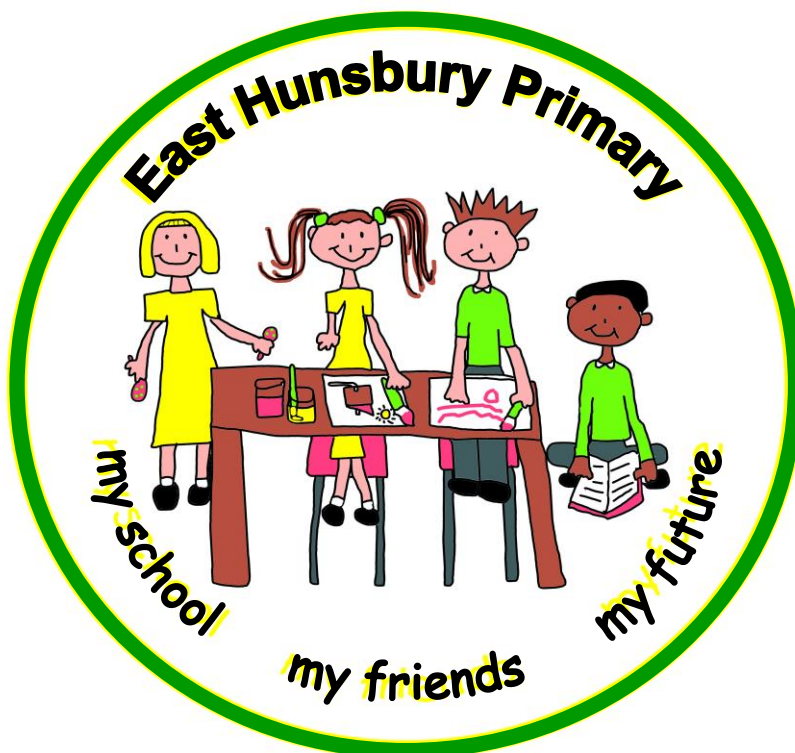


# East Hunsbury Primary School

## Specialist Unit School Prospectus 2016/2017



Penvale Road  
East Hunsbury  
Northampton  
NN4 0QW

Telephone: 01604 677970

e-mail: [head@ehps.northants-ecl.gov.uk](mailto:head@ehps.northants-ecl.gov.uk)

Website: [www.easthunsburyprimary.org.uk](http://www.easthunsburyprimary.org.uk)

**Headteacher : Mrs R M Arundel**



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Dear Parent / Carer

## Welcome to East Hunsbury Primary School

We have produced this prospectus to help you gain more information about the life and work of the school. We are a Community co-educational Primary School with a Specialist Unit (S.U.) for children with severe learning difficulties, taught in an inclusive environment.

At East Hunsbury Primary School we are committed to both excellence and enjoyment. Our curriculum, our organisation, our decision making and our ethos are founded on the following set of beliefs:

We believe...

- **Our school should be a stimulating and welcoming community in which all children and adults feel valued, able to contribute and where relationships are based on mutual respect.**
- **Children should be active participants in the learning process and be provided with experiences that maximise their involvement, autonomy and independence.**
- **We should be an inclusive community where pupils are offered opportunities to grow together, learn together, laugh together and celebrate together.**
- **We should equip our children with the skills they need to be happy and successful in life, nurturing in them a true and life long love of learning.**
- **We are responsible for the development of the whole child. We recognise differing needs and endeavour to meet these needs, maximising the opportunities for children to explore their physical, social, emotional and intellectual potential.**
- **We should be a community that respects and celebrates diversity.**

It is also our belief that we can only achieve the best for your child through close co-operation between school and home. In these early years there will be opportunities for you to share in your child's education and I, along with the staff, am available to talk to you about any aspects of your child's development.

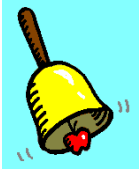
Please take the time to read the enclosed documentation as we are concerned about all aspects of your child's progress and we hope that you will share with us in making this a successful and joyful period in your child's life. Help us ensure that your child enjoys, achieves and aspires as he/she journeys through our learning community.

