

**Havercroft**  
**Junior and Infant School**



**School Prospectus**  
**2008 - 2009**

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# **Welcome to Havercroft Junior and Infant School**

The governors and staff hope that the information contained in this prospectus will be helpful to you and your children. It is published for those of you who are new to the school community and also for parents who already have children attending the school.

Please read this prospectus carefully and feel free to contact the Headteacher if you would like to know more or to arrange a visit.

## **Our Aims**

- We believe that education is a partnership between parents and teachers and that with cooperation, support and mutual respect we can help all children to do their best.
- In school we aim to create a supportive and caring atmosphere in which all children will feel happy, secure, valued and confident.
- It is our aim to encourage all children to behave in a thoughtful manner and to have consideration for others.
- We believe that all children should be treated equally and be provided with a range of curricular opportunities each day. These will always include English and mathematics.
- We aim to build on our strengths and experience to ensure that children make progress with their learning and reach the highest standards of which they are capable.

## Our Vision

- The well being of the child is central to all the decisions we make
- We reach out into the community to promote lifelong learning and form strong partnerships with other organisations to contribute to the quality of life for our families
- We embrace change to ensure that everyone feels valued and included
- There are no limits to learning and expectations are high
- The key skills of communication, mathematics and ICT are developed within a curriculum that meets the child's needs
- We promote children's independence and self confidence
- The teaching styles are adapted to suit the child
- There are excellent standards of behaviour
- Early intervention for those with special needs ensures that all children fulfill their potential
- With co-operation from our parents we extend our services beyond the school day
- Parents trust staff and their support helps to enhance their children's learning

And so to be a happy and welcoming school.

## About Our School

The school first opened as Havercroft County Infants School in 1928, becoming Havercroft First School in 1968. In September 1996, following the completion of extensions and refurbishments, the school became Havercroft Junior and Infant School.



During the summer of 2007, extensive internal refurbishment in the school provided our Foundation Stage Unit with much improved facilities. This unit caters for pupils between 3 and 5 years.

In September 2007 work began to convert the disused nursery building into our Children's Centre. Work was completed in April and the Centre now offers a range of support to families in the local area.

Children may begin Lower Foundation in the term after their third birthday and they will begin full time education in the term in which they are 5 \*. Children attend the school until the July following their eleventh birthday when they transfer to High School. Parents have a statutory right to request a place at the school of their choice. Most parents choose Hemsworth Arts & Community College or Crofton High School and parents are given the opportunity to state their preference in the October of the year before their children are due to transfer.

\* Please note changes below regarding entry points to full time school from September 2009

## School Admission

Up to August 2009:

Month of 5th birthday	Term of admission
September, October, November, December	Autumn (in September)
January, February, March, April	Spring (in January)
May, June, July, August	Summer (after Easter)

From September 2009:

Month of 5th birthday	Term of admission
September, October, November, December, January, February, March	Autumn (in September)
April, May, June, July, August	Spring (in January)

### Admission in Early Years

Month of 3rd birthday	Term of admission
September October November December	Spring (between January and March)
January, February, March, April	Summer (between Easter and July)
May, June, July August	Autumn (between September and December)

## Governing Body

Mr Jeff Allinson ( Chair )	Co-opted
Mrs Susan Atherton	Non-Teaching Representative
Mrs Sheila Boyd	Associate Governor
Mrs Janine Branch	Parent Governor
Mrs Joanne Di Giorno	Parent Governor
Mrs Anne Evans	Headteacher
Mrs Anita Farrell	Community Governor
Mr John Gallagher	Community Governor
Cllr Susan Lodge	WMDC Governor
Mr Christopher Miller	Parent Governor
Mrs Louise Miller	Parent Governor
Mrs Jennie Pearce	Parent Governor
Mr Martin Pearce	Community Governor
Mr Colin Poole	WMDC Governor
Mrs Susan Richards	WMDC Governor
Mrs Elizabeth Robinson	Associate Governor
Mrs Lorraine White	Teacher Representative

