

WILLOW FARM PRIMARY SCHOOL

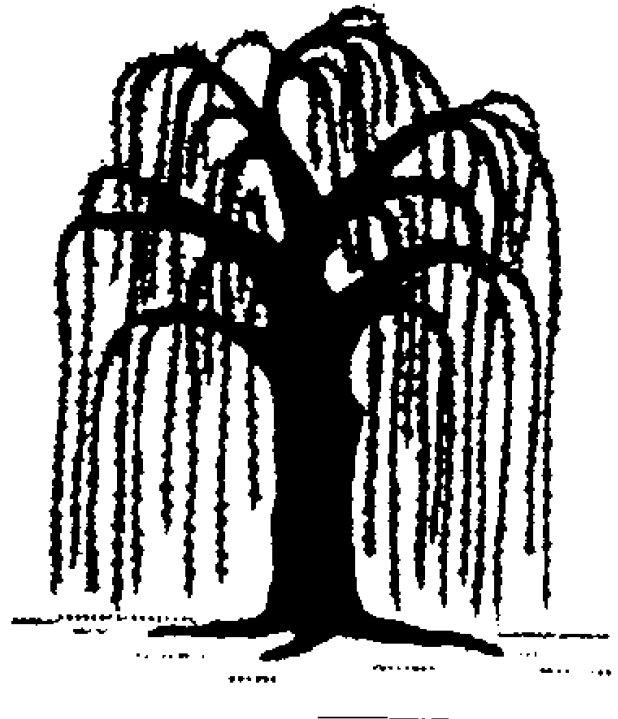
Willow Farm Primary School
Willow Lane
Gedling
Nottingham
NG4 4BN

Telephone: (0115) 987 8501
Email: office@willowfarm.notts.sch.uk
Website: www.willowfarm.notts.sch.uk
Head Teacher:
Miss. M. Robinson
Deputy Head Teacher and SENCO:
Mrs K. Fulton
Assistant Head Teacher:
Mrs L. Jamson

School Business Manager:
Mrs H. Wilkinson
Administration Assistant:
Mrs. A. Pateman

Chair of Governing Body:
Mrs. Carla Middleton

Willow Farm is a Community School for pupils aged 5 to 11.



SCHOOL PROSPECTUS

2017-18

Learning with Pride



We are very pleased to welcome you and your child to our very happy and successful school. Our aim is to make the experience of transferring into Willow Farm Primary as smooth and trouble free as we can by working in close partnership with you.

We share the responsibility with you for educating your child academically, socially and morally. We also share your expectation that your child will be encouraged to achieve a level of excellence in every aspect of the curriculum.

We hope that the information contained in this prospectus will answer many of your questions about the school. We look forward to developing a successful home - school partnership, which will provide the best possible support for your child's education. Should you have any queries please do not hesitate to contact the school.



Miss Michelle Robinson
Head Teacher

Admission Arrangements

Pupils are entitled to attend Willow Farm from the beginning of the school year in which they are five. This may be up to two terms ahead of statutory school age.

Admission limits apply to each year group. Our Foundation class has a maximum of 30 children in the class. A strict policy of admission criteria is applied to all applicants for a place at Willow Farm. If you want to know more about this please call 0300 5008080. If you want to know if you live in our catchment area visit www.nottinghamshire.gov.uk/school-catchment or telephone us at school.

Visiting Arrangements

Parents are always welcome in the school, whether their children are already here or are soon to attend. We recognise that a good relationship between school and home is essential. The teachers are happy to discuss any aspect of your child's experiences at school. Simple matters can be addressed by dropping in before or after school but for larger issues please make an appointment in advance.

General Aims and Philosophy

At Willow Farm Primary School we aim to create a secure, caring and stimulating environment where each child is enabled to achieve his or her full potential. We try to do this by developing a climate of mutual trust, respect, consideration and co-operation. We aim to develop their skills and confidence without fear. We believe the reward for this effort is success across the full range of the curriculum. The curriculum is taught in a variety of ways to meet the differing learning styles and needs of our pupils.



We value initiative, originality and independence as well as the ability to work co-operatively. We expect each of the children to gradually take more responsibility for their actions and learning and to appreciate their role in an inter-dependent society. We try to teach the children to value the contribution of those of differing backgrounds, gender, religion, culture and ability and to retain an open-minded and tolerant attitude to others.

At Willow Farm we strive to provide a full and varied curriculum, which is carefully planned, effectively co-ordinated and properly resourced. Thereby our children can develop their confidence and individuality, aesthetic awareness, imaginative creativity, logical thinking, moral understanding and social responsibility.



