



Newtons Primary School  
Lowen Road, Rainham  
Essex, RM13 8QR  
Tel: 01708 558613  
Fax: 01708 556485



Email: [office@newtons.havering.sch.uk](mailto:office@newtons.havering.sch.uk)  
Website: [newtons.havering.sch.uk](http://newtons.havering.sch.uk)

*Together we reach for our personal best*

Dear Parents,

A very warm welcome to Newtons Primary School. We hope this booklet will give you all the information you need and an insight into the type of education your child will receive when he/she comes to our school.

Our vision statement is “Together we reach for our personal best.” We firmly believe that with school staff, children, parents and governors working together, each person can achieve their personal best in our inclusive school.

For us at Newtons Primary, education is about more than just exam results, it is about every child reaching their full potential, socially and academically. It is about ensuring that each child is cherished, supported and empowered to achieve. Good manners and respect for one another are highly valued; we promote social awareness and provide clear moral guidance. We never underestimate the important role we play in your child’s life and therefore strive to make each day the best it can possibly be.

We are very disappointed that Ofsted rated the school as “Requiring Improvement.” However, we are glad that Ofsted recognised the following strengths of the school.

- The school is a welcoming and friendly place. Pupils enjoy school. Parents and staff are equally appreciative of the positive atmosphere.
- The headteacher is ably supported by a deputy headteacher and has the support of staff and parents.
- Good leadership in the early years provision ensures that children make good progress. Children are well prepared for the start of Year 1 when they leave the Reception Year
- Early Years provision is good.
- Pupils’ standards in reading and writing have improved since the last inspection.
- The most able pupils in Year 6 are making strong progress.
- Pupils read well. Younger pupils know how to sound out unfamiliar words. Pupils in Year 1 enjoy reading with Year 6 pupils. Teachers encourage pupils to read regularly at home and pupils are praised for doing so.
- Pupils use their individual writing targets to improve the quality of their writing in other subjects, including geography and history.
- Teaching assistants support the learning of lower attainers well.
- Pupils’ behaviour is good. They are clearly keen to learn, and show high levels of care and respect for one another.
- Pupils behave well outside lessons and there is a calm atmosphere as pupils move around the school. They are polite, courteous and welcoming to visitors.

- Pupils say that bullying is rare. Most parents are unaware of any bullying or agree that if it does happen it is dealt with quickly.
- Pupils know the importance of healthy eating and exercise.
- The curriculum is broad and balanced. Pupils have opportunities to learn through a wide range of subjects.
- Pupils learn about British values through all subjects, extra-curricular clubs and on school trips. Opportunities to promote pupils' spiritual, moral, social and cultural development are good.
- Leaders use physical education and sport premium funding to widen the range of sports pupils can practise and to increase sports teaching expertise. There are more opportunities for pupils to engage in sporting competitions as a result of the funding. (We use our Sports Premium Funding towards employing Mrs Allaway – our P.E. specialist teacher).
- The attendance of all pupils, including disadvantaged pupils, has improved this year.
- The school's family support worker works closely with those pupils and their families.
- Designated senior leaders work well with other agencies to support pupils and their families who need additional support.
- Pupils feel safe and explain that, 'Teachers take care of you.' They know who will help them if they are hurt or worried.
- The arrangements for safeguarding are effective. The school keeps pupils safe.
- We have maintained our commitment to the principles of Every Child Matters and this can be seen to permeate all our work. Not only do children matter in our school, but so do adults, staff and parents.

We had an HMI monitoring visit in April 2017 and we are delighted that the inspector recognised the improvements we have put in place in our journey back to being a "Good" school. Please read the report that is attached to this brochure.

We offer an exceptionally nurturing environment to help children develop the skills and knowledge they need to progress in their education and beyond. We truly believe that Every Child Matters and we continue to ensure that this is central to the work of the school by providing opportunities for our pupils to:

### Be Healthy

Our pupils learn how to lead a healthy lifestyle. Pupils take part in a wide range of sporting activities both during lessons and extra curricular clubs, including a very popular ballroom dancing club. We have a P.E. specialist teacher, Mrs Allaway, who works for 2 days per week taking each class for a P.E. session. She has introduced many new sports to the school, including bochia.

### Stay Safe

Pupils are taught how to adopt safe practices in all of their lessons. We have theatre companies who visit to reinforce road safety. Children in Years 5 and 6 are offered Cycle Training. If they pass Level 2 they are allowed to cycle to school.

### Enjoy & Achieve

We offer a wide and varied curriculum. Our curriculum is enriched by visitors to school and the trips that different year groups take. We value the importance of the Arts.. Every child in Years 2 and 3 learn to play the violin at no cost to parents. Children who show aptitude and enjoyment may continue playing the violin to the end of Year 6.

### Make a Positive Contribution

We have strong links with the local community. We entertain elderly residents at the local community centre at Christmas and sing carols on the Orchard Village Estate. We have many fund-raising projects throughout the year and we look at the work of different charities.

### Achieve Economic Well-being

Our curriculum allows all pupils to develop their key skills of reading, writing, mathematics and ICT. Our pupils are taught how to work as members of groups and teams.

We will continue to do our very best for your children. We have implemented many strategies to further develop their Numeracy and Literacy skills. We ask that you help us by listening to your child read daily and add a comment in their Home School Reading book. We truly do believe that “Together we reach for our personal best.” If you have any further concerns please do not hesitate to contact me.

