very dangerous for a child to be unaccompanied at the gate. We encourage the children to return inside the school buildings if no-one is there to meet them at home time as the children can wait safely in the school foyer if an emergency arises.

We do not expect the children to play inside the school grounds or on the playground at the end of the day. Any parent bringing pre-school children onto the playground are asked not to allow them to play on the railings and walls as well as with any school equipment which may be outside

The school enjoys a good relationship with the local community and particularly with the residents of Jackson Avenue. It is always very busy on Jackson Avenue at home times, but please do not block anyone's drive while you are waiting for the children. There is a residents parking scheme in place in Jackson Avenue, dropping off and collection of children is permitted but please be aware that this zone is enforced by City Traffic and queries regarding its operation should be made to them.

Parents are most welcome to collect children from the various school porches instead of waiting at the gate. We encourage the children to walk to and from school. We also realise that many children come to school by scooter and we have a small scooter shelter – scooters are left at owners risk, we suggest that they are clearly labelled as they look very similar. We do not encourage or endorse the use of cycles for coming to school due to the high volume of traffic within the area. Children accompanied by parents cycling are allowed to park their bike at school. Scooters must not be used within school grounds.

ABSENCES FROM SCHOOL

If your child has to be absent from school for any reason, it is required that you send us a letter when your child returns to school, explaining the reasons for the absence. This will save the Education Welfare Officer from making unnecessary calls to check on unexplained absences. Our school has a good attendance record.

JEWELLERY/EARRINGS

We do not expect children to wear jewellery at school as we follow the Derby City guidelines of no jewellery in PE because of Health and Safety reasons.

We do appreciate that some parents like their children to wear earrings but they are a potential hazard during P.E., Movement and Games and should be removed for these activities. Current Health and Safety regulations advocate a policy of no jewellery to be worn during P.E. We advise that the most appropriate time to have ears pierced is during the summer holidays and then neither your child nor school staff are inconvenienced. Children must do PE as a statutory requirement and they should not sit out and watch. However, if your child has their ears pierced during the academic year we would like you to provide tape to put on your child's ears for PE. We also ask that you complete an indemnity form which is available from the school office.

Swimming is a statutory requirement that is currently taught in Year 4 and is a valuable and fun skill to acquire. Children who do not acquire swimming proficiency in Year 4 will have an opportunity to attend swimming again in Year 5. Children cannot be exempt from participation.

LOST PROPERTY

We are frequently amazed at the items which are in lost property - trousers, jumpers, towels, and coats, all in excellent condition! Unfortunately, space for lost property is very limited, so each term we have to dispose of unclaimed items. Please come and ask or look in the lost property if your child has lost something.

PLEASE ENSURE you name all your child's belongings and clothing.

BREAK TIMES

As a health promoting school, we do not operate a tuck shop. Children may bring a snack if they wish. We encourage healthy snacks, such as fruit, vegetables and bread. We have drinking fountains and all children have access to drinking water in all parts of the school, so it is not necessary to bring drinks. Infant children have free fruit each day and so there is no need to send a snack for infants during morning playtimes. On Fridays we allow children to bring in a treat item such as chocolate, crisps or a biscuit. Please note we are a nut free school due to children with extreme allergies.

WATER

We encourage the children to drink lots of water during the day and they are allowed to have water bottles in their classrooms. We ask that you provide your child with a plastic water bottle and that you encourage your child to bring his/her water bottle home regularly for washing and/or replacements. We do have clear plastic water bottles for sale at school.

RECOMMENDED DRESS CODE FOR SCHOOL

The Governors would like all the children to wear the recommended school dress code to provide pupils with a corporate sense of belonging to the school and to improve the profile of the school within the community. We also feel that from a practical point of view it will help parents take the worry out of what children should wear for school and in the long term reduce financial burden on parents. We can order uniform, P.E. bags, book bags and school caps all with the school emblem on, from the school office. Order forms for uniform are available and can be given with payment to the school office. Uniform can also be purchased from Uniform Direct on Babington Road, Derby or online from Tesco. The school uniform consists of:

GIRLS

SUMMER: Yellow or green gingham or striped dresses with green cardigans.