Our greatest asset in this endeavour is the children's natural inquisitiveness, which we encourage at every opportunity, promoting intelligent action and further learning.

In essence we aim to maintain a happy and hardworking school where children become confident, independent and sociable whilst achieving their highest possible academic standards; where all the members of the staff team are motivated to work hard and where the children want to learn.

At Willow Farm School we do not stand alone in this endeavour; we fully recognise the crucial role of parents, family, governors, friends and the wider local community in pursuing these aims.

What Do Others Think about Willow Farm Primary?

In 2007 OfSTED judged Willow Farm as 'Outstanding' in *all* categories. If you would like to see our most recent OfSTED report, our most recent National Test results or our School Profile please visit our website on www.willowfarm.notts.sch.uk.

Our Governing Body

Our Chair of Governors is Carla Middleton

Our Governors work closely with the Head Teacher and other teaching staff to help:

- Set the general aims of the school
- Determine a school curriculum policy, taking into account the National Curriculum
- Make decisions about setting the school budget
- Interview and appoint staff
- Provide support and encouragement to all staff and children

The Governing Body meets formally at least once a term and there are further sub-committees, workshops and training sessions in and out of school. The term of office for each Governor is four years. Parent governors are elected by Parents.

The Governing Body, together with the Head Teacher and staff, is accountable to parents for:

- All aspects of the running of the school

If you are interested in learning more about the Governing Body and the role of Governors, or would like to become a governor yourself, please contact the school or any member of the Governing Body. The photographs of all our Governors are on our 'Who's Who' board in the Entrance Area. Also please look on our website for more information about our Governors and a list of who they are and their roles within school.

Pre Admission Visiting

Parents and pupils who are due to be admitted into the Foundation class (4/5 year olds) are invited to visit the class during the preceding term. Parents are also invited to a meeting with the class teacher, Head Teacher and other members of staff so you will get to know us all before your child starts with us. All information about the visits is given to you once your child has secured a place with us.

Our Foundation Teachers and other support staff make sure they visit all our new children in their nursery settings so we get to know your children before they start in September.

School Meals and Snacks

We cook wholesome and healthy meals fresh every day for lunch. A weekly menu is available in advance and is on our website. Cooked meals are very popular and sometimes include ingredients grown in our own school garden (by the pupils).



All pupils in Foundation and KS1 are entitled to a Universal Free School Meal. We ask that you choose school meals or packed lunch on a termly basis. Fruit is available for all Foundation and KS1 pupils at morning break and KS2 children can purchase fruit and milk. Milk is free until the child's fifth birthday then it can be purchased for a small fee.

Children in KS2 can mix and match school meals and packed lunches throughout the week. At the moment school meals cost £2.22 per day. The current menu is displayed in school and on our website.

Application forms for free school meals can be obtained from the Pupil and Parent Services, Access to services, CFCS, Meadow House, Littleworth, Mansfield, Nottinghamshire, NG18 2TA or you can apply over the phone by ringing 01623 433009.

Your child may be entitled to free school meals if you get any of the following:

- child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income support
- Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Income based and contributions based JSA and ESA on an equal basis
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of state pension credit
- Working tax credit run-on - paid for four weeks after the person stops qualifying for working tax credit
- universal credit - during the initial roll-out of the benefit

Please apply even if your child is having a packed lunch or receives a Universal Free School Meal as this will release additional funding to the school to help support your child's learning and towards the cost of wider experiences such as music lessons, residential visits and sporting activities.

After School Club-JPAC

Our popular Breakfast Club is available to all pupils between 8.00am and 9.00am and an After School Club between 3.30pm and 6.00 pm. on school days and during the daytime in school holidays.(The club does not run during the Christmas holidays) Pupils take part in fully supervised leisure activities. The club is provided by a private contractor, JPAC, more details are available from the school office. At their last OFSTED visit they were awarded an Outstanding grade. Please look at their website for more information www.jpacschoolclubs.co.uk

Curriculum Provision

The children in the Foundation class follow the Early Years Curriculum. Prime areas are Communication and Language, Physical Development, Personal, Social and Emotional Development. Specific areas are Literacy, Mathematics, Understanding the World and Expressive Arts and Design. The children in Key stage 1 and 2 study the full range of the National Curriculum- English, Maths, Science, History, Geography, Art, Music, P.E., Design and Technology, PHSCE, I.C.T. and R.E. Key Stage 2 children also learn French. More detailed information about the Curriculum is available on our website.