Our Home-School Agreement shows what we all aim to do and I hope that you will feel able to sign it, as I will do also, as a demonstration of our commitment to each other.

We really want your children to be happy in our school. We have an ‘open’ policy at Newtons where parents are welcomed into the school to share information on a daily basis. We also believe that the best way to discover how a school operates is to have a guided tour of the school during the school day. We are very proud of our school so please book an appointment if you wish to do this.

We look forward to continue working with you.  
Yours sincerely,

Mrs. L. Lowe  
Headteacher

**NEWTONS PRIMARY SCHOOL**  
**Type of school: Community**

Address: Lowen Road  
Rainham  
Essex  
RM13 8QR

Telephone: 01708 558613  
Fax: 01708 554650  
Email: [office@newtons.havering.sch.uk](mailto:office@newtons.havering.sch.uk)

School Website: [www.newtons.havering.sch.uk](http://www.newtons.havering.sch.uk)

Headteacher: Mrs. L. Lowe

Deputy Head Teacher: Miss H. Martin

School Administration  
And Finance Officer: Mrs. J. Woods

Site Manager: Mr. L. Creasey

Chair of Governors: Mrs. L. Mills

No. of pupils on roll: 418

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## **Vision Statement**

**Together  
We reach for our personal best**

## **Mission Statement**

**Our school is happy, welcoming, caring and inclusive, where we provide a secure and stimulating environment, enabling everyone to feel positive and valued.**

**In order to achieve this we have the following aims:**

- To promote self respect and respect for others
- To encourage everyone to have high expectations of themselves
- To provide a welcoming, open, attractive and calm atmosphere in which each person can flourish
- To give children confidence to try and to succeed
- To encourage children to develop socially in order that they can live at peace with themselves and with others
- To provide equal opportunities for everyone
- To provide a broad, balanced and differentiated curriculum to enable children to achieve the highest level of intellectual, emotional and physical development of which they are capable
- To provide a learning environment in which each person feels included, challenged and supported
- To build a community of which we can all be proud

## ETHOS

The ethos of the school is best expressed in the following poem:

- If a child lives with criticism  
She learns to condemn
- If a child lives with hostility  
He learns to fight
- If a child lives with ridicule  
She learns to be shy
- If a child lives with shame  
He learns to feel guilt
- If a child lives with tolerance  
She learns to be patient
- If a child lives with encouragement  
He learns confidence
- If a child lives with praise  
She learns to appreciate
- If a child lives with fairness  
He learns justice
- If a child lives with security  
She learns to have faith
- If a child lives with approval  
He learns to like himself
- If a child lives with warmth and discipline  
She learns to like others
- If a child lives with acceptance and friendship  
He or she learns to find love in the world

## **THE SCHOOL BUILDINGS**

Newtons School was built in 1970 near farmland belonging to the Newtons family, where the school, and Newtons Corner, derive their names. The school badge shows the carving of an early Roman ship to be seen on one side of the walls of Rainham Parish Church.

We have:     an ICT Room with 18 networked computers  
              Two halls for PE/ Music  
              Cookery Room  
              Library  
              Spacious grounds with sports fields, playgrounds and an  
              environmental area  
              Multi Use Games Area – which we share with the Community Centre

### **School Grounds**

We have very pleasant grounds surrounding our school. There are lawns, trees and flower beds which we all take pride in and which are expertly and beautifully maintained by our gardener, Mr. Paul Stout. An extensive playing field behind the school is used for athletics, games and playtimes. In order that the grounds remain attractive, safe and pleasant to be in, we have the following rules:

- No cars should be brought into the school other than those belonging to staff or vehicles that have been issued with a permit by the Headteacher or Site Manager
- The riding of bicycles is forbidden on site
- No smoking is allowed anywhere in the school grounds
- No dogs are allowed on site

## **ADMISSIONS**

### **SCHOOL ADMISSION AND WAITING LISTS**

From September 2010, the Local Authority (LA) took over the waiting lists for all Voluntary Aided and Community Schools in Havering. You need to apply for Reception places through the LA.

If you have any queries regarding this matter, please contact the Local Authority Schools Admissions Team on 01708 434600

Parents wishing to apply for Nursery places should contact the school office.

### **Foundation Stage**

We are delighted that Ofsted graded our Early Years as Good. From September 2017 the Government will be funding an additional 15 hours per week funding of

free childcare to families of children aged three and four years old during school term time.

The new entitlement to 30 hours free childcare is intended to support working parents with the cost of childcare and enable them, where they wish, to return to work or to work additional hours. Currently all children under the age of 5 are entitled to 15 hours of education at a nursery or preschool setting of the parent's choice.

The additional 15 hours will be available to families where both parents are working (or a sole parent is working in a lone parent family) and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage and less than £100,000 per year.

Parents are entitled to take the additional funding in whatever means they wish, either with a child minder or at nursery for the extra 15 hours. To find out if you are eligible for the additional funding then please visit:

[www.haverling.gov.uk/fsh](http://www.haverling.gov.uk/fsh)

If you are eligible and would like your child to attend Newton nursery all day from 8.45 – 3.15pm, then please be advised that we would ask that your child brings a packed lunch to school each day. There will be a charge towards the cost of a member of staff to care for your child during the 30 minute lunch break (£2.50 per day).

