



Welcome to Little Thetford CE Primary School

Welcome to Little Thetford C of E School, a primary school in the village of Little Thetford that has been serving the community for over 150 years. We provide education for children in the village and also pupils from Ely and the surrounding area. The school has experienced significant growth and development in recent years but has retained its reputation as a caring, family-orientated community school. Our full enrolment is 105 pupils aged 4 – 11.

The sense of family at Little Thetford C of E Primary School is reinforced by the active involvement of our parents; we believe education is a shared process with the **home**, the **school** and the **community**. We welcome this involvement, which is one of the main strengths of our school.

This prospectus is intended to give a snapshot of life at Little Thetford School. We encourage prospective parents to visit the school to experience for themselves the friendly, purposeful environment of a school where children are working hard and enjoying their learning.

Values Statement

In the Spring Term 2016, the School Council worked hard to create our school Values Statement, which reflects our school's Christian ethos.

- **Peace** – We aim to ask God for his help to be calm and to be kind to each other.
- **Love** – Our school is a family; we aim to love and respect everyone just as God wants us to.
- **Service** – We will always aim to care about everyone and to put others before ourselves.

Our Aims

Values

- To provide a happy and caring environment in which all individuals feel valued.
- To inspire each child with Christian values and encourage an understanding of the meaning and significance of faith.
- To ensure that all children have an awareness of local and global environmental issues.
- To foster tolerance and to emphasise equality between sexes, races and cultures.

Personal

- To help each child to develop a lively, enquiring mind.
- To recognise that each child makes a unique contribution to the life of the school.
- To help children fulfil their potential by acquiring relevant knowledge, skills and practical abilities and to develop their confidence.
- To develop self-discipline based on an awareness of others in order for children to take responsibility for their own actions.
- To inspire and challenge each child through a rich curriculum.

Curriculum

- To provide a clear curriculum framework for each child and to monitor his/her achievement within that framework.
- To meet the requirements of the National Curriculum

Community

- To promote high expectations within our learning community in all aspects of the curriculum and life of the school.
- To help our children extend their knowledge, skills and understanding, so that they may lead a fulfilled life of benefit to the community.
- To build strong relationships between school, home, church, parish and the wider community.

School uniform

Our uniform is designed to be inexpensive and practical.

Sweatshirts and fleeces with the school logo can be purchased from the school.

The wearing of jewellery and nail varnish is not permitted. A watch may be worn if it is named and not of any great value. If ears are pierced, plain studs only may be worn but must be removed for PE. Trainers are worn for PE lessons only. All items of clothing need to be named.

Boys	Girls	PE
<ul style="list-style-type: none">• Red sweatshirt/jumper/fleece• White shirt or polo shirt• Grey or black trousers/shorts• Black shoes Black/ grey socks	<ul style="list-style-type: none">• Red sweatshirt/jumper/cardigan/fleece• White polo shirt or blouse• Grey or black skirt, shorts or trousers• Red/white check dress (summer)• Black shoes or plain sandals for summer.• Black/white/grey socks• Red/white/grey tights (not sheer)	<ul style="list-style-type: none">• Black PE shorts• Dark coloured tracksuit (for games in cold weather)• Red T shirt• Plimsolls/trainers

School Organisation

School Day

Infants 8.45am - 12.15pm
1.15pm - 3.00pm

Juniors 8.45am - 12.15pm
1.00pm - 3.00pm

Morning Break 10.30-10.50am

Children should not arrive at the school before 8.40am and should leave the school promptly at 3.00pm except when they are staying for a particular club or activity.

A punctual start is important. Children who are late must report to the school office.

Children will not be allowed to leave the premises during school hours unless accompanied by a parent and signed out officially. If your child is to be collected from school by another adult, the school office will require written authorisation from the parent.

Absence

Parents are asked to phone the school in the morning if their child is ill. If a reason for absence is not submitted, the absence has to be recorded as unauthorised and will appear as such on the school record. Family holidays should not be taken during term time. In exceptional circumstances a written request for leave should be submitted to the Headteacher. Forms can be obtained from the school website or school office. Parents are particularly asked not to remove their children from school during the first half of the summer term which is the SATS period.

Teaching Organisation

As well as the headteacher there are four full-time teachers and six Teaching Assistants. One part-time teacher teaches Modern Foreign Languages. The school is divided into four classes as follows: -

Reception
Years 1 & 2
Years 3 & 4
Years 5 & 6

Children joining the reception class start school at the beginning of the Autumn Term in September. During this initial settling-in period we offer one home visit where parents can talk to the class teacher about any concerns they may have.

Pre-school links

We have strong links with the village pre-school (although it is not an automatic feeder into the school). The headteacher meets the pre-school leader periodically and staff visits between the two establishments occur regularly. In the Summer Term children from the pre-school visit the primary school on a regular basis.