We aim to make learning active and enjoyable with a strong emphasis on each child trying to achieve his or her best. We believe that people learn best when they are happy and interested and this attitude informs all our planning. Staff regularly attend training events in order to stay up to date with current thinking, techniques and ideas. Teaching is supported by a wide range of high quality resources including outdoor learning areas, a sophisticated I.C.T. suite, a class set of notebooks, i pads and interactive whiteboards in all classrooms. The school has benefited from a sustained

programme of investment in equipment and refurbishing and provides a modern learning environment.

National Curriculum Assessments

There is a statutory requirement for all children to be assessed at the end of each Key Stage- EYFS, Key Stage 1 and key Stage 2. All parents receive a written report on their child's progress twice a year, in February and again at the end of the summer term. Parents are also offered regular parent meetings and curriculum information sessions.

Foundation children are assessed on entry to our school and then a detailed match of the curriculum is tailored to ensuring your child makes the best possible progress. At the end of the year they are assessed and depending on their attainment will be awarded one of three bands- Exceeded, Expected or Emerging.

From the start of their time with us, pupils are taught to read and spell using 'synthetic' phonics. We follow the scheme known as Letters and Sounds. At the end of Year 1, pupils undertake statutory national phonics screening, the results of which are published annually. In 2017, our results were above the National Average at 83% pass rate.

The assessment systems in Key stage 1 and 2 are based on if the child meets the national expectation of that year group.

Please look at our website where we will share more information.



Key Stage 2 Results 2017

Key Stage 2 assessments in 2017

The 2017 key stage 2 assessments assess the new, more challenging national curriculum which was introduced in 2014. New tests and interim frameworks for teacher assessment were introduced last year to reflect the revised curriculum. Results are no longer reported as levels, and each pupil will now receive their test results as a scaled score and teacher assessments based on the standards in the interim framework.

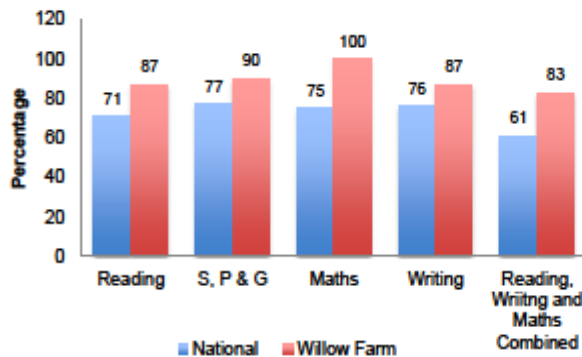
61% of pupils nationally reached the new expected standard in reading, writing and maths

At Willow Farm Primary School 83% of pupils reached the expected standard in reading, writing and maths.

(Because of the changes set out above, figures for 2017 are not comparable to those for years before 2016. The expectations for pupils at the end of key stage 2 have been raised. Given the differences in the curriculum and assessments, national curriculum levels are not comparable with scaled scores or teacher assessment outcomes.

These changes mean that the expected standard this year is higher and not comparable with the expected standard used in statistics before 2016. It would therefore be incorrect and misleading to make direct comparisons showing changes over time.)

Comparative data – National vs Willow Farm Primary 2017 Tests



The expected standard in the tests is a scaled score of 100 or above. The range for scaled scores is between 80 and 120. The graph to the left shows the percentage of pupils scoring above 100.

Attainment in the tests nationally is highest in spelling, punctuation and grammar at 77% and lowest in reading at 71%.

Average scaled scores 2017 Tests

Subject	Average scaled score	
	National	Willow Farm
Reading	104	106
Spelling, punctuation and grammar	106	107
Maths	104	109

The scaled score range runs from 80 to 120 with 100 as the expected standard.

The national average scaled score for the grammar, punctuation and spelling test is slightly higher than for the other subjects.

Health and Relationships Education

Health and Relationships Education is about relating to other people in a loving and caring way and about decision making.

The close, trusting and sympathetic relationships enjoyed in primary schools, between pupils and teachers, make it an ideal environment for the proper teaching of Health and Relationship Education. Most parents and pupils value the intervention of a trusted third party who can address the somewhat sensitive aspects of this subject in a knowledgeable and sympathetic manner.

This area of the children's education is also covered in Science, Health Education, Religious and Moral Education. Resources used include DVDs, books and pictures. Outside speakers, such as nurses or doctors, may be invited to speak on a wide range of Health Education topics.

Parents are always invited to see any DVDs before their children, to ask questions and to discuss teaching approaches.

Child Protection Concerns

We have 3 Designated Child Protection staff at School - Miss Robinson, Mrs Fulton and Mr Drew. All concerns are brought to their attention and we have a rigorous system in place to ensure the safety and care of all the staff and children at Willow Farm Primary. Every school is required to refer their concerns to Children, Families and