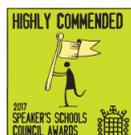


School Booklet 2021 / 2022



Whitehills Primary School

Respect • Responsibility • Hard work



September 2021

Dear Parents / Carers,

A warm welcome to Whitehills Primary School. This is a happy and caring school where we encourage a love of learning and a striving for excellence. Enjoy reading about us and if you have any queries, please phone us at school at any time.

We are very proud to be classified by Ofsted - one of the few schools in Northamptonshire and the country - as “outstanding” in all areas of our work. This does not happen by chance, but as a result of the hard work and effort of children, teachers, parents and governors of our school.

At Whitehills Primary School we believe in putting children first. The whole school community works extremely hard to ensure the best possible experience is available for all the children in the school. Teaching and non-teaching staff, governors, parents, friends and children all share this common outlook and aim to provide the highest quality teaching and learning for your child.

The school has on site a dedicated library, IT suite and studio. We also have extensive grounds, which incorporate a pond, an outdoor gym, an outdoor learning space, a wild area and spinney, a quiet garden where the children can sit and play games or simply chat, an outdoor reading area, thus allowing us wonderful opportunities to extend their learning beyond the classroom environment.

We have further developed our outdoor areas with three swing bay frames that our children love. On our tarmac areas we provide toys and games for the children. We also have a tyre park and our Student Council are in the process of developing our Year 3/4 playground.

The school brochure gives prospective parents a flavour of our school. During lockdown we also produced a virtual video tour which can be accessed on our school website. However, it is no substitute for visiting us and seeing us in action. We look forward to welcoming you to Whitehills.

Natalie James
Headteacher

The staff and Governors at Whitehills Primary School believe that the education we provide should influence and reflect the kind of society we want for our children in the future. It is important, therefore, to recognise a broad set of common values that underpin and inform all that we do. Through hard work, respect and responsibility, everyone in our community will achieve their potential, feel happy, safe and secure and will develop the skills needed for their future learning journey.

Our core values are:

Respect

Responsibility

Hard work

We believe that these are the key attributes to success for life.

Our Aims

Specifically, our school should be a place where:

- Everyone feels valued, safe, happy and secure
- Positive relationships are promoted between everyone
- Everyone is treated as an individual and their self-esteem is encouraged
- All children are enabled to make the very best progress through effort and displaying the right attitude
- Good choice of behaviour is promoted at all times
- Everyone participates in a curriculum that takes account of the richness and diversity of the world's cultures so that they can develop understanding
- Everyone feels free from harassment and racial discrimination
- Everyone has equality of opportunity and respect for people of different racial, ethnic, sexual and cultural backgrounds
- Everyone develops a feeling of community which prepares them for their role in their wider community
- Everyone can respect their environment
- Everyone is trustworthy, honest and open

Parents and School Partnership

We recognise that parents are the main educators of children. We feel that home-school links are the most important aspect of a child's education and these are encouraged in a variety of ways. We like parents to feel welcome in school at all times, to share with school staff their mutual interest and concern for their child's education and to be informed of any changes and developments in the school curriculum.

We are regularly in touch with parents through newsletters, Parent Mail and Facebook stating all the school's activities and we endeavour to maintain close contact at all times between parents and teachers. We encourage all parents to receive our newsletter by email via our Parent Mail facility as we are a 'paperless' school.

A Termly Learning Conference is held during the autumn term for parents to see the new teachers and see how their children have settled in. A second one is held later in the academic year to

discuss progress and targets. At these sessions there will be an opportunity to see your child's work in detail and to gather information about the progress your child has made along the National Curriculum. A written report is sent home during the summer term with the opportunity for parents to see teachers if they wish to discuss the report.

Admissions

60 pupils are admitted to school in the September following their 4th birthday. Attendance is part-time at first, but all the children are full time before the end of September, which provides opportunities for settling in and initial liaison with parents.

We feel that it is most important to make your child's first experience of school a very happy one and we aim to achieve this by careful induction of our Foundation Stage 2 children coming into school.