House System

The house system is an important element in the life of the school, promoting a sense of belonging and team spirit. On joining the school each child is placed in one of the four houses; Walsingham, Etheldreda, Hereward or Cromwell.

Regular house meetings are held where important issues are discussed. House captains, who are nominated in Year 6, organise termly house competitions. House points are given as part of our reward system. The house point cup is awarded at the end of each week.

Each year children are elected from each class to form a School Council which meets regularly with the Headteacher to discuss relevant school issues.

Liaison with parents

We believe strongly that a good partnership between parents and school is important for the children and we are keen to involve parents in our school life. We feel that effective two way communication between home and school is essential.

The school uses ParentMail as its main form of communication and parents receive a newsletter on a fortnightly basis which gives up to date information on school events. Other letters relating to specific classes or children are sent home as the need arises.

Parent/teacher consultations take place regularly; this is an opportunity to discuss your child's progress and review targets. Parents receive a full school report at the end of the Summer Term. In addition, staff are always willing to discuss progress with parents at a mutually convenient time throughout the year.

If parents have a private matter they wish to discuss they can make an appointment at the school office to talk to the headteacher or an appropriate member of staff.

What your child will learn

We aim to set a high standard of achievement for all our children. We provide a broad, balanced, inter-related curriculum with language as the cornerstone. Basic skills in literacy and numeracy are priorities. Children are encouraged to develop interpersonal skills through group activities as well as working individually.

Foundation Stage (3 – 5 years old)

The reception year provides a bridge between home, nursery and school. Children are encouraged to become increasingly independent and sociable. They are offered a broad curriculum, known as the Foundation Stage, with many opportunities for reading, mathematical and scientific experiences. They develop their co-ordination and many begin to write for themselves. They also experience art, music and PE activities. By the end of the year children are prepared for the whole-class teaching in Year 1.

Key Stage 1 (5 – 7 years old)

During this key stage, children are given the opportunity to develop skills across the curriculum in a variety of ways. The children remain in one class but (in literacy and numeracy) may be taught in different ability groupings as appropriate.

Key Stage 2 (7 - 11 years old)

During this key stage children further develop skills across the curriculum at a more advanced level. Children are required to become increasingly independent in their learning.

Core Subjects

English

The teaching of English is recognised as being a crucial element of a child's learning. In line with the government's recommendations we teach literacy through dedicated lessons and in all other subjects.

As language is our main form of communication we encourage children to be effective speakers and listeners.

We value books and actively encourage children to read with confidence and enjoyment in a variety of contexts. Writing skills which display expression, observation and imagination are encouraged. Our expectation is for them to undertake their work carefully with emphasis on correct punctuation, grammar and spelling according to their age and stage of development. From the earliest stages we teach the development of a well-formed joined style of handwriting.

Mathematics

We aim to develop a sound understanding and enjoyment of all aspects of mathematics including numeracy, measurement, and shape, through a core structure of work enhanced and extended by the children's own investigations. At all times children are encouraged to extend their capacity to think for themselves, and apply their skills and knowledge in practical ways.

Science

The National Curriculum for Science lists that scientific skills, knowledge and understanding are required to be covered by all children in primary school. Children are encouraged to use everyday objects and experiences to question and experiment, in order to increase their understanding of their world.

Topics covered include: Forces; Electricity; Life Processes; Variation and Classification, Materials; Light and Sound; Earth and Beyond and Living Things.

Information Communication Technology

All pupils have regular access to ICT to develop skills and support their learning across the curriculum. Children are taught how to look after hardware and software including an awareness of safety.

Children experience a variety of software which is regularly reviewed and updated in the light of curriculum needs. We have desktop computers, wireless laptops, iPads, and interactive white boards in each classroom.

Foundation Subjects

History

Children in KS1 are encouraged to learn through familiar historical events and characters about the past. At KS2, themes suggested by the National Curriculum are used including the Stone and Iron Age, the Ancient Greeks, Romans, Tudors, Victorians. We aim to develop an interest in the past and encourage children to establish an understanding of chronology.

Geography

Through Geography, we aim to equip children with the knowledge and skills necessary to develop an understanding of their surroundings, progressing from local to regional, national, and European to world environments.

Art and Design

A variety of media are experienced and children learn different skills allowing opportunities for two-dimensional and three-dimensional work. Children are introduced to the work of artists throughout the ages and an appreciation of the arts in a wider sense is fostered from an early age. We believe that the provision of art in its many forms is essential in developing imagination, creativity and physical, emotional and aesthetic appreciation.

Design Technology

Children are encouraged to formulate design proposals and are taught the skills necessary for designing and making projects. This approach is combined with the need to develop the knowledge and understanding required not only to design products, but also to evaluate and modify them. Opportunities for design technology are often linked to other areas of the curriculum.

