

Prospectus 2010/11



Walter Evans
C of E Primary School



† Together Everyone Achieves More



AIMS AND VALUES

As a Church of England Primary School in partnership with parents, carers and the community we aim to provide

- A community based on Christian values
- A relaxed, happy and welcoming environment where learning is fun, rewarding and there are real reasons for learning
- An environment where everyone is safe and secure and feels they can "have a go"
- A caring and sharing culture where everyone is valued and respected, with equal opportunities for all
- A stimulating, positive and productive learning environment for children, staff and parents /carer.



In our school we aim to promote feelings of self-worth and self respect, in order to develop positive and confident attitudes towards

- Each other
- Learning
- Good behaviour
- Our school environment and natural world

In our school we aim to promote our values in all we do. We value

- Each other
- Families and friends
- High standards in all we do
- Successful partnerships with parents and carers
- Links with our local community and churches
- Our resources and environment

In our school we aim to

- Educate the whole child enabling each one to develop physically, spiritually, intellectually, emotionally, morally, culturally and socially to their full potential
- Enable each child to develop a sense of self motivation, independence, have the confidence to make informed choices, which will lay the foundations for their future lives
- Enable each child to develop, recognise and value a sense of right and wrong

In our school we will

- Provide rich, learning opportunities, high expectations and challenge
- Provide for all learning styles
- Provide opportunities for pupils to have a say
- We will continually evaluate and improve as a school, in order to continue to reach high standards in all we do.

PARTNERSHIP IN EDUCATION

We are required to publish a Home – School Agreement and to invite parents and carers of pupils of statutory school age who are registered with the school to sign a declaration of support. We believe that as pupils move into Key Stage 2 they personally should take responsibility for their behaviour in school and towards others; therefore we ask pupils to sign a further agreement alongside their parents or carers, as they move into Year 3.

The Home-School agreement is a statement explaining:

- Our Aims and Vision
- Our responsibility towards parents and carers
- Your responsibility as a parent/carers in respect to your child's education
- What we expect of our pupils

We send agreements to all pupils in Reception and Year 3

We will keep a copy of the signed agreement on your child's school file.



AIMS OF THE HOME – SCHOOL AGREEMENT

We recognise that parents and carers are a child's first and enduring teacher. You play a crucial role in helping your children to learn. Research shows that pupils will be more successful in their learning when schools and parents work together. A parent partnership is more effective when parents know what it is the school is trying to achieve and how they can help. The aim of the Home – School Agreement is to provide a framework supporting the growth of our partnership.



We attach a great importance to the regular and punctual attendance of school by our pupils; this Home – School Agreement is an additional means of supporting regular attendance.

Our agreement has been drawn up after consultation with parents, staff, pupils and governors.

THE ETHOS AT WALTER EVANS C OF E PRIMARY SCHOOL

There is an atmosphere of mutual respect between pupils and all adults in school. We promote the attitudes of respect and self responsibility, in a caring and sharing environment; where everyone is valued.

ADMISSION TO SCHOOL

Walter Evans has a one point entry system. This means that pupils enter school in the September before their fifth birthday. Parents / carers considering application to Walter Evans are most welcome to visit the school by appointment.

To apply for a place for your child at Walter Evans you will need to contact the Local Authority – Derby City Council Admissions Tel no: 01332 716940.

STARTING SCHOOL

This is a special time in your child's life and your help can be invaluable. Try to be positive even if you feel sad about your child starting a 'new life'!

You can help your child by making sure that he/she can

- Sit still and listen attentively for a short time
- Follow simple instructions
- Co-operate with children and know a range of adults
- Play fairly, sharing toys and helping to tidy away
- Repeat their name, age and address
- Go to the toilet, wash and dry their hands
- Recognise their own clothes and dress/undress for PE
- Hold a pencil correctly / comfortably
- Eat with a knife and fork

You can also help to prepare for the early stages of reading by sitting together to enjoy books, talking about the pictures, reading and telling stories and learning nursery rhymes.

More information about starting school is available in our separate Prospectus for the Foundation Stage.



