



Stratford Upon Avon Primary School

Handbook 2020/21

Executive Head Teacher: Mrs Gill Humphriss B A (Hons) NPQH

Chair of Governors: Mrs Karen Kennedy



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Part of Community Academies Trust

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Stratford Upon Avon Primary School



Handbook 20/21

WELCOME TO STRATFORD UPON AVON PRIMARY SCHOOL

Our visions and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. Education is about giving choices for the future.

Stratford upon Avon Primary School's current building was built in 1883, however the foundations of the school were established in 1823 by Rev Thomas Helmore and known as The British School. The vision and values of the school then are the same now, *'To create a happy place, where children and adults learn and flourish in a creative, rewarding atmosphere.'* We love the fact that we are literally round the corner from Shakespeare's school. We are ideally placed to take full advantage of the traditions, history and cultural life of the town to enrich our educational provision. We strive to place our school at the heart of the community it serves; a school of which everyone can be proud.

We educate young children from ages four to eleven:

The Early Years Foundation Stage (Reception Class age 4-5)

Key Stage 1 (Years 1 and 2, ages 5-7)

Key Stage 2 (Years 3 to 6, ages 7-11)

We are a school that has a proud academic record and is committed to providing an excellent education for all our pupils and we aim to:

- Provide an exciting, broad and balanced curriculum which stretches children by allowing their imagination to develop
- Provide a safe, supportive and stimulating atmosphere enabling all children to succeed whatever their background or abilities
- Develop children creatively, socially, emotionally and spiritually to take pride in their learning
- Forge strong relationships with parents and the community
- Encourage children to become independent learners who can think reflectively and co-operate and show respect for others as well as for themselves
- Help our children to face the future with self confidence
- Know all our children as individuals, who matter

We have a strong belief that every child deserves a chance regardless of their skills or abilities and are given as many opportunities as they can to succeed. We are constantly creating and adapting an environment that is safe, fun, inspirational, ambitious and full of care. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, parents and volunteers to share this commitment.

If you would like to visit our school and find out more about us we would be delighted to meet you and show you around. Please contact the school office on 01789 293201 or email admin2042@welearn365.com

Mrs Gill Humphriss – Executive Head Teacher

STAFF STRUCTURE from SEPTEMBER 2018

NAME	ROLE
Mrs G Humphriss	Executive Head Teacher
Mrs L Withers	Deputy Head Teacher
Miss T Bradburn	SENDCo/Senior Leadership Team
Mrs A Slater	Reception Class Teacher
Miss G White	Year 1 Class Teacher
Mrs L Withers	Year 2 Class Teacher
Mr P Scarlett	Year 3 Class Teacher
Mr S Moss	Year 4 Class Teacher
Mrs J Ingate	Year 5 Class Teacher
Mrs S McCormack	Year 6 Class Teacher
Mr C Hodgkins	Caretaker/Lunchtime club supervisor
Mrs L Chisholm	Office Manager
Mrs G Wilson	Admin Assistant
Mrs C Hill	Teaching Assistant
Miss L Blake	Teaching Assistant (YR)
Mrs V Bean	Teaching Assistant
Mrs C Fade	Higher Level Teaching Assistant –KS2
Mrs J Beesley	Higher Level Teaching Assistant
Ms C Rushton	Teaching Assistant
Mrs J Beadon	Teaching Assistant (Nurture TA)
Mrs C Euinton	Teaching Assistant –KS2
Mr T Gardner	1-1 Teaching Assistant/Sports Coach/MDS
Mrs N Buchanan	1-1 Teaching Assistant/MDS
Mrs T Davies	1-1 Teaching Assistant/MDS
Mrs T Parton	1-1 Teaching Assistant/MDS
Mrs A Edwards	Senior Midday Supervisor
Mrs J Sprake	Midday Supervisor
Mrs J Mingins	Midday Supervisor
Ms H Desai	Lunchtime Nurture Club Supervisor
Mrs T Fisher and Mrs B Finch	Cleaners
Mrs K Bennett	Cook (Class catering)
Mrs H Kennedy	Ass. Cook (Class Catering)
Mrs S Davis-Byrne	Ass. Cook (Class Catering)



THE CURRICULUM

At Stratford Upon Avon Primary we follow a theme based localised curriculum which is designed to inspire our pupils. Each theme has either a history or a geography focus. When we design each theme we develop a hook through Super Starters, we keep them engaged with Marvellous Middles and inspire them to want to learn more with their parents through Fabulous Finishes. Every class at some point in the year studies one of Shakespeare's plays.