Yours sincerely

**Mrs R M Arundel**  
**Headteacher**

# School Organisation

## The School Day – Specialist Unit



Morning Session:	8.55 am – 12.00 midday
Afternoon Session:	1.10 pm – 3.30 pm



The children are admitted into school from 8.45am. This gives them the opportunity to settle in before registration. We ask that parents abide by this rule and do not bring the children in before 8.45am as this is teacher preparation time. Parents are also asked to vacate the building promptly so that the children can begin their morning tasks and registration can start at 8.55am. If your child arrives by SEN transport they will be greeted by a member of the SU team.

Children will leave classes at 3.30pm and we ask parents to wait by the external classroom doors in the SU playground.

Pre-school and After-school clubs are available. Please speak to Jan Knight Kids Club Manager on : 07922 217002 or email her on : [ehpskidsclub@yahoo.co.uk](mailto:ehpskidsclub@yahoo.co.uk) to discuss your child's individual needs.

Children are grouped mainly according to age but within the S.U. some classes may contain children of a wider age range than others. This varies from year to year due to the changes in the numbers of children attending the school and the budget. Parents are notified when such changes occur. The classes are known by the teacher's name or by a colour in the S.U.

The class teachers for the majority of the time teach their own class, but especially in the older classes teachers with an expertise in a specific subject may take other classes for lessons. The children are normally taught in mixed ability classes. For some learning, such as phonics, children may be taught in ability groups.

### Authorised Absences

All lateness is recorded and all absences must be reported. On day one a telephone call is acceptable, but a letter is required for subsequent days. **All children arriving late or leaving during a session must notify the front office and be signed in or out.**

**Due to a change in legislation, schools cannot authorise any holidays from 1<sup>st</sup> September 2013. Please see the following link for more information.**

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

If you do feel that your request for absence in term time is due to exceptional circumstances agreed by the Governing Body, please request an Absence Form from the school office, or download the form from our school website.

Always remember any time taken off during school time cannot be replaced in your child's education.

### Absence Due To Illness

If your child is absent due to diarrhoea and/or vomiting, it is recommended that they remain absent from school for 48 hours from the last episode of diarrhoea / vomiting in line with the guidance provided by Public Health, England. This is in conjunction with the schools Health and Safety Policy.

# School Organisation



## Lunchtime Arrangements

Children in Year R and Key Stage 1 are entitled to a Universal Infant Free School Meal, currently prepared and cooked by Kingswood catering on site. Parents of children in Key Stage 2 can either bring their own packed lunch or order a hot/cold meal from a variety of options prepared and cooked on site by Kingswood Catering.

All school meals are ordered and paid for via Kingswood Catering at [www.kingswoodcatering.co.uk](http://www.kingswoodcatering.co.uk) or by calling 01536 201203. If a special diet is required or your child has a food allergy, please notify the school as well as Kingswood Catering. The school office can provide details of how to register with Kingswood Catering. **Please note that the school has a no nuts or nut products policy due to the number of pupils with nut allergies in school. This includes peanut butter.**

Parents of children in Key Stage 2, as well as children in KS1 regardless of whether they receive UIFSM's, who feel their circumstances warrant the provision of a **Free School Meal and Pupil Premium**, should ask the school office for the relevant NCC form. Registering for a Free School Meal would make your child eligible for Pupil Premium which can trigger discounts for school trips, extra curriculum clubs and opportunities.

The lunchtime supervisors are responsible for the children eating their lunches. The children **MUST NOT** leave the premises during the lunchtime.

Children going home for lunch **MUST NOT** be returned to the playground. They should be returned to the main office at the end of the lunch session and signed in.

## Pastoral Care

The pastoral care of each pupil rests with the class teacher and if he / she becomes concerned about a pupil they will discuss the situation with the parent. If concerns still arise the matter will be taken up with the Head or the teachers responsible for Safeguarding (**Mrs Bartosiak-Smith and Miss Lucy Ingman**).