To help us make the transition from home to school as smooth as possible we have a range of pre-school procedures which includes:

- An opportunity for the children to visit the school, either with their pre-school leaders or with parents.
- An information evening held in the summer term when parents have the opportunity to meet the teachers, to ask questions about the school and to ask about the principles and policies we believe in. There is an opportunity for parents to find out how best to support their children and how that support can continue throughout their child's school life.
- At the very beginning of their first term in September, the class teacher visits each child at home to introduce herself and answer any last minute queries.

During their first year at school, the children will complete a baseline assessment in October and continue to work towards the Early Learning Goals as started at Nursery School.

All pupils will have the opportunity to develop in 5 areas – physically, socially, emotionally, aesthetically and intellectually. Above all, children will be encouraged to participate fully in all school activities and in so doing, experience pleasure, satisfaction and success.

We do have a school uniform, which is predominantly royal blue and gold.

All items of uniform can be bought at:

**NATIONAL SCHOOLWEAR CENTRE
ABINGTON SQUARE
NORTHAMPTON**

We do ask that all items of clothing and possessions are clearly labelled with your child's name. Please do take time to label everything – you would be surprised what can get lost!

School Web Site

The school has a web site that parents can access easily. Our web address is:

<http://www.whitehillsprimary.northants.sch.uk/>

On this site you can read all about the school, check holiday dates and catch up with all our news, and of course, email us with your views and ideas about our school. We also display a range of school policies on the website.

Social Media

We have a school Facebook page on which we post events and activities, however, we do urge parents not to make enquiries here, but to speak to the class teacher or the school office to answer any queries/concerns you may have.

The Curriculum:

The National Curriculum is taught in accordance with the current legislation. We aim to provide a broad, well-balanced and well-planned curriculum to enable children to feel both challenged and secure in their learning. We believe that we offer a high quality of education, which not only builds on traditional values, but extends with changing expectations and demands.

The CORE Subjects:

All children from Year 1 onwards are taught the “CORE” subjects.

These are:

- Literacy
- Numeracy
- Science
- Religious Education (RE)
- Personal, Health and Social Education (PHSE)
- Computing

The FOUNDATION Subjects:

- History
- Geography
- Design and Technology
- Art
- Music
- Physical Education (PE)
- French (from Year 3)

At all times we try to make the curriculum as exciting as possible. Visitors into school are encouraged; poets to enthuse the children; history being brought to life with Egyptian days when the children become Egyptian gods and goddesses for the day; a VE Day celebration to mark the end of WWII and medieval knights also visit us.

We encourage and develop the creative aspects of the curriculum such as drama, art and music. There is a large and enthusiastic choir. Using peripatetic music staff, there is the opportunity for all children in Key Stage 2 to learn to play the guitar, violin, brass, woodwind instruments and drums.

The children are given the opportunity to develop their physical skills in P.E. with gymnastics, dance, athletics and games being incorporated weekly, and the offer of extra-curricular clubs such as football, netball, basketball and cross country.

It is school policy that no pupil is allowed to wear jewellery during P.E./Games activities. **The governors have decided that in the interest of the welfare/health and safety of pupils, Whitehills Primary School does not encourage any child to have body piercings other than earrings, which must be studs. These must be removed for P.E. or not worn on P.E. days.**

Apart from religious reasons, we ask that the children do not wear any other jewellery to school although, they may wear watches. However, it may be a good idea to leave these at home on P.E. days.

Homework

Homework of some kind is given to all our children. The amount differs according to age. In Years 1 – 4 children have homework set appropriate to their age. This work becomes more challenging for the older children in Years 5 and 6.

All children are asked to use IT to enhance their homework. There will be regular Maths homework set through Doodle Maths. We also ask that the children read regularly to you, learn spellings, number bonds and times tables.

The curriculum at Whitehills is well structured, versatile and thorough. It is enriched by the professional skills of our teachers. Our aim is never to become complacent but to constantly strive to raise standards, enjoying our work along the way. Our curriculum and our intent can be found on our website.

