

Welcome to The Wroxham School

The aim of our prospectus is to introduce you to the ethos and systems of our school. We hope that you and your children will feel very welcome at our school and that you will feel able to participate as an active member of our school community. Please do not hesitate to ask for information, everyone will be very pleased to help you.

AIMS AND VALUES

We aim to:

- Provide the widest possible range of experiences to help children learn
- Prepare our children as lifelong learners by developing self-esteem, a positive attitude to learning and a sense of responsibility
- Encourage our children to develop a growing awareness of other people's needs and achievements based on mutual respect and honesty
- Provide an example that our children might use as a reference for positive behaviour
- Follow the principles of equal opportunity and inclusion

We should like our school to be known for:

- A warm positive ethos, based on Learning without Limits, where all children are happy to come to school
- High academic standards
- Teamwork
- Creativity, sporting achievement and community involvement

We aim for our children to:

- Be proud of their school
- Feel happy and secure in school
- Have high self esteem through recognising and developing their individual strengths
- Know they are valued for themselves
- Value and respect others and respect their individuality
- Be aware of their role in the wider community.

The Ivy Learning Trust

The Wroxham School joined the Ivy Learning Trust in October 2019. This will provide increased opportunities for our children through staff development, collaboration with other schools in the trust and to provide support with central services.



SCHOOL ADMINISTRATION

The Wroxham School

Wroxham Gardens, Potters Bar

Hertfordshire

EN6 3DJ

01707 643576

01707 664172 (Fax)

office@thewroxham.net

Your contact details

Please ensure that the school office has your full address and contact details. You should also provide an emergency contact number for another family member or friend who we could contact should you be unavailable. Please remember to let us know if you change your telephone or mobile number.

Absence

If your child is unable to attend school for any reason please telephone or e-mail the school office to let us know. If your child has sickness or diarrhea we ask that he/she does not return to school for 48 hours as this type of illness can be very infectious. In the current situation, should your child display symptoms of COVID-19, please do not send them into school and phone the office for further advice.

Punctuality

The school day begins promptly at 8.45am. **Please ensure your child is not late for school.** Children who are late will be marked late in the register.

Holidays during term time

From 1 September 2013 new DfE regulations have come into force regarding leave of absence for children from school. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

ADMISSIONS AND SCHOOL ORGANISATION

A copy of our admissions criteria is available from the office and on our website. Wroxham became an Academy on 1st June 2012 and we therefore require our own admissions forms to be completed, if applying under certain criteria, as well as completing the Hertfordshire Local Authority online application.

Nursery Age Applications

Children join our EYFS Unit during the academic year that they are four years old. If you wish to apply for admission to our EYFS Unit you will need to apply directly to Wroxham. More information is on our school website. If applying under certain criteria you will also need to complete our additional information form, available from the school office and on the website. Please contact the school office for further advice. **A Nursery age place does not guarantee a place in our Reception age cohort.**

Primary school

Children start school in the academic year that they are five years old. If you wish to apply for admission to our school you will need to complete the Hertfordshire Local Authority online application. If applying under certain criteria you will also need to complete our additional information form, available from the school office and on the website.

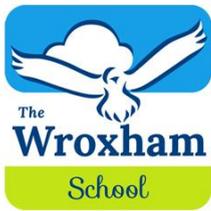
If you would like your child to join our school during the school year you will need to contact Hertfordshire's Admissions Team - by telephone (0300 123 4043) or online www.hertsdirect.org. The school cannot process in-year applications.

Appeals

There is often competition for places at Wroxham. Should your application be unsuccessful you have the right to appeal.

Secondary transfer

Places at secondary schools are allocated according to the Local Authority admissions criteria. Most children from Wroxham transfer to one of the Potters Bar schools i.e. Dame Alice Owen's, Mount Grace or Chancellors. Information about how to apply for secondary places is provided at the beginning of the Autumn term when your child is in Year 6.



School organisation

There are seven classes including an EYFS Unit. Each class is taught by a fully qualified teacher who will usually be assisted by a teaching assistant or nursery nurse. We encourage professional development and our staff are highly qualified.