Music

Enjoyment of music is encouraged in many ways; through assemblies - where children listen and sing, class lessons and school productions. Children are taught listening skills, performing, composing and appraising. All children learn to play percussion instruments in music lessons.

Physical Education

Children experience different areas: gymnastics, dance, athletics, swimming and outdoor games. Emphasis is placed on the value of exercise as a means of enjoyment as well as promoting a healthy way of life. Participating in team games is encouraged in order to develop appropriate social skills.

We take part in inter-school matches and area sporting events.

We have strong links with Witchford Village College, a sports status college, which currently provides regular specialist coaching at Little Thetford C of E Primary School.

Personal, Social and Health Education, (PSHE) and Citizenship

During dedicated lessons and throughout the curriculum children learn about the self, relationships, society and the environment. They are encouraged to take part in a wide variety of activities and experiences across and beyond the curriculum, contributing fully to the life of the school, the community and the world-wide environment. In doing so they learn to recognise their own worth, work well with others and become increasingly responsible for their own learning. They reflect on their experiences and understand how they are developing personally and socially, tackling many of the moral, social, health and cultural issues that are part of growing up.

Other Curriculum Areas

Relationships and Sex Education Policy

We believe the prime responsibility for educating children in appropriate relationships and sex education rests with parents. Our aim is a supportive role to parents and our objective is to help with the emotional and physical aspects of growing up within a moral framework. The BBC School's television series - *Focus: Growing Up* - supports our work in the area of sex education with Years 5 and 6

Religious Education

We aim to provide a Christian school community by example and by religious teaching. We wish to encourage social and spiritual growth, fostering consideration and responsible attitudes. We use the Cambridgeshire Agreed Syllabus as the core course of our religious education. Both the syllabus and the nature of the school ensure that much attention is given to the Christian tradition. We also explore other world faiths such as Islam, Hinduism and Judaism.

Collective Worship

Our daily act of Collective Worship is intended to give children a time for reflection. It is Christian in character, embracing wide issues where emphasis is laid on forming good attitudes towards others, fostering healthy self-esteem, honesty and reliability, using initiative, emphasising self-discipline and tolerance. All parents have the right to withdraw their child from assembly. However, as this is a Church of England School, it is assumed that parents of children at Little Thetford are in sympathy with the ethos of the school and will not, therefore, wish to withdraw them.

As a voluntary controlled school, Little Thetford C of E Primary School has strong links with St George's, the local church, and the ministry team maintain a real and active interest in the school. Children go to the church every Wednesday afternoon for their collective worship and are invited to remain in church after school for a "Messy Church" play craft session. Church volunteers also come in weekly to lead an interactive "Open the Book" assembly. Special services are held at St George's throughout the year.

Assessment

Assessment is an integral part of our teaching and learning taking place daily through talk and questioning and through discussions with children. During the year we assess children in order to track progress in English, Mathematics and Science. Through this on-going assessment we are able to find out what the next steps for learning are. Children are assessed formally in Year 2 and Year 6 through the statutory SATS assessments towards the end of the academic year.

Special Needs

All staff at our school are aware of the importance of identifying and providing for pupils with special needs. This includes pupils who are more or less able than the average, pupils who have physical disabilities and pupils with behavioural difficulties. The SEN Co-ordinator works with class teachers to set learning targets for individual pupils. Children on the SEN register are assessed regularly, their progress evaluated by the co-ordinator and class teacher.

Sometimes other outside agencies and expertise may be involved, such as speech therapists or educational psychologists. Parents and carers will always be fully informed and invited to be involved with any learning programmes for their child.

Some children may be identified as pupils who are particularly gifted or who are making above average progress in a certain area of learning. Through differentiation in planning, we ensure that we are providing the appropriate level of challenge.

Some children have a gift for perhaps art, music, technology or sport. By maintaining our broad curriculum we can encourage these gifts to develop and become an inspiration to others.

Homework

Our aim is to enhance children's education with our partnership with parents and include homework whenever appropriate.

Our objectives are to:

- Encourage pupils to share some of their learning experiences with home.
- Encourage pupils to also develop the skills, confidence and motivation to study effectively on their own.
- Consolidate and reinforce the skills and understanding developed at school, particularly with literacy and numeracy.
- Develop and sustain the involvement of parents in the management of their child's learning.
- Encourage learning at home as an essential part of a good education and nurture the attitudes needed for successful, independent lifelong learning.

Tasks which involve work at home are (depending on age and ability of the children):

- Reading books to be shared.
- Online learning guided by the school.
- Learning weekly spellings.
- Multiplication tables.
- Specific work given by the teacher following on from work completed in class.
- General knowledge work and research.

Our children are encouraged to share their schoolwork and interests at home and bring relevant resources into school.

