

Woolsey Primary School

Serving the villages of Woolsey, Clovelly and Bucks



"Learning at the Heart of the Community"



Prospectus

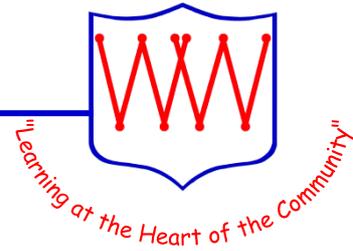
2018-2019

Woolsery Primary School

Serving the villages of Woolsery, Clovelly and Bucks

Woolsery,
Bideford,
Devon
EX39 5QS

Headteacher: Matt Cole
admin@woolsery.devon.sch.uk
☎ 01237 431307
📠 01237 431652



Dear Parents,

It gives me great pleasure to welcome you and your child to Woolsery Primary School. We believe that the Primary Years should be the most exciting and happy time of your son or daughter's childhood – with this in mind we aim to offer a learning experience which gives your child opportunities to enquire and inspire; to learn and excel.

In this Prospectus you should have details of most of the things you need to know before your child begins their learning experience with us. However, if there is anything missing or unclear, please tell us and we will get the information you need to you as quickly as possible. Contact details are at the top of this page.

Woolsery Primary School caters for children from around 2 years to eleven years old. At present, we are very fortunate to have a strong roll – in 2018, we will have around 155 children in the school, organised into six classes including the Preschool. This number is predicted to stay fairly consistent for the next few years.

At Woolsery Primary School, we are committed to building strong partnerships with parents. Please be assured that you will always be welcome in our school, whether you come to help, to ask questions or to let us know about things you think we could be doing better. We always appreciate feedback, either verbally or by letter and frequently ask for your opinion on a variety of things that happen in school. Hopefully, you will be able to respond whenever possible so that we can continue to make your child's time at Woolsery Primary School exciting and stimulating.

Please take time to read the information in this Prospectus and share relevant things with your child – starting a new school can be a stressful time for any child, but hopefully by working closely together, the transition can be as smooth as possible.

Many thanks for choosing Woolsery Primary School – we hope you will be happy with your choice.

Yours sincerely,



Matt Cole, Headteacher.

Welcome to our school!

I hope you are looking forward to coming to Woolsery School. We have lots of exciting things here for you to do and we can't wait to meet you and your family.

You will get to know lots of the grown-ups very quickly.

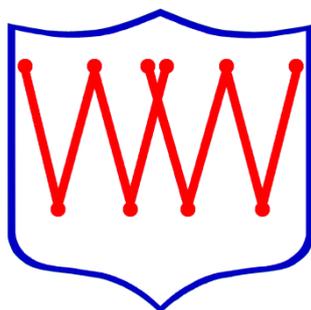
Your class will be called Cranford Class. Mrs Oyarzabal teaches in your class, and you'll get to do lots of fun things with her. My name is Mr Cole and I am the Head Teacher.

At the bottom of this letter is our school badge. Can you see the two W's on it? You will have the same badge on your school uniform. Some people say it stands for Wonderful Work, but really it's for *Woolfardisworthy West*, which is the real name of our village. It's a very long name, isn't it?

The rest of this book should help your parents find out lots of things about our school so if you're wondering about anything, they will be able to help you.

See you soon!

Mr Cole 😊





Introduction

Woolsery Primary School is at the centre of the village of Woolfardisworthy West, commonly known as Woolsery. The School underwent extensive modernisation in 1988 and enjoys many benefits of a new school whilst retaining its Victorian façade. Classrooms are mostly based around the main building, with two located in a purpose built Preschool centre and Classroom just off the school field.

We are very proud of our school and use all of our learning spaces well. We constantly invest in the development of learning environments, most recently re-designing and upgrading our two Foundation Stage classes to ensure they offer facilities which are regarded as being amongst the best in the area.

We have a good sized Hall, a peaceful library, several small group work areas, covered outdoor play areas and a wonderful field, vegetable garden and, of course, our Forest School and Yurt, which is big enough for a whole class to use at one time.

In 2007, we adopted our mission statement "Learning at the Heart of the Community", reflecting both the physical and sentimental place the school occupies in the centre of the village and our wider communities of Clovelly, Higher Clovelly, Bucks Cross and Bucks Mills. It also underlines the attention we pay to building a strong learning-led community within our school, no matter how old any one of our members may be.



Our school is distinctive because it is designated a Forest School. This means that all children take part in regular learning out-doors in our purpose-built Forest School area throughout the year. Sessions are led by qualified Forest School Leaders from our full-time staff, assisted by our fantastic band of parent Rangers. Forest School aims to develop a greater sense of independence and self-confidence in our learners, so that as children

become more comfortable taking risks in their Forest School activities, they will also be more motivated and confident to take greater academic risks back in the classroom, thereby increasing progress and attainment.

We are delighted that, since September 2013, Sunflowers Preschool has become part of our school family. This means we can enjoy even closer links with our youngest children and share learning opportunities across our Early Years department.

Aims

The School aims clearly underpin our Mission Statement:

"Learning at the Heart of the Community".

Our aims are:

At our school, we all...

