

## School Information

We have tried to give you here the basic organisational information here about Worple Primary. If there is anything else that you need to know, please ask at the school office.

### Admissions

If you would like your child to join Worple Primary School please make an appointment to come and visit the school and have a look around. Children can take up a free, part time Nursery place from the September before their fourth birthday. In order to apply for a place contact the school office for an application form.

The September before their 5<sup>th</sup> birthday children can start in Reception class. Application are done online. Applications will be considered according to the Admissions Criteria which is published in the Hounslow booklet on the Hounslow website. Find out more at [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions). Hounslow residents must apply using a Hounslow form, residents of other boroughs, such as Richmond, will need to get a form from their own local authority.

Other admissions – children who are moving schools need to apply for a place through the local authority. Application forms are available at the school or directly from the Civic Centre in Hounslow. A form does not guarantee a place will be available in the school.

School Admissions  
Children's Services & Lifelong Learning  
Civic Centre  
Lampton Road  
Hounslow  
TW3 4DN

E-mail: [admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk) Telephone: 020 8583 2721

### School Organisation

There is one class in each year group with 30 children in each class from Reception to Year 6. We have 26 children in our Nursery class. Reception and Nursery classes work together for much of the morning as an Early Years Unit. In other years children are taught in mixed ability classes with other children of a similar age. One teacher has teaching responsibility for each class but is often supported by teaching assistants. There may be times during the school day when your child is supported by another staff member – we organise the school very carefully in order to ensure that the strengths of our staff are deployed to meet the needs of the children.

### Social Communication Cluster

Within our Reception class we have a small number of children with additional needs. These children have specific adults who support them. These children also help the rest of the class learn how to accept diversity.

### Inclusion

All children are entitled to follow a broad and balanced curriculum. Some children need extra help because of learning difficulties, physical disabilities or emotional / behavioural needs; some children are exceptionally able.

We aim to provide this through our Special Educational Needs, Gifted & Talented and English as an Additional Language provision.

### **Equal Opportunities**

All children have equal access and entitlement to the curriculum which is reflected in an atmosphere of mutual respect and understanding. We do not discriminate in terms of race, creed, ability, disability or gender and support the development of each child's personal and cultural identity.

### **More Able Pupils**

Children who are considered more able or have a specific talent are identified by pupil data and teacher observations. These children will then have their needs met through challenge/questioning/enrichment in the classroom or added enrichment outside school through debating, competitive sport or other projects. A group of more able writers contribute regularly to the school newsletter.

### **Special Educational Needs & Disability (SEND)**

Children with SEND are identified and assessed regularly by the class teacher and the SEND Co-ordinator (SENDCO) so that their needs can be met, monitored and resourced. Children with SEND are supported in several ways – by differentiation, teaching assistant support and, if necessary, through advice from outside agencies. Parents are offered a termly meeting with all adults working with their child to discuss progress against PSP outcomes (Pupil Support Plans).

### **English as an Additional Language (EAL)**

Children in our school come from a wide range of cultures. Those for whom English is an Additional Language are supported by our EAL Teaching Assistant who works closely with class teachers to support targeted children.

We always involve and consult with our parents to ensure that all our children receive any additional support they may need. We have a dual language library where children are able to borrow books in their own language; we also have regular coffee morning for parents who have English as an Additional Language to identify any additional support they may need.

## School Council

We have an established School Council that meets regularly to discuss a variety of issues to do with the school. This year they are looking at different ways of supporting people in the local community. In addition, the School Council undertakes projects to raise funds for local charities – in previous years they have been:

- Spear (a charity for local homeless people)
- Jeans for Genes Day
- Sport Relief
- Marie Curie Daffodil Appeal
- Shooting Star CHASE Hospice

## Times of the School Day

Doors open at 08:50 – 9:00 am

Nursery:	9:00 – 12:00 midday		
Infants:	Mornings	9:00 - 12:00	Break 10:45 – 11:00
	Afternoons	1:15 - 3:30	
Juniors:	Mornings	9:00 - 12:15	Break 10:45 – 11:00
	Afternoons	1:15 - 3:30	

The school gates open at 8:40am and members of staff are in the playground shortly before the start of the school day to talk to parents and children. The school is not responsible for any children unsupervised before the start of the school day.

School doors open at 8:50am and registration is at 9:00am. Any children arriving after this time need to report to the school office as the outside classroom doors are closed.

At break times & lunchtimes, the children are well supervised by staff in the playground. We have a variety of activities to engage the children at these times. School finishes at 3:30pm. Parents collect their children from the classroom doors. Children need to be collected by an adult family member or a family friend known to the school. We will not let your child go with another adult without your permission.

The decision to allow children to walk to and from school on their own rests entirely with Parents / Carers. Parents often feel that Year 5 is an appropriate time to allow this.

Nursery finishes at 12:00midday and children are collected from the Nursery door on Queens Terrace.