Parents are asked to leave an emergency number or address with the school. **THIS MUST BE KEPT UP TO DATE.** If your child becomes unwell parents will be contacted, or if necessary the emergency contact. Normally, parents are asked to take a sick child home immediately. Accidents requiring first aid will be dealt with by a first aid officer at school - if medical treatment is required parents are immediately contacted and the child taken to hospital.

Inhalers are kept in the class and must carry the child's name and necessary details. If your child requires medication during the day please contact the School Office to request a medication form. Non prescribed drugs will **NOT** be administered.

If a child suffers a head bump at school a standard note is sent home and a telephone call home is made. We endeavour to inform parents about all mishaps at school but can only do so with the children's co-operation in reporting them to us.

## Uniform

The school has an attractive summer and winter uniform and the school colours are green and gold. The uniform is provided by Trutex (catalogues are available from the school office) and Jules at Home, 4 High St, Roade, Northampton NN7 2NS Tel: 01604 862019.

A P.E. kit is also required. It consists of black shorts, white T-shirt (logo or non-logo) and for outdoor PE plimsolls or trainers, black jogging bottoms or black Leggings and a suitable sweatshirt

No jewellery should be worn in a P.E. lesson. Consequently, earrings should **not** be worn on P.E. days. Verruca socks are permitted.

**Please ensure that all clothes carry your child's name.**

# School Organisation

## Cloakrooms

Space in the cloakrooms is very limited; we therefore ask that children have a **drawstring plimsoll bag** rather than the larger sports bags currently on the market.



## Lost property

Any property lost and not claimed will be placed in the Lost Property Box situated adjacent to the Year 4 courtyard. Parents and children may look through this box at any time. Named items are easier to return to owners. Periodically unclaimed items will be sold or donated to charity.

## Snacks

East Hunsbury Primary School has a Healthy School Award and we provide a daily nutritional snack to encourage healthy eating habits. We provide snacks and drinks for all the children in the SU and invite parents to provide a voluntary contribution each week. Please support our snack system as it really is worthwhile and keeps litter to a minimum. If children have a particular dietary need we ask parents to talk to the class teacher. Always inform the school of any food allergies in writing.



## Homework

For children in the SU homework is developed on an individual basis as and when appropriate. Weekend sheets are sent home on Fridays to encourage you to share weekend activities with us ready for discussion on a Monday morning in class.

## Rules

### 3 Golden Rules:

***My school.*** We take care of our school and our things.

***My friends.*** We are kind, considerate and listen to each other.

***My future.*** We try our best in everything we do.

East Hunsbury Primary School works hard to keep our 3 Golden Rules. These rules have been formulated with our pupils and are directly linked to our school logo.

There are a few other school rules and these are made only for safety or protection of property:

- [a] Do not bring toys or food (other than packed lunches) to school.
- [b] Only send money when requested, e.g. snacks, outings, clubs, Christmas, etc. Always send money in a named envelope.
- [c] As you will appreciate it is extremely difficult for teachers to look after jewellery so it is preferable that jewellery is not brought to school. Watches may be worn but remain the responsibility of the child at all times. Earrings can be very dangerous in school and only studs will be acceptable. All earrings must be removed in order for children to participate in P.E.

# School Organisation

## Book Bags

Your child will bring home from school a range of books in their book bag. These books are for you to read and share with your child so they develop a sense of enjoyment and love of books.

Also in the book bag is a small booklet in which you can comment on your child's enjoyment and attitude towards the books brought home. The teacher will read these comments and may sometimes write a comment in the booklet. More information on reading in the school is provided annually as your child progresses through the school.



## Extra Curricular Activities

A variety of activities are available for the children in both Key Stage 1 and Key Stage 2. As these are undertaken after school or at lunchtimes, parents are asked to complete a consent form. There may be a charge for activities as they often involve an outside provider.