- Value the success, achievements and aspirations of ourselves and of others within a safe and caring environment
- Recognise children as individuals who are trying to develop their own personalities, aptitudes and attitudes
- Help learners to develop lively, inquiring minds and a love of learning through a creative, diverse and responsive curriculum
- Provide an atmosphere of mutual respect, honesty, co-operation, kindness, good humour and confidence which encourages self discipline through care and consideration
- Strive to be an integral part of the local community to promote a mutual sense of belonging
- Ensure parents can approach the school with problems and praise, being confident that the school will respond appropriately
- Provide equal opportunities for all, regardless of age, gender, religion or ability
- Use our natural environment wherever possible in our learning

Admissions

Children are admitted to the main school between the ages of 4 and 11. You and your child are very welcome to visit to meet our staff and look around. Please contact us via the office for a mutually convenient time.

We follow the Devon County policy of a single point of admission. This means that, for children coming into school rising 5 years of age, there will be only one intake point, which will be in the September before your child is 5. The school's Governing Body are the Admissions Authority for the school, and procedures for admission can be found on the school website.



Sunflowers Preschool is an integral part of our school, offering five morning sessions and five afternoon sessions weekly until children reach school age. Session times and days mirror the school's calendar and planning of topics and themes is uniform across both Foundation Stage classes (Sunflowers Preschool and Cranford Reception classes)

Kerinda Phillips is our Preschool Leader, and Joanne Walter, Toni Dawkins and Laura Monk are her assistants. More information on Sunflowers provision can be found in the dedicated Prospectus for the Preschool.



Foundation Stage Transfer

Most children joining the main school at the start of their Reception year come to us from Sunflowers Preschool. Transition from Preschool is a constant and ongoing process because the two classes work closely together. This includes sharing staff,

activities and daily lunchtime in the school hall. However, formal transition work specifically for new Reception starters currently begins in the term before school entry and includes frequent visits to Cranford Class and teacher visits to Preschool. In the weeks leading up to transfer, the school staff also undertake home visits to talk with new parents about their child's specific needs and interests.

Secondary Transfer

Throughout Year 5 and Year 6, parents and children take part in an extensive transition programme in partnership with Bideford College, which is our designated secondary school. Transition including visits to the site, opportunities to work with children from other Primaries, online tasks and staff visits to school. This ensures that our oldest children are well prepared and very familiar with their secondary school well before Transition takes place.

Our children also routinely transfer to other local secondaries including Budehaven, Atlantic Academy, Great Torrington School and Holsworthy College. Those children take part in specific transition work which is arranged by the secondary schools directly with parents.

Atlantic Coast Co-operative Trust

In June 2013, Woolsery Primary School changed its status from a Community Primary School to a Foundation School within the newly formed Atlantic Coast Co-operative Trust (ACCT). The reason for taking this bold step is to ensure we continue to benefit from the well established pattern of working closely with other schools which began with the Bideford Learning Community. As part of a Co-operative Trust, we have also strengthened our links with the community we serve and have reaffirmed core values of the traditional co-operative values and principles of **self-help, self-responsibility, democracy, equality, equity and solidarity, honesty, openness, social responsibility and caring for others.** The schools in ACCT all remain totally autonomous – each Governing Body is still responsible for its own school, unlike the case in a Federations or Multi Academy Trusts. The schools comprising the Trust are: Woolsery Primary, Hartland Primary, St Mary's Primary (Bideford), St George's Infants (Northam), St Margaret's Junior (Northam), Instow Primary, Parkham Primary, Buckland Brewer Primary and Appledore Primary. In addition, we also have Partner Organisations to support our school improvement work. These are the Diocese of Exeter Education Board, Marjon University (Plymouth), Devon County Council, RHS Rosemoor, Mole Valley Farmers, Atlantic Racquet Centre and the Co-operative College. A key part of our work in ACCT is that we are able to train our own teachers through ACCT's School Direct Initial Teacher Training programme. This means that it is quite common for us to have trainee teachers based with us for long-term placements.



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Dartmoor Teaching School Alliance

Our newest Partnership has come about in the 2015-16 Academic Year with the school becoming a member of the Dartmoor Teaching School Alliance. The DTSA is

based at Okehampton College and our membership enables the school to access and contribute to a wide range of school improvement, staff development and coaching work. It also opens up opportunities for our school to work with over 40 like-minded primary schools and around 20 secondaries.



Contacting Us

As mentioned in the Introduction, you are always welcome to contact us. Sue Miles is our School Business Manager and works in the school office along with our clerical assistant, Tina Bryant. They will often be the first point of contact, whether you drop in in person or phone/email. If you have a specific query about your child's learning or social development, it's usually best to speak initially with their class teacher or teaching assistant. An appointment can usually be made by speaking directly with the member of staff concerned, or of course you can arrange this with Sue in the Office. As Headteacher, I make myself available to parents and children as much as possible and you are welcome to contact me through the office should you wish to discuss any aspect of the school. I am normally on the playground before school each day and welcome the opportunity to talk with you then as well.



Year 3 and Year 4 Residential to Dartmoor, 2018

Times of Sessions

Morning session: 8.55 a.m. – 12:00 noon (Morning break 10:40 a.m. – 11:00 a.m.)

Afternoon session: 1:15 p.m. – 3:15 p.m.

In the interests of their safety, children are expected to arrive not more than fifteen minutes before the start of the school day and are also expected to stay in the playground until 8.55 when the weather permits. It is very important that your child is ready to begin the school day at 8.55 but should they be late, please ensure your



Hands-on learning is at the heart of our provision

child reports to the Office on arrival. They will need to sign in our late book and give a reason for their absence – this book is checked regularly by the Education Welfare Officer.

In wet weather, you are welcome to bring your child into their classroom from 8:45am and settle them with a book, or similar quiet

activity.