## Extended School Provision

We have a Breakfast Club open from 8am every morning and Aftercare until 6pm run at the Children's Centre at the top of the school site. These are run by Sunnysmiles and there is a charge for this facility. Sunnysmiles also offer wraparound care for Nursery age children to allow them to be at Worplesdon all day as well as childcare for pre-school children.

## After School Activities

We have clubs running at lunchtimes and after school from 3:40 – 4:40pm for the children. Currently these include Cooking, Sewing, Choir, Multi Sports, Dodgeball, Hockey, Street Dance and Bug Club. Details of which clubs are on offer and when are sent out once term has started. We also have Grammar, Phonics, Writing, Maths groups after school. Infant classes have activities at lunchtime which are run by the School Playleaders.

## Curriculum

We provide a broad, balanced and effective education set within the context of the National Curriculum. Teaching staff plan and organise the work for each year to ensure there is continuity and progression in teaching and learning.

## Early Years

The Early Years Foundation Stage booklet is enclosed; this gives a detailed guide to the curriculum in Nursery and Reception classes.

## Literacy

The development of children's language is crucial to their success across the curriculum. We want all our children to be able to speak clearly and with confidence, to develop a love of reading and writing. A sound grasp of these skills will enable children to make good progress in all other areas of the curriculum. We also aim to respect and nurture first languages and dialects as they are a vital part of personal development and self-esteem. Teachers use a range of strategies to make literacy sessions interactive and interesting, including paired talk and drama. The whole school has a consistent approach to writing – an Education Consultant, Alan Peat has taught us techniques which are consistently used across the school. Each child will have a weekly guided reading session with a staff member where their reading skills will be developed. We foster self-motivation, so that children write and read for pleasure and information for the rest of their lives.

## Mathematics

Mathematics teaching is based on the National Numeracy Strategy and is linked to the National Curriculum. We try to ensure that maths is enjoyable and that children develop the understanding needed to use maths with confidence.

A daily maths lesson is taught which includes an element of mental maths. The lesson may be about numbers and algebras, shape space and measures, handling data as well as using and applying maths. There will be a focus on learning mental strategies as well as written methods to work our problems. Learning maths vocabulary and talking about mathematical ideas is also an important part of the maths lesson as well as relating maths to the real world.

In Key Stage 2 children are taught in ability sets to ensure that the teaching is relevant and matched to their needs.

The teacher spends much of the time in direct teaching of the whole class as well as teaching groups and individuals. A range of teaching strategies are used including use of games, Numicon, calculators and ICT. Our aim is to make maths accessible so children can apply the facts and concepts they learn to their everyday lives.

## Our New Curriculum for Years 1 - 6

*A curriculum built by us all - for us all*

At Worple, we believe that everyone should have a say in what we learn, and that is why our new curriculum has been put together with input from staff, children, parents and governors. It is a unique curriculum, just for Worple learners and is centred on getting the best outcomes for our children in a fun, dynamic and challenging way. All of the curriculum is skills based and really has a focus on preparing the whole child for life beyond Worple. We host 'Super Starts' and 'Fabulous Finishes' for parents to attend. This is a great way to find out what to expect in each of your child's themes, as well as view all of the incredible work that they will do.

## Science

Through the teaching of science we encourage an interest and an understanding of our world. There are four main areas of work in science: scientific investigation, life and living processes, materials and their properties, and physical processes.

We encourage children to make observations and comparisons, to test their own ideas, consider evidence and provide their own possible solutions to problems. Science is as much to do with the way we find out as what we find out.

## ICT

ICT skills are taught in each year and progress as children move through the school. Children use ICT to enhance learning activities. Pupils have a weekly ICT lesson as well as access to laptops during other parts of the week. Every child has a London MLE (Managed Learning Environment) login which gives them access to their class page, both in school and at home, which helps support their learning. In addition to this, information and photos are regularly posted on our website at: [www.worple.org](http://www.worple.org)

Internet access in the school is closely controlled and filtered. Advice on e-safety is an integral part of the curriculum.

## New Assessment Procedures

With a new curriculum being introduced by the government, schools have been asked to move away from the levels that you may be familiar with. In the future, instead of your child's class teacher giving you a level that they are attaining at, you will be informed as to whether or they are working at 'age expected attainment'. You will also be informed as to the areas of the curriculum that your child has secured, and the ones that they need more work in in order to secure.

We hope that this new system will be a lot more helpful for children, teachers and parents alike. Children will no longer have to worry about the label a level can give you. Instead we can focus on the precise areas of the curriculum they need to work on so that they are ready for the next year group's curriculum.

If it becomes apparent during the year that your child may not be working at 'age expected attainment', you will be informed and also told about any intervention (both in and out of class) that will take place to help accelerate their development.

Equally, if your child is securing many of the skills within the year's curriculum and is exceeding age related expectations, we will make you as parents aware of this. In these cases, the children will not be moved onto the subsequent year group's curriculum. What will actually happen is that the teacher will deepen their understanding by posing thought provoking questions and setting real-life problems to solve.