## School Staff

Mrs Anne Evans

Headteacher

Mrs Sheila Boyd

Deputy Headteacher

Class	Teacher	Support Assistant
Foundation	Mrs Ruth Saxton Miss Hannah Sherwood Mrs Susan Atherton (Nursery Nurse) Ms Ann Long (Nursery Nurse)	Mrs Tina Warren Miss Marianne Watling
1BH	Mrs Beth Hursthouse	Miss Emma Garbacz
2DP	Mrs Debbie Peckett	Mrs Diane Rawson Mrs Sandra Kenworthy
3GB	Miss Gemma Bennett	Mrs Ann Iveson Mrs Debbie Woodcock
4JR	Mrs Jean Rhodes	Mrs Susan Gorton Mrs Debbie Woodcock
5LW	Mrs Lorraine White	Mrs Amanda Brown
6LS	Mrs Linda Stott	Mrs Janine Branch

Learning Mentor	Mr Mike Woulfe
Caretaker	Mr Steven Danks
Breakfast Club Supervisors	Mrs Hazel Westmoreland, Mrs Jill Walker, Mrs Janet Kirk
Lunchtime Supervisors	Mrs Janet Sayles, Mrs Jill Walker, Mrs Susan Gorton, Mrs Sandra Kenworthy, Mrs Diane Roynon, Mrs Debbie Martin, Mrs Yvonne Forsyth, Mrs Janet Kirk
Kitchen Staff	Mrs Bennie Crawshaw, Mrs Mandy McGurgan
Cleaners	Mrs Shirley Horsfall, Mrs Janet Kirk, Mrs Jill Walker



Visitors in role help our pupils with their topics – Sir William is an expert on the Great Fire of London

## The School Calendar 2008 - 2009

	School Closes	School Closed	School Opens
Autumn		Mon 1 <sup>st</sup> Sep INSET DAY	Tues 2 <sup>nd</sup> Sep
Half term	Fri 24 <sup>th</sup> Oct	Fri 3 <sup>rd</sup> Oct INSET DAY	Mon 3 <sup>rd</sup> Nov
Christmas	Thurs 18 <sup>th</sup> Dec	Fri 19 <sup>th</sup> Dec INSET DAY	Mon 5 <sup>th</sup> Jan 09
Half term	Fri 13 <sup>th</sup> Feb		Mon 23 <sup>rd</sup> Feb
Easter	Fri 3 <sup>rd</sup> Apr		Mon 20 <sup>th</sup> Apr
May Day		Mon 4 <sup>th</sup> May	
Spring Bank	Fri 22 <sup>nd</sup> May		Mon 8 <sup>th</sup> Jun
Summer	Fri 24 <sup>th</sup> July		

Further INSET days will be notified at a later date.



Parents involved with INSPIRE during Book Week

## The National Curriculum

The National Curriculum consists of four core subjects: English, Mathematics, Science and Information & Communications Technology (ICT), along with six foundation subjects - Design Technology, History, Geography, Art, Music and Physical Education plus PSHCE (Personal, Social, Health and Citizenship Education). Religious Education, although not part of the National Curriculum, is also a compulsory subject, with the school following the locally agreed Wakefield syllabus.

Children working on the National Curriculum follow a number of programmes of study which are arranged into Key Stages. Children aged from 5 - 7 years work in Key Stage 1 and children aged 7 - 11 years in Key Stage 2. Children are tested at the end of each Key Stage (National Curriculum Standard Assessment Tasks/SAT Tests). Parents of pupils who take the key stage SATs will be notified of their child's results with the children's reports in July.

### **SATs Results for 2008**

#### **Percentage of 7 year olds achieving level 2 or above.**

Teacher assessment

	School	LA
Speaking and listening	94.4%	86.4%
Reading	72.2%	83.6%
Writing	72.2%	78.3%
Mathematics	72.2%	89.7%
Science	77.8%	88.8%

## Percentage of 11 year olds achieving level 4 or above.

Test

	School	LA
English	66.7%	79.1%
Mathematics	61.5%	77.6%
Science	87.2%	87.7%

## Early Years Foundation Stage Profile

The Foundation Stage is a distinct stage supported by the Early Years Foundation Stage framework. This framework sets the standards for development, learning and care of children from birth to 5 years. By the end of your child's first year at school a thorough assessment of his/her abilities will have taken place. Details will be contained within each child's Early Years Foundation Stage Profile. The results will be shared in writing through the annual report but staff will be happy to discuss progress at other times in the course of the year.