WINTER: Grey pinafore dresses, skirts or black or grey trousers with green cardigans or green school sweatshirts to be worn with yellow polo shirts. Tights may be worn, either grey, black or dark green. Shoes – hardwearing shoes in black or brown with a low heel (practical for school use) which can be cleaned.

BOYS

SUMMER: Black or grey trousers/shorts with yellow polo shirt.

WINTER: Black or grey trousers with yellow polo shirt and green school sweatshirts.

Shoes – hardwearing shoes in black or brown with a low heel (practical for school use) which can be cleaned.

Trainers should not be worn in school apart from during PE lessons.

PE KIT

PE kit consists of a plain white T-shirt with black jogging bottoms or shorts and trainers. Plimsolls can be worn for indoor PE.

It is a great help to your child and teacher if all articles of clothing and footwear are clearly marked with the child's name.

BEHAVIOUR AT SCHOOL

Above all we are proud of the fact that Wren Park is a very happy school. We all care for each other - teachers, other staff, children and parents. We encourage the children to respect and care for each other. This is the basis of our Relational Behaviour Policy. Our aims are to promote independence and self-discipline, helping children develop emotionally and socially to become responsible members of our school community. We feel that the benefits of good behaviour are that children thrive and learn better. We reward good work and behaviour with team points, Golden Book and Golden Certificates as well as stickers and “lots” of praise. Our weekly Golden Book Assembly celebrates children developing/working on our school values of being respectful, ambitious and resilient. There have been very few incidents of negative behaviour at school and monitoring systems allow us to intervene where necessary.

Occasionally, if a child continually misbehaves or acts in an anti-social manner, then either the headteacher or class teacher will invite parents to school to discuss the problem. If the problem is deep-rooted, external agencies may be asked to advise.

School rules are basic and aimed at everyone's safety, fostering a happy atmosphere in which all children can develop their whole potential to the full. We are grateful for parental support and respect of these school rules.

The full Relational Behaviour Policy is available upon request.

CHANGING FOR PHYSICAL EDUCATION

All children have to get changed for P.E.

Your child will need a t-shirt, shorts and pumps. Pumps are much better for Physical Education than trainers, especially when the children are on the apparatus. We recommend that children have a separate kit and outdoor trainers for winter games and they are allowed to wear tracksuits in winter weather.

Children should not bring football shirts to school for PE, we would advise plain t-shirts.

SWIMMING is taught at Gayton Swimming Pool

Currently Y4 children go swimming.

All children who go swimming require:-

Swimming Costume Towel Bag

Children with long hair must wear swimming caps.

SPECIAL EDUCATIONAL NEEDS

A GUIDE FOR PARENTS

What does special needs mean?

At some point in your child's education they may require additional support in any of the following areas:

- General/Specific Learning Difficulties
- Communication and Interaction
- Emotional, Behavioural and Social Difficulties
- Sensory and Physical Difficulties

If your child is having difficulty and needs support in any area, it may be decided to provide an individual education plan in order to ensure that your child's needs are met.

Identifying your child as having special needs focuses the class teacher and the school on:

- Looking at what difficulties may prevent your child from learning
- Ways in which special educational provision could help your child to learn
- Monitor your child's progress and their level of needs
- Set specific targets for your child to work towards

We ask for outside specialist advice in order to support your child's learning.

We may provide extra help for your child in school.

Please see our SEN Information Report on the school website for more in depth information

<https://www.wrenpark.derby.sch.uk/sen/>

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SCHOOL MEALS

Your child may choose to go home for lunch, but most pupils stay for either a school lunch or bring their own packed lunch.

School meals are cooked on the premises and are of a very high quality. We operate a cafeteria system of dining, each class going into the hall in turn, and there is always a choice of meal, including vegetarian, each day.

All children in Reception, Year 1 and Year 2 can access a free school meal, known as Universal Free School Meal.

For junior children (Year 3 – 6) the current price of a school meal is £3.10 (£15.50 per week). As well as the normal meal there is always a salad bar where children can have salad as well as the rest of the lunch.