Activities currently include basketball, tag rugby, recorder, football, judo, art, gardening drama academy and dodgeball. Please see the website for the activities on offer and contact details should you wish your child to participate in one of our clubs. If you would like to find out about suitability of a club for your child please speak to a member of the SU team. Enrichment opportunities specifically for SU pupils, such as Riding for the Disabled, are available during the school day.

## Children with Special Educational Needs

East Hunsbury Primary School should be a place in which all pupils are able and willing to learn. Some pupils may require additional support to cater for their physical, social, personal or intellectual development. Early identification is most important. Communication from feeder schools will be sought and assessments undertaken in close consultation with parents. Such pupils will often be supported by a learning Support Assistant who will follow a specific programme of work devised by the class teacher and Special Needs Co-ordinator.

## Specialist Unit (S.U.)

The school provides for 35 children with severe learning difficulties within our Specialist Unit. All the children have EHC plans or statements of special needs and as such warrant a far higher ratio of staff to pupils than other children in the school. Each class of children has both a trained Teacher and a Teaching assistant who work with them on both social and academic targets.

The children have four classroom bases and a Rainbow Room within the school where many of them will spend most of their time. As assessments of ability are made the children will work with their link year group for particular lessons and activities in order to provide a truly inclusive school experience. These are highly structured by staff from both classes.

## Forest School

Forest School provides a unique opportunity for children to experience the outdoors supporting their Personal, Social and Emotional development while recognising the need to care for our environment.

## Inclusion Quality Mark Flagship School

The school has an Inclusive Quality Mark award to acknowledge the success of its inclusive practice. In July 2014 East Hunsbury Primary School was invited to become a Flagship School, its highest award.

# School Organisation

## Home School Partnership

To involve the parents at every opportunity we provide an open-door policy. We regularly welcome visitors into the school as well as take children on visits as part of our rich, broad and relevant curriculum.

Parents are asked to take an active interest in all aspects of their child's school life and to encourage their child to participate in the wide range of activities offered by the school. Concerts and performances are also shared with families and there are many opportunities to view the children's work.

Teaching and Learning consultations (Parents' Evenings) are held twice a year by appointment. End-of-year reports are sent out at the end of the Summer Term. Pupils in the specialist unit will have yearly annual reviews in line with their statement or EHC plan.

If parents have any problems or concerns, they are invited to talk to the class teacher before school or make an appointment after school. Appointments can also be made with the Headteacher.

A parent contact group for parents of pupils in the SU is held every few weeks in school.

## Home-School Agreement

Your child will be given a copy of the Home-School Agreement on entry to the school which we hope you will read carefully and sign. This is our attempt to involve all the partners in striving for excellence in your child's education.

## Home-School Communication



The school communications with parents mainly via letters/newsletters and texts. **Parents need to sign up to ParentPay to receive these school communications.** This service is also used for school payments for trips, snacks, etc.

## School and Community

As a school we are eager to work in and with our local and wider community. We endeavour to support initiatives, invite visitors and speakers, encourage community use and participate in local celebrations, concerts and festivals.

The school also supports police and schools' liaison. We are committed to the idea that the police and schools should work together to foster in pupils a sense of social responsibility and good citizenship.

## Equality Duty

Our Equality Policy makes it clear that we work together to ensure no child or adult in the school is discriminated against because of gender, race, religion, ability or class. All children and adults should be respected, feel valued and experience enjoyment and success, be able to explore their many gifts and realise their potential. See our website for further information regarding our Equality Duty and our Equality Duty Action Plan

## Open Access to Records

The information about your child in terms of progress and assessments are kept by the school. These records will be added to and reviewed annually and will also be passed to the child's next school.

The folder will contain the following details:

1. Name, address, date of birth, doctor etc.
2. Information concerning the child's personal circumstances.
3. Reports and records of the child's achievements.

It is the Authority's policy to provide open access to all records of employees and pupils. Records will be confidential to all except those who have a rightful access to them.