Times of the school day

The school gates are unlocked at 8.30am. Children who arrive unaccompanied by an adult before 8.35am will be placed in our breakfast club for which there will be a charge. Children must be supervised by their parents / carers until the whistle goes at 8.45am. Football and other games are not allowed before school because of younger children and adults' presence on the playground at this time. Please do not bring dogs onto the playground or allow children to play on wheeled toys such as scooters, skates or skateboards. Doors to the school are unlocked at 8.45am. The school gates are locked at 9.00 am and reopened at 3.10pm. The nursery age children have three collection times throughout the day. Please contact the EYFS team for more details about these.

7.45am	Breakfast Club
8.45am	Registration and lessons commence
3.15pm	End of the school day
6.00pm	Kids' Club ends



SCHOOL VISITS / VISITORS

We believe that a lively curriculum leads to a love of learning. Most class teachers will arrange to go on visits during the year or will invite visitors into school to enliven studies. The governors do not wish any child to be disadvantaged through financial reasons; consequently, contributions towards visits are voluntary. In Year 6, children go on a residential school journey for an activity week. This is an essential team building exercise and is very worthwhile. If parents have difficulty in making a financial contribution they are advised to talk in confidence to the Headteacher or office staff.

SWIMMING

Children learn to swim as part of their national curriculum studies. Swimming lessons are provided at the Furzefield Centre, a small voluntary fee is charged for these lessons. Children swim from Year 2 upwards.

WE ARE A LISTENING SCHOOL

Please let us know if you have any comments or suggestions that could help us to improve our school. You may wish to log onto our school website www.thewroxham.org.uk and leave a comment on one of our blogs.

MIXED AGE CIRCLE MEETINGS

Circle meetings take place fortnightly and involve all children from Year 1 to Year 6. These meetings provide an opportunity for everyone to share in decision making and to have their voice heard. Minutes of the meetings are taken by our oldest children.

ASSEMBLIES

Day	Time	Focus	Led by
Mon	10.15am	Learning celebration	Roger Billing
Tues	10.15am	Circle Meetings/In class assembly on a two weekly rotation	All staff
Wed	10.15am	Singing and music	Leanne Bridges
Thurs	10.15am	KS1 assembly	Roger Billing or Amy Kenney
Friday	10.15am	KS2 assembly	Roger Billing or Nicky Easey

Parents are entitled to withdraw their child from assemblies on religious grounds. If so, please make an appointment to discuss this issue with the Executive Headteacher.

LIBRARY

Reading for enjoyment is our goal at Wroxham. We ensure that we have a wide range of exciting and engaging texts. In addition, she works with the children to support them when choosing appropriate reading materials.

RELIGIOUS EDUCATION

We follow the Hertfordshire Agreed Syllabus of Religious Education. If you wish to withdraw your child from RE lessons please make an appointment to discuss this with the Headteacher.

MUSIC TUITION

Music is a very important part of our school life at Wroxham. Children wishing to learn to play an instrument can receive tuition in piano, woodwind, brass and strings. Fees for these lessons are set by the Hertfordshire Music Service. Lessons take place during the school day and can be arranged by contacting Kelly Pickard in the school office. A full half term's notice must be given if your child does not wish to continue lessons. Guitar lessons are also available through a Non Herts County Teacher who attends the school on a weekly basis. We also offer a school choir, recorder

lessons, membership of our wind band and our string group.

PARENT / FAMILY HELPERS

Parents are very welcome to help in school. If you would like to help please speak to one of the teaching staff. We are hoping to run family learning courses for parents e.g. KS2 maths, early reading, ICT etc. Please let us know if you would like to take part or would like to suggest a new course.

PLAYGROUND EQUIPMENT

We have a wonderful range of play equipment for the children to use at playtime. This equipment should not be used before or after school as we need to ensure the safety of our children at all times. As already mentioned, please do not bring dogs onto the playground or allow children to play on wheeled toys such as scooters, skates or skateboards.

MEDICAL & OTHER ISSUES

When your child starts school you will be asked to complete a form outlining any medical history that we should be aware of. It is important that this record is kept up to date.