## Targets for National Curriculum Tests 2009

We are required to publish the school's statutory targets for the end of Key Stage 2 tests in 2009 (current Y6)

% Pupils achieving L4+ in English and Maths	64%
% Pupils making 2 National Curriculum Levels Progress in English	88%
% Pupils making 2 National Curriculum Levels Progress in Maths	92%

## Our School Curriculum

In school we aim to teach a balance of mental and physical skills and to develop a wide range of knowledge about important and relevant matters. We also aim to help our children develop concepts, widen their understanding and shape and develop positive attitudes which will be helpful to both pupils and to society. All staff have had training in using Philosophy for Children and use these skills to challenge the children's thinking skills.

We also aim to develop the creative and sporting skills of our pupils. Pupils from all year groups take part in rugby, rounders and athletics competitions organised by the local College whilst pupils in years five and six learn football and netball skills and take part in local tournaments. We have recently been awarded the Active Mark for PE which celebrates the variety of opportunity available to our pupils.

Visits from artists, authors and musicians as well as visits to stately homes, the Mining Museum and Jorvik are a regular feature in school and contribute effectively to our creative curriculum.



Governors helping out with clay work

Our priority subjects are English and mathematics and all children do some work in both subjects every day. Children also have weekly lessons in science, technology, ICT, history/geography, music, art, PE, PSHE and religious education.

Our children are provided with a rich and varied environment for learning where they spend much of their time learning through independent, structured play activities, many of which are linked to half-termly themes. Most children should be able to achieve the Early Learning Goals by the end of the Foundation Stage, thus preparing them for work on the National Curriculum at Key Stage 1.

## **Sport**

A healthy competitive spirit is promoted where fair play and a responsible approach to winning and losing are the aims. Approximately two hours per week is allocated to individual and team sports/games within the PE curriculum. Games, gymnastics, dance and swimming are taught within the legal framework of the National Curriculum and children of all ages are given opportunities to take part in competitions and fun days organised for example by the local high school



Wake Up Shake Up Competition Winners

## Swimming

Swimming is part of the National PE Curriculum for junior children and the expectation is that all will participate.

Year 4 and 5 children go swimming at Featherstone Swimming Baths every week.

## Music Lessons

Children at Havercroft have the opportunity to learn to play a range of musical instruments. The children are taught to play strings, woodwind and brass by peripatetic music teachers from the Local Authority Music Department. Although school is able to provide a small number of instruments, some pupils may have to provide their own. The Local Authority charges for music lessons which should be paid for before lessons begin. However, the Governing Body has agreed that school will make a contribution towards the cost of lessons so that no child will be denied the opportunity to learn to play an instrument because of their financial circumstances.



Musicians perform at our Strawberry Tea

## **Collective Worship**

Whole school assemblies are held four times a week and an act of collective worship daily and are of a broadly Christian nature. Assemblies are led by the headteacher or other senior members of staff. Occasionally assemblies are led by other leading members of the local or wider community. We aim to encourage our children to develop sensitivity to others and understand moral decisions relevant to their lives.

Parents have the right to request that their child be excluded from assembly; those wishing to exercise this right should consult the Headteacher and submit a written request.

## **Sex and Relationships Education**

The Governing Body has decided that sex education should form part of the secular education of all pupils at the school. Teaching is linked to the National Curriculum in science and to our cross-curricular studies. It involves learning about new life through the living world, general differences, families and parental care, body changes at puberty and sexual differences. Different aspects are taught according to the age and maturity of the pupils. Other aspects of personal and social education are taught during the year, including drugs education in Years 5 and 6. Health workers and other members of the wider community are involved where appropriate.

## **Homework**

The school has a homework policy which encourages children to continue their education at home. They are given regular opportunities to take home reading books, learn spellings, find information about topics and other tasks. We rely on the support of parents to ensure their children complete homework tasks and

return them to school on time. Parents who wish to give their children further help at home should see the Headteacher or class teachers.

## **Extra-Curricular Activities**

Extra-curricular activities include seasonal events, work in our environmental resources area, plays, concerts, dance, instrumental and choral music, computer club, football, netball, cycling proficiency and educational visits.