R.E. and Worship

Religious Education is a statutory requirement of the National Curriculum.

Our RE teaching follows the Agreed Syllabus for Northamptonshire and we have developed a structured curriculum that offers the opportunity for every child to learn more about Christianity and other world religions and festivals.

Collective worship is held in the school. During the year, each class takes part in an assembly to which the parents of children in that class are invited. Parents should be aware of the provision in the 1944 Education Act allowing for exemption from Religious Education, which states:

“If the parents of any pupil in attendance at any county school or any voluntary school requests that he be wholly or partly excused from attendance at religious worship and religious instruction in the school then until the request is withdrawn the pupils shall be excused such attendance accordingly”

Personal, Social and Health Education (PSHE)

Within our integrated curriculum we also look at growth and personal development, relationships with others and personal hygiene. Any questions that arise out of a child's natural curiosity will be answered in a manner that is appropriate to the child's age and within the context in which they arise.

Sex and Relationships Education (SRE)

We also introduce Year 5 and 6 children to the changes that occur during puberty and reproduction. Parents of these children will be fully informed and kept up to date on the content of this programme. Parents will have the opportunity to withdraw their children from all or part of the sex education provided, except that which is required as part of the National Curriculum Science. Parents are invited into school to view the teaching materials we use prior to the programme commencing.

Healthy Eating

We like to encourage healthy eating at school and therefore, would ask you to refrain from giving the children sweets, pure chocolate or fizzy drinks in their lunch boxes. See lunch box suggestions on page 13. We are also a 'nut-free' school and would also ask you to refrain from providing children with food that contains nuts. The school takes part in the government's national fruit scheme where children in Foundation Stage 2 (FS2), Year 1 and Year 2 are entitled to receive a free piece of fruit every day.

We DO NOT allow dogs on the premises – except for guide dogs or therapy dogs.

Special Educational Needs

Some children may require extra support during their school life either with learning difficulties or emotional or behavioural difficulties. If a child needs extra support we will always inform parents before drawing up a programme for them. Occasionally, with parental permission, we may call upon help from outside agencies.

The local authority also has services available for children with special educational needs and disabilities known as The Local Offer. Further information on [The Local Offer](#). Our website also provides [information for parents](#).

Curriculum Enrichment Activities

At Whitehills, we offer a wide range of extra-curricular activities for the children. These may be educational visits including residential visits for our children in Years 4 and 6, or clubs organised within the school or by the school.

Clubs may include:

Choir • Gymnastics • Art • Football • Dodgeball • Netball • Basketball • Sports Leaders • Cross Country • Dance • School Councillors • E-Cadets

Other Whole School Activities:

- **Mufti days**

The last Friday in each term is usually our “Mufti Day”. Children are allowed to wear clothes not normally worn to school for a small fee. This money goes toward a variety of charities and good causes or to raise funds for school projects. During the course of the year, we may be more adventurous in our mufti wear e.g. Comic Relief day, Children In Need day, when monies raised may go towards other good causes or to raise funds for school projects.

- **Supporting Charities**

Whilst we hold fund raising activities for ourselves in order to purchase extra items for the school, we also encourage the children to think of others less fortunate than themselves. We take collections after school productions for a chosen charity; at Harvest Festival we collect food items for the Northampton Food Bank; and we support other local charities such as Northampton Hope Centre. It never ceases to amaze us how generous our families are in supporting these very deserving causes.

School Organisation

The school sessions are as follows:

Mornings: 8.55 – 11.45 (FS2)
8.55 - 12.15 (Years 1 - 6)

(Teachers ‘meet and greet’ parents: 8.50. Doors open for children to enter: 8.55. Registration: 9.00)

Afternoons: 12.45 – 3.10 (FS2)
1.15 – 3.15 (Years 1 & 2)
1.15 - 3.20 (Years 3 – 6)

There is a 15 minute break during the morning and lunch is split into 2 sittings.