Newton Primary School is looking to offer the free 30 hours from September 2017 if there are enough families eligible for the funding. We can only offer 30 hours to 13 families and this will be allocated on a first come, first served basis.

If you are not eligible, then we would like to offer you a place for 15 hours per week for either a morning session (8.45 – 11.45am) or an afternoon session (12.15 – 3.15pm).

Further information is available in the Foundation Stage Brochure.

## **Main School**

### **SCHOOL DAY**

School sessions times are:

- 8.55 – 12.00 noon (all children)
- 1.10 – 3.10 p.m. Reception
- 1.10 – 3.15 p.m. Years 1 and 2
- 1.10 – 3.20 p.m. Years 3 – 6

This gives the infants a total of six hours twenty minutes in school each week and the juniors six hours twenty five minutes. This is spent in the following way:

**Infants**

**Juniors**

Playtimes	15 minutes	15 minutes
Lunchtime	1 hour 10 minutes	1 hour 10 minutes
Registration	5 minutes	5 minutes
Assembly	10 minutes	10 minutes
Teaching time per Day	4 hours 20 minutes	4 hours 45 minutes
Teaching time per Week	22 hours 55 minutes	23 hours 50 minutes

We ask that pupils do not arrive before 8.45 in the morning unless they are attending Breakfast Club, as there is no member of staff on duty in the playground until 8.45a.m. Doors to classrooms are opened at 8.45 for children to settle in. Alternatively, children can wait in the playground until 8.55 a.m. If they are in KS1, a parent/carer needs to wait with them. If they are in KS2, they can be left in the playground as a member of staff is on duty there. If children are attending Breakfast Club, they should arrive no earlier than 8.00 a.m. but no later than 8.15a.m. They need to enter the school by the main entrance. The gate by the bicycle shed and the gate on the Infant playground have a member of staff on them, ready to meet and greet you. Gates are locked at 9.00a.m. The gates are unlocked at 3.10p.m. and a member will stay at the gates to re-lock them at 3.30p.m. If your child is attending an after school club at the school, please collect them from school, using the main entrance.

### **DINNER TIMES**

Dinner Time: 12 noon – 1.10 p.m.

All children in full time education can stay to eat a school dinner, bring a packed lunch or go home for dinner. Children going home to dinner should not return before 1.00 p.m. Midday assistants are employed to look after your children during the lunch break. Cooked meals are prepared in our own school kitchen and served in the dining area.

All children in KS1 can have a Free School Meal. Families on income support can apply for free school meals for their children in KS2. All you need to do is ring 01708 433929 and provide your National Insurance number. A school meal currently costs £2.20.

For cooked school dinners, we operate a colour band system whereby the children have a choice of 3 meals. They will make their selection during morning registration and their choice is imputed onto IPad. This means that the kitchen staff know in advance how many meals of each type they need to prepare.

We use sQuid online payments for breakfast club, school meals and school trips. Reducing the amount of cash we have to handle at school is a real benefit to us as it eliminates having to count and bank cash, which is extremely costly. It also benefits the students as they will spend less time queuing and more time playing, and no longer have to carry cash to school with the risk of it getting mislaid.

Following admission to our school you will be sent a letter with your child's sQuid registration details (this sometimes takes up to 24 hours).

This is a 16 digit registration number and 3 digit security code that you should register on the sQuid website. If you have more than one child at the school, they will each be issued with their own registration number. Simply follow the instructions set out in the letter to create your online sQuid account and register your child.

Once you have created a sQuid account for your child, you will also be able to manage their account online at any time to:

- **Top up your account from your bank account, credit or debit card**
- **Enable Auto top up so that you never run out of funds**
- **Check your account balance**
- **View your transactions**

Packed lunches should be brought in a suitable box, clearly marked with the child's name. Sweets and chocolate are not allowed. Drinks should be in a plastic container (no glass bottles, cans or fizzy drinks). All children can also have a drink of water with their meal. The school and the Local Authority promote healthy eating.

At the mid-morning break, children can have a drink of milk. Milk can no longer be ordered via the school. Parents have to apply directly to Cool Milk. The easiest way to apply is via the website, [www.coolmilk.com](http://www.coolmilk.com). If you are unable to apply online, please call in at the office as we have paper applications available. If your child is entitled to free school meals, he/she will also be entitled to free school milk, **This is not an automatic entitlement; an application still needs to be made to Cool Milk.** Children can bring crisps ( regular size up to 35g – no family size or sharing size bags please) or a piece of fruit from home for the mid morning break but no other food or drinks.

### **FRUIT FOR SCHOOLS**

We have joined this initiative, set up by the Government. Each child in the infants is given a piece of fruit every day, unless parents inform us that their child has an allergy or do not want them to take part.

### **WATER**

Children may bring in a plastic bottle or container of water to drink during the day and at break time. They will be able to top this up at lunchtime. Children are not allowed to bring in any type of energy / sports drink.