Illness during the school day

Please do not send your child to school if he/she seems unwell. In the event of illness at school we shall contact you immediately. We will do all we can to comfort your child but we do not have the staffing or facilities to care for children who are unwell. In the event of vomiting or diarrhea please keep your child at home for 48 hours after the last incident to avoid the spread of infection. In the current situation, should your child display symptoms of COVID-19 at school, we will contact you to collect them and provide advice on next steps.

Injuries at school

If your child sustains a minor injury whilst at school we will administer first aid. If your child has a head injury we will always provide you with a letter, however should we have any concerns we will contact you immediately. All injuries are recorded.

Medicines

If your child needs medicine during the school day we require you to complete a form at the school office. We only ever administer medicines that are prescribed by your doctor.



Allergies

If your child suffers from allergies please let us know.

Child Protection

We have a child protection policy and a duty to ensure that children are thriving and safe. If we have any concerns about a child's welfare it is the Headteacher's or Designated Senior Person's responsibility to contact Social Services. We take safeguarding very seriously. If you have any concerns about the well being of a child please inform us in confidence immediately. Roger Billing is the Designated Senior Person for Child Protection, and Nicky Easey and Jo Turner are the Deputy Designated Senior Persons for Child Protection.

Relationships and Sex Education

Children learn about relationships and sex education as a part of their studies throughout the school. In Years 5 & 6 children will take part in more detailed human biology lessons and parents will be notified in advance of this. Parents have the right to remove their children from sex education lessons if they wish. Please discuss any concerns with the class teacher or Headteacher.

School nurse

Our school nurse comes into school regularly and is available to meet individually with children or parents.

Family support

Please contact our SENCo, Leanne Bridges if you would like some advice on any aspect of parenting or child care. We work closely with the local family support workers and can make a referral for families if they wish. Leanne can be contacted via the school office.

SCHOOL UNIFORM *(All school uniform must be clearly marked)*

Our school uniform is designed to be comfortable and to look smart. All children wear a blue Wroxham sweatshirt or cardigan with our school logo. The uniform is available from either Lee Joys in Potters Bar or Smiths Schoolwear in Cockfosters. Children need a white polo shirt and grey trousers or skirt. Blue checked dresses may be worn during the summer months and grey shorts. Royal blue cardigans may also be worn. School tracksuits are also available from the above suppliers. Sensible black school shoes must be worn, not trainers.



PE / Games

All children are required to wear a pale blue Wroxham polo shirt for PE. These shirts are available from Lee Joys, or Smiths Schoolwear. Children also need navy blue shorts and trainers. Track suits may be worn for outdoor PE / Games in cold weather. PE kits may be worn to school on PE days (rather than school uniform) however parents should ensure that these are the proper school PE kit rather than football kits or other sportswear.

Swimming

Children from Year 2 upwards will be offered swimming lessons during the school year. Children will need a one piece swimming costume/trunks and swimming hat. Please note that the manager of the Furzefield pool requires parents / carers to give permission in writing if they wish their children to wear goggles during swimming lessons. We ask that parents do not watch lessons as it distracts the children.

Jewellery

Children should not wear jewellery to school. Earrings are not permitted. Ear studs must be covered by a plaster during PE / Games. Jewellery for religious reasons is allowed.

Sun Protection

During the summer months it is advisable for your child to have a sun hat in school and please ensure your child is protected with a high factor sunscreen on hot days.

Winter coats

We encourage our children to go outside during breaks and lunchtimes for fresh air. Please ensure that your child has a suitable coat during winter months or if it is likely to rain. Fleece and waterproof jackets with the school logo can be bought from our suppliers.

ASSESSMENT

EYFS Learning Journals

Children's progress is closely monitored at Wroxham in order that we can provide the best possible opportunities and highest levels of support. When your child starts nursery, staff will informally monitor his/her development and keep detailed records. This information is shared with families.

Foundation Stage Profile

Children will be assessed in the Reception cohort where staff will add information to a Foundation Stage Profile for each individual. Insights will be shared at parent consultation meetings. Your child will also have a learning journal book of photos and comments which will be available during the year for you to add to.