You can access our long term plans, curriculum policy and medium term plans through our website. They will give you more information about each area of the curriculum. Our photo gallery demonstrates the experiences the pupils have to extend their skills, knowledge and depth of understanding.

Central to our whole curriculum are the core subjects - English, Maths and Science. We follow key objectives as set out in The National Curriculum (2014)

We aim to give our pupils a breadth of experiences through:

- **Outdoor learning** - we have access to a green area known as The Paddock, a butterfly garden, The River Avon and look for lots of opportunities through visits and visitors to widen children's understanding and skills



- **Communities** (local, global and cultural perspective) - through our connections with The Royal Shakespeare Company, links to businesses, other schools, local and through our trust plus many others we develop the pupils as global citizens

- **Healthy living and sport** - we love sport at Stratford and are in the process of

developing the pupils as sports leaders so they can learn to develop our curriculum. Again we link with local schools, invite visitors in and look for opportunities to promote healthy living

- **Use of technologies** - the pupils have access to laptops and ipads. A new apple server ensures that the children can access a range of apps to increase their knowledge
- **Creative arts** - we participate in Stratford Literary Festival, Shakespeare's Birthday celebrations, invite visitors such as artists to share skills, look for opportunities to extend the children's musical ability e.g. Rock Steady Music Academy, Galliano Orchestra, Music Soiree. Our choir sing in different venues
- **High expectations & academic standards** are key to our curriculum development. We teach the children that they can achieve whatever they want to achieve. We help them to develop their skills and knowledge in all areas





- **Real life situations** - children are able at some point to work with a professional chef to learn nutrition and knife skills and recipes for life. We look for opportunities for them to develop themselves in the business world and run mini enterprises. Every child learns first aid

- **Balance of independence and teamwork** is key to their learning. Every child is in a house team and enjoys healthy competition.

For example they participate in an annual

Science fair or play against each other in house sports

- **Spirituality & reflection** - mindfulness sessions, opportunities for debate, the big questions, promoting mental health & well-being
- **Cultural** - we hold an annual multicultural week, visit different places of worship or invite visitors in, explore different cultures, follow Warwickshire RE syllabus to ensure all children have opportunities to ask questions and understand



WORKING WITH PARENTS/CARERS

The relationship between home and school is very important to us and we value the support that parents are able to offer to their children's education. There is a structured induction process for children entering school for the first time. New Reception children are invited to visit the school in the summer term prior to them beginning school in September. Parents are also invited to a parent meeting and our reception teacher visits the children during the summer term in their nursery or home setting in September.

Children who transfer to us from other schools in other year groups are welcome to visit us and stay for a taster session in order to make their transition smoother.

Parents, relatives and friends are invited into school on many occasions throughout the year and to all our key events. We also welcome parent help in school, either accompanying the children on trips or working in school on a regular basis. We also enjoy inviting parents to join in our Friday Achievement Assemblies and services in Holy Trinity Church at key points in the year.

The school has a formal Home/School Agreement, which details ways in which we can all work together to support our children. This agreement is sent home at the beginning of each academic year when the commitment for children, school and parents is renewed.

Attendance is very important to us and it is vital to realise that the executive head teacher cannot grant any leave of absence in term time unless there are exceptional circumstances. At Stratford we would interpret 'exceptional' in this context as being of unique and significant emotional or educational value to the child, outweighing the loss of teaching time. Leave will not be granted for the purposes of a family holiday as a norm.

Finally, our very active Friends of Stratford Primary School (FOSP) group are an incredible support to our school in terms of the money they raise and the practical help they give. Over the years they have supported many activities and funded a number of significant projects. Every parent/carer is automatically a member of this group who hold some super family events throughout the year and we would urge our parents to get involved.



BEHAVIOUR

We have a clear, positive behaviour policy, whereby children follow our one school rule of 'RESPECT.' Positive efforts are made to quickly modify unwanted behaviour and unacceptable behaviour is dealt with according to our policy which has a number of steps in place to give children every chance to succeed. Ultimately, however the Executive Head teacher reserves the right to exclude a child who is continually disruptive and disturbs the education of others.



Through our Home/School Agreement parents are encouraged to share the responsibility with the school in promoting good behaviour and equipping children with positive values and an awareness of personal responsibility for their actions. Above all our aim is to encourage high standards of behaviour and build the self-esteem of all of our pupils.

In recognition of good behaviour, personal effort and achievement we reward pupils with house points for demonstrating positive behaviour. We really focus on pupils wanting to do their best and we use positive praise. A 'well done' or 'thank you for following our one school rule of RESPECT' goes a long way. If we are always smiling then the children will too.

Bullying and other inappropriate behaviour is not acceptable and will be managed according to our Anti -Bullying policy and in consultation with parents and carers. For further information refer to our behaviour policy which is on our website.