### **SCHOOL UNIFORM (for children in Years 1 - 6)**

#### **Boys**

White polo shirt  
or white formal shirt

#### **Girls**

White polo shirt  
or white blouse

Black or grey trousers  
or formal shorts  
Green jumper or sweatshirt  
Grey socks  
Plain black shoes or trainers

Grey skirt  
or pinafore dress  
Green jumper or sweatshirt  
White, grey or black socks  
Plain white, grey or black tights  
Green and white summer dress  
Plain black shoes or trainers

White polo shirts and green sweat shirts with the school emblem can be purchased from Premier Schoolwear, Becontree Ave, Dagenham, Essex RM8 3HD [www.premierschoolwear.co.uk](http://www.premierschoolwear.co.uk). They stock many other items of school clothing, including book bags and sun hats. Items can be ordered and paid for on-line and be delivered to school with free delivery. There will be a charge for items to be delivered to your home address.

The school sweat shirts and t-shirts may be worn as an alternative to shirts and blouses.

Shoes should be black and flat, easy to remove and put on, and appropriate for the sort of activities in which young children participate. Strappy sandals and shoes with heels are not considered safe school footwear. We also discourage fur lined boots in the winter as the children's feet become very hot when indoors.

All uniform should be clearly named, preferably with labels sewn in. With so many green jumpers and cardigans, it is not easy to identify one from another unless they are named

## **HAIRSTYLE**

Hairstyles should be appropriate for school. Hair accessories and head coverings are part of our uniform. They need to be green, grey, black, white, neutral or brown. No large bows or sharp edged hair accessories please.

The PE kit is:

**Indoor:** Plain white t-shirt plus black/ dark green shorts. Bare feet / plimsolls/trainers

**Outdoor:** A track suit or sweat shirt may be added in cold weather  
The footwear should be plimsolls or trainers.

PE kit must be available in school every day, hanging on the child's peg in a PE bag. Book bags, which are used to keep reading books and other homework clean when travelling to and from school, are available from Premier Schoolwear.

Children in Year 5 currently go to Harris Academy for some swimming lessons. They need to bring in a towel, swimming kit (one piece for girls, not Bermuda type shorts for boys) and a swimming hat.

## **Jewellery**

The only items of jewellery which may be worn by children during the school day are stud earrings and a watch. The school does not accept responsibility for the

jewellery. For reasons of Health and Safety, no child can take part in PE unless ALL jewellery, including stud earrings, is removed. Your child needs to be able to remove their earrings themselves. If you are considering having your child's ears pierced, please have this done at the beginning of the summer holidays.

### **ATTENDANCE / ILLNESS**

Should a child be absent from school due to illness, parents are advised to telephone the school between 8.00 and 9.15 to inform us of the reason on the first day of absence. If we do not receive a call, someone from the school may call to find out the reason for absence.

Should a child have an accident or be ill in school, a parent – or a named relative – is phoned to take the child home if necessary. If no relatives can be contacted, the child is kept in the office until home time, being cared for by staff.

In cases of extreme emergency, an ambulance would be called, along with a parent or named relative, and if necessary a member of staff would accompany the injured child to hospital until the arrival of the parents or a relative.

If medication is to be given in school, a form must be completed, giving exact details about the medication, dosage and frequency of dosage. The completed form and medication (with child's name clearly named on the packaging) should be given to Mrs. Woods in a paper bag or envelope, again containing the child's name. Children who need asthma inhalers will keep them closeby.

If a child has been physically sick, we ask that s/he does not return to school unless 24 hours has elapsed. If a child has diarrhoea and sickness, s/he should not return to school until 48 hours has elapsed since the last bout.

We cannot take responsibility for any child on the premises before 8.45 a.m. in the morning unless they are attending Breakfast Club. The staff open classroom doors at 8.45 a.m. and children may come into the class from this time.

Any child who goes home for dinners should not return before 1.00 p.m. unless especially asked to do so.

Children should be collected promptly at home time. No member of staff is on duty after 3.30 p.m. If there is an emergency, or an unavoidable delay, please telephone the school in time to get a message to the children to wait at the office.

Children who have dental or hospital appointments should bring either the appointment card or a note prior to the visit. Where possible, we would encourage you to make these appointments outside of the school day. Children cannot, for obvious reasons, be sent home alone during the day. They must be collected by a parent or a responsible adult. This applies to children throughout the school.

A child returning after an absence, however short, must bring an explanatory letter.

### **ATTENDANCE AND OFSTED**

Children's attendance is checked regularly and if any child's attendance falls below 90%, the school must refer it to the Education Welfare Officer. We have a full-time Home School Support Worker who monitors both attendance and lateness. A letter will be sent home if your child's attendance falls below 96% or if your child is often late. If a satisfactory reason for absence is not received then it has to be recorded as unauthorised and included in the child's end of year report.

The school is committed to reducing its levels of both authorised and unauthorised absence. We have set the target of 96% attendance. No holidays will be authorised during term time and fines will be issued.

### **CHILDREN ATTENDING AFTER SCHOOL CLUBS AT VENUES OTHER THAN THE SCHOOL**

Children who are being picked up by minibus or taxi in order to attend an after school club away from the school premises should go and sit quietly in the reception after school. Parents should ensure that the after school club arranges for the children to be picked up promptly as there is no member of staff on duty after 3.30 p.m. If children are consistently picked up late by after school staff, we will expect parents to rectify this and make other arrangements.

### **TRIM TRAIL**

When your child joins the school, we ask that you sign a form giving your permission for your child to use the trim trail during lunch times, weather permitting. They are supervised by Midday Assistants. The children are not allowed to go on the trim trail either before or after school as they are not then supervised by members of staff.