Safe Journeys to School

We expect children to be accompanied to and from school by an adult until they are at the top end of Key Stage 2. Most families walk to school but some children ride bikes or come by car. If your child rides a bike to school they **must** wear a helmet. They may leave their bike in the bike shed in the car park but please ensure they have sufficient knowledge of the highway code before setting out. Children in Years 4, 5 and 6 are offered the chance to take part in Bikeability cycle training each Spring and only the children who have completed this course to Level 2 should be allowed to ride to school unaccompanied.

If you qualify for Local Authority School Transport, you should ensure that your child travels to and from picking up/dropping off points in safety. Devon County Council are then responsible for their safety for the duration of the journey. We strongly recommend the use of high visibility reflective clothing. To ensure the right children are on school transport at the end of the day, a member of staff accompanies the group on to the bus and checks names against a list. It is therefore very important that your child knows if they are travelling home by bus or not at the end of the day.



If you bring children by car please do not park too near the main entrance as this causes dangerous crossing conditions at the beginning and end of the school day. It's especially important that cars do not park on our zig zag yellow lines. This area is our access space for the minibuses to deliver and collect children from inside the school gate off Old Market Drive. For safety reasons, you are asked not to bring cars into the school car park during the day.

Absence

It is very important that your child attends school as often as possible. Low attendance has a marked effect on attainment, progress and also your child's happiness at school. We operate a same-day calling system whereby we check unexplained absences by phone on a daily basis. However, it is very helpful to us if you can inform us as soon as you know your child will be away from school. You can do this in person, by phone (01237 431307) or by email (absence@woolsery.devon.sch.uk). The Government's guidelines have changed in relation to taking holidays during term time. This means that holidays in term time are not permitted, other than for bereavement or family emergencies.

Safeguarding

At Woolsery Primary School we take all aspects of safeguarding your child seriously, but we are particularly vigilant relating to matters of child protection. All adults working in the school –whether in paid employment or as volunteers– must submit to a Disclosure and Barring Service check and undergo Level 2 Safeguarding training.

The school has a duty to pass information where there are child protection concerns. The school's Senior Designated Officer for Child Protection, Domestic Violence and Safeguarding is Mr Matt Cole and the deputy Designated Persons are Mrs Sue Miles and Mrs Sarah Oyarzabal. Any concerns are directed to them in the first instance.

The school teaches children about keeping themselves safe in a wide variety of contexts including online safety, drugs awareness, beach safety and so on. This happens as part of our normal PHSE curriculum, with high-profile online safety and anti-bullying events throughout the year. We also have secure access to all areas of the school to prevent unauthorised persons coming on to site. This means that if you need to come in to school at any time, you should always report to the Office first, where you will be given security clearance.



Medicines

School staff are able to administer medicines for your child if they need doses during the school day. Our policy has now changed which means that these medicines no longer have to be prescribed but do have to be in original packaging showing the correct dose for your child's age. This means we can now give children high-street brands such as Calpol or Piriteze if required. You will be asked to complete a form before staff can administer any medication, whether prescribed or not.

Uniform

General

Wearing of school uniform and correct PE kit is a part of our home school agreement which all parents and children sign at the time of admission (A copy is provided in the back of this Prospectus). We believe that uniform makes a clear

break between school time and home time, as well as fostering a community feel for all school members. Our school uniform is as follows:

- Red Polo Shirts, embroidered with the school badge (approx. cost £7.50)
- Navy blue Sweatshirts with school badge (approx. cost £9.00)
- Optional navy blue Fleece with badge (approx. cost £12)
- Grey or black skirts, trousers or shorts.
- Sensible footwear – no high heels or flip-flops.
- Dresses (optional) for the summer. Blue or red check are the school colours.
- School baseball caps (optional) for the summer (approx. cost £3.50)



Fleeces, polo shirts, sweatshirts and PE kit items are available new from the School Office, or second-hand via the Friends of Woolsey School (FOWS). More details of this service are available from the school Office.

We are very happy for you to buy red polo-shirts(which do not include the school logo) from other suppliers.

Jewellery is certainly not practical, can be dangerous and only leads to heartache and wasted time when it is lost or damaged. Only small studs may be worn by children with pierced ears. This greatly reduces the danger of ears being torn or injured during organised games or boisterous play. Children are expected to be able to remove their own ear studs before PE – staff are unable to help with this. It is a good idea to supply your child with a small named bag or box to put their studs in until they get home when you can help them re-insert them. Placing tape or plasters over studs for PE lesson is not permitted under health and safety guidance.

Forest School

All children take part in Forest School throughout the year, both in our own Forest School outdoor classroom which is on site, and also at Burford Woods which the school has exclusive use of for our Forest School Days Out programme. The school provides waterproof coats and trousers for these activities, but we ask that you provide wellington boots in a clearly named carrier bag on the days your child attends Forest School. Children will also need to wear long-sleeved tops and full length trousers on Forest School activities – for most children, school uniform, including school fleeces, will be quite adequate. However, you may prefer to send your child with spare old clothes for their sessions.



Our Curriculum and Classroom Organisation

In addition to the Early Years Foundation Stage (Preschool and Reception), the school is divided into two Key Stages. Key Stage 1 has children from Year 1 and Year 2; Key Stage 2 from Years 3, 4, 5 and 6.

The school is organised into six classes in order to deliver the National Curriculum (from Year 1 to Year 6) and the Early Years Foundation Stage Curriculum (EYFS) during your child's Preschool and Reception years. Our classes are named after hamlets in our catchment area. The make-up of these classes varies from year to year, depending on cohort sizes of children moving through the school. Broadly speaking though, typical distribution is:

Sunflowers has Early Years Foundation Stage (Nursery 0,1 and 2) children
Cranford Class has Early Years Foundation Stage (Reception) children,
Burscott Class has Year 1 and Year 2
Stroxworthy Class has Year 2 and Year 3,
Alminstone Class has Year 4 and Year 5, and
Ashmansworthy Class has Year 5 and Year 6.