Below is a table detailing the amount of the curriculum your child will need to secure in order to have reached expected attainment.

0 to 59%	Emerging
60 to 79%	Expected
80 to 89%	Exceeding
90 to 100%	Excelling

### **Accidents and Illness**

Children are very well supervised throughout the day and we do take great care of your child. However, accidents do happen from time to time.

Children should not be sent to school if they are feeling unwell. If your child becomes unwell during the school day, they will be looked after by school staff. If necessary, you will be contacted and asked to collect your child. If your child needs to be taken to hospital, you will be informed and a member of staff will remain with them until you arrive.

### **Medicines**

If your child is taking a course of medication because of recent illness, we usually ask you to keep them at home until the course is completed. We do not usually administer any medication other than that described for asthma. If your child is well enough to come to school but still needs medication, please make arrangements with our Welfare Officer. Please do not send your child to school with medicines expecting them to treat themselves.

### **Infectious diseases**

Please inform us if your child gets an infectious disease like measles, mumps or chickenpox. We can then let other parents know to look out for the symptoms.

### **Medical appointments**

If your child has a dental, doctor or hospital appointment, please let us have a copy of the appointment card or letter. Where possible do try and make appointments out of school hours / during the school holidays.

Please make sure that we always have your current home, mobile & work telephone numbers. We also need the names and telephone numbers of a relative or friend who can be contacted in an emergency should we be unable to contact you.

### **Attendance and Punctuality**

It is important to make sure your child gets to school on time. Children need to develop positive patterns of attendance and punctuality in order to have the best chance of making good educational progress. This is very clear from our own results, where children who attend every day are always the highest achievers. Learning starts as soon as the children enter the classrooms in the mornings. Arriving late can be disruptive for your child and other children in the class and have a detrimental effect on your child's education.

Parents do not have a legal right to take children out of school during the school term. Term time leave is classed as an unauthorised absence, except in exceptional circumstances. Wherever possible you should take any leave during school holidays. Where this is unavoidable, a request should be made to the Head teacher in writing. Attendance and all absences are monitored closely by the Local Authority who can fine parents for the non-attendance of their children.

### **School Uniform and Clothing**

The school has a uniform which is compulsory and consists of a purple sweatshirt or cardigan (with the school logo), white polo shirt, and black or grey trousers, skirt, pinafore or smart shorts. In the summer, girls may wear a purple gingham school dress. All children need to wear sensible black school shoes – no open toed sandals, heels or trainers. Children should not wear jewellery to school apart from small stud earrings if their ears are pierced.

Please note Nursery children can wear black or grey jogging bottoms.

The purple sweatshirts, cardigans & purple book bags are available from the school office.

### **PE Kit**

Children need a white round necked T-shirt, black shorts, black plimsolls and white socks kept in a drawstring bag. They can wear black or grey jogging bottoms when it is cold. These need to be in school every day.

Please note Nursery children do not need a PE Kit.

Reception children need a PE Kit after the October Half Term.

Please name all your children's clothing with a sewn-in name tag, or indelible pen.

### **School Meals**

School meals are delivered each day. They are all made with fresh ingredients and provide the children with a nutritious, healthy and hot meal during the day.

Children have their lunch in the hall and are supervised during the lunch break by our School Meals Supervisory Assistants (SMSAs). Children in families who receive certain benefits or who are refugees or asylum seekers may be entitled to free school meals. If you think you are, please come and ask at the school office. It is important that you register if you are entitled to free school meals, even if your child does not have a school lunch. All pupils in Reception, Year 1 and Year 2 are entitled to free school meals under the government's Universal Free School Meals incentive. When your child joins our school, you will be given a registration letter with a password so that you can log onto ParentPay. Meals need to be ordered online at ParentPay two weeks in advance.

### **Packed Lunches**

Children may bring a packed lunch to school instead of having school meals. Please make sure there are no nuts, cans, glass bottles, chocolate, sweets or fizzy drinks.

### **School Milk and Other Food and Drinks**

We encourage healthy eating in school; children in the Infants have a piece of fruit or vegetable each day. In addition to this we have '5 a day' incentives to encourage children to be healthier and be more aware of their diet.

Children may have school milk – again, you may be entitled to free milk – please ask at the school office.

Register at [www.coolmilk.com](http://www.coolmilk.com)

Children are encouraged to bring a bottle of water to keep in class and we have water dispensers in the playground and drinking water available in the classrooms.

## Contact Details

### School Address:

Worple Primary School  
Queens Terrace  
Isleworth  
Middlesex  
TW7 7DB

Telephone: 0208 321 8100

E-mail: [office@worple.hounslow.sch.uk](mailto:office@worple.hounslow.sch.uk)

Website: [www.worple.org](http://www.worple.org)

### Children's Centre:

South Isleworth Children's Centre  
Worple Road  
Isleworth  
Middlesex  
TW7 7AP

Telephone: 0208 583 5885 / 6

### Sunnysmiles is at the Children's Centre

Telephone: 0208 127 5995 / 077147 55390