It is a legal obligation to provide parents with written reports annually, at the end of each Key Stage and to provide reports on statutory assessments.



# The Governing Body

The Governing Body of East Hunsbury Primary School comprises the following:

- One Headteacher
- One Elected Staff Representative
- Four Elected Parent Governors
- One LA Governor
- Two Co-Opted Governors

## **Total Number of Governors = 9**

The Governors of the school have legal duties and responsibilities under the 1986 Education (No 2) Act and Reform Act 1988 and the Education Act 1993. Governors' core duties and responsibilities are largely unchanged. The Education Act 2002 [The Act] has introduced greater flexibility in, and deregulation of, the way in which governing bodies operate.

Governors are appointed to help:

1. Decide what is taught.
2. Set standards of behaviour.
3. Interview and select staff.
4. Decide how the school budget is spent.

Parent Governors:

1. Have a child in school.
2. Are elected by parents of the school.
3. Serve, as do other Governors, for four years.

Parent Governors bring the view of parents to the Governing Body but they speak and act as individuals - they do not vote for all parents in general.

Parent Governors should be aware of ways of encouraging parent interest and should become actively involved in drawing parents into the school. Teachers and Heads in most schools will already be making efforts to encourage parent involvement and Parent Governors can become an increasingly important element in developing Parents in Partnership.

If you are interested in becoming a Parent Governor please ask the Head Teacher for details.

The minutes of the Governors meetings are in the school Bursar's office for anyone to read. You, as a parent, elect Parent Governors for a four-year period.

# Policies and Procedures

## Admissions and Transfer Arrangements

Responsibility for the school's admission arrangements lies with the admission authority, in this case the L.A., in negotiation with the Governors. An Appeals procedure operates within the authority, copies of which are available from the school.

Children transfer at age 11 to one of the town's secondary schools. Parents are given the opportunity of choosing their child's next school, subject to the availability of places in that school. Because your child has a statement secondary school options will be discussed at their Annual Review Meeting.

## Equal Opportunities and Racial Equality Policies

Copies of our Full Equal Opportunity Policy and Racial Equality Policy are available from the school.

The Governors have adopted the following:

- The equal treatment of men and women embodied in our law needs to be supported in the curriculum. It is essential to ensure that equal curricular opportunity is genuinely available to both girls and boys, children from different backgrounds and to children with learning difficulties.
- Every conscious effort is being made to increase the esteem and understanding of all children, students and their teachers for one another in order to dispel racial prejudice and discriminations. Racism has no place in our schools. The curriculum should be designed at every stage to promote racial harmony between those of different races, cultures and creeds.

## Health and Safety

The Governing Body of East Hunsbury Primary School recognises the importance of Health and Safety in school. We aim to ensure a safe working environment for pupils, staff and visitors at the school. A full copy of our Health and Safety Policy can be obtained from the school office on request.

## Personal Accident Cover

Parents should be aware that there is no universal personal accident cover for school children. Parents are advised to check with the Headteacher for more detailed information. Parents are, of course, at liberty to take out insurance on an individual basis should they want additional cover for their children. The Health and Safety Code of Practice reminds parents of their legal responsibility in the health and safety partnership.

## No Smoking

East Hunsbury Primary School has a no smoking policy which covers all buildings and the grounds. A copy of our policy can be obtained from the school office upon request.

## Car Park

In the interests of the health, well being and safety of our children we encourage parents and children to walk to and from school whenever possible. **When bringing and collecting your child by car, parents are expected to park outside the school grounds.** Please follow the usual rules for parking on a public highway and respect local residents by ensuring you do not block their drives.

Parents who have a disabled permit or a child attending the SU are allowed to park in the disabled bays or within the school car park. Parents will be issued with a car park pass which should be clearly displayed in your car at all times. Parents using Kids Club may enter the car park to drop off or collect their children only when using this facility, within the specified times.