Please send your child's dinner money on **MONDAY**. We now have an online payment system, please ask at the office for details. Online payments are our preferred method of payment, however if you prefer to send in dinner money by cash, please make sure it is in an envelope, with your child's name, class and the amount of money enclosed written on it. It is quite acceptable to pay monthly, half termly or for the whole term if this is more convenient to you. Menus are normally sent out at the beginning of each new full term. **PLEASE**

NOTE under new Council regulations dinner money must be paid in advance and is not allowed to fall into arrears, if this happens you will be asked to take your child home or provide sandwiches as the alternative.

SANDWICHES

We allow children to bring packed lunches to school for their mid-day meal if parents so wish. We ask that only box drinks or plastic bottles should be part of the packed lunch because of supervision and storage problems and because of the potential dangers of some containers. A drink of water is provided for every child who has a packed lunch and does not bring a drink. Hot drinks and soups are not encouraged as we wish to prevent burns and scalds from occurring.

PLEASE NOTE that we operate a flexible arrangement between a school meal and sandwiches.

PASTORAL CARE

If your child is ill we will contact you immediately and ask you to collect him/her as soon as possible. We do have staff who hold current first-aid certificates, but we feel that the best place for a sick child is at home.

If there is an accident, you will be contacted immediately. If it is judged to be necessary or if we cannot notify parents, we will take the child for treatment at the Royal Derby Hospital. It is essential that we have up to date contact details and that you are **always** contactable by school during the school day.

CHILD PROTECTION

Parents should be aware that the school is required to take any reasonable action to ensure the safety of 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, the Headteacher is obliged to follow the Child Protection procedures established by the Derbyshire Area Child Protection Committee and safeguarding children procedures and inform the Social Services of the concern. This may/may not be following discussion with the Headteacher.

HEADLICE

Headlice can be an annoying occurrence in schools. Regular checking and combing of hair can help to keep lice away. If you suspect that your child has head lice **PLEASE DO NOT PANIC**. Over the counter remedies are available at the chemist or contact the local clinic or school for advice. Annual head inspections no longer take place. Responsibility for regular checking and treatment lies with parents.

If we think your child has headlice we will phone you to collect your child. Once treatment is given the child may return. This is for the comfort of all children.

ADMINISTERING MEDICINES

Our Governing Body have adopted Derby City LA guidelines to schools regarding the administration of medicines in schools. Pupils who are unwell should not be sent to school. However many pupils need to attend school while taking prescribed medicines either because they are:

1. Suffering from chronic illness or allergy; or
2. Recovering from a short term illness and are undergoing a course of treatment using prescribed medicines.

To help avoid unnecessary taking of medicines at school, parents/guardian should:

1. Be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime and
2. Ask the family doctor if it is possible to adjust the medication to avoid school time doses.

Therefore when a few essential medicines are brought to school we ask that:-

- a) The medicine is clearly labelled and is brought to the office with written instructions from the parent or the G.P. * Please note we can only administer one day's dose.
- b) A form needs to be completed by the parent (these will be given to you to complete by the office staff).
- c) The office staff administer the medicine in school and monitor the medicine records.

We are also prepared to keep inhalers in school to help asthmatics but these need to be clearly labelled "Relievers" and "Preventers". The children however are encouraged to take responsibility for their inhalers so as they can use them without delay when they are needed. Derby City recommend that only "Relievers" should need to be provided.

Children of any age should not keep any medicines or tablets with them at school. The only exception to this are inhalers.

If your child has ongoing medical needs please contact the Headteacher to discuss the matter.

INFECTIOUS DISEASES

The following link is a guide to the HSC Public Health Agency, to the normal periods that children should stay away from school after contracting infections or diseases. However, these periods may be varied in individual cases at the direction of the medical practitioner. For more details click on the link below for guidance.

[HSC Public Health Agency, Guidance on infection control in schools](#)

The safety of all children is important and we ask for parental cooperation and support with helping us to minimise the risk of spreading disease and illness to other children. Additional advice is available from NHS Direct, GP or school.

Covid-19 – If a child or young person aged 18 or under tests positive for Covid-19, they should try to stay at home and avoid contact with other people for 3 days. This starts from the day after they performed the test.

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19#Children>

[People with symptoms of a respiratory infection including COVID-19](#)

Infographic text alternative. If you have COVID-19, there is a high risk that others in your household will catch it from you. There are several things you can do to reduce the spread of infection ...

www.gov.uk

<https://www.gov.uk/coronavirus>

DATA PROTECTION

"Basic information about pupils is held on computer to assist with the efficient organisation of the school and the individual's educational needs. Security measures are taken to ensure that the information is kept confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified.