The school year is split into 6 terms. Each year parents get a list from the school telling them the holiday dates. These will vary from year to year, but there will always be a 2 weeks break at Christmas and approximately six weeks during the summer. Please check for Easter breaks on an annual basis as this is the holiday that will change the most. There are also five staff training days arranged throughout the year.

- If a child is absent from school it is a legal requirement that the school is informed. This can be done by a phone call to school or in person. This should happen on the first day of absence. We ask that it be done before 9.30am please.
- Registers close at 9.15am each morning and if a child is not here, then, they will be recorded as being late in the register. By this time, the classroom doors will be locked and the child must be brought into school via the main entrance and signed into the Arrival/Departure Book so that they can be registered as present.
- At the end of the school year the school publishes absence rates.

- Authorised absence is pupil illness, absence accompanied by either letter or phone call by parents or official school closure. All other authorised leave during term time will only be granted by the Headteacher in exceptional circumstances.
- Unauthorised absence relates to any absence without school knowledge, where there is no written or verbal communication from parents or when the reason is inappropriate.
- If in doubt, the Educational Inclusion Officer will advise.
- Where there is persistent absence / persistent lateness or a number of unauthorised attendances or attendance is below 90%, the school will contact the Education and Inclusion Partnership Team to seek advice. This may result in a meeting with parents and the Headteacher to discuss and resolve any potential barriers with regular attendance.

Additional Expenses

For certain activities, such as educational visits, visitors into school (such as poets or theatre companies etc.) or where materials are required for a specific project such as design and technology, we may request a voluntary contribution towards the costs. However, no child will be excluded from a visit for financial reasons as the school is able to support families who are in receipt of the following:-

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee Element of the State Pension Credit
- Employment and Support Allowance (income related)
- Universal Credit (income dependant)

Breakfast and After School Clubs

Jack-in-the-Box runs between 3.15pm and 5.45pm daily, and also provides a breakfast facility from 8.00 to 8.50am. This club offers the children a caring and safe environment where they have fun and are able to take part in a variety of activities. Charges are £4.00 for the breakfast session and £8.00 for the after school session. The club can be used as and when, to suit individual needs. As this club is organised by an independent provider, a place can be booked for your child by contacting Maureen or Graham directly on 07981 029497.

The Governing Body

The Governing Body consists of the Headteacher, representatives of the school staff, parents, the local community and the local authority.

The full Governing Body meets regularly to discuss a wide range of issues facing the school. It works in partnership with the Headteacher to ensure that any decisions made are for the benefit of the whole school and the well-being of the children.

The Governors also belong to two other committees that meet to discuss finance and personnel, health, safety and premises.

School Performance

General information about the school performance can be found on the [Department for Education](#) website.

You can also visit the Ofsted site and view our [Ofsted report](#).

A link to the DfE website can also be found on our school website.

School Council

We have a thriving school council who are involved with improving the life of the school. Representatives are elected from classes across the school from years 1-6.

Friends of Whitehills School (FOWS)

Currently, this consists of a dedicated band of very willing and enthusiastic parents and staff who strive to promote social and fund-raising activities for the benefit of the school community. Money raised at these events goes toward the purchasing of additional equipment for school or towards larger projects. Any parent is welcome to join FOWS – please enquire at the school office. Further details can be found on our website or the Friends of Whitehills Facebook page.

Our Family Link Worker

The aim of the Family Link Worker is to provide a link between the school and parents. Our Family Link Worker is Josephine (Jo) Currell. She is available to help parents with matters of family well-being. Should you have any concerns and wish to speak to her, please contact the school office.

Complaints Procedure

If a parent has a complaint, it is the policy of the school to deal with the matter as soon as possible in the interest of the child. Usually, a complaint regarding the teaching of the curriculum can be dealt with by going directly to the child's class teacher. If a parent cannot get a satisfactory answer to the problem, or the complaint is more serious, then, it must be brought to the Headteacher. If a resolution still cannot be made, the school Governors must be informed, and finally the local authority.