# Policies and Procedures

## Religious Education and Collective Worship

Worship in East Hunsbury Primary School is based on Educational principles which aid the cultural, moral and the spiritual development of the individual. The arrangements for religious education and collective worship in schools are described in Circular 1/94.

*"If the parent of any pupil in attendance at any county school or any voluntary school requests that he/she be wholly or partly excused from attendance at religious worship and religious instruction, or from attendance at both religious worship and religious instruction in the school then until the request is withdrawn the pupil shall be excused such attendance accordingly" - Section 25.*

## Sex Education Policy

We have based our school's sex education policy on the DfEE guidance document 'Sex and Relationship Education Guidance' [ref DfEE 0116/2000]. In this document, sex education is defined as 'learning about physical, moral and emotional development. It is about an awareness of their own bodies, healthy personal habits, family life and developing positive relationships based on respect, love and consideration for each other. Sex education is part of the personal, social and health education curriculum in our school. We currently follow the Northamptonshire Primary Sex and Relationships programme.

Staff in the SU liaise with the school nurse and other specialist provisions to ensure they provide appropriate sex education for all pupils.

Parents have the right to withdraw their child from all or part of the sex education programme that we teach in our school. If a parent wishes their child to be withdrawn from sex education lessons, they should discuss this with the Headteacher and make it clear which aspects of the programme they do not wish their child to participate in. The school always complies with the wishes of parents in this regard.

## Drugs Education Policy

The school utilises the Northamptonshire Drug Education Programme 'Tackling Drugs in the Primary School'. Within the programme children are taught about the dangers of medicines and drugs, the skills to resist pressure and to develop their own attitudes about the topics covered. A copy of the Drugs Education Policy is available from the school office.

## Charging Policy

The Governors have drawn up a detailed charging policy which is available to parents. Contributions may often be invited in order that a special activity / event can take place.

Copies of all the above documents are available in school.

A school can charge to recover the cost of copying a document if a parent wishes to have a copy. The charge cannot cover other associated costs with its preparation. Naturally, documents under copyright cannot be copied for parents.

Charges cannot be made to cover the cost of translating documents.

## Complaints Procedure

This document is available for inspection at all schools maintained by the L.A., Public Libraries and Education Offices. A copy will be given, if desired, to any person wishing to make a complaint under these arrangements, and the L.A. will provide a copy of the information in languages other than English, if requested to do so.

# EAST HUNSBURY PRIMARY SCHOOL

## SCHOOL TERM DATES

### SEPTEMBER 2016 – JULY 2017

<b>AUTUMN 2016</b>	<u>SCHOOL TRAINING DAY</u> <u>SCHOOL TRAINING DAY</u> <b>RE-OPEN TO PUPILS</b>	<b>THURSDAY 1st SEPTEMBER</b> <b>FRIDAY 2nd SEPTEMBER</b> <b>MONDAY 5th SEPTEMBER</b>
<b>AUTUMN HALF TERM:</b>	<u>SCHOOL CLOSURES 3.30PM</u> <u>SCHOOL TRAINING DAY</u> <b>RE-OPEN TO PUPILS</b>	<b>FRIDAY 21st OCTOBER</b> <b>MONDAY 31st OCTOBER</b> <b>TUESDAY 1st NOVEMBER</b>
<b>CHRISTMAS: 2016:</b>	<u>SCHOOL CLOSURES 3.30PM</u> <u>SCHOOL TRAINING DAY</u> <b>RE-OPEN TO PUPILS</b>	<b>TUESDAY 20th DECEMBER</b> <b>WEDNESDAY 4th JANUARY</b> <b>THURSDAY 5th JANUARY</b>
<b>SPRING HALF TERM:</b>	<u>SCHOOL CLOSURES 3.30PM</u> <b>RE-OPEN TO PUPILS</b>	<b>FRIDAY 10th FEBRUARY</b> <b>MONDAY 20th FEBRUARY</b>
<b>EASTER:</b>	<u>SCHOOL CLOSURES 3.30PM</u> <u>BANK HOLIDAY</u> <u>BANK HOLIDAY</u> <u>SCHOOL TRAINING DAY</u> <b>RE-OPEN TO PUPILS</b>	<b>FRIDAY 31st MARCH</b> <b>FRIDAY 14th APRIL</b> <b>MONDAY 17th APRIL</b> <b>TUESDAY 18th APRIL</b> <b>WEDNESDAY 19th APRIL</b>
<b>MAY DAY:</b>	<u>SCHOOL CLOSURES 3.30PM</u> <u>MAY BANK HOLIDAY</u> <b>RE-OPEN TO PUPILS</b>	<b>FRIDAY 28th APRIL</b> <b>MONDAY 1st MAY</b> <b>TUESDAY 2nd MAY</b>
<b>POLLING DAY</b>	<b>SCHOOL CLOSED</b>	<b>THURSDAY 4<sup>th</sup> MAY</b>
<b>SUMMER HALF TERM:</b>	<u>SCHOOL CLOSURES 3.30PM</u> <u>SPRING BANK HOLIDAY</u> <b>RE-OPEN TO PUPILS</b>	<b>FRIDAY 26th MAY</b> <b>MONDAY 29th MAY</b> <b>MONDAY 5th JUNE</b>
<b>SUMMER 2017:</b>	<u>SCHOOL CLOSURES 3.30PM</u>	<b>FRIDAY 21st JULY</b>