Once children reach Year 1, they learn in-line with the National Curriculum which is organised into nine subjects, plus Religious Education (and French from Year 2). In a new and exciting development for 2018-19, we are introducing a new approach to the curriculum, which is based on Outstanding practice seen in schools within the

South west. We have called our curriculum the Wild Curriculum and promises to be a very exciting and interesting time for us all! More information on the Wild Curriculum can be found on the following page.



The School has a mobile 50-station Google Classroom computer suite using wireless technology to deliver high quality computing lessons within existing learning experiences to all children. We also have a range of peripherals, such as

digital cameras, scanners and movie cameras to support children's learning and computing skills across the curriculum. Full access to the Internet is available through the regional filtered service provider, the South West Grid for Learning (SWGfL). All classrooms are equipped with state of the art interactive plasma TVs.

The Wild Curriculum

Woolsery Immersive Learning & Development, or *WILD* for short, is our new approach to learning.

We are putting children at the heart of our curriculum design in order to deliver a more relevant and exciting learning experience across the school.

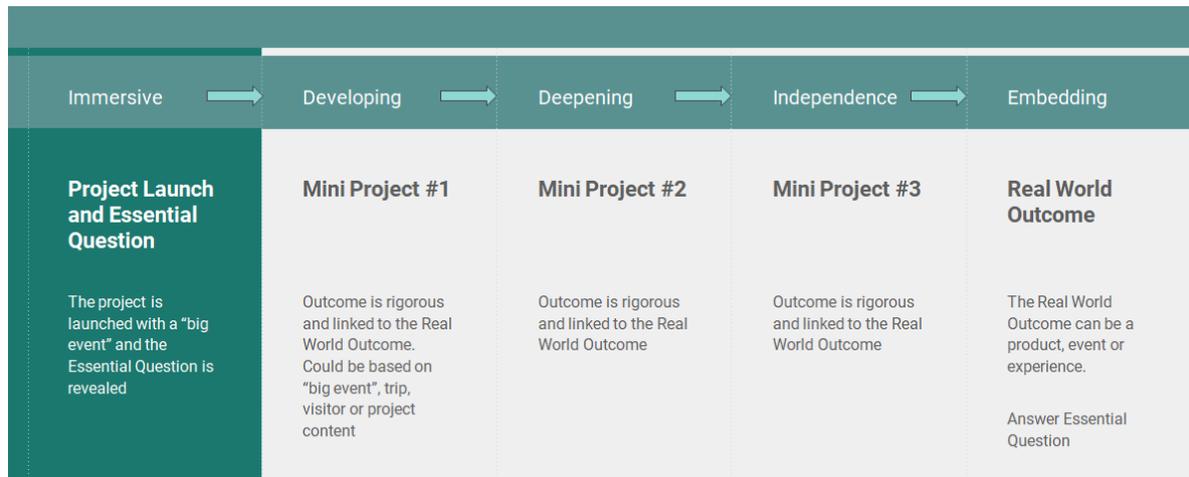
Children choose, through their Philosophy lessons, a project for the coming term which will interest them and the teacher then has a planning day to devise activities, trips and visitors to bring the children's ideas into a cohesive project.

Through the term, there are Mini Projects which build up to a real-life outcome which includes an experience outside our school community. This could be a pop-up shop in Bideford, a community project in our village or an exhibition in a public space... the possibilities are endless.

Underpinning all of this work is an *Essential Question* which children should be able to answer by the end of the Project. The *Essential Question* is very open-ended and may stimulate a personal response from every child, or a collective agreement from the class.



By placing our children at the heart of their own learning, we aim to increase academic rigor and further embed curiosity and independent study.



Although a curriculum reorganisation on this scale is a huge undertaking, you can be reassured that our guiding principles of *First-Hand Learning*, *Outdoor Curriculum* and *Cross Curricular Understanding* remain at the core of everything we do at the school.

Academic Achievements

Although the school is dedicated to providing a rich curriculum to develop all aspects of your child's personality, we of course are committed to pursuing the very best academic achievement of which your child is capable. Figures for 2017 (KS2) are given below:

Subject	Percentage of pupils that met expected standard			Average Scaled Score		
	Your School	England*	Comparison	Your School	England*	Comparison
1. Reading TEST	76.2% [16/21]	71%	+ 5.2%	104.4	104.0	+ 0.4
2. Grammar TEST	47.6% [10/21]	77%	- 29.4%	100.1	106.0	- 5.9
3. Maths TEST	71.4% [15/21]	75%	- 3.6%	102.9	104.0	- 1.1
4. Writing TA	90.5% [19/21]	76%	+ 14.5%	n/a	n/a	n/a
Overall [1, 3 and 4]	71.4% [15/21]	61%	+ 10.4%	n/a	n/a	n/a

as published by DFE July 2017

Special Educational Needs and Disabilities

The Governors are committed to the national Code of Practice which ensures that children in SEN categories are identified, in consultation with their parents and, where necessary, other agencies. Children with identified special needs may be placed on the SEN Register. The SEND Policy for the school is available on our Website. Our Inclusion Team, headed by our SENDCo Mrs Farmer, ensures all children receive suitable and substantial support to ensure they make the best possible progress.