SESSION TIMES

Foundation Stage 1 / Nursery 8.45am – 11.45am	12.30pm – 3.30pm
Foundation Stage 2 / Reception 8.55am – 12.00pm	1.15pm – 3.30 pm
Key Stage 1 8.55am – 12.00pm	1.15pm – 3.30pm
Key Stage 2 8.55am – 12.20pm	1.25pm – 3.30pm

THE START OF THE SCHOOL DAY

School begins at 8.55 am. Your child may enter school from 8.45am where staff will be on duty in their classrooms. Pupils arriving after registration are recorded as being late and a late slip given. Pupils arriving late after 8.55am must enter school by the main doors.

CLASS ORGANISATION



Pupils are organised into the following key stages:

Foundation Stage 1 Nursery pupils	3/4 year olds
Foundation Stage 2 2 classes of Reception pupils	4/5 year olds
Keystage 1 3 classes of Year 1/2 pupils	5/7 year olds
Keystage 2 3 classes of Year 3/4 pupils 3 classes of Year 5/6 pupils	7/9 year olds 9/11 year olds

As there are seven primary years, children may spend more than one year with the same teacher. Within each class your child may be taught individually, as a member of a group or as a member of the whole class, according to the activity being completed

THE PASTORAL SYSTEM

Children may worry at times. If your child is concerned in any way please come and see us and let us know so that we can help. It is much better to deal with a small worry before it becomes a bigger worry. We hope that you feel able to approach anyone of us. Walter Evans Primary School has a family atmosphere where the pupils are well known to the staff. Knowing them as well as we do, means that we have high expectations of all our pupils with regard to behaviour, effort and achievement.

DRESS CODE

Uniform is worn at school and it is hoped that parents will encourage their child to wear it. We believe that part of growing up is to learn to dress appropriately, to this end we ask all children to tie their hair back away from their face, if longer than collar length.



FULL LIST OF UNIFORM

Boys

• Royal Blue sweatshirt • White or blue polo shirt • Grey trousers (short or long)

Girls

Royal blue sweatshirt / cardigan • White or blue blouse/polo shirt • Grey skirt/trousers or shorts
Royal blue and white checked gingham dress (Summer Term) • Grey or black tights



All children should wear sensible shoes. Trainers / Pumps are not permitted.

Uniform is available from the school office

Sweatshirts	Ages 3-12 yrs	£11.00
Cardigans	Ages 3-12 yrs	£12.00
Polo Shirts (blue only)	Ages 3-12 yrs	£ 8.00

Waterproof Jacket	Ages 5-12 Yrs	£16.00
Book Bags		£ 4.50
PE Bags		£ 4.00

(All the above items have the school logo printed / embroidered on them)

PE

Black plimsolls, blue shorts and white t-shirt in a named drawstring bag should be provided. A long sleeved top, trainers and jogging bottoms may be needed for PE outside in cold weather.

JEWELLERY

Jewellery should not be worn in school. If your child has pierced ears they should wear studs only and these will need to be taped or removed for P.E lessons. Watches are also removed for P.E and should be named or be easily identified.

ART/CRAFT

A protective garment, e.g. an old shirt or pinafore is advised for these lessons.

SWIMMING

Year 3/4 pupils only. Swimsuit/trunks and a towel. All pupils will be required to wear a swimming cap. Children have their lessons at Woodlands Community School pool once a week and are conveyed by school bus (please note no seatbelts fitted) to and from the pool. There is no charge for this.

We ask that you label all of your children's clothing and footwear.



LOST PROPERTY

If an item of clothing is found in school and it is named it can be returned immediately to the pupil, otherwise it becomes lost property and is stored in a box in the entrance hall. Lost property is regularly shown to the children and is disposed of at the end of each half term.

VISITS

As well as visits further a field, of which parents are always informed, we also make use of the local parish church of St Matthews and the local environment in our learning. Parents may not be informed of these local visits but extra supervision is provided at these times.

SAFETY IN THE SUN

We recommend that the children arrive in the months from late Spring to early Autumn wearing sunscreen. Applying in advance allows the cream to bond with the skin, providing more protection. Sun creams should preferably be factor 30 or more and the range which needs just one application for the full day is the most suitable for school. We strongly recommend that all pupils bring a named sun hat to school on hot days; this together with wearing correct school uniform will protect your child.