During school time we hold special events such as Book Fairs and visits from Theatre Companies or drama groups. We invite the school nurse, police, fire brigade and local librarians to talk to the children. The School Photographer visits us annually and we have appeals each year to raise money for charity.

## **Children with Special Educational Needs (SEN)**

The school has a policy for children with special educational needs based upon Government and Local Authority guidelines. If a child is deemed to have special educational needs the class teacher and the school's Special Needs Co-ordinator (Mrs S Boyd) devise an appropriate individualised programme of work for him/her to follow in class and, where appropriate, additional one-to-one or small group support from a classroom assistant. In some instances where we feel that a child's needs are not being met from the resources available to the school we will, after seeking permission from parents, request help from the Special Needs Support Service or other appropriate agency. In some cases, following assessment, a statement of special needs may be issued by the local authority, which could include a recommendation for additional support. School has developed excellent relationships with external agencies and acts on their advice to ensure that provision for pupils with SEN meets their needs. A guide for parents is available on request.

## **Inclusion**

We believe that inclusion is a basic value that extends to all: everyone belongs and everyone is welcome. We aim to develop a whole school ethos, environment and curriculum that enable pupils to recognise personal qualities, build on their achievements, do their best and manage their health and well-being.

### **IMPORTANT INFORMATION FOR PARENTS**

#### **CHILD PROTECTION**

Through their day to day contact with pupils, and direct work with families, education staff has a crucial role to play in noticing indicators of possible abuse or neglect.

Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of local Child Protection procedures, to report their concerns to Social Services immediately.

## **The School Day**

The school day begins at 8.50 am and ends at 3.15 pm with a lunch break from 12.15 - 1.10 pm. All children have a morning break but only those in KS1 have an afternoon break. For Foundation Stage children, play is incorporated into continuous provision.

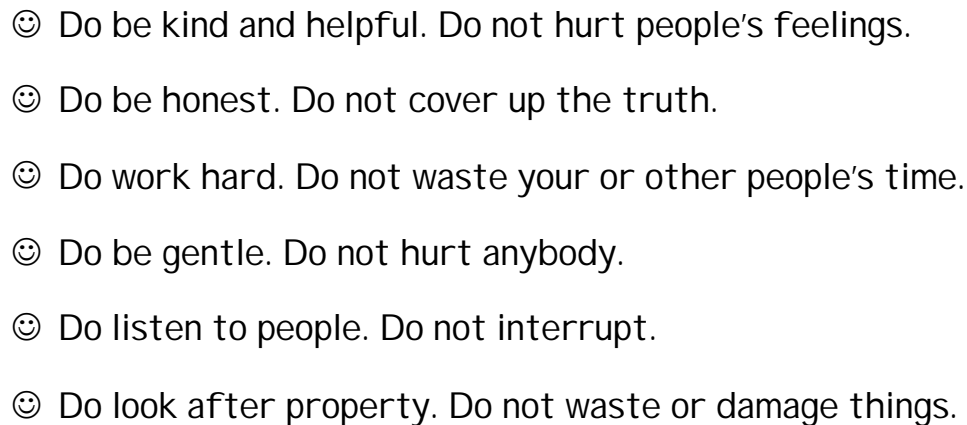
On arrival at school children enter the playground where they are able to wait safely until 8.50 am. We encourage parents to settle their children in the Early Years at school but by the time they are in Year 3, children are usually able to come into school by themselves and begin their daily school routine independently. School cannot be responsible for children arriving here much before 8.50 am unless they attend our breakfast club which begins at 8.00 am every morning.

We ask that parents make every effort to ensure that their children arrive at school on time so that they are able to start lessons promptly at 9.00 am without missing out important parts of the teaching. Children arriving late may find it difficult to understand a lesson if they have missed its beginning.

The hours spent on teaching during a normal school week (excluding registration, assemblies, lunch and other breaks) are 22 hrs 20 minutes per week for Key Stage 1 and 23 hrs 35 minutes for Key Stage 2.