We have an equal opportunities policy, accessibility policy and disability equality scheme which ensures the right of each child to access the whole curriculum at an appropriate and challenging level. The school has full disabled access to our site, including a lift between split level floors in the main school building. The school has a fully accessible toilet and changing room.

We also target our resources carefully in order to support children with emotional and behavioural needs, as well as children with learning difficulties or the more able so that each child is able to make the most progress possible.

Staff and the Governing Body

The Governing Body are ultimately responsible for the standard of education at our school and the way we manage our financial resources. Presently, our Governors are:

Chair of Governors:

Vice Chair:

Parent Governors:

Co-Opted Governor:

Local Authority Governor:

Foundation Governors:

Mr Ben Trevor

Mr Phil Spittles

Mrs Amanda Stevens (*Early Years*)

Mr James Cann

Mrs Fiona Hancock

Mrs Tracy Buckley

Mr Ben Trevor

Mrs Di Bennett

Mr Steve Pennington

Mr Phil Spittles (*Safeguarding*)

Staff Governor:
Headteacher:
Clerk to the Governing Body:

Mrs Sue Kersey
Mr Matt Cole
Mrs Sue Miles

Staff:

Headteacher
Teachers

Mr Matt Cole
Mrs Sarah Oyazarbal (*Cranford Class*)
Mrs Cathy Farmer (*Burscott Class*)
Mrs Sue Kersey (*Stroxworthy Class*)
Mr Carl Davies (*0.6, Alminstone Class*)
Mrs Sasha Macleod (*0.4, Alminstone Class*)
Miss Carolyn Butler (*Ashmansworthy Class*)
Mrs Kylie Stevens (*Currently on maternity leave*)

Early Years Practitioners

Mrs Kerinda Phillips (*Sunflowers Leader*)
Mrs Toni Dawkins
Mrs Laura Monk
Mrs Joanne Walter

Teaching Assistants

Mr Steve Pennington
Mrs Carole Nicholls
Mrs Nicola Furse
Mrs Kirsty Newell
Mrs Lynsey Eavis

Business Manager
Clerical Assistant
Caretaker and Site Manager
Cleaner

Mrs Sue Miles
Mrs Tina Bryant
Mr Simon Bennett
Mrs Kim Thorne

School Kitchen Manager
School Kitchen Assistant
Mealtime Assistants:

Mrs Amanda Wood
Mrs Tina Bryant
Mrs Lynsey Eavis
Mrs Gitta Todd
Mrs Audrey Boundy
Mrs Emma Clifton
Mrs Sioban Brennan
Mrs Rachel Van Santen
Mrs Karen Summers



We also have an active School Council, which is called School Voice. School Voice is organised into four different groups to plan and run events in their specific areas of interest. These are: the Global Voice Team, the Enterprise Voice Team, the Charity Voice Team and the Community Voice Team. Members of each element of School Voice are voted for by the children in their Family Groups, which is a grouping of children from across all year groups who meet every Wednesday afternoon.

Reporting to Parents

As parents, you have constant access to your child's educational performance via School Pupil Tracker, our secure online reporting website, which can be found at www.mychildsreport.co.uk. From the site, you can look at your child's performance each term in Reading, Writing and Maths, measured against national expectations.

You will receive an Annual Report in the Summer Term which discusses your child's progress in all areas of learning, with attainment and progress in the Core subjects of English and Maths. There is also an opportunity to consult with the teacher after you receive the Report.

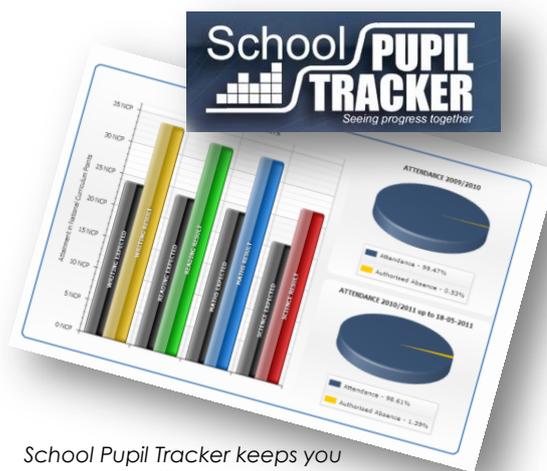
Each term, you will be invited to come to the school to meet the teachers and discuss your child's work. The school is proud of its close working relationship with its parents and should you wish to come in to discuss any aspect of your child's education with the head teacher or class teacher, you are very welcome to do so. We believe that wherever possible it is overwhelmingly in every child's best long term interest to have the fullest possible relationship with parents. We appreciate that children's care arrangements can sometimes involve more than one home and we are fully committed to helping parents and other carers become as fully involved as possible. For example, we can arrange multiple copies of correspondence and can give parents living apart separate access to School Pupil Tracker.

Behaviour Policy

Our discipline policy is applied across the school and wherever possible focuses on the celebration of achievement, rather than on poor behaviour. Children are able to collect merit points which accumulate to a series of certificates which are presented to the whole school on our *Friday Singing and Sharing Assembly*. There are also many opportunities when children can earn incidental recognition of their efforts, such as stickers, from any member of staff. We understand that making mistakes is part of learning, and children who misbehave will always be given opportunities to reflect on their actions and the effect their choices have had on others. However, we also recognise that sometimes a more stern approach is required and we have a school-wide range of sanctions, ranging from a warning to meetings with parents, the child and the Headteacher, to find a way forward. Ultimately, the final sanctions of fixed term exclusions and permanent exclusions may be applied, but the school has a good record of avoiding this wherever possible and none have taken place in the last eight years.