### **RULES**

We do not have many rules at Newtons other than those which promote tolerance, respect and safety, for example:-

Walk inside buildings

Children cannot be inside the building unsupervised at any time.

Mutual respect amongst staff, pupils, parents.

Treat property with respect.

No toys in school.

No sweets or chocolate bars in school.

No jewellery other than a watch and studs/sleepers in ears is allowed.

Children enter and leave school via classroom doors unless special permission has been granted.

We come in and out of assemblies in silence.

Classroom rules are displayed in each room. They are:

1. Listen carefully and follow instructions

2. Keep hands, feet and objects to yourself
3. No teasing, swearing or name calling
4. Be kind and care for each other and surroundings
5. Walk quietly in buildings and on pathways

## **DISCIPLINE/BEHAVIOUR**

Discipline is based on mutual respect so we only accept the sort of attitudes we ourselves give to the children.

We aim to be firm yet fair and consistent at all times.

The school policy on discipline is further explained in our Behaviour and Discipline Policy which is included with this booklet.

Good behaviour is rewarded with points, stickers and certificates.

Bullying and / or racism is not tolerated in any shape or form. Parents are encouraged to report any suspicions of it immediately to class teachers or the headteacher.

## **THE GOVERNING BODY**

The Governing Body consists of elected parents, school staff, local councillors and community members who are invited to join. The governors represent the community and have responsibility for overseeing curriculum, finance, staffing and premises. They meet three times a year as a full Governing Body and more frequently in various committees. Any governor may be contacted through the school.

## **SCHOOL ORGANISATION**

The management of the school is organised in the following way:-

- The Governing Body has the ultimate responsibility
- The Headteacher, Mrs. Lowe, is responsible for the day to day running of the school and has overall management responsibility.
- The Senior Management Team includes: Mrs. Lowe – Headteacher; Miss Martin - Deputy Headteacher; Miss Merry- Upper KS2 Leader, Mrs Peel- Lower KS2 Leader, Miss Allsop – KS1 Leader and Mrs Mitchell – Early Years Leader.
- The teaching staff work in year group teams.

## **CURRICULUM**

The Governors have agreed a curriculum policy statement.

## **Curriculum Policy Statement**

At Newtons School, we believe that all pupils are entitled to have access to a broad range of learning experiences which allow them to develop the knowledge, understanding, skills and attitudes necessary for their self-fulfilment and to enable them to play a full part as responsible citizens in the 21<sup>st</sup> Century. The curriculum aims to provide opportunities for all pupils to learn and to achieve, irrespective of social background, culture, race, gender, differences in ability and disabilities. We aim to provide a broad and balanced curriculum, which equips pupils with the essential learning skills of literacy and numeracy, helping them to develop enquiring minds and the ability to think rationally. The curriculum also promotes pupils' spiritual, moral, social and cultural development and supports them in developing principles for distinguishing between right and wrong. Pupils are encouraged to think creatively and critically and to respect others and the environments in which they live. The curriculum enables pupils to develop their physical skills and promotes their personal and social well-being.

We believe that the curriculum should stimulate enjoyment of, and commitment to, learning as a means of encouraging the best possible progress and the highest attainment for all pupils, preparing them effectively for the next steps in their education.

## **THE FOUNDATION STAGE**

The Foundation Stage is the name given to Nursery and Reception and children in this stage follow programmes under the headings: Personal, Social and Emotional Development, Physical Development, Communication and Language, Literary, Mathematics, Understanding of the World, Expressive Arts and Design.

## **THE NATIONAL CURRICULUM**

The National Curriculum is followed by children from Year 1 onwards. At Newtons, we work very hard to ensure that all children have access to this curriculum and to achieve to the maximum of their capabilities.

Over 50% of teaching time is spent on English, Mathematics, Science and ICT. The other subjects - Design Technology, History, Geography, Art, Music, PE (Physical Education), PSHE (Personal, Social and Health Education) - make up the rest of the teaching time, with the addition of R.E. (Religious Education).

## **R.E. AND COLLECTIVE WORSHIP**

R.E. is not part of the National Curriculum. The scheme of work followed by the school is in accordance with the locally agreed syllabus for religious education, adopted by the Local Education Authority, and covers a number of different religions.

Collective Worship is held daily and follows guidance that it is of a broadly Christian nature. We try to make this accessible to children of all religions.

Parents have the right to arrange for their child to be excused from attendance at collective worship and / or religious education. Any parent wishing to make such an arrangement is asked to inform the head teacher in writing. Alternative provision of a religious nature may be provided by the parent.

### **SPECIALIST TEACHING**

The school provides specialist teaching, some from within its own resources and some from the local authority, as follows:

PE	-	Years Rec to 6
Violin lessons	-	All children in Years 2 and 3 and some older children
Swimming	-	Year 5

### **SEX AND RELATIONSHIPS EDUCATION**

A working party of the Governing Body, comprising of school staff, parent governors and the head teacher, have produced a sex and relationships education policy. Materials for use in Year 6 have been agreed. Parents of children in year 6 are invited to a meeting to look at these materials before they are used with the children.

Parents who wish their children to be withdrawn from these lessons should contact the head teacher. The school always complies with the parent's wishes.

### **ORGANISATION**

The staff and children work in year group teams as follows: There are 2 classes in every Year Group. Children in KS 2 are set by ability for Mathematics.