New Data Protection regulations came into force in May 2018. Details can be found on our website along with our privacy Notices and Policies

<https://www.wrenpark.derby.sch.uk/gdpr-1/>

Pupils may also use computers and child's iPads in the classroom as part of their education but they do not have access to the personal information records. If you are concerned about any aspect of personal information held on computer please contact the Headteacher.

OFSTED REPORT

See Ofsted/School website for full details

<https://www.wrenpark.derby.sch.uk/ofsted-and-performance-data/>

ORGANISATION WITHIN THE SCHOOL

Our school is a primary school and has foundation, infants and juniors. Class sizes are kept as small as possible according to the number of teachers allocated by budget constraints. There are 2 Foundation Stage classes, 4 infant classes and 8 junior classes.

ORGANISATION WITHIN THE CLASSES

Each class is made up of children with varying abilities. Flexible grouping arrangements within the class enable the teacher to prepare programmes suited to the needs of small groups and individuals. By carefully structuring the work, we aim to provide opportunities for every child to develop at a pace appropriate to his/her ability. Particular strengths and weaknesses and specific educational needs will be covered in the class teacher's normal programmes of work.

FOUNDATION STAGE

Our children access a broad and balanced EYFS curriculum, which covers 7 areas of learning. Within these areas of learning, there are three Prime Areas:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development and four Specific Areas:
 - Literacy
 - Mathematics
 - Understanding the World
 - Expressive Arts and Design

Topics covered

We have a topic approach to teaching and learning which makes it meaningful to our owls. All our activities are based around a theme for each term and then broken down into smaller weekly topics. A great emphasis is put on learning through play in this stage. The children have their Foundation Stage Profile completed during this Year. To aid your child and to help you, we organise a curriculum evening about the Foundation Stage and how you can help your child at home.

PREPARING FOR STARTING SCHOOL

There are several positive ways parents can help children to prepare for school:-

1. Help children to learn colours, nursery rhymes and songs. This gives them confidence.
2. Using jigsaws, construction sets, Lego, picture dominoes, snakes and ladders. These aid children's manual skills and develop other learning skills. Constructional apparatus is particularly beneficial to girls especially in preparation for Mathematics and Science.
3. Encourage your child to use pencils (fat ones) and crayons, paints, scissors and plasticine. Tracing and dot-to-dot books are useful activities.
4. Playing indoor and outdoor games with adults and children helps them to learn to share, take turns and socialise with others.
5. There are certain activities which your child will need to do at school, although we do not expect every child to do them by the time he/she is five years old:-
 - Go to the toilet unaided.
 - Washing and drying hands unaided.
 - Using a knife and fork.
 - Fastening own buttons.
 - Fastening own zips.

When your child starts school there will be many opportunities for you to be informed on what is going on in school and how you can support our work at home. The first information is shared in a curriculum evening.

NATIONAL CURRICULUM

All children from Year 1 upwards follow the National Curriculum for a reasonable time. This is broken down into the following subjects: -

CORE SUBJECTS **FOUNDATION SUBJECTS**

Maths	History
Science	Geography
English	Design Technology
	Information Technology
	Art
	P.E.
	Music
	RE
	Modern Foreign Languages

The National Curriculum is not the whole curriculum and so by implementing an integrated approach, we believe that we maintain good primary practice, meet the Attainment Targets of the National Curriculum and include other aspects such as Community Education and Personal, Social and Health Education. All aspects of the curriculum are available to all pupils regardless of their age, sex, ability, background or other protected characteristic. The children are grouped according to ability for the core subjects so that the school can match work to children of different abilities. The children experience a range of teaching and learning styles, sometimes working individually, sometimes in groups and sometimes as a whole class. Often children undertake specific learning activities in small groups outside the classroom environment and within the school grounds.

Please see our school website for information about our school curriculum including:

- Each subject area
- Long term plan
- Mid term overview
- Schemes of work
- and other useful information.