### **Behaviour**

It is our aim to encourage all children to behave in a thoughtful way and to have consideration for others. In school children are encouraged to follow the Golden Rules:

- 
- ☺ Do be kind and helpful. Do not hurt people's feelings.
  - ☺ Do be honest. Do not cover up the truth.
  - ☺ Do work hard. Do not waste your or other people's time.
  - ☺ Do be gentle. Do not hurt anybody.
  - ☺ Do listen to people. Do not interrupt.
  - ☺ Do look after property. Do not waste or damage things.

Children are 'spotted' following the Golden Rules. The spots are collected in sticker books and lead to rewards of pencils, erasers, pens etc which are presented to children during our praise assembly.

In our school most of the children achieve good standards of behaviour. Our behaviour policy is one in which we seek to positively promote good behaviour and discourage poor behaviour. We are grateful for any encouragement you can give at home in support of our "positive" policy. Minor instances incidents are dealt with in the first instance by the class teacher or mid-day supervisor. More difficult problems are dealt with by the Deputy Head or the Head Teacher. This usually results in parents being asked to come into school to discuss the situation with the Head teacher.

Occasionally a child's extreme or persistent behaviour results in him or her being excluded from school for a fixed period of time.

## **Home School Agreement**

To support our work with parents and children, we have a Home School Agreement which covers the expectations for our partnership. The agreement is issued annually and signed by parents, children and teaching staff.

## **School Council**

Our School Council is now in its fourth year. In September two children from each class (Y1 – Y6 ) are voted to represent their class for the coming year. The council meets every fortnight with Mr Woulfe, our Learning Mentor, to discuss issues raised by pupils and to discuss fund raising ideas. Minutes of the meetings are printed and displayed in each classroom.

## **Buddies**

Our school was one of ten in the authority to pilot the Buddy System. Pupils from Years 5 & 6 are trained by a member of staff, with the support of a teacher from the Primary Behaviour service, to carry out the role. The children take their responsibilities very seriously and work hard to help others find solutions to minor playground incidents.

## **Keeping Parents Informed**

Half termly newsletters are sent home to let parents know what is happening at school and how changes and developments are affecting your children. In the Autumn and Spring terms, consultations are arranged so that parents can formally discuss with the class teacher their child's progress and achievements. Parents will receive their child's written annual report at the end of the Summer Term.

There are many opportunities for parents to visit school socially each year for such events as Book Fairs, Sports Days, Christmas and end of term Concerts and the Christmas Fair.

We also encourage parents to come and help in school. If you would like to be a parent-helper please speak to the Headteacher or class teacher.

If you have any comments, concerns or worries, please do not hesitate to seek our support. We will do our very best to help – whatever the problem.

## Absences

If your child is absent from school please let us know as soon as possible. If we haven't been given a reason for your child's absence we will phone on the first day of absence to ensure your child's safety. If no reason is received the child's absence will be recorded as an "unauthorised absence" and special records kept. Parents will be informed of the number of unauthorised absences on annual reports. The annual rate of absence for the whole school is published each year in this prospectus.

	Attendance	Unauthorised Absence	Persistent Absence	LA Attendance
2007 - 2008	92%	2.1%	Not reported	94.9%
2008 - 2009 (Target )	93%	Not reported	2.4%	(tbd)

The Governors would be grateful if parents would make every effort to ensure that their children attend school regularly and hence improve their standard of education.

Parents should aim to take their family holidays during the school holidays. We understand and are sympathetic to some reasons for taking holidays in term time, but this is discouraged by the local authority, staff and governors. Only if there are *exceptional circumstances* may we authorise up to 10 days term time holiday in any school year.

No holiday taken during the Key stage 1 and Key Stage 2 SATs will be authorised.

## School Visits

It is the belief of the school's Governing Body that educational visits should form an integral part of the curriculum for all pupils at Havercroft J & I School and it is hoped that every pupil will be able to participate in at least one visit each year.

Before each visit takes place parents will be informed of the cost and asked to make a contribution towards it. Hopefully all parents will contribute, but should the total contributions be less than the cost of the trip then the balance will have to be made up from school funds. If the amount is substantial then the trip may have to be cancelled. When most of the visit takes place outside school hours (i.e. residential visits) all participants must pay the full cost.