Phonics Screening Check

Children in Year 1 sit the Phonics Screening Check in early June. This is not a formal test, but a way for teachers to ensure that children are making sufficient progress with their phonics skills to read words. The children will be prepared for this assessment during the year and supported on a 1:1 basis to sit the check.

Multiplication Tables Check

Children in Year 4 will sit the Multiplication Tables Check in June. This is a timed, online assessment which assesses children's knowledge and fluency with times tables. Children will be expected to be fluent in all times tables up to 12 x 12. They will be supported to prepare for this assessment.

SATS

Children in Year 2 and Year 6 are assessed during May. The results of these assessments are reported annually to the parents by the governing body. In addition, teachers across the school assess regularly and use this information to inform their planning and teaching.

Feedback and Assessment

We aim to provide verbal and written feedback to children so that they have specific advice about improvements to their work. Children are given time to read and review their work following feedback. Children in Year 1, Year 3, Year 4 and Year 5 will complete comprehension and maths assessments on a regular basis throughout the year.

Family Consultations

Parents are very welcome in school and we aim to involve them with their children's education as much as possible. Family consultation evenings take place in the Autumn and Spring terms. If you wish to meet with the class teacher please arrange an appointment after school. The Headteacher is always happy to listen to concerns or to offer support. Please call at the office or telephone for an appointment.

Reports to parents

One page reports will be given to parents at the consultation meetings in the Autumn and Spring terms. These will mainly show successes and next steps in English and maths. In the Summer term, your child will bring home a one page report with reflections from the children about their learning and successes during the year. Parents / Carers are encouraged to provide feedback to the school.

Inclusion

Wroxham is an inclusive school and we work hard to meet the needs of all our children. All children on the Special Educational Needs and Disability register are provided with an up to date SEN Student profile which is reviewed with the child and parents. Leanne Bridges, SENCo, is available for advice and support. In the absence of Leanne please liaise with the class teacher, Nicky Easey or Jo Turner. If you are concerned about your child's progress please request an appointment with the class teacher in the first instance.

We also maintain a list of Focus children who we monitor closely following any issues or concerns alerted by staff or parents. We do not label any child by so called 'ability'. For a detailed account of provision we offer to children with SEND (Special Educational Needs and Disabilities) please see the Local Offer on our school website.

Pupil Premium

Some children may be entitled to Pupil Premium Funding. You can find out more here:
<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>

Alternatively, you can talk confidentially to Roger Billing, Jo Turner or Kelly Pickard if you think that you qualify for this funding.

Behaviour

We believe in positive reinforcement of good behaviour and mutual respect. Some classes operate a reward system whereby children can be awarded a 'jewel' for the class jar of jewels. The class decides what their rewards should be for reaching target levels in the jar and should not be too extreme. They should be consistent with other class rewards in terms of content. When children are finding it difficult to regulate their behaviour in class they are given time/space to gather their thoughts. In extreme incidents, the Headteacher will become involved. We believe that close communication with parents is vital and will always let you know if we have any concerns about your child's behaviour.

Any racist comments or incidents will always be followed up formally. Bullying is also taken very seriously and children are encouraged to tell an adult if they feel threatened or unhappy. We will always work with the child and family to approach a solution that they feel comfortable with.

School Staff October 2021

Mrs Jo Turner	Deputy Headteacher/ Foundation Stage Phase Leader	EYFS Unit
Miss Jade Keifer	Trainee teacher	EYFS Unit
Mrs Lynn Cripps	Deputy leader EYFS	EYFS Unit
Mrs Sharon Baldwin	Teaching assistant	EYFS Unit
Miss Melanie Green	Nursery Nurse	EYFS Unit
Mrs Carrie Harrison	Teaching assistant	EYFS Unit
Mrs Beth Hudson	Teaching assistant	EYFS Unit
Mrs Filiz Pressland	Teaching assistant	EYFS Unit
Mrs Jo Sussex	Teaching assistant	EYFS Unit
Mr Stanley Tustin	Teaching assistant	EYFS Unit
Mrs Lucy Sanders	Teacher	Year 1
Mrs LJ Trounce	Teaching assistant	Year 1
Miss Amy Kenney	Teacher/KS1 Phase Leader	Year 2
Ms Patricia Kuncewicz	Teaching assistant	Year 2
Miss Annie Thomas	1:1 Teaching assistant	Year 2
Mrs Mickey Ramalho	Teacher	Year 3
Mrs Debbie Doheny	Teaching assistant	Year 3
Mrs Lindsey Morris	Teaching assistant/ Kids Club / Lunchtime Playleader	Year 3
Mr Tom Ritson	Teacher	Year 4