HOMEWORK



Homework enhances class work, consolidates and reinforces skills and gives children the opportunity to learn beyond the classroom. Through the gentle introduction of homework children develop self-discipline and time management skills by applying themselves to tasks away from the support of peers and teachers. We are comfortable with parents who wish to support their children with home learning as this can often enrich the learning

experience. Homework activities will begin in the reception year with home reading activities and continue throughout the school. Tasks become gradually more complex with more time expectations. Children will have spellings to learn, maths games to play, small projects to complete, research opportunities and writing tasks. Where appropriate, information is provided to enable the parents to support their child. Further information can be found on our website.

PARENTS'/CARERS' EVENINGS AND PROGRESS REPORTS

There are opportunities each term to view and discuss your child's work.

- At the start of the year we hold Meet The Teacher sessions where you can find out more about the curriculum and expectations in the classroom
- Parents/carers are invited in for topic-sharing events throughout the year where you can learn alongside your child
- Parent consultations are held in Autumn and Spring terms when individual appointments are made to discuss pupil progress and achievement
- Short reports are also shared with your child's progress and targets
- Formal written reports are sent to parents/carers in the second half of the summer term and parents who wish to discuss their child's report or any issues around transition are given the opportunity to do so
- At the end of the year we hold a Showcase Evening where parents/carers come in to look at their child's books and visit their child's new teacher for the next academic year



In addition to these times we know that sometimes parents/carers may feel the need to speak to us. Parents are always welcome in school. To make an appointment with the class teacher at any time please contact the office to arrange. Teachers may also ask to see parents/carers for similar reasons. Mrs Humphriss or Mrs Withers are always happy to chat to parents about the progress of their child. Please pop into the office to make an appointment.

VOLUNTEERS

We feel that the children benefit enormously from extra adult help in school. Regular help is always useful but we also value those one off occasions such as helping on school trips or supporting special events in school. We do have a small band of regular and occasional volunteers to whom we are extremely grateful. However, we can never have too many helpers! Everyone is welcome. Stratford Upon Avon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore our volunteers are required to undergo an enhanced DBS check before helping in school.



PAYING FOR ACTIVITIES IN SCHOOL

Parents/carers are asked to make a voluntary financial contribution to assist in the funding of some extracurricular activities. Donations of resources 'in kind' are also very welcome. Parents/carers who feel unable to make such a voluntary contribution are asked to contact the Executive Head Teacher confidentially so that alternative arrangements can be made. If insufficient money or interest is shown, school may have to cancel the activity. If a parent/carer generously wishes to make a financial donation to School Funds, this is best done through FOSPs, as it can be 'gift aided', which increases the value received by school.

OUR SCHOOL DAY

- 8.40 am: School gate opens - member of staff on duty
- 8.45 am: School doors open - children can enter school
- 8.55 am: School doors/gate close – Registration
- 9.00 am: Assembly or morning SPAG activities (pre-teaching/interventions)
- 9.30 am: First session - Maths or English
- 10.30 am: Break - R/KS1 receive free fruit. KS2 children may bring a healthy snack
- 10.50 am: Second session - Maths or English
- 12.00 pm: Lunch
- 1.00 pm: Third teaching session
- 2.00 pm: Fourth teaching session
- 3.00 pm: Assembly or story sessions or debates
- 3.20 pm: Reception/KS1 finish
- 3.25 pm: KS2 finish
- 3.30 pm: After school clubs start



OUR UNIFORM

**IT IS ESSENTIAL THAT ALL CLOTHING, FOOTWEAR
AND P.E. KIT ETC IS CLEARLY NAMED**

Gold polo shirt with school logo
Navy sweatshirt or navy cardigan with school logo
Navy skirt/pinafore dress or Charcoal grey trousers/shorts
Navy or Grey socks/tights
Black flat shoes (no open toed shoes or trainers)

In summer a blue gingham checked dress may be worn with white socks

P.E. KIT

A pair of plimsolls or trainers. These are best kept in a shoe bag marked with your child's name on their peg or in their locker.

A pair of navy shorts

A gold "T" shirt with the school logo
Navy tracksuit bottoms/navy jogging top/fleece

Please note:

- Children should have an outdoor coat preferably black or navy
- Book bags can be purchased from the office at cost of £5.00
- Hair accessories must be blue/navy or gold/yellow
- Long hair must be tied back
- Nail varnish and make up is not allowed
- Stud earrings only. To be removed (or covered) for PE
- A change of footwear (e.g. wellies) for playtime in the paddock to be provided
- Clothes suitable for forest school to be kept in a bag in school e.g. long sleeved tops and trousers with waterproofs
- Pupils are expected to look neat and smart at all times and we rely on the co-operation of our parents/carers to maintain our high standards

Our School outfitters are:

Alcester NSC,

3-4 Bulls Head Yard, Alcester, Warwickshire

Tel: 01789 400344

www.alcesterNSC.co.uk

Orders are accepted by telephone and are delivered to school on Wednesdays

BEFORE AND AFTER SCHOOL



In order to ensure the safety of the children, parents are reminded that children should not arrive at school before 8.40am when school staff are on duty in the playground. All parents/carers and children enter the school via the side gate which is opened at 8.40am. At 8.45am the school doors are opened and children may enter to participate in morning activities. A bell signals the beginning of school

at 8.55am – the doors and gate are closed. If families are late arriving, after the gate is secured, then they can enter school by the main entrance and report their arrival at the school office. At the end of the school day at 3.20pm Rec/KS1 children can be collected from KS1 playground. At 3.25pm KS2 children accompanied by their teacher will line up on the school playground for collection. Any children that are not collected will be taken back into school and supervised. If any changes to the usual collection arrangements are made either by home or school these should be clearly communicated to ensure that children are kept safe. Staff will not allow children to go home with another adult unless the office has received a clear message. Parents/carers are respectfully requested not to park in the road outside of school but to park in a safe place and walk to school. Please respect the residents surrounding our school and turn off car engines and not block driveways. Furthermore, under no circumstances are dogs (with the sole exception of guide dogs) or any other pets allowed onto the school premises without the permission of the Executive Head teacher.

LUNCHTIMES AND BREAKTIMES

Children are welcome to bring a packed lunch and we encourage parents/carers to provide a healthy balanced diet. No glass bottles, fizzy drinks, sweets or chocolate are permitted. We are also a nut free school due to allergies in school. We provide hot lunches every day and these are free to all Reception and KS1 children. Some children are entitled to free school meals based on family income and if you wish to enquire, in confidence, about our provision, please contact our Pupil



Premium Champion Miss Bradburn or speak to the school office. Families are encouraged to register their entitlement, even if they do not wish their child to receive the meals, as the school does benefit from extra funding. Children can still bring sandwiches every day if they wish. Milk is available in small cartons at morning break at a subsidised rate and is free for under-fives. Also all children in Year R - Year 2 are entitled to a piece of fruit each morning. Children in years 3 - 6 are encouraged to bring fruit or a cereal bar for their morning snack. Children are asked to bring a water bottle to school every day and to take it home each night for washing. We have cool filtered water available in school where these bottles can be refilled during the day.

PLAYGROUND ACTIVITIES



The fixed play equipment in the school grounds is there to:

- encourage the children's imaginative and physical play
- ensure that provision is made to meet the play needs of as many children as possible
- extend the use of the school grounds for curriculum based activities
- extend the area of the school

grounds available for year round play

In the interests of safety all playground equipment is out of bounds to non-school children. The school cannot be held responsible for any accidents before and after school unless pupils are being supervised by school staff. Parents/carers are asked to keep a careful eye on their children when on the school premises. Children (including pre-school children) are not permitted to play on the equipment before and after school.

We also have access to The Paddock which is across the road from our school. We share this facility with another school. It is a beautiful area where the children can run around, play sport, explore forest school and generally enjoy being outdoors. Every Wednesday is 'Playtime in The Paddock' and we ask that children bring a change of footwear as the grass can sometimes be wet.



We are grateful to The Town Trust who have provided funding for us to create an area with artificial grass, a stage and seating with musical instruments and vertical planting. The children enjoy performing and this is a great place for them to express themselves. We also have raised beds for them to enjoy gardening. Each year group has their own section in our school garden to develop. Every year we enter Stratford in Bloom and love thinking up new ideas to attract insects and wildlife. The children like to dig and grow different plants. Our parents and grandparents have also enjoyed walking around the garden and the staff often like to relax there.

MEDICAL INFORMATION

The school should be informed of any relevant medical history that may affect your child's general development and education in school. A register of all children with medical conditions is kept so that children can be cared for appropriately and effectively. It is therefore important that parents keep the school updated so that appropriate care can be given. Medicine will be given in school if part of a doctor's prescribed course of treatment. Other medication not prescribed by a doctor will only be administered if a consent form is completed by the parent or carer. (Types of medication could be eye drops for hayfever, antiseptic creams etc.) All medicines should be handed to the school office first thing in the morning with clear written instructions as stated in our school medication policy. It is important that our medication policy is followed vigorously in order to ensure pupil health and well-being. On no account must medication be sent in with children or in their bags.

WHAT TO DO IF YOUR CHILD IS ILL

Please also see the attendance policy on school website.

At Stratford Primary, whilst we do our utmost to promote school attendance, we are compassionate about illness. We wish to support families when their child is ill and take measures to prevent the spread of illness.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>.

Parents may particularly find Chapter 9: managing specific infectious diseases and the Exclusion table useful. This documentation outlines the most common illnesses and gives guidance on how long the child should be absent from school to assist their recovery and/or reduce the chance of spreading the infection. If your child has a sickness bug please keep them away from school until you are confident they are well. We appreciate that looking after your child at home may cause real difficulties to working parents, but these guidelines are in the best interests of all children.

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away to collect them. If pupils have a dental, clinic or hospital appointment, parents should let the school know. Pupils should be brought back to school after appointments. Pupils should miss as little time as possible and we respectfully request that where possible appointments are made outside of school times.



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES



Stratford Primary School aims to meet all children's needs and when we need to, provide specific support or advice. We cater for pupils who experience difficulties in communication and interaction, cognition and learning, behaviour, emotional and social development and sensory and/or physical and medical conditions. The children require different strategies for learning and need a range of different

teaching approaches and experiences. We have access to a range of specialists to provide support in meeting our pupils' needs.

Miss T Bradburn is our SENDCo and she works closely with all of our staff to ensure that provision for children with additional needs is appropriate and fully inclusive. It is a collaborative process and parents and the children are consulted at every stage. Children who are on the SEND register have an Individual Educational Plan (IEP) which is reviewed at least 3 times a year and parents are invited into meetings with Miss Bradburn and the class teacher and where necessary outside providers. Further information can be found on our website.

ENGLISH AS AN ADDITIONAL LANGUAGE

We have children from different nationalities in the school and work with them to help them to communicate effectively in English whilst still maintaining their own language. We purchase reading books in different languages, post signs around the school to help them identify different areas and ask them to teach us their language. We also celebrate language of the month around our school to encourage children across the school to be confident in learning new languages and about other cultures.



FREEDOM OF INFORMATION ACT

The school, as with all other public authorities, is required to be clear and proactive about the information we will make public. The Freedom of Information Act 2000 requires us to make available the following:

School Information (handbook, website, brochure)

Governors' documents and minutes of meetings

School Policies

OFSTED Report

Home School Agreement

Copies of this information are available from the School office on request.

GDPR

The General Data Protection Regulation came into force in May 2018. It imposes obligations on organisations like schools, to ensure personal data is kept safe. All data must be processed lawfully, fairly and in a transparent way. As a school we keep and process data in order to: support pupil learning; monitor and report on pupil progress; provide appropriate pastoral care and protect pupil welfare. School is committed to keeping all data secure.

HISTORY OF STRATFORD UPON AVON SCHOOL



Reverend Thomas Helmore (a non-conformist minister) and his wife Olive came to reside in Stratford. Olive had already been teaching girls in Hampshire and when they came to the town they were surprised to find that the facilities for teaching the poor were lacking.

'When Mr. Helmore came, to reside at Stratford, not more than forty children were being educated at the only

National School, which was situated in Bull Lane. Finding such a lack of opportunities for teaching the poor, Mr. Helmore founded and organized British Schools, in connection with the Independent Meeting, in the Rother Market, of which he was the Minister. '

In 1823 The British School was founded in Rother Street and this was the foundation for our school. Over time the children were taught to sing, draw colourful maps and learn basic reading, writing and maps. Unfortunately the building in which the children were housed became unsafe and dilapidated. The school board raised funds and in 1881 purchased land known as Poor Man's Vegetable plots in what is now Broad Street to build a new school. The original plans show it to be a substantial size to accommodate the growing population of Stratford and 6 classrooms were built. Mr Henry Cordingsley was employed as the Headmaster of the school. The school was divided into an infant and junior department.



Over the years the school has been developed with extra classrooms added, indoor toilets and a hall in the 1990's. Visitors to the school who once attended have told us about huts and toilets in the playground and they always talk about the school with fond memories. Houses have been built up in the surrounding areas. Technology

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has increased and although you can still see the original fabric of the building including the bell tower it is now very much a school for the 21st century.

Today our school has 7 classrooms, a hall, library, phonics area, room of imagination, intervention room, offices and meeting room. The playground wraps around the school and with funding we are now developing our outside space to bring as much green as possible to our environment. The children have access to ipads, computers and digital tools but still love exploring clay, paint and mud when they dig in forest school. The children enjoy singing and performing and we often perform in Holy Trinity Church where Shakespeare is buried.