Visit to the Dewsbury Toy Museum

## Illness and Medicines

If your child is unwell and clearly needs care and attention we will make every effort to contact parents/carers so that you can collect him/her from school.

We have a number of trained First Aiders who will tend to minor cuts and bruises but, if injuries or conditions are more serious, parents/carers will be contacted and medical assistance sought.

We cannot look after medicines in school except in special cases when you should see the Headteacher. Only prescribed medicine that is required 4 times a day will be administered by designated staff following a written request.

Medication must:

- Be brought to the general office by the parent for health and safety reasons.
- Have clear written guidelines for administration.
- Have the child's name written clearly on the label.

## **Contact information**

Should an emergency arise in school it is important that we have the correct contact details. Therefore we ask all parents to keep school updated about any changes in contact details as soon as possible.

## **School Meals**

School dinners are provided daily by Kingswood Catering and children are encouraged to try the healthy options available to them. Each day there is a choice of two main courses and two sweets. Please send the full week's dinner money on Monday morning in a named envelope or purse. Dinners are charged at £1.40 per day.

## **Packed Lunches**

Children may bring their own packed lunch to school. These should be brought in rigid containers with your child's name and class

clearly marked. No drinks should be brought as these are provided for all children. Sweets are not allowed.

If your child wants to change dinner arrangements, moving from packed lunches to school dinners or from dinners to packed lunches, please see the school secretary as soon as possible.

## **Drinks**

Unless you have contributed to our milk scheme, water is the only drink allowed in school. We encourage children to drink plenty of fresh water each day to aid learning. All children may bring their own named and filled water bottle each day. It can be refilled with fresh water from a water cooler as and when required during the day but must be taken home to be washed each night.

## **Milk**

Milk provides valuable calcium for children's bones and teeth. Children in the Foundation Stage are provided with milk free of charge but for older children there is a small charge which should be paid, in advance, half termly. Unfortunately no refunds can be given for absences. A reminder is sent to all parents at the end of each half term.

## **Friends of the School Association**

We are pleased that a number of new recruits have joined our Friends of the School Association who meet regularly to arrange fund raising and social events. All parents and friends are warmly invited to join. Our pupils benefit tremendously from the funds raised during event organised by the Friends of School.

## School Uniform

Our school uniform is as follows:

### **School Day**

- Black, skirt/ gymslip/ trousers/ shorts
- Royal blue sweater/ sweatshirt/ cardigan – with or without the school logo
- Light blue shirt/ blouse/ polo shirt and black shoes – in the interest of health and safety high heeled shoes are not allowed.
- Summer dresses should be blue check

### **PE**

On days when children are timetabled for PE they should ensure they bring:

- red T shirt/ polo shirt
- black shorts (or a red or black leotard).
- All indoor PE work is done barefoot.
- PE kit should be worn only in PE lessons

Children doing outdoor games will need appropriate footwear (trainers or pumps) and in the winter months a track suit or similar should be provided.

### **Swimming**

Children in Y4 & Y5 will need swimming kit.

Boys	Trunks or shorts which stop above the knee. Towel
Girls	One piece swimming costume Towel

## **PE Bags**

PE kit should be brought to school in a PE bag which should also bear the child's name. Any kind of PE bag will do, but we do have some on sale in school. PE bags cost £2.30 and Games / Swimming Bags cost £3.50.

## **Jewellery**

The wearing of jewellery in school is strongly discouraged. Only watches and stud earrings may be worn by pupils. However, as these must be removed before all PE lessons, pupils must be able to take them out and put them back in themselves. School cannot take responsibility for loss or damage of any item of jewellery.

### **IMPORTANT**

Please ensure that all items of clothing are clearly labelled with your child's name and class. A huge amount of lost property is accumulated every year and it would be much easier for items to be returned to their owners if they were clearly labelled.

## Complaints Procedures

If you have any concerns about your children you should in the first instance see the class teacher. If your concern is unresolved you should contact the Headteacher who will be pleased to arrange an appointment with you. If you wish to pursue the matter further you should then contact the Chair of the Governing Body, Mr J Allinson, who if necessary will convene a meeting of the Complaints Committee. Complaints are no longer dealt with by the Education Department in Wakefield.



Enterprising pupils make puppets to sell at the school fayre