

Handsworth Primary School Prospectus 2014-2015



HANDSWORTH
PRIMARY SCHOOL

Welcome to our school

Our school is a happy, thriving learning community, where diversity is celebrated and aspirations are encouraged.

Handsworth Primary is a multicultural two form entry school with its own Nursery, situated in Highams Park, in the London Borough of Waltham Forest.

There are 474 pupils in our school. We organise our classes into mixed ability, with an equal gender and cultural balance.

We are committed to providing a safe, secure and stimulating environment, where everyone can develop their skills and talents in a variety of ways and to the best of their abilities.

Handsworth Primary offers a range of extended services and has before and after school provision. The School's last Ofsted inspection was in June 2014 and the school was judged to have sustained "good with a number of outstanding features".

The most important people at Handsworth are the children and we work together to ensure that they continue to enjoy and achieve.

Jill Augustin Headteacher



Our school aims

At Handsworth Primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop self worth, self confidence, resilience and the ability to take responsibility for their own individual actions.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect for and understanding of others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children's learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment and learning.

EQUAL OPPORTUNITIES

We believe that every child is entitled to equal access to an engaging curriculum, regardless of race, gender, class or ability.

INCLUSION

We are committed to promoting a learning and teaching environment for all that embeds the values of inclusive educational practices.

Through a child-centred approach, we aim to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.



Admissions

NURSERY

Children can be registered for Nursery by calling in to the school office and filling out a Nursery application form (Also available on our school website). We will contact you when a place becomes available. Children are admitted in September, and we aim to follow the same admissions criteria as the Local Authority. The nursery is part time with morning sessions running between 8.45-11.45am and afternoon sessions between 12.40-3.40pm. The school has availability for 25 pupils per session.



RECEPTION

Children are admitted into Reception in September. The Local Authority allocate the school places for reception children on the applying for primary school page on the Waltham Forest website: <http://www.walthamforest.gov.uk/pages/services/schools-places-primary.aspx>

Our school induction programme includes a meeting for all new Reception parents in June before the children start, along with opportunities for the children to come and meet their teacher, and play with their new classmates. Informal parent sessions provide the opportunity to meet other parents and ask questions about school routines and school life.

PROSPECTIVE PARENT VISITS TO SCHOOL

We hold an open day for prospective parents to look around the school. These are usually held in November before final applications for school places have to be submitted. Visits to the school are warmly welcomed.

OTHER ADMISSIONS

All other admissions e.g. In Year Admissions, to the school are handled by Waltham Forest pupil admissions service, who hold the school waiting list Tel: **0845 200 1551**

Handsworth School Admissions Policy is available on the school website.



School Policy

ATTENDANCE

We recognise that good attendance and punctuality aid good learning and pupil progress. We request your support to ensure that children attend school regularly and arrive on time, so that they may fully access the curriculum. Please be mindful that absence during term time cannot be authorized unless there are explained exceptional circumstances. Holidays during term time are not considered an exceptional circumstance.

If your child is sick, please contact the school office first thing on each day of their absence to inform us and follow this through with a short letter upon their return.

A full Attendance Policy can be found on the school website.

PASTORAL CARE

We have a number of staff who are trained as key pastoral support workers, who help mentor pupils on an individual needs basis. We have volunteer mentors and play therapy sessions for identified pupils. We work closely with agencies such as counsellors to support pupils in need. Our student social worker also supports pupils and families.

BEHAVIOUR FOR LEARNING

We are confident about our management of pupil behaviour within the school. We have a shared vision of empowering the whole school community based on mutual respect. We believe that in order for children to become successful learners within a happy, safe and secure environment we need to foster appropriate attitudes. Our Behaviour for Learning Policy details the procedures of how we work together to create a calm, purposeful and safe learning environment.

STRATEGIES FOR POSITIVE BEHAVIOUR

The staff have worked together to make explicit the strategies in place at Handsworth Primary School, to ensure the positive and appropriate behaviour of our children, at all times. Further details can be found in the Behaviour for Learning Policy on the school website.



OUR SCHOOL GOLDEN RULES

We are kind, polite, helpful and aware of others' feelings.

We listen carefully to others without interrupting them.

We look after our own and other people's belongings.

We try our best, work hard, and learn from our mistakes.

We treat other people the way we would like to be treated.

We always tell the truth.

WORKING IN PARTNERSHIP WITH PARENTS

The relationships established with parents ensure that staff are able to discuss children's behaviour, both positive and inappropriate, on a regular basis. Opportunities arise through daily contact first thing in the morning, collection from the classroom/playground at the end of the day and through parent consultations and meetings.

COLLECTION OF MONEY

The school operates a secure online payment system which can be accessed via the school website. Payments for school meals, music tuition, school trips, clubs and uniform shop can all be made online. There is a small transaction fee that is applied at the basket stage.