Our School in the Community

We have a strong parents association to which all parents automatically belong. We are always glad to see new people who can come to committee meetings. The Parents Association, called The Friends of Woolserly School (FOWS) is not only a vital fund-raiser but also acts as an important forum for social occasions and the



School Pupil Tracker keeps you up to date with your child's progress

exchanging of ideas. Please ask one of the staff if you would like details of contacts or see the FOWS notice board on the entrance path.

Voluntary Help

The school holds the core ideal that our relationship with parents is one of the most fundamental points in ensuring the best possible education for your child. With this in mind, all parents are always very welcome to come in and work with groups of children subject to satisfactory Disclosure and Barring Service (DBS) checks. Please contact any member of staff if you would like to offer help, either on a regular or occasional basis. You can be sure of a warm welcome!

Our Forest School also relies heavily on volunteer help in order to maintain appropriate adult-child ratios. If you would like to become a Forest School Volunteer Ranger, please contact Matt Cole, Headteacher, who will talk you through the expectations of the post. Briefly, a Forest School Volunteer Ranger would be asked to work with small groups of children at Forest School undertaking a variety of woodland-based activities under the direction of the Forest School Leader. You will be given appropriate training and information before you begin working with children. The forest school experience is highly rewarding and we would urge you to consider becoming a Volunteer Ranger if you are able to commit to at least one afternoon per week for a block of at least one half term.

Sex and Relationships Education

The School Nurse and school staff are jointly responsible for teaching Year 5 and Year 6 children about bodily changes during puberty and basic sex and relationships education. It is the policy of the school that this is the only formal sex education within our curriculum. Other aspects of the Sex and Relationships Education curriculum such as health education, drugs and alcohol awareness and personal safety feature throughout the rest of your child's learning at school.

Any parent who wishes to withdraw their child from learning about sexual development may do so and all parents are informed well in advance of any lessons.

Music Tuition

The school offers a variety of opportunities for children to learn musical instruments on a private tuition basis. Lessons take place during class time and in breaktimes or after school. If you wish to take advantage of this opportunity for your child, please remember



that they may well miss some curriculum time in the classroom. However, the school does vary the timetable so that the musicians don't always miss the same lesson.

Tuition is currently available in flute, clarinet, cornet, saxophone, guitar and piano/keyboard. The school can offer

advice on hiring or purchasing instruments.

Keeping In Touch

The School Website and Blog is frequently updated with news and information about Woolser Primary School. All Newsletters are posted on the website, and our Blog contains galleries of exciting activities which take place in our school. The website address is www.woolsery.devon.sch.uk and our blog can be found at

www.woolseryprimaryschool.edublogs.org
We also post frequent messages via SMS directly to your mobile phone. Please contact the school office with the text number to which you'd like these messages directed.

School Policies

We have a wide range of school policies to provide guidance for governors, parents, staff and children which are reviewed on an annual cycle. Included below are some policy summaries that we felt might be of immediate interest. Full versions are available on the School Website.

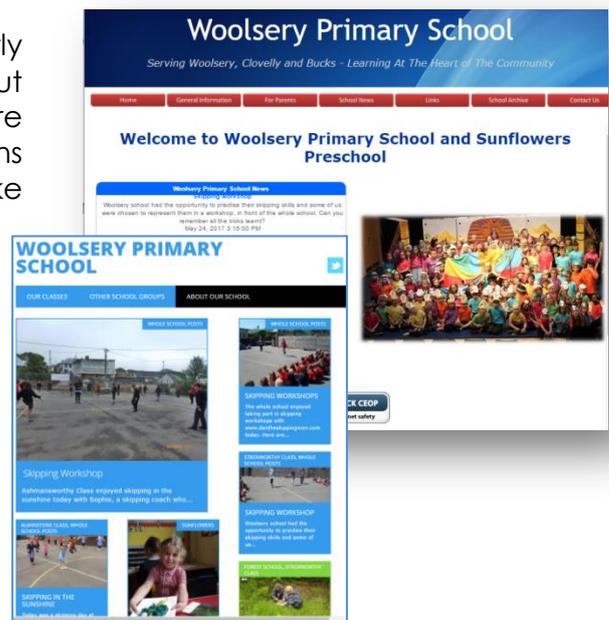
[Home Learning Policy](#)

All children use our reading record books as a link between home and school reading practice. Wherever possible, children should read aloud to an adult every day, answering questions on the text or talking about the authors' ideas. To support this, we hold an evening for new parents during the Autumn Term to show our reading scheme and ideas to help your child develop a love of reading.

Children also have home learning activities set by their class teacher at an age-appropriate level. Completion of home learning tasks earns them merits within our Behaviour Policy. Home Learning activities make use of our Mathematics online resource and more traditional tasks. These are often designed to be open ended and foster quality learning in partnership with parents and other family members, which can be fun and hopefully lead children to deepen their own study skills as they grow older.

[Assessment Policy](#)

At Woolser Primary School, children are heavily involved in the process of their own learning, and this begins from an early age. Although much of the assessment and marking is undertaken by the teacher, children are frequently involved in formally marking their own work and are always expected to think about how well they have performed in a lesson. The school also makes extensive use of self reflection and peer-marking techniques, where children have opportunities to evaluate their own and other children's work within the class and think about what next learning steps might be. A good balance of these strategies helps children, as



The School Website, Blog and our SMS service all help you keep up to date

well as their teachers, understand where they are on their learning journey, and what they need to do next in order to make progress.