Miss Natasha Ali	Trainee Teacher	Year 4
Mrs Saku Balasuriya	Teaching assistant	Year 4
Mrs Nicky Easey	Deputy Headteacher / KS2 Phase Leader	Year 5
Mrs Debbie Kilpatrick	Teaching assistant/ Kids' Club Manager	Year 5
Mr Daniel Swaile	Teacher	Year 6
Mrs Fiona Brown	Teaching assistant	Year 6
Mr Luke Owers	Sports Coach/ Site Manager	All Year Groups
Mrs Kelly Pickard	Financial Assistant	
Mrs Terri Clarke	Receptionist	
Mrs Nafia Theodotou	Office	
Mrs Andrea Keifer	Wroxham Café Catering Manager	
Mrs Claire Alexandrou	Wroxham Café	
Mrs Lorraine Leighton	Wroxham Café/Breakfast Club	
Miss Lucy Goldsworthy	Wroxham Café	
Mrs Celjeta Pajo	Wroxham Café	
Miss Corinne Samuels	Breakfast Club/Wroxham Café	
Mrs Valerie Holmes	Lunchtime / Breakfast Club/Kids' Club	
Mrs Felora Jazi	Lunchtime play leader	
Ms Amanda Ashdown	Kids' Club	
Miss Hayley Trounce	Kids' Club	
Miss Clarice Stokes	Cleaner	
Ms Lucia Alexandre Beloso	Cleaner	
Miss Maria Alexandrou	Cleaner	
Mrs Kerri Healy	Teacher - Maternity Leave	
Mrs Lucy Williams	Teacher - Maternity Leave	
Mrs Sarah Munn	Higher Level Teaching Assistant -	

	Absence Cover	
Mrs Jenny Bramley	Initial Teacher Training Lead/PPA Teacher	
Emma Forster	PPA Cover	
Maestra Valeria Agostini	Languages Teacher	
Mrs Cheryl Mence	DPSL 6 Manager and Area SEND Lead	
Mrs Leanne Bridges	SENCo	
Mr Roger Billing	Headteacher	

COMPLAINTS

We hope that you will be very happy with your child's education. If, however, you have cause for complaint please contact the class teacher in the first instance. If you still have concerns these should be brought to the attention of the Headteacher and subsequently the Chair of Governors.

WSFA

The Wroxham School Friends Association organises fundraising events for the school. All parents are automatically members of the WSFA. If you would like to join the committee please contact the school office. The school is very grateful for the hard work of the committee and the generous support that parents give to WSFA events.

ROAD SAFETY

Please do not use the staff car park as the children and families use this as part of the route to access and leave the site. We encourage families to walk to school if possible. If you need to drive to school please be aware of where you park and the safety of your children as they cross the road. Please also be respectful of our neighbours by not blocking access to their properties. We will do everything possible in school to include road safety awareness as part of the curriculum.

CYCLE RACKS

Children who have passed their Bikeability award are allowed to cycle to and from school without adult supervision if their parents give permission. All other cyclists must be supervised by an adult. Please leave your bicycles locked in our cycle shelter.

SPORTS CLUBS

We run a variety of sports clubs at school. Luke Owers is our school sports coach.

WATER

Children are encouraged to drink water freely throughout the day. Every classroom has access to fresh drinking water and children are provided with named cups and bottles. Fruit drinks and squash are only allowed at lunchtimes.

SNACKS

Children in EYFS, Year 1 and Year 2 are provided with free fruit each day. They may also have school milk at a subsidised price.