CHILD PROTECTION

The Governors and staff at Handsworth Primary fully recognise the contribution we make to safeguarding children. All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of each individual child. We are committed to maintaining an ethos where children feel secure and are encouraged to talk and are always listened to.

A copy of the Child Protection, Safeguarding and Early Years Safeguarding Policies are available on the school website.

SECURITY

Keeping children safe is our key priority. All parents and visitors must access the school via the main entrance and sign in at the school office. All adults in school must wear a school identity badge or visitors sticker.

COMPLAINTS PROCEDURE

We pride ourselves on maintaining an excellent parent/school relationship. In the event of a concern or complaint, we will endeavour to resolve it in an informal basis by discussion with the class teacher, the Deputy head or Headteacher as appropriate. Where a satisfactory conclusion is not reached, parents and carers are able to refer the matter to the Governing body and subsequently to the Local Authority for further attention if appropriate (a copy of the Complaints Procedure is available from the school office or our website).

SCHOOL GOVERNORS

Handsworth's Governing Body supports the school and the Head Teacher. We aim to ensure the school has clear aims and values that are championed by the whole school community. All the work we do has pupil achievement and school improvement at its heart. We work with the Head Teacher and staff in raising standards of achievement, establishing high expectations and promoting effective teaching and learning so that every pupil achieves to the best

of his or her ability. You can contact the Governing Body via the school website.

TRANSITION MEETINGS/SCHOOL TRANSFER

There is a full transition programme for children joining our Reception classes, which commence in June and July before they are due to start in September each year.

We also work in partnership with our local secondary schools to ensure smooth transition from Year 6 to Year 7. This may be through the facilitation of taster days, meeting visiting staff from secondary schools or visits to the schools themselves.

INFORMATION HANDLING

Schools hold information on their pupils and from time to time, by law, they have to share some of the information with various government departments. Schools will also share information with other organisations where there is a need to protect a child or someone else from harm.

The Data Protection Act calls schools, local authorities and other organisations that process children's information 'data controllers'. This means, among other things, that the information held about children must only be used for specific purposes allowed by law.



SEN Policy

We recognise that some children may have a special educational need at some stage throughout their life.

At Handsworth, we regard our pupils as unique individuals with a wide variety of strengths. We will promote these strengths in order to build a positive self-image and to provide opportunities for each pupil to achieve.

We are committed to offering an inclusive curriculum to ensure the best possible progress for each of our pupils whatever their needs and abilities. We support pupils who need extra help to become independent and equipped with appropriate life skills. Our Admissions Policy is non-discriminatory and we have recently reviewed our disability access and provisions for disabled people.

If you have any queries or concerns regarding Special Educational Needs please contact Mrs Angela Struthers our inclusion/SEN leader via the school website or school office.



School Uniform

At Handsworth we are proud of our school uniform as it shows we are all part of the same learning community. We request that parents support our collective sense of identity and ensure their children wear correct uniform to school.

The uniform at Handsworth consists of Handsworth logo jumper or cardigan, grey skirt, pinafore or trousers, white polo shirt, blouse or shirt, green/white checked cotton dress (in summer), appropriate footwear – black school shoes. For Health and Safety reasons, shoes must always be flat and should not slip off easily. Trainers are not to be worn as school shoes.

Jewellery is discouraged as the school accepts no responsibility for loss or damage. Children with pierced ears should wear small studs, no hoops and for Health and Safety must be able to remove these for PE themselves.

Children should also have a PE kit in school including plain shorts, t-shirt and plimsolls.

All clothing should be clearly marked with your child's name.

School uniform is available to buy online via the school shop. Uniform can also be purchased at the uniform shop which is run by parent volunteers in the small hall of the school. Please see the website for 2014/15 opening times.

Please refer to the order form or school shop for a comprehensive list of prices.



School Meals

Handsworth is extremely proud of our healthy school status. Children can bring healthy packed lunches and can eat inside (or outside weather permitting), or can sign up for school meals.

Water is always available throughout the school day. Children are encouraged to bring a water bottle into school.

We offer an excellent, wide variety of tasty school lunches every day of the week, including Caribbean, Asian, Mediterranean, and traditional dishes, so there is sure to be something for everyone's taste. There is always a vegetarian option. The meat is HFA certified Halal.

Our lunches consist of a main course and dessert, freshly baked bread and seasonal fresh fruit and vegetables. Children can help themselves to the salad bar.

Our school meals meet the Government's rigorous nutritional standards, which have been put in place to make meals healthier and give children

what they need to develop, grow and lead a healthy and active lifestyle.

Have a look what is on the menu each day by visiting: [Waltham Forest Schools Menu](#).