Staff complete assessments of every child at the end of each block of lessons, which we call a Teaching Sequence. They use the new 2014 national curriculum objectives. This informs the school of progress and attainment for every child, which is then reported half-termly to parents via the online reporting facility described above, and in the Annual Report to Parents in the Summer.



Charging Policy

At Woolsery Primary School, all children have an entitlement to benefit from all educational activities and to:

- participate fully in the school curriculum
- contribute to all aspects of school life
- be a valued partner in the process of education

With this in mind, we aim

- to make school activities accessible to all children
- to encourage and promote external activities which give added value to the curriculum
- to provide a process which allows activities to take place at best value
- to respond to the wide variations in family income whilst not adding additional unexpected burdens to the school budget.

The DfE in its 'Guidance to School Governors' states that 'Education provided during school hours must be free'. It goes on to advise that although schools cannot charge for school time activities (except private and/or peripatetic music tuition), they may still invite parents and others to make voluntary contributions. The essential point is that no child may be left out of a curriculum based activity because his or her parents / carers cannot or will not make a contribution of any kind. However, if sufficient funds to make the trip viable are not raised, the visit will be cancelled. The Governors have set this amount at 90% of the total cost.

Complaints Procedure

If you have a concern about any aspect of the school, you should approach your child's teacher in the first instance. If necessary, your concern can also be taken to the Headteacher. Unfortunately, there may be times when you do not feel that the school has responded effectively to some of your concerns or questions. Where this is the case, we have a set complaints procedure to follow in order to protect both your interests and those of the school. The process is overseen by members of the Governing Body who will not, up to that point, have been involved in any dispute. We hope that as a partnership we will be able to resolve disagreements before they reach this point, but in case this is not possible, the full complaints procedure is available from the School Office or from a member of the Governing Body.

Extended School Provision

Although our school does not have the facilities to provide wrap-around care (for example, breakfast club and after school provision) we meet the Full Core Offer of Extended Services. This is achieved by signposting childcare provision which already exists in the village (via our website) and by offering a wide selection of after school clubs. In the academic year 2015-16, we had around 13 separate clubs each term (not including music tuition) available to children across the school. These ranged from PE-based clubs such as football, tag rugby, street surfing and ultimate frisby through to cooking clubs, gardening and singing. The clubs available vary from term to term, depending on take-up and availability of staff.

We also offer a wide range of extended provision within the curriculum, including three residential experiences –Year 5 and Year 6 children enjoy a five-night stay at Adventure International, Bude taking part in a range of outdoor and adventurous activities, huge High Ropes course to surfing and kayaking.



The Bude residential is full of action and challenge



Year 5 also have a two-night residential to London in partnership with one of our ACCT Schools. Years 3 and 4 have a two night stay on Dartmoor, based at Pixies Holt Outdoor Education Centre at Dartmeet.



Data Protection and GDPR

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under the General Data Protection Regulations 2018. Particularly under Article 6, where the information is collected and used because it is required by our school in order to carry out the task of educating and ensuring the welfare of our pupils and students.

We also collect and use pupil information in order to help pupils with additional special needs and requirements, so that we can ensure we offer the best possible support and resources to them (and their parents and carers) during their time in our school.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Relevant medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Assessment and attainment information (such as Early Years Foundation Stage, Key Stage 1 and Key Stage 2 assessments, Year 1 phonics result and in-year attainment information measured against the National Curriculum)
- Special educational needs information
- Exclusions/behavioural information

We do not collect, hold or share biometric information for any systems in our school.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data

Protection Regulation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Appendix A shows the lawful basis for collecting and using pupil information for each of our routine operations.

Storing pupil data

We hold pupil data for pupils until they leave our school and, in some cases where we are required by law to retain it for a longer period, up to your child's 25th birthday.

Appendix B describes the length of time we hold pupil data, and the form in which we hold it.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil attends after leaving us
- the local authority
- the Department for Education (DfE)
- School Pupil Tracker Online
- Tapestry assessment software for Foundation Stage pupils
- SIMS (school data management system)
- NHS

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share assessment and attendance information with School Pupil Tracker Online and, where relevant Tapestry, in order to process assessment and attendance information for internal use.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013, section 3.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security

arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact in writing the Headteacher of Woolser Primary School outlining your request.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Woolser Primary School Data Protection Officer
Tina Bryant
Woolser Primary School
Woolser
Bideford EX39 5QS

Email: tbryant@woolser.devon.sch.uk
Telephone: 01237 431307

For more information about our Data Protection policies, including Appendices to our Privacy Notice which outlines the lawful basis for holding and processing data, please see our Website or contact the school office.



Thank you for taking the time to read this Prospectus. If there is anything you would like to see included which is not in the document, or have any further questions, please don't hesitate to get in touch.

On the following pages are copies of important documents we need back, signed by you, before your child begins school with us.

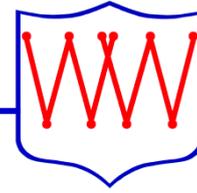
This includes the Home-School Agreement, the Internet Use Agreement, Forest School Agreement, Use of Photographs in School Administration of First Aid Agreement and Incidental Trips Agreement.

Please could you sign these and return to school along with your application form as soon as possible.

Many thanks,

A handwritten signature in black ink that reads "Matt Cole". The signature is written in a cursive style with a long horizontal flourish extending to the left.

Matt Cole.
Headteacher.