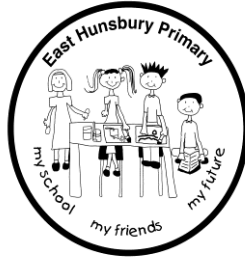
**Due to a change in legislation, schools cannot authorise any holidays from 1<sup>st</sup> September 2013.**

**Please see the following link for more information.**

<http://webarchive.nationalarchives.gov.uk/20130123124929/http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>



www.everyclick.com



www.thegivingmachine.co.uk

## **Friends of East Hunsbury Primary School**

(Charity Commission no: 1139230, NCPTA no: 12899)

### **Who are the Friends?**

The Friends are a volunteer group made up of parents, carers and teachers trying to raise funds for the school through fun & inclusive organised events and challenges. We registered as a charity in October 2010 to try and maximize the opportunities available to us as a charity and the school

### **Fun events**

Fundraising ventures are organised throughout the school year and ideas for activities range from discos to fetes & sponsored events. The emphasis is on raising money but with a lot of fun and excitement aswell!

### **Where does the money go?**

All the money raised goes back to our children in the forms of equipment or special activities. Anything that benefits the childrens growth and experiences. Examples include:

- Contributions to the Life Bus experience
- A new music system for the school
- £500 to the School minibus
- £10,000 towards I.C.T hardware and software
- Visits by travelling theatre groups
- Sports Equipment
- Kiddizoom cameras for reception
- Playground Apparatus and seating

### **Can you help?**

Yes!! We rely on the support and participation of the pupils and the parents to make all of our activities successful. Please look out for our latest ventures in our newsletters or visit our page on the school website. We will keep you updated! We do ask for volunteers for our events and some need more volunteers than others. You may think that you don't have enough time to make it worthwhile but you only need to give as much as you can spare. Just an hour selling raffle tickets, helping to set up fete stalls, donating a raffle price or making cakes for a cake stand can make a big difference.

Does your company 'match give' to charities?

For more information on the friends you can email us: [FEHPS@hotmail.co.uk](mailto:FEHPS@hotmail.co.uk)

# Golden Rules



**My school.** We take care of our school and our things.

Keep our cloakroom tidy & Safe  
Look after our classroom and our equipment  
Use all school areas sensibly

**My friends.** We are kind, considerate and listen to each other.

Take turns and listen to each other  
Use kind hands, feet and words  
Walk sensibly & hold doors open for other people

**My future.** We try our best in everything we do

Ask for help when you find something difficult  
Listen to all adults in school and follow instructions

***Believe that YOU CAN DO IT – and KEEP TRYING!***