Access to Information

Parents have the right, by law, to request any information regarding the curriculum, school policies and organisation. These can be found by visiting our website:

www.whitehillsprimary.northants.sch.uk

They also have the rights of access to their child's educational records. Reasonable written notice should be given when access is required.

Our School Nurse

The school nurse is available to give advice on a wide range of health issues regarding your child/children and she supports the staff in the planning of our Health Education programme.

During a child's time in school, the school nurse and her team carry out a variety of health screening checks. In addition, parents or teachers can raise any concerns at any time. The school nurse is based at the 0 – 19 Public Health Nursing Service and can be contacted on:

0300 1111022 option 4.

<https://www.nhft.nhs.uk/0-19>

Accidents and Emergencies

- If a child becomes ill at school, parents/carers are contacted. The child is cared for until parents can collect them. The school has qualified first aiders who can administer first aid for minor injuries. In the event of severe injury, the parents are contacted and the child can usually be taken to hospital by parents. If parents cannot be contacted in an emergency the school will make arrangement to transport the child to hospital.
- A child with an illness that might require regular medication or special diet is catered for providing that the school is aware of the nature of the illness after discussion with parents.
- The school can administer medicines **prescribed by a doctor**, such as antibiotics, providing the parents have signed a consent form available from the school office. Medication is dispensed at lunchtimes only.
- The school has a policy for dealing with asthma, a copy of which is also available from the school office

**• PLEASE ENSURE THAT CHANGE
OF CONTACT NUMBERS
ARE GIVEN TO THE
SCHOOL OFFICE
IMMEDIATELY**

Developing and Managing Behaviour

Discipline is a key feature of school life about which there should be clear, shared understanding between Headteacher, all staff, parents, governors and children.

At Whitehills Primary School, we believe that children choose to behave in a way that can be positive or negative. There is always an underlying cause for all choices in behaviour and in order to develop and improve behaviour, it is necessary to understand these causes.

The principles we use are:

- Always focus on what is going well
- Give plenty of praise where appropriate
- Focus on the positive and negative choices of behaviour made by a child and do not label the child as good/bad, nice/naughty
- Draw attention to good behaviour
- Give clear and regular reminders of what is expected
- “Teach” good behaviour calmly
- Set an example ourselves, whether in dress, manner, voice, courtesy or care

Rules

Our rules are designed to improve the overall behaviour of all children and adults in school. They have been designed in collaboration with children, parents, adults in school and governors.

We have five clear and simple rules in school. These are:

1. Listen to and follow adults' instructions at all times
2. Keep your hands, feet and objects to yourself
3. No name calling or swearing
4. Walk around the building calmly and quietly
5. Always show respect to each other

Rewards

A reward must have value for a child. The rewards we use are:

- Praise
- House points / Marbles / DOJO points
- Acknowledgement by other members of staff
- Worker of the Week
- Special Day
- Core Value Tokens
- Headteacher's Lunch

Consequences

A consequence will be used when a child makes a negative choice of behaviour. The consequence will always be linked to the choice of behaviour the child has made. Consequences are used occasionally and sparingly as we believe the use of praise should be frequent and prevalent for positive choices of behaviour. The consequences we use are:

- A warning may be issued and the required behaviour reiterated
- Moving a child away from where they are working/playing and, if outside, to walk with an adult
- Time-out to be used where a child needs time to become calm and reflect on their choice of behaviour
- Loss of playtime at break or lunch
- Work in another class
- Loss of privileges
- Referral to member of the Senior Leadership Team
- Behaviour log
- Referral to the Headteacher
- A fixed term exclusion
- Permanent exclusion

Policies

Whitehills Primary School is committed to ensuring the welfare and safety of all children in school. All Northamptonshire schools, including Whitehills, follow the Northamptonshire Safeguarding Children Board Inter-Agency Procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may exceptional circumstances when the school will discuss concerns with social care and/or the police without parental knowledge (in accordance with child protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

Incidents of bullying in this school are rare. However, parents who are concerned that their child might be being bullied, should contact their child's class teacher immediately.