Healthy snacks for KS2 children may be brought from home. **No nuts**, nut based snacks or sweets please. We have several children in school with a severe nut allergy.

SCHOOL MEALS

We employ our own catering team and they provide superb nutritional meals each day. The weekly menu is provided on school notice boards and on the website. Children of Reception age and those in Year 1 and Year 2 are eligible for a free school meal.

PUPIL ABSENCE

We believe it is vitally important that children attend school promptly and that absence is kept to an absolute minimum. There is a strong correlation between high attendance at school and excellent performance and progress. The school day begins promptly at **8.45am**. If, for exceptional reasons, you need to request leave from school during term time please complete an application form available from the school office. This applies to all absences including medical appointments, dental appointments and exams. If your child is unwell please telephone the school by 9.15am each day of absence. All absence from school will be followed up.

BREAKFAST CLUB

Our Breakfast Club runs each day from 7.45am. Please complete a booking form - available at <https://www.thewroxham.org.uk/usefuldocs> - if you would like your child to attend, so we can ensure we have adequate adult supervision. Prices are available from the school office. Please

note that children cannot be left by their parents until 7.45am at the earliest as the club will not be fully staffed until this time. Also, the school will not be insured to look after the children until 7.45am.

KIDS' CLUB

Our popular after school club runs each day until 6.00pm and also provides some holiday activities each year. Please complete a booking form - available at <https://www.thewroxham.org.uk/usefuldocs> - if you would like your child to attend, so we can ensure we have adequate adult supervision. Prices are available from the school office.

THE GOVERNING BODY

The Wroxham School is part of the Ivy Trust and as such, there is a trust board. Our governing body is classified as a Local Governing Body with a remit to focus on the education of the children. We have an excellent governing body and we welcome governors into school whenever possible. The governors aim to establish a close relationship with parents.

Name	Type of governor
Tina Alexander	<i>Chair of Governors</i> Trust Appointed Governor
Yeliz Adem	<i>Vice Chair</i> Trust Appointed Governor
Roger Billing	Headteacher
Leigh Kilpert	Parent Governor
Jenisa Atlink	Parent Governor
Nafia Theodotou	Staff Governor
Andy Hill	Trust Appointed Governor (from April 2020)
Nicky Easey	Deputy Headteacher (Observer)
Jo Turner	Deputy Headteacher (Observer)

Contacting the Governors

The governors may be contacted via the school office.

We warmly welcome your comments and your involvement with the governing body.

SCHOOL SECURITY

The staff and governors at Wroxham are fully committed to maintaining the safety of the children and the security of the building. The school building has an alarm system and all possible measures are taken to ensure that access to the school is monitored. All visitors are requested to report to the school office, share photo I.D. and sign a visitor's book. All visitors are given a safeguarding leaflet. All exterior doors have security locks to restrict public access.

ACCESSIBILITY

We provide a disabled toilet and shower as a result of an Adult and Community Learning grant. Disabled access is available throughout the school with the exception of the nursery steps. A designated disabled parking place has been provided in the staff car park.

OUTDOOR EDUCATION

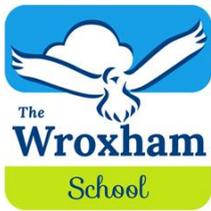
All children throughout their time at Wroxham are given regular opportunities to take part in outdoor learning. Children participating in Forest School activities will be reminded to bring a change of clothes, waterproofs and wellington boots.

FAMILY LEARNING

We are keen to work closely with families to learn from our community and to share our ways of working with those supporting our children. If you have any further suggestions for family learning please let us know. Events such as school trips are often reported on Twitter. **Follow us on** [@wroxhamschool](https://twitter.com/wroxhamschool)

THANK YOU FOR YOUR CONTINUED SUPPORT

We strive to provide the best possible learning environment for our children, staff and families. Please feel free to be in touch if you have any questions, to ensure that we can work together for continued success and a lifelong love of learning.



Prospectus

Roger Billing
Headteacher

Working together, aiming high

The Wroxham School, Wroxham Gardens, Potters Bar, Herts. EN6 3DJ 01707 643576 www.thewroxham.net