Each term, details of the main areas of learning for children will be sent to parents by the year group teams. This information can also be found on our website.

### **POLICIES AND SCHEMES OF WORK**

Each area of the curriculum has two teachers who work together as co-ordinators. They are responsible for producing and revising the policy and scheme of work for the subject and for monitoring and evaluating the standards and effectiveness of the learning and teaching of the subject. They report to the staff with Teaching and Learning Responsibilities, the head teacher, and the curriculum sub-committee of the Governing Body.

### **WANT TO KNOW MORE ABOUT THE CURRICULUM?**

A copy of the school's policies and details of teaching programmes can be found on our website.

## **SPECIAL EDUCATIONAL NEEDS**

The school aims to provide equal opportunity and access to a broad and balanced curriculum for all children and to enable them to reach their full potential.

We regard all children as special and they all have special needs in one way or another, but some may need to have more specialised provision made for them, either for the whole or part of their school career. Children with special educational needs should follow the National Curriculum as far as possible.

In attempting to achieve our objectives, we work closely as a team (the Governors, Head Teacher, Special Educational Needs Co-ordinator and all staff) and take reasonable steps within the limits of resources available to fulfil the requirements outlined in the school's Special Educational Needs Policy. A copy of this policy, which gives details of how we provide for children with S.E.N. is available on our website.

The school's Special Educational Needs Co-ordinator and Inclusion Managers are Mrs C. Siddle and Mrs C Hoddy. The school's governor for Special Educational Needs is Mrs R. Reynolds.

## **DISABILITY AND ACCESSIBILITY**

Our school offers wheelchair access through main doors and from classrooms onto the playground. We also have two toilets, in separate rooms, especially adapted for wheelchair access.

## **EDUCATIONAL VISITS**

From time to time, children may be taken in groups or classes to work in or observe the immediate locality of the school. We ask parents to complete a consent form for these on entry to the school which covers these visits for the duration of the child's school life.

For day visits, written consent is always asked for separately and children cannot go on visits unless this permission is given in writing.

Visits to places of interest, connected with the topic being studied, are organised. A residential visit is currently organised for children in Year 6.

Parents will be informed of any educational visit being organised for their child. Details of the activity, its location and date will be sent to parents with an indication that, whilst a voluntary contribution to cover the cost will be sought, no child will be omitted from the visit because his / her parents are unwilling or unable to contribute. However, the activity may not take place if insufficient voluntary contributions are received to support it.

## **CHARGING POLICY**

The school charges only for Breakfast Club (80p per session). This needs to be paid using the On-line Squid account. There is an after school football club organised by Cousins Soccer who make a charge per session. The school's full charging policy can be viewed on our school website.

## **HOMEWORK**

At Newtons School, we firmly believe that home school links are vitally important to the success of each child's progress during his or her school career. All adults involved in a child's upbringing must share the same belief that education should have a role in every child's life.

The Government White Paper on Education (1997) states:

"Homework is not an optional extra, but an essential part of a good education. There is clear evidence that it helps pupils reach higher standards. It also allows more effective use to be made of lesson times and improves pupils' study skills and attitudes to learning. Taking an interest in homework allows parents to see how their children are doing. It is encouraging that, according to recent research, 90% of parents believe homework is important".

We also believe, however, that children should work hard in school and after school enjoy leisure activities.

Details of what we require of children, and the days on which homework is set, are included in the termly letters sent you by the year group teams. A Homework Club is run by staff during Wednesday lunchtimes. All children in KS2 can attend this. In addition to homework, we strongly advise that all children read at home every night.

## **VIOLIN TUITION**

All children in Years 2 and Year 3 have violin lessons. This is free of charge. The tuition is also given to some children in Years 4, 5 and 6.

## **EXTRA CURRICULAR ACTIVITIES**

### **Breakfast club/Homework Club**

Our Breakfast Club operates each school day with the exception of the first day of the Autumn Term. Children who attend Nursery for 30 hours and children from Reception to Year 6 are welcome to attend. This needs to be paid for by using the Squid on-line cashless system. (currently 80p per day) They must arrive between 08.00 and 08.15 a.m., They have a healthy breakfast (cereal, toast, yogurt, fruit, fruit juice, milk) and take part in various activities set out in the hall (construction, board games).

The club was originally subsidised with funding from the Hornchurch Primary Care Trust and by Riverside Trust. Every year we look for companies to help us with its funding.

### **Other Clubs**

These vary according to the season and the expertise and goodwill of members of staff. These take place either at lunchtime or after school.

### **OTHER SCHOOL EVENTS**

A photographer comes in the Autumn Term to take individual and family photographs and in the Summer Term to take class, team and Year 6 Leavers photographs which are then offered for sale.

A Christmas concert is held in December each year with infants and juniors taking turns to entertain us. The children in Years 1 and 2 will be leading this in 2017.

It is anticipated that we will compete against other schools at football, netball, cross country and athletics in 2017 / 2018. Our netball teams are particularly successful.

We hold an annual sports day where all children are able to take part in a carousel of activities. The children are divided into teams who compete for a cup.

Each half term, a newsletter is sent out with details of forthcoming events and items of news. A copy of the latest one is placed in the information rack in the entrance and on the website. We rely on children to take these home. If you think that you've missed one, ask at the office or check the website. We also send out important information and newsletter through Parentmail which you can access through a smart phone.