"Learning at the Heart of the Community"

Home – School Agreement

As a Parent or Carer you agree to:

- Ensure your child's attendance is as full as possible and that your child arrives in plenty of time each day.
- Inform the school if your child is absent for any reason on the day of the first absence.
- Support the school's behaviour policy.
- Ensure that your child wears school uniform and has appropriate P.E. kit.
- Support your child in home learning and attend parents' evenings.
- Contact the school as soon as possible, to inform staff of any concerns or problems that may affect your child's work or behaviour.
- Make themselves aware of the opportunities available to their child and encourage them to take a full part in school life.

As a school we agree to:

- Provide a challenging, relevant and responsive curriculum to encourage all learners to reach their full potential.
- Set, monitor and assess work, including home learning, in line with National Curriculum requirements.
- Contact parents as soon as possible if any problems arise which might affect your child's work, behaviour or well-being.
- Be available to help parents with any concerns you may have about your child's work, behaviour or well-being.
- Keep parents informed about school life and your child's progress via annual reports, parents' evenings, school blog and letters home, including weekly newsletters.

As a child you agree to:

- Attend school regularly and on time
- Wear school uniform
- Bring the correct equipment to school for each day
- Make every effort with class work, home learning and good behaviour
- Be polite and helpful to other children, all members of staff and members of the public you might come into contact with

Signed _____ Parent

Signed _____ Child

Signed  Matt Cole - Headteacher

Please return this Agreement to school as soon as possible. Thank you.

First Aid, Internet Use, Forest School, Photography and Local Trips **Information Sheet**

First Aid

The School will inform you if your child has had cause to receive first aid treatment during the day. Minor bumps may not be reported if they do not require specific treatment. We always inform you if your child has had a head-bump during the day, whether treatment has been given or not. Please sign your consent to the School and other agencies administering first aid to your child, including the use of plasters and antiseptics.

Use of the Internet

Our school connects to the Internet via the regional educational Internet Service Provider, the South West Grid for Learning (SWGfL). The service provided ensures full and robust filtering controls which prevents nearly all undesirable images and text, and all chat rooms and social media. Google's Gmail provides our email system, which children will have targeted access to from Year 2, depending on their units of study in Computing lessons. Again, all emails are monitored and filtered for undesirable content.

Forest School

Forest School activities take place throughout the year. Activities in Forest School are at an ability-appropriate level and include the use of hand tools. All sessions are led by a qualified Forest School Leader and all activities are risk-assessed and have higher than normal adult-child ratios. Although Forest School is an integral part of the curriculum, we require consent from you for your child to use hand tools and to occasionally visit our off-site Forest School base at Burford Woods, 2 miles from the village. You will always be informed when such off-site visits take place.

Photography

We may wish to photograph your child from time to time. Photographs will be used for portfolios of work, displays within the school and local community and press and to support individual children's work.

Woolsery Primary School also has a website and blog (www.woolsery.devon.sch.uk and www.woolseryprimaryschool.edublogs.org) on which we publish details of activities. Under new GDPR rules, we need to obtain permission (on the following form) from you to place images on either of these sites, and occasionally our Twitter feed. We use photos to record children's achievements, journal the curriculum and to show typical activities to prospective families. We will hold these images on our systems indefinitely as part of our historic records but you can ask for your child's images to be removed under GDPR rules. Please note that we *never* publish full names of children on our websites, for any reason.

Local Trips

We advised by the Department for Education that we no longer require permission to take your child on a trip or visit if it falls within the school day. However, we will always advise you if such a visit is due to take place. If the trip takes place beyond the school day, we will seek permission from you and ensure pick-up arrangements are clear for you.

First Aid, Internet Use, Forest School, Photography and Local Trips Agreement

Please detach this page and return it to school.

I give permission for my child (full name) _____ to:
(delete as appropriate)

General Permissions:

- Receive first aid treatment as required, by school staff or other qualified personnel
- Use the Internet and email within school through the filtered SWGfL and Gmail provider described
- To be changed by staff members if soiled or wet
- To be photographed for school purposes, including the school's Website or Blog and for the Press, in line with our GDPR policies
- To have non-statutory data held as shown in the school's Privacy Notice in line with GDPR - this includes images of my child on the Blog, Website and other publicity material, being recorded on our in-class Onvu video cameras for educational research and holding additional information about my child relating to offsite visits.

Forest School:

- To take part in all Forest School activities and understand that the school only uses qualified staff to lead such sessions and has robust risk assessments and policies in place to secure the welfare of my child.

* My child has, in the past, been stung by a wasp or bee YES/ NO

* I know that my child is allergic to wasp and/or bee stings YES/ NO

* I confirm that all of my child's medical details held by the school are up-to-date
YES/ NO

(*please indicate yes/no above)

Signed _____ parent/carer

Name (print) _____

Date _____

Please use this form to order any uniform from the school.

Woolsery Primary School
School Uniform Order Form

Name of child:-----

Polo Shirt @ £7.50		Sweatshirt		Fleece @ £12.00	
Size:	Quantity	Size:	Quantity	Size:	Quantity
		22" (£9.00)			
3-4yrs		24" (£9.00)		XS	
5-6yrs		26" (£9.00)		Small	
7-8yrs		28" (£9.00)		Med	
9-11yrs		30" (£9.00)		Large	
12-13yrs		32" (£9.00)		X-Large	
		34" (£9.00)			
		36" (£10.00)			
		38" (£10.00)			

PE Shorts (£5.00)		PE T-Shirts (£4.00)	
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Please pass this form into the Office, along with your payment and we will make sure you have the required items. We have most sizes in stock if you would like to try different sizes in order to find the best fit.

All cheques should be made payable to "Devon County Council". Thank you.