ENGLISH

English (reading, writing, speaking and listening) is a vital area of the children's learning. We encourage children to read a variety of material including picture books and we allow children to bring books home to foster a love and respect for books.

We use a whole variety of reading strategies to broaden the children's interests, phonic expertise and vocabulary, but all children start learning to read at school using the Bug Club and Little Wandle. Other reading material quickly follows.

The children are encouraged to write for different reasons. By the time they leave us they should be able to argue a point, describe, tell a story, write a letter, write facts and poetry, follow instructions, explain and draw conclusions. They must be able to use clear handwriting as well as be familiar with dictionaries, encyclopaedia, atlases, and factual books as well as fiction and poetry. All our primary children do Literacy work every day where they concentrate on Reading and Writing activities in an intense way, but other aspects of Literacy are taught at other times in the week and both reading and writing are also practised in other subjects when the children write for different purposes. We also incorporate drama into other subjects. We believe that all aspects of Literacy – reading, writing, speaking and listening are effectively supported in a cross-curricular approach as well in a pure literacy lessons. All aspects of Literacy are very well supported by the provision in the school.

MATHS

Within Maths, we aim to show children that it is a subject which surrounds us every day of our lives. They will estimate distance, classify, use money, measure, weigh, work with liquids and face a variety of different practical tasks.

It is still important however that a child should be able to add, subtract, multiply and divide numbers and he/she should still know tables. The children are taught to extend their mental and investigational skills. As with literacy the children do regular Numeracy work each day, which follows a structured format. Mental calculations and problem solving are given a high priority.

We develop mental agility and understanding of number and problem solving and reasoning.

SCIENCE

Science enables children to explore the natural and man-made world, with increasing understanding, through their own investigation and observation. As well as developing skills and knowledge, we aim to show children that all science has an effect locally and globally and that this effect can be beneficial and sometimes harmful. We have the facility to work in the nature garden area adjacent to school this helps us to teach about the natural world. Our science work is also enhanced by the use of visits and visiting experts (see below).

TOPIC

When we look at our aims in education, we believe that we can no longer look at separate subjects, but look at the skills which people learn. We know that competence in Language, Numeracy and Science are improved if the pupils are involved in a wide programme of work and the skills are applied in a variety of context. And so history, geography, some science, technology, art and craft, music, health education and ICT, are all covered in elements of topics as well as separately by all children each year. These are especially successful in our different theme weeks.

Class teachers plan carefully to present learning programmes in this way. It is common practice for our children to be taken on educational visits connected with their topic work and we have numerous visitors who bring their own expertise into school. We have a nature garden adjacent to the school grounds which forms the basis for much environmental studies work. In topic work, we believe that children learn best from first-hand experience and we use every opportunity to use the wealth of knowledge, expertise and experiences which are part of the children's home lives. We value the expert help which parents offer to the different aspects that children are learning.

ICT

Pupils use a range of ICT programmes to support their learning. We have two trollies of laptops and two trollies of iPads that are used in the classrooms. The children learn ICT skills such as word processing, manipulating data and research skills. The laptops and iPads are also used to support learning in other areas of the curriculum. Smart boards are now fitted in all classrooms.

PHYSICAL EDUCATION

P.E. activities, games and swimming (Year 4 children) are part of our curriculum and all children are expected to take part unless there is a medical reason why this should not happen. Please inform us in writing if this should be the case. All children undertake all activities, both indoors and out and there is no separation of boys and girls for P.E. Our school environment is a good place for children to experience P.E. and it helps greatly in nurturing children's talents. Please note that children are not allowed to wear ear-rings/jewellery during P.E. lessons because of safety reasons. Our school achieved the Activemark Gold Award in 2008 for our very good provision in PE both within and beyond the school day. As with other subjects if your child displays a particular skill, interest or talent in school we will share this with you at parents evening. Physical activity helps the children develop self-esteem as well as positive attitudes to healthy lifestyles. It is also a lot of fun.

CREATIVE ARTS

Children are given opportunities to express themselves in different ways. They will therefore paint, model, collage, construct, sew, and work with clay, dance, sing, act, cook and experiment. We believe that these activities are important for the all-round development of the "whole" child. Like all other activities at our school, creative activities are undertaken by girls and boys. We are anxious that all our children receive equal opportunities.