### **CHILDREN'S PROGRESS / TESTS / REPORTS**

Individual records are kept for all children in all areas of the curriculum. These are always being evaluated and changed as each new area of the National Curriculum is introduced or revised by the governors.

All children now have statutory tests four times during their Primary School career.

#### **Baseline Test**

During the first few weeks in the Reception class, all pupils will be assessed. This will help determine the children's strengths and development areas and assist teachers to match the work to the child's ability. A Foundation Stage Profile is completed at the end of Reception.

#### **Year 1 Phonics Reading Test**

All children in Year 1 undertake a reading test based on phonics to assess their ability to sound out and blend letters into real and unreal words. This takes place in June.

### **Yr 2 KS1 Standard Assessment Tasks (SATs)**

At the end of Year 2 (KS1) Year 2 pupils are graded in Reading, Writing, Maths, Grammar, Punctuation and Spelling and Science. Teachers use their judgement based on pupils' performance in class and use standard tests to assist their judgement.

### **Yr 6 KS2 Standard Assessment Tests (SATs)**

During a designated week in May, all Year 6 pupils in the country take tests in Reading, Grammar, Punctuation and Spelling and Mathematics. These are marked externally and the scores are used nationally to plot pupils' and schools' performance and progress. Year 6 children are given a teacher assessment in Reading, Writing, maths and Science.

At each stage of testing we report the results to parents and discuss the best ways to address the strengths and development areas of each child, both at school and at home.

Tests are also given to children in Years 1, 3, 4 and 5. These are not statutory but provide a useful marker for each child's progress.

### **Parents' meetings**

Newtons Primary School is an open school and we believe in welcoming any visitors who wish to see us at work. Parents have the opportunity to meet their child's class teacher in the Autumn term. Targets for your child to aim for in the coming term are then discussed. A more formal progress evening takes place in the Spring Term. Parents are also welcomed to come in during term time to discuss any issues or problems with the teacher, as they arise, at a mutually convenient time.

Parents of children in Foundation Stage and Key Stage 1 (Infants) will meet the class teacher on both occasions. Parents of children in Key Stage 2 will meet the class teacher in the Autumn Term and with the class and Mathematics teachers in KS2 (Juniors) in the Spring Term.

The school has an open day each Summer Term, during which time visitors and parents are shown round the school by their children, to see the displays and the activities which take place during a school day.

At the end of each school year, a written report is provided for parents. This records the progress made in all subject areas throughout the academic year. Parents of children in Year 2 and 6 will also receive the results of Standard Assessment Tests their children will have taken that year and will be able to compare them with the national results.

## **SCHOOL RESULTS / NATIONAL RESULTS**

Our aim is for every child to make his / her expected progress or more than his / her expected progress. The Governing Body rewards each child who makes more than his / her expected progress in any subject with a certificate at the end of each school year.

## **AWARDS**

The school was given the Basic Skills Award in 2003 for its commitment to raising standards in English and mathematics. The school was reassessed in 2006, 2009, 2012 and 2015. Each time, the assessors gave the award to the school.

The school has earned the “Active Mark” which is awarded to schools that provide a wide range of good quality coaching provision. We employ a specialist PE teacher (Mrs. Allaway) for 2 days a week which means that each child from Reception to Year 6 has a lesson with her each week. She has helped to raise the profile of sport at Newtons considerably. We have also achieved Bronze Healthy School’s Award in 2015/2016.

We are also proud to have been awarded Bronze for Eco—Warriors – an initiative that helps children be aware of the need to look after our environment.

## **DATA PROTECTION ACT**

Schools, local education authorities and the Department for Education and Skills all hold information on pupils in order to run the education system and in doing so have to follow the Data Protection Act 1998. This means, amongst other things, that the data held about pupils must only be used for specific purposes allowed by law. A statement about the types of data held, why that data is held and to where it may be passed on, is issued to parents of all new children starting at our school and is available on request. Any child has the right to see data held on him / her. Any pupil, or parent on behalf of the pupil, wishing to see this data should apply to the school or relevant agency in writing.

## **SHARING INFORMATION WITH YOU**

We like to keep you informed about school life in as many ways as we can. We send home termly letters and newsletters as events arise. We have a website – [newtons.havering.sch.uk](http://newtons.havering.sch.uk). We also have a Facebook page and we blog through both of these sites. If you have a question, please send it to [office@newtons.havering.sch.uk](mailto:office@newtons.havering.sch.uk). Staff blog weekly and it is a great way to have an insight into our school. Children’s achievements are celebrated and school trips are posted here too. If school has to be closed for exceptional circumstances e.g. due to adverse weather conditions, we will post this information on our website and our Facebook page. We also give you this information through [www.opencheck.atomwide.com](http://www.opencheck.atomwide.com). We also send information and letters to parents through Parentmail so please sign up for this app on your mobile telephone. Our weekly newsletter includes names of children who have been awarded a

Headteacher's certificate for behaviour, attitude towards aspects of school life and for good work. We like to celebrate the children's achievements. It also gives weekly information regarding whole school attendance and mentions the classes whose attendance has exceeded the school target of 96%.

### **HOME SCHOOL SUPPORT WORKER**

Wendy Sanders is our full-time Home School Support worker. She can help with any concerns parents have which affect children's schooling. She can help with form filling, support with other professionals and can find advice on issues such as behaviour. Above all, if parents want someone to talk to about their children's welfare, she'll put the kettle on. She can be contacted through the school office.

### **CHILD PROTECTION**

The school fulfils its duties and responsibilities according to the locally agreed procedures and guidelines. If you have any concerns for a child's safety please come and see Mrs Lowe (Lead Safeguarding Officer) or Miss Martin (Deputy Headteacher) or Mrs Sanders (HSSW) who are the Deputy Safeguarding officers..

To enable staff to monitor the welfare of your child, you are asked to keep the school informed of any unusual or serious injuries, which your child has suffered, and of any circumstances at home which might cause a change in your child's behaviour at school. Staff may, on occasion, wish to speak with you to discuss and clarify the cause of a particular injury, to seek a reason for a sudden change in your child's behaviour, or raise other concerns they may have.

**In those circumstances where we have serious concerns about the welfare of a child, we are under a duty to make a referral to the Social Services Child Protection Team. If this happens please remember that we have a responsibility to promote and safeguard the welfare of the children in our care.**

### **YEAR 5 AND 6 RESPONSIBILITIES**

We believe that having responsible, reliable Year 5 and 6 children helps to encourage and foster our aims and objectives.

Our children are given a range of responsibilities for which they are trained. They include being peer mediators, answering the telephone at lunchtime, supervising lunch trolleys, leading Infants to the playground and being monitors for recycling, registers and play equipment.

### **MOBILE PHONES**

Children do not need to bring a mobile phone to school. If they need to contact you for any reason, they can use the school phone. However, if you would like your child to bring a phone to school, especially in Year 6 where parents often allow their children to travel to school independently in preparation for their transfer into

Secondary school, we ask that it is a cheap one! Children need to put a named sticker on their phone and hand it into the school office at the start of the day where it will be stored in a tin until the end of the school day when the child can collect it from the office. The school cannot take responsibility for the safe keeping of mobile phones.

## **RACE STATEMENT**

The Race Relations (Amendment) Act 2000 places a duty on all schools to:

- promote racial equality
- promote good race relations between people from different racial groups
- eliminate unlawful racial discrimination

Our school fully supports these statements and has prepared and maintains a written race equality policy, further details of which are available from the school office.

## **COMPLAINTS PROCEDURE**

The school prides itself on excellent relationships between parents and school and in the event of a concern or a complaint, we will endeavour to try to resolve it informally through discussion with class teachers and/or, the Deputy Head Teacher. If the matter is not resolved please speak to the Head Teacher. If the Headteacher has not resolved the matter to your satisfaction it will be referred to the Governing Body who will consider the complaint and will contact you within 5 school days.

Where a satisfactory solution is not found, parents may refer the matter to the Governing Body and subsequently, if appropriate, to the Local Education Authority (London Borough of Havering).

## **OFSTED**

Our Ofsted report, June 2016, and HMI Monitoring visit report, April 2017, are attached to this brochure.

## **WHO DO I ASK AND TELL? WHEN?**

Sometimes it's difficult to know who to go to with an issue or a question. This guide should help, but feel free to ask anyone for advice. We want to ensure that nothing will get in the way of your child's well being and learning. Please keep us informed too. "The person to see" is the person to go to first. If you wish to see Mrs Lowe as well, then please do so. We try to be available as much as possible but certain times are difficult for us and class teachers are unavailable during teaching sessions. Staff meetings take place on Mondays after school, Infant Assemblies are at 10.30. Junior Assemblies are at 9.00 a.m.

NATURE OF ENQUIRY	PERSON TO SEE	BEST DAYS/TIMES	DAYS/TIMES TO AVOID
Child's welfare/happiness/ attitude/behaviour	Class Teacher	1. Tues-Thurs 3.20 – 3.45 2. 8.45 – 8.55 (less than 5 mins)	8.55 – 3.20 After school Mon. & Fri.
Child's academic progress/homework in English and Maths	Infants Class Teacher Juniors Class or Maths teacher	Quick question As above More than 5 mins Make an appointment	As above
Child's academic Progress in other subjects	Class teacher	As above	As above
Child's attendance / Admission / School year	Jean Woods or Tracey Hales	8.00 – 4.15 daily	12.00 - 1.10 daily
Bullying Child Protection	Mrs. Lowe or Miss Martin	8.15 – 8.45 9.20 – 9.45 2.45 – 3.15 3.30 – 4.00 Tue-Thu	8.50 – 9.20 After school Mon/Fri
How Curriculum, School day/year, Teaching groups are Organised	Mrs. Lowe or Miss Martin	As above	As above
Special Educational Needs	Mrs Siddle/ Mrs Hoddy	Any time	
Information about local area	Consult Parent Aid book in Reception or see Wendy Sanders	Any time	
Want a guided tour of the school during the school day? (Conducted by children or staff)	Mrs. Lowe / Miss Martin	Please make an appointment	
Anything to do with the buildings or grounds	Les Creasey	9.00 – 9.20 3.00 - 3.45	11.00 – 3.00
Health issues	Age 3 / Health Visiting Service Age 5 – Dawn Griffiths (School Nurse)	By Appointment	
Home School Support	Wendy Sanders	Contact through school office or work mobile:07926073442	