Extra Curricular Opportunities

We encourage children to utilise the wide range of extra-curricular activities offered. After school clubs provided this year have been hockey, choir, recorders, football, netball, chess, cricket, gymnastics, art and archery.

Music tuition can be arranged for a variety of instruments including: keyboard, violin, guitar, brass and woodwind. Children are taught individually or in groups.

School Discipline

Children learn best when they are happy so we try to make them feel safe and secure within the school environment. School rules are few but are essential to everyone's general wellbeing. Our aim is to encourage children to appreciate self-discipline. This is reinforced by the rewarding of good behaviour. Any child breaking the rules must expect to receive a sanction. In cases where there is serious concern, parents will be asked to meet the Headteacher to discuss suitable action - the support of parents in these circumstances is essential.

Likewise if your child's behaviour is causing you problems, please come and discuss it with the class teacher or Headteacher. We may be able to support you. The school's Behaviour Policy is available on the school website.

School security and pupil safety

We have a secure site, with effective gates and fences all around it. All entrances to the classroom areas are secured at the start of the day but can be readily opened from the inside if we need to evacuate the school. Once school has started, the only way in to the school is through the main entrance. Visitors will be met by a member of staff, and asked to sign in and wear a visitor's badge while in the school.

School Visits

Children's education is greatly enhanced by opportunities for first-hand, out of school experiences. For these visits we ask parents for a voluntary contribution towards the costs. (Please see *Charging and Remissions*.)

In Years 3, 4, 5 and 6 the children are invited to take part in a residential visit. Away from home, they learn more about themselves and enjoy taking personal responsibility. These visits are strictly planned in accordance with Cambridgeshire regulations.

Charging and Remissions

The 1996 Education Act states that parents cannot be charged for activities which are part of the curriculum or a course requirement. However, the school budget cannot meet the costs of school visits which, for a class, can run into hundreds of £s. In order for such activities to take place, we ask all parents for a voluntary contribution towards the costs. Without a commitment from parents, the activities cannot happen. In cases where a child qualifies for pupil premium funding, reductions may be offered.

The Governing Body

The Governing Body has ultimate responsibility for the management of the school. It is made up of members from a number of stakeholder groups: staff, parish representatives, local authority representatives, members of the local community and parents. Governors can serve for up to four years. We contact all parents when vacancies arise for new parent governors. If more than one parent comes forward for a vacancy, a vote by all parents is held to select a candidate. Minutes of Governing Body Meetings are displayed on the notice board in the school entrance.

A full list of governors is also available in the reception area of the school and on the school website.

FOLTS

Friends of Little Thetford C of E School (FOLTS) are a charitable organisation made up of parents and staff. Money is raised through a calendar of fundraising activities and offers to join and other support are always very welcome.

Events that have taken place over the past year include a sports day, school disco, film nights and Christmas Fair.

Accessibility

Little Thetford School aims to be an inclusive school. We hope to make all our children look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a special education needs he or she will be treated no less favourably than other applicants for admission. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage and we are constantly reviewing arrangements to improve physical access to the school, access to the curriculum and access to written information.

Health

Please keep us aware of any health needs/problems your child may have. The Child and Family Nurse assigned to our school can be contacted on 01353 725565.

Medicine/Tablets: Generally we do not administer any medicines or tablets. Tablets, medical liquids or drugs should *never* be sent to school with children. In special circumstances parents should talk to the school office and fill out the necessary paperwork.

Asthma: We keep an asthma register. Please make sure we have up to date information and your child has his/her inhaler in school each day.

Basic first aid is administered by trained staff and all accidents are recorded in an accident book. Parents are notified with a letter if their child incurs any form of head injury. Parents will be contacted as soon as possible if their child needs to come home or if emergency help/action is required.

Please let us know promptly if your telephone number changes or you change your doctor.

Transfer to Secondary Schools

During the first term of the children's final year parents are sent a booklet setting out the arrangements for secondary transfer. Secondary schools hold open days which give parents and children the opportunity to visit the school and talk to staff and pupils.

Little Thetford is a feeder school for Witchford Village College and enjoys close links with the college. In the Autumn and Spring Terms the college holds curriculum days for Year Six pupils and this gives pupils the opportunity to become familiar with the secondary school environment.

In the Summer Term the children in year six spend one or two orientation days in the school to which they are transferring.

Admissions policy

Please telephone the school to make an appointment to visit the school and meet the Headteacher.

Parents wishing to send their children to Little Thetford School C of E Primary School should contact the Local Authority (LA) Admissions Team for a copy of the admissions booklet and form. The admissions policy for the school is set by the Local Authority. Places in Reception are allocated in accordance with the criteria set out in the admissions booklet.

The intake limit for each year group is 15.

Local Authority Contact:

Admissions Officer
Box ELH 1505
Castle Court
Cambridge
CB3 0AP

Tel: 01223 712755