Parents are actively encouraged to support the school's anti-bullying policy. This and other school policies are available to you from the school office or you can view them on the school website:

www.whitehillsprimary.northants.sch.uk

The whole school team contributes enormously to the success at Whitehills Primary School. It is a happy school. It has been said on many occasions that it is a large school with a small school feel and this is what we aim to continue. Everyone here has the opportunity to flourish staff and pupils alike!

We are very thorough in our curriculum planning and have clear objectives in both lessons and whole school initiatives. However, we also encourage and value spontaneity, fun and laughter as well. We continue to develop well-being provision for both our children and staff.

Lunchtime Arrangements

Lunchtime is taken between 12.15pm and 1.15pm for children in Years 1 to 6 and between 11.45am and 12.45pm for Foundation Stage 2 children. Parents of children in Foundation Stage 2, Year 1 and Year 2 have the opportunity to order a hot or cold meal from Kingswood Catering for their child at no cost or provide them with a packed lunch.

Our hot meals are provided by [Kingswood Catering](#). Parents must register and order with Kingswood Catering even if they are receiving a meal for which payment has already been made, i.e. Free School Meals and Infant Free Meals.

For parents of children in Years 3, 4, 5 and 6, who would like to order a hot or cold lunch, meals can be ordered a week in advance on the preceding Wednesday, either by registering and paying online, or by enclosing cash and completing an order envelope available from the school office. (Cash orders need to be completed a week in advance on the preceding Monday.)

The school receives a Pupil Premium payment for children whose parents are in receipt of the following:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee Element of the State Pension Credit
- Employment and Support Allowance (income related)
- Universal Credit (income dependant)

Further information on eligibility and details on how to make a claim for free school meals can be found on the [local authority website](#).

Alongside a free meal each day, children will also receive:

- Free trips and residential visits
- Free music tuition
- Free school milk
- A £25 voucher for the School Wear shop to purchase a uniform (one per child per year)
- 1:1 tuition as necessary

Healthy Lunchbox Ideas

1.

Drink

Bottle of water

Sugar free squash

Fruit juice

NO fizzy drinks, NO cans of drink, NO hot drinks

2.

Food Groups

Try to get one of each of the following food groups in your child's lunchbox each day:

Fruit/Vegetables – small pot/containers of fruit or dried fruit, vegetable sticks or cherry tomatoes

Carbohydrates – sandwich OR pitta bread, crackers, bagels, cheese scones, slice of pizza, pasta, rice

Meat/Fish – tuna, chicken, ham OR eggs, cheese

Dairy Foods – yogurt, fromage frais OR cheese dippers, cheese strings

Try to keep other foods to a minimum; they are all part of a balanced diet, but in moderation:

Fatty /Sugary foods – NO sweets or chocolate bars (e.g. Mars etc.)

Nuts – NO food or drink containing nuts.

Crisps – choose lower fat options e.g. corn sticks, Quavers, Skips, French Fries OR alternatives – breadsticks, pretzels.

Chocolate Biscuits – occasionally use alternatives e.g. cereal bars, Winders – high sugar, but lower in fat.

REMEMBER: Don't give your child too much!

WE ARE A NUT FREE SCHOOL

WHITEHILLS PRIMARY SCHOOL GOVERNORS

Education Committee Representative:
(appointed by the LA)

Mr Tim Peskett

Co-opted Governors:

Mr Harvie Hughes (Chair)
Miss Clare Wood
Mr Sean Arbuthnot
Mrs Philippa Smith

Staff Governor:

Mrs Alison Amos

Parent Governors:

Mrs Sheradin Kerr
Mr Sean Brady
Mr Stephen Miller (Vice-Chair)
Mr Rory Francis
Mr David Ward-Stokes

Associate Members:

Mrs Nicola Bayliss
Mrs Elizabeth Abel

Headteacher:

Mrs Natalie James