Your child may be eligible for a free school meal. Come in to school and talk to one of the office staff about free school meals or find out more on the [Waltham Forest Free School Meals website](#). If your child is in the infants they are eligible for free universal infant free school meals.



School organisation and routines

TIMINGS

School starts at 8.50am and finishes at 3.30pm.

All children have a morning play of fifteen minutes and lunch is from 12.00-1.00pm for Infants and 12.15-1.15pm for Juniors. Infant classes have afternoon play.

LOST PROPERTY

Parents are encouraged to mark personal and uniform items with their child's name. If an article is found with no name label it will be sent to the lost property boxes that are located on each of the corridors.

THE SCHOOL CURRICULUM

At Handsworth Primary we follow the programmes of study as set out in the new Primary Curriculum and key schemes of work. We aim to ensure that all lessons are taught creatively with ICT taught to develop skills and support cross-curricular learning.

HOMEWORK

Each class receives weekly homework to support and consolidate the learning that takes place in school. Homework should be handed into the class teacher on the requested days. Homework normally takes the form of Maths, English, Reading and Spelling.



Extended school provision

Breakfast and After School Clubs operate every day from 7.30 to 8.50 a.m. and 3.30 – 6.00 p.m. The Clubs are organised and run by the YMCA. This provides working parents with quality child care. A wide range of activities are offered to the children and the sessions begin with healthy food and drink.

Call the YMCA on **07949 562 485** to book a place.

Extra curricular Activities

Extra curricular activities are very important to the ethos of the school. A wide variety of extra curricular activities are on offer to the children. These include activities such as Football, Netball, Gymtots, Multi-skills, French Club, German Club, Ancient Greek, Art Club, Knitting, Drama, Science Club, Gardening and Chess. Some children have the opportunity to participate in Sport events and competitions. Clubs are taken by professional coaches, Artists and Primary Arts specialists, or teaching staff. Music lessons are provided by the Waltham Forest Music service for children in the Juniors.



Information for Parents

PARENTS' MEETINGS/EVENINGS

We hold parent information and curriculum meetings to provide parents with the opportunity to meet their child's teacher and support smooth transitions between year groups. Parents' evenings are held twice a year and give you an opportunity to discuss with the teacher your child's progress and how we can best work together to support your child. We encourage you to see your child's books and work during these events. Pupils' work is celebrated and samples are available to see on the website. At the end of the year there is a written report for parents. Parents also have access to sample folders and the children's own record books. Parents are welcome to discuss their child's progress at anytime, although it is usually best to make an appointment with the class teacher, to ensure their availability.

PARENTAL INVOLVEMENT

We recognise that parents are our children's main educators. We are therefore committed to building strong parent partnerships that will benefit all of our children. We want parents to feel that they can play a full and active role in their child's education. We want parents to help with hearing their children read and playing and doing activities. Our school is always open and welcoming to parents. If you have time to spare we will happily involve you in activities in the classroom.

(This does not have to be a regular commitment). If you want to help your child at home we will help and support you.

REGULATIONS REGARDING INFORMATION AND DOCUMENTS

All the information about your child that is held by the school is available for you to see. If you wish to see this or would like access to any of the statutory regulations, please contact the Headteacher.



Involvement Opportunities

FRIENDS OF HANDSWORTH

If you have a child who attends our school, you automatically become a member of the Friends of Handsworth (FOH).

The FOH organise a range of fun activities throughout the school year to raise money to benefit the school and pupils. These events include the Summer Fete, quizzes, Easter raffle, Santa's Grotto and sponsored events. The money we raise helps to pay for items which are not covered by Government funding.

The FOH meet on a regular basis to decide on future fundraising events and how to spend the money we have raised. Everyone is welcome to the meetings which are informal and give everyone a chance to share their ideas and have their say.

Many parents/carers find it a great way to get involved with the school, discover how things are done, make new friends, and have fun - with the common aim of benefiting the school.

FRUIT SCHEME & UNIFORM SHOP

We are always looking for volunteers to help with the fruit scheme (fruit is provided for all infant children on a daily basis) and the Uniform Shop. Please speak to the office if you would be willing to give some time and go onto the rota.

CLASS SUPPORT

Parents volunteer to help in school in a variety of ways, offering a chance for a teacher to extend the scope of their normal teaching. We also run a reading mentor scheme. Please speak to the school office if you would like more information.

TRIPS AND EDUCATIONAL VISITS

Trips and educational visits provide an invaluable learning opportunity for children. When we take Year groups out on trips and activities we often require additional adult supervision. This is a great opportunity for you to volunteer and accompany your children in fun educational activities offsite.



Branching out, standing tall, hand in hand, one and all

Handsworth Primary School

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