Applying sun cream in school can be very messy and time consuming but if you feel your child needs a further application of cream during the day, you could send a bottle clearly named, as pupils must not share cream due to skin allergies. Please teach your child how to apply the cream to their exposed arms, legs and faces. Alternatively, you could pop into school at lunch time to apply the cream yourself.



Please be assured that we have taken measures to provide shaded areas in the gardens and play areas and that water is available at all times. Please ensure your child has a water bottle available in school at all times.

SCHOOL MEALS

School meals are cooked and served on the premises and a cafeteria system of serving is used. There is always a choice of main menu, vegetarian option or a salad, followed by a sweet or fruit. The cost of a school meal is £2.00 per day (£10.00 per week). Payment may be made fortnightly or half-termly, in advance. Cheques should be made payable to Derby City Council. Please make sure you use the claim forms for free school meals which are available from the school office if you are entitled. Pupils may also bring packed lunches.

The school requires two weeks notice if a change is being made from school meals to packed lunches.

THE NATIONAL SCHOOL FRUIT SCHEME

Through this scheme each child in the Foundation Stage and Key Stage 1 is offered a piece of fruit, at morning playtime, at no cost.



GOOD BEHAVIOUR

Good behaviour inside and outside school, good attitudes to school work and co-operative and thoughtful behaviour with adults and other children are qualities that the school encourages, praises and rewards. However, there are occasions when verbal reprimands and, at times, withdrawal of privileges may be necessary. Parents will always be contacted at an early stage if a pupil's ongoing behaviour gives cause for concern.

The school's Good Behaviour Booklet / Anti-bullying policy is available in school and on the website.



SCHOOL HEALTH

When your child starts school you will be asked to fill in a form with the name of your child's doctor and a contact name and number in case of illness or emergency at school. (Please ensure you keep us up to date with any change of details).

The School Health Service can be contacted on 01332 292152. The School Nurse offers 'drop in' advice sessions at school on a regular basis, please contact the school office for dates.

If your child is on a course of medication which needs to be administered whilst he/she is at school, we would prefer that the parent comes to school to administer the medicine. If this is not possible and you would like the prescribed medication to be given by staff, please complete an Administration of Medicines Form (available at the school office).

HEAD INFECTIONS (HEAD LICE)

Head infections should be reported to the school so that the extent of any outbreak can be contained. It is important that when an infection occurs the whole family is treated and known contacts informed.

ABSENCE

If you intend to take your child on holiday during a school term, you should obtain a holiday form from the school office. We strongly advise parents against taking term time holidays and request that children do not take time out of school during the period before SATs and the test week in May each year. A holiday period of more than 10 days in one academic year will be regarded as an unauthorised absence. It is essential for school to know the reason for absence because the law now requires us to distinguish in the register between those absences allowed by law (authorised) and those which are not (unauthorised).

Please inform school on the first morning of absence due to sickness either by a telephone call. If we do not hear from you we will endeavour to contact home.

Children may not leave the school premises during school time unless they go home for lunch. If your child needs to leave school before the usual time please send a note confirming the reason and time of absence.

ATTENDANCE FIGURES FOR 09/10

Attendance	96.61
Unauthorised absence	0.09 %



THE CURRICULUM

Every age group within the school covers the full range of subjects from the National and Foundation Stage Curriculums, plus Religious Education. We regularly review and update our school policies for each subject showing progression through the school. Religious Education is taught in accordance with the Derby Diocesan Religious Education Syllabus. It is mainly based on the Christian faith but includes an understanding of other religions. Parents wishing to withdraw their children from Worship and/or Religious Education should contact the Headteacher.

Subjects, where possible, are taught in a cross-curricular way through topics, though some aspects of Numeracy, English and Science are taught more formally by subject. Accurate records are kept by staff so that we are able to measure the progress of each pupil. Information is sent to parents each half-term so they know what subjects are being covered. All learning is differentiated to meet the needs of your child enabling them to reach their full potential.

All pupils take part in a programme of indoor and outdoor Physical Education activities. We aim to promote physical competence and development as well as creative activity. Through it, our pupils develop problem solving skills, self-esteem through the development of physical confidence, inter-personal skills and personal qualities such as commitment, fairness and enthusiasm.

HEALTH EDUCATION

Health Education is taught from Nursery through to Year 6. The school uses S.E.A.L (Social and Emotional Aspects of Learning) to deliver the programme. This in turn is part of our Personal Health and Social Education development within school. The development is progressive and where possible is included in the cross-curricular topics.

Emphasis is given to caring relationships and traditional Christian aims and values are considered to be an essential part of the programme.

It is believed that staff should be ready to be open and direct when answering children's questions but we always take into account the age, physical and emotional development of the children concerned.

Formal instruction in Sex Education is not taught as a separate entity but occurs as part of our Health Education program. At Year 6, when pupils will be looking at changes due to puberty, parents are invited to watch and discuss the teaching materials that we use, in advance of them being used by the pupils. Drug awareness is also covered at Year 5 and 6.

The school would like to emphasize that in no way are they trying to usurp the parents' roll within sex and drug education but rather to give support to the teaching that is already being received at home. Parents who wish to withdraw their children from Sex Education should see the headteacher.



ASSESSMENT AND ACHIEVEMENT

School Results Key Stage 2

This tables show the number of children achieving each level at Walter Evans Church of England Aided Primary in 2010

Number of pupils included : 41

No. of Pupils - Key Stage 2 Results			
	3	4	5
English	0	22	19
Mathematics	3	15	23
Science	0	23	18



Class teachers continuously assess each child’s progress. When planning, teachers identify objectives to be taught and then assess the children’s progress against those objectives. Targets for achievement in Literacy and Numeracy are set for each child. At the end of Key Stage 2, when children are 11 years old, they will take formal tests (Standard Assessment Tests or SATs) to measure their progress within the National Curriculum.

These tests are in the subjects of:
English – Reading, Writing, Spelling
Mathematics

Reports that show children’s progress are sent to parents at the end of the academic year in the Summer Term.

INTERVIEWS WITH PARENTS

Parents are kept informed of their child’s progress at school through regular interviews with our teachers. Formal interviews are held in the Autumn and Spring Terms. Presentations for children changing classes are held in the Summer Term. Of course, communication between home and school is vital and parents are encouraged to discuss any matters immediately which may be of concern. Parents are welcome to drop-in and speak to staff between 3.30pm and 4.00pm on a Monday or Wednesday evening for longer discussions.

SPECIAL AND ADDITIONAL NEEDS

Our aim at Walter Evans is for all children to have access to all aspects of school life, as far as is reasonable and practicable. We feel it is essential that every child reaches his/her full potential and it is important that we meet the individual needs of all our children.

We appreciate that some children may experience learning difficulties and some may be working at a level well above their peers. In these circumstances the class teacher will plan a differentiated curriculum to accommodate the child and their needs. In addition, children may need targeted support with a clear action plan to address their particular needs. If a pupil’s progress continues to cause concern then a Multi Element Education Plan (MEP) is drawn up and reviewed each term. At all stages both the parents and the children are involved in this process.

If a child has a disability they will be treated no less favourably than other children. We will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. Our accessibility plan describes the arrangements we have already made and the further proposals planned to improve physical access to the school, the curriculum and to written information.



HOME LEARNING

Alongside the structured reading scheme books children also have the opportunity to take home a library book to extend their wider reading. Unfortunately damaged and lost books must be paid for.

We believe that learning at home is an essential element in a child's education and we will continue to seek parental support with regard to any homework set. Children from Reception through to Year 6 will be expected to do homework which, will vary in type and quantity depending on age/ability. Reading, learning tables and spellings, completing worksheets in Maths and English, preparing project work, planning literacy activities, revising, etc. are the types of activity children will be required to do for homework.

Key Stage 2 homework details for each year group, will be sent out, with the information to parents sheet every half-term, so that parents can be fully aware of what is expected and required. Homework diaries are provided to encourage parental and pupil involvement in extended study.

THE PARENT, TEACHER AND FRIENDS ASSOCIATION

The Parent, Teacher and Friends Association is open to all parents of pupils, friends of the school and members of the teaching staff.

Our main aims are:-

1. To advance the education of the pupils of the school by providing and assisting in the provision of extra facilities not normally provided by the Local Education Authority.
2. To support the spiritual and educational aims of the school.
3. To foster more extended relationships between the staff, parents and others associated with the school.

The PTFA arrange a variety of social and educational events during the year, the main one being the May Fair. Our events though often social and enjoyable also raise funds which help greatly towards the provision of items. Recently the PTFA has funded :

Texting service for parents

Part funding of the new school website

New staging and lighting

Numicon mathematical resource for all classes

We hold a meeting at Derby Rugby Club every half-term and elect officers annually. The PTFA. always welcome new members to help us run these events and help in a small way to support the education of our children.

PARENTS AS HELPERS

We rely heavily on the support of parents to encourage children in their approach to school and to learning and, as mentioned before, parental help is needed both at home and in school. If you do wish to volunteer to help pupils in school, but in different classrooms to your own children, please ask for a copy of our Voluntary Parent Helpers Booklet at the school office. CRB checks are required for all parent volunteers. Please collect a form from the school office.



EXTRA CURRICULAR ACTIVITIES

A number of activities are open to pupils during and after school hours. The following are some that have been offered recently.

Football	Drama
Netball	Spanish
Choir	Bookshop
Gymnastics	Italian
Orchestra	Film Making

The above clubs will sometimes be restricted to a certain number of children if staff are overwhelmed by pupil response. The school reserves the right to alter club activities from time to time. Parents will be informed in advance. After-school clubs will need a permission slip to be signed by parents before a pupil will be allowed to participate. Please see regular newsletters for up to date information.

DATA PROTECTION AND FREEDOM OF INFORMATION PLAN

It is the policy of the school that all children and staff are entitled to Data Protection according to the Data Protection Act 1984. It is school policy that basic information about pupils and staff is confidential and that, even where a need to disclose information has been registered, it will only be divulged in exceptional circumstances and will be kept to the minimum necessary to achieve the purpose. The policy is subject to any law which imposes a duty of disclosure to the governors.

SAFEGUARDING CHILDREN

Parents should be aware that the school is required to take any reasonable actions to ensure the safety of its children. 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 Head Teacher is obliged to follow the Child Protection procedures established by the Derby City Area Child Protection Committee and inform the Social Services of her concern.

TRANSFER TO SECONDARY SCHOOLING

Our links with the two main secondary schools we feed – The Ecclesbourne School, Duffield and Woodlands School, Allestree, are excellent. Parents of Year 6 children are sent information of their prospective schools in the first term of their child's final year at primary level. Staff from the two secondary schools visit the Year 6 classes, and pupils view their new school during the Summer Term. Information is forwarded to the child's new secondary school and this assists an easy transition. The progress of former pupils who attended Walter Evans School is followed with interest and primary schools are invited to discussions with secondary staff during the pupils' first year at secondary level. Much is done to ease the transfer of children into their new environment and the work at primary school is matched to curricular requirements at secondary level.

TRAVELLING TO SCHOOL

Parents who escort their children to and from school are asked not to obstruct pavements, turn or park vehicles near the entrance or cause any unnecessary hazards to pupils. It is stressed that vehicles must not stop on the red area / yellow zigzag lines during school hours, even if picking up or setting down children. Please observe the latter as the school entrance is situated on a dangerous bend at the brow of a hill. Local residents are concerned about driveways being blocked and double parking. To ease traffic congestion on Darley Abbey Drive, it would be helpful if vehicles could circulate in one direction by turning immediately left on entering the estate and then children can be deposited or collected on the school side of the road. The church car park is also available for parking.



CHARGES FOR SCHOOL ACTIVITIES

From time to time parents may be asked to support with the finance of various activities which take place in school. These may vary from contributions towards sewing materials, cooking ingredients or transport costs for a school journey. All requests made by the school for extra financial support are therefore wholly voluntary and there is no obligation to contribute. No pupils would be omitted from an activity if parents were unable or unprepared to make a voluntary contribution. However a number of activities would not take place within school if parents were reluctant to give this financial support. Any parent who feels unable to contribute for any reason should contact the headteacher.

COMPLAINTS PROCEDURE

If parents have a complaint about their child's schooling, they should raise it with the class teacher in the first instance or headteacher. However, there is a special procedure for dealing with complaints about the school curriculum including religious education and collective worship. If you have a complaint or query you should contact the school so that the matter can be discussed with the headteacher. It is expected that the majority of questions and anxieties can be dealt with in this way. A sheet is available from the office outlining the school complaints procedure. This will then be dealt with by the Governing Body.

HEADTEACHER: Mrs H Simmons

ASSISTANT HEADS:

Ms K Baker - INCO - Key Stage 2

Mrs C Ravenscroft – Maths Specialist and Key Stage 1

TEACHING STAFF FROM SEPT 2010

FOUNDATION STAGE

FS1 / Nursery - Mrs A Pitt - Foundation Stage Team Leader

FS2 / Reception - Mrs S Farrar & Mrs P Scorah - Uni link teacher

KEY STAGE 1 - 3 x Year 1 / 2 classes

Mrs C Ravenscroft

Mrs J Brown

Mrs D Hoolan / Mrs R Mcneil

KEY STAGE 2 - 3 x Year 3 / 4 classes and 3 x Year 5 / 6 classes

Mrs J Sykes

Ms K Baker - Inclusion Co-ordinator

Miss V O'Shea

Mrs R Reid

Mrs D Williams/Mrs Suter (job share)

Mrs R Hall



SUPPORT STAFF - TEACHING ASSISTANTS

Mrs K Hubbard (Mornings) - Nursery (plus PPA)
Mrs S Tanda (Afternoons) - Nursery (plus PPA)
Mrs D Hill - Reception TA (Mon / Tues)
Mrs R Kearns - Reception TA (Wed / Thurs/ Fri)
Mrs G Beasley – Key Stage 2 support /PPA cover Rec
Mrs H Munday – Key Stage 2 support / PPA cover Rec
Mrs J Jeffery – Year 1/2 support
Mrs J Fishwick - PPA cover Key Stage 1 and 2

Mrs N Linkens - Y1/2 support
Mrs H Ash - Y1/2 support

OFFICE STAFF

School Business Manager - Mrs J Foulkes
Admin Assistant / Welfare - Mrs J Young

MID-DAY SUPERVISORS

Mrs J Harper (Senior Supervisor)
Mrs G Wright
Mrs A White
Mrs R Millward
Mrs J Heldreich
Mrs T Polson

COOK: Mrs D O'Toole

CARETAKER: Mr D Adamson

CHAIR OF GOVERNORS: Mrs L Innocent

CLERK TO GOVERNORS: Mrs J Foulkes

GOVERNORS

Foundation Governors	Mrs J Dickie Mrs L Owen-McGee	Mrs R Lee Mr J Spence Rev C Dyer Mr P McCrea Ms K Baker Mrs J Fishwick Mrs L Innocent	Mrs D Lawer Mrs A White
Ex - Officio Foundation Gov			
Parent Governor			
Teacher Governor			
Support Staff Governor			
LA Governor			

CURRICULUM TEAMS

Creative - Literacy/ PE / Art / Music	Lead teacher H Simmons
Knowledge and Understanding of the world – Geog / Hist / MFL / Science	Lead teacher A Pitt
Problem Solving - Numeracy / D & T	Lead teacher C Ravenscroft
Community - RE / Worship / PHSE / ICT	Lead teacher K Baker



All information given in the prospectus was correct in September 2010, though slight changes may take place from time to time. Essential policies are available on the school website. Copies of all policies are available in a file in the school foyer.

Copies of the following documents are available from the office:-

Good Behaviour Booklet
Sex Education Policy
Special Needs Policy
Religious Education Policy
Equal Opportunities Policy
Charging Policy
Voluntary Helpers Information
Complaints Policy
Anti-bullying Policy

The school was last inspected by the Office for Standards in Education (Ofsted) in December 2008.



USEFUL NAMES AND ADDRESSES

The Derby Diocesan Director of Education

Mr Phil Moncur,
Derby Church House, Full Street, Derby, DE1 3DR
Tel: Derby 382233

Local Authority

Children and Young People's Services, Derby City Council
Middleton House, 27, St Mary's Gate, Derby, DE1 3NN
Tel: Derby 293111

Clerk to Governors

Jane Foulkes

Elected Parent Governor

Mr Peter McCrea
Email: PMC@milnermccrea.com

Walter Evans C of E (Aided) Primary School

Darley Abbey Drive, Darley Abbey
Derby DE22 1EF
Tel - 01332 557139 Fax – 01332 557605
Email – admin@walterevas.derby.sch.uk
www.walterevas.derby.sch.uk