We are very proud of our creative and performing arts curriculum which earned the school the Artsmark Gold Award.

We feel that the work the children produce is outstanding. You are always welcome to look at the displays which represent all ages and are in the hall.

COLLECTIVE WORSHIP / RELIGIOUS EDUCATION

The school assemblies or Collective Worship are broadly Christian but non-denominational and we expect that most children will attend them. We educate children in sound moral values through stories from a wide range of books, including the Bible. However, parents have the right to withdraw their children from assembly and Religious Education if they so wish. The religious education scheme focuses on our religion which is Christianity but also includes some aspects of the other five world religions.

Collective worship time is also used to celebrate, reflect and feel part of our whole school community.

Read our **school prayer** and listen to our **school anthem** on our website:

<https://www.wrenpark.derby.sch.uk/page/?title=Our+Anthem+and+Prayer&pid=107>

PSHE/CITIZENSHIP

We believe that PSHE/Citizenship (which includes Sex Education, Drugs Education and Road Safety) should be positive, well-planned and relevant to different children's needs. It is integrated into the curriculum and not isolated. As parents you have the right to withdraw your child from Sex Education and we would be most happy to discuss your child's involvement if you are in doubt. The children are all encouraged to have responsibilities in school, according to their ages. We have an active and lively School Council which consists of children who are elected by their peers. The School Council regularly meets with the Deputy Headteacher.

EXTRA CURRICULAR ACTIVITIES

Children learn more easily and with greater pleasure when they experience the stimuli of "real life" situations. It is for this reason that classes go on educational visits. The school endeavours to arrange as many visits as possible and is grateful for the support with supervision and the voluntary contributions which parents give. Details of the proposed visits are always brought home by the children. Y6 children are given the opportunity to go away on extended visits related to outdoor Education Activities. Children have the opportunity to join clubs which form the basis of our out-of-school activities. Currently we offer extra curriculum activities, please refer to our website for all up-to-date activities, before, during and after school.

<https://www.wrenpark.derby.sch.uk/school-clubs/>

We also use every opportunity to have visiting experts coming into school to work with the children. These include representatives from the Road Safety Team, Rammie from Derby County, the School Nurse and many other experts (including parents and grandparents) who have particular strengths and specific skills.

COMPLAINTS

If parents have a complaint about their child's schooling they should raise it with the class teacher in the first instance. If the matter is not resolved it should then be discussed with the Deputy Head and then the Head teacher. It is expected that the majority of questions and anxieties can be dealt with in this way. However, if complaints cannot be resolved, then a formal procedure involving the Governors and the LA can be invoked, a copy of which can be obtained from the school.

HOMEWORK

Children are provided with set written homework according to the School's Homework Policy. We do give homework in the form of individual reading practice with the reading scheme/free choice material, spellings and/or word lists to learn, "finding out" activities associated with the different topics, the learning of tables for mental/number work, number activities and games. We also provide a recommended Scheme of work for children who have learning difficulties, but these Schemes would be started after parent/teacher consultation. We always encourage the children to carry out consolidation or extension work on their own initiative. We aim for homework to be a positive experience for children and whilst regularly practising basic skills are vital we believe children should also have sufficient time to rest, relax and adopt healthy lifestyles beyond the school day.

*PLEASE DO NOT THINK THAT PRIMARY SCHOOL HOMEWORK IS THE SAME AS SECONDARY SCHOOL HOMEWORK.

PARENTS VOLUNTARY CONTRIBUTIONS

The Governing Body recognises that the school in partnership with parents provides an interesting and varied curriculum. The willingness of parents to provide materials, ingredients and help towards the cost of visits enables the school to reach out beyond the classroom. Pupils benefit enormously from these exciting opportunities which provide a great stimulus and understanding for what is being taught.

Under new regulations payment in cash or kind for activities **in school time** are to be voluntary and pupils not contributing must be included in activities open to their peers.

The restriction on charging for school activities does not in any way prohibit or restrict the school from seeking voluntary contributions in support of a school activity and it is also clear that the school is not bound to pursue a proposed activity if parents are reluctant to support it.

The school will continue in its endeavours to provide with your voluntary help, an interesting and varied curriculum for its pupils - your children.

Under the Education Reform Act 1988, schools are required to have a charging and remissions policy which is on the following page.

ADDITIONAL ACTIVITIES ORGANISED FOR PUPILS **AND CHARGES AND REMISSIONS**

INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad, balanced and ambitious curriculum for the pupils of the school and as additional optional activities.

CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:-

SCHOOL JOURNEYS IN SCHOOL HOURS

The board and lodging element of residential activities taking place within the normal school week.

ACTIVITIES OUTSIDE SCHOOL HOURS

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours.

INDIVIDUAL INSTRUMENTS TUITION

The cost to the pupil for providing individual instrumental tuition not financed by the Local Authority.

CHARGING IN KIND

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

GENERAL

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a contribution towards the cost of providing education for pupils. If planned trips do not receive sufficient parental contributions then we reserve the right to cancel them, due to the financial pressures schools currently face we can no longer subsidise trips greatly.

REMISSIONS

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the pupil if the pupil is deemed to take place fully within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum. There may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. In such cases parents should apply

in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the headteacher in consultation with the Chair of Governors.

LOSSES / DAMAGE

Parents will be expected to replace or purchase lost items of school property. They should know that wilful damage to school buildings or property will be charged to parents by the school.

GETTING TO KNOW YOU

There will be many opportunities for us to get to know you and we are most anxious to maintain regular contact.

If you have any problems concerning your child's education or welfare, please make an appointment to see the teacher concerned or the headteacher so that difficulties can be resolved. If you telephone and ask for either the head or the teacher concerned, we can help you in confidence.

The headteacher or deputy head teacher is usually available from 8.45am when an appointment may not be necessary. However, we ask you not to expect an interview with the class teacher at the start of the day as this is the busiest time when all the children are coming and the teachers use this time to talk to children before registration takes place.

NEWSLETTERS/TEXT MESSAGE

We endeavour to keep you regularly informed about anything which directly concerns your child or the school, in fact any matter which may be of interest to you. This type of information will come in the form of a newsletter or a text message.

WEBSITE

Our website address is www.wrenpark.derby.sch.uk

Please do become familiar with our website as there is a lot of useful information on it. We have an online calendar which is particularly useful to parents but do also take a look at our curriculum and other aspects of school.

PROGRESS REPORTS

It is very natural that you should wish to be kept informed of your child's progress. In the first and second terms of each school year there are Open Evenings when you visit school and discuss in private your child's progress with the relevant class teacher. In the third term you will receive a written report and can discuss this with your child's class teacher if you wish to.

Other 'Open' events are arranged throughout the year to which you are cordially invited, such as Sports Day and Curriculum Evenings.

Please remember that school staff are usually available at the end of the school day for updates and to deal with any questions you may have.

We are always willing to work in partnership with parents to help their child's progress and if necessary will make time to talk through any issues with you. We will aim to do this at a mutually agreeable time either in person or on the telephone.

PARENTS ASSOCIATION

We have a very active Parents' Association which helps link home and school. You automatically become a member when your child starts school. A letter from the Parents' Association and a copy of the Constitution follows on the next two pages.

PARENT HELP

We are extremely grateful for any parental help in school. Some parents help with making equipment, repairing apparatus or other "workshop" duties. Other parents enjoy helping to teach a specific activity or skill or just being another pair of hands in the classroom. Parents help make costumes for dramatic productions and assisting with supervision of children at the swimming baths and on school visits. We do hope you will be able to become part of our school and we are extremely grateful for all the help we receive.

At the time of publication we cannot allow parental visitors on site to coronavirus safety measures being in place.

EMERGENCY CONTACTS

When you first make an application for the admission of your child to this school, you are asked to provide an alternative contact to yourself in case of emergency.

It is most important that details of emergency contacts and your own or your partner's location during the school days are kept up to date, and we ask that any changes which may take place are notified to the school office. We **must** be able to contact you in the case of emergency.

It could make a great deal of difference to your child.

WREN PARK PARENTS ASSOCIATION

Dear Parents,

Wren Park Parents' Association was started in 1967. It is a very active Association which all parents automatically belong all the time they have a child at Wren Park School. There are no membership fees or annual subscription.

You will see from the Constitution how the Association is organised. Each year in October we have an Annual General Meeting when all parents can come and vote for a new committee. Your Committee are only too happy to hear from parents for your views and suggestions. Please do not hesitate to get in touch.

The P.A. can only function really well with support from its members. We try to vary events so that there is something during the year to suit everyone. We hold social events and fund raising events. These events are where you come along and enjoy yourselves and meet other families.

Our Christmas Fair and Summer Fair are the most important fund raising events. They require a lot of hard work by parents and teachers to make them successful. However, the work is rewarding and worthwhile.

The aim of the Association is to help and assist our children by being involved with the school. Please support your Association in whatever way you can and you will be surprised how much you enjoy it.

Yours sincerely,

Members of the Parent Association Committee

WREN PARK PARENTS' ASSOCIATION

CONSTITUTION as amended October 2007

1. That the title of the Association shall be
"Wren Park Parents' Association"
2. The objects of the Association is to advance the education of the pupils at the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Authority) and as ancillary thereto and in furtherance of this object the Association may:
 - a) foster more extended relationships between staff, parents and others associated with the school: and
 - b) Engage in activities which support and advance the education of the pupils attending it.
3. The Committee shall consist of up to 18 parents (elected annually by the parents) the Deputy Headteacher, and 1 teacher (to be elected annually by the teaching staff).
4. The Head Teacher to be invited to be President of the Association and to sit on the Committee as an ex-officio member.
5. An Auditor shall be appointed at the AGM which shall be held not later than October 31st.
6. The Committee shall elect its own officer.
7. A Quorum shall consist of 50% of committee members.
8. Decisions to be taken by simple majority and the Chair shall when necessary have the casting vote.
9. No parent shall be elected to the Committee after his or her child has ceased to attend the school.
10. Membership of the Association shall be free and include every parent and guardian of children currently attending this school.
11. Any member of the Association who has rendered outstanding service may be elected to life membership.
12. The Committee shall have powers to co-opt as deemed necessary to casual vacancies.

13. Any quorum consisting of 12 parents may be empowered to request the Chair to call an extraordinary meeting within 21 days of the request being made in writing.
14. Notice of any amendment to the rules shall be sent to the Secretary 14 days before the AGM.
15. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the school in any manner which is exclusively charitable at Law.
16. No alteration or amendment shall be made to the objects clause or dissolution clause which could cause the Association to cease to be a charity at Law.

OUR HOME SCHOOL AGREEMENT

We ask all our parents/carers to consider our Home School Agreement and talk about it in simple terms with your child. When your child starts at our school, you will be issued with another copy of this agreement and we ask that you return this to school.

Wren Park Primary School will do its best to:

- ❖ Provide a safe and suitable environment.
- ❖ Provide a broad and balanced curriculum.
- ❖ Encourage the child to achieve.
- ❖ Promote good discipline/behaviour and encourage the child to take care of his/her surroundings and others around them.
- ❖ Inform parents of the child's progress at Open Evenings or at any other time as necessary to discuss a particular concern.
- ❖ Inform parents of the topics the child will cover during the term and other general school matters
- ❖ Promote our values of Respectful, Ambitious and Resilient.

Teacher's signature:

The Family will do its best to:

- ❖ Ensure that the child arrives at school on time and as safely as possible.
- ❖ Ensure the child attends regularly and provide a note of explanation for any absences.
- ❖ Attend Open Evenings to discuss the child's progress and at any time inform the school of any problems or concerns.
- ❖ Encourage the child to undertake any homework activities and always encourage learning at home.
- ❖ Send the child to school in the recommended school uniform.
- ❖ Support the school values and policies.

Parent's/Guardian's signature:

The Child will do his/her best to keep the School's Values which are:

- ❖ Respectful
- ❖ Ambitious
- ❖ Resilient
- ❖ To be kind to everyone.

Child's signature: (Juniors only)

Together we will:

- ❖ **Always do our best.**
- ❖ Always try to improve.

We believe that we should have high individual expectations for children and we set high standards. The standards of behaviour, display, work and organisation are high in school.



We welcome you to Wren Park and hope you feel part of the wider school community.

‘Wren Park, One School, Kind and Resilient Together’



RESPECTFUL



AMBITIOUS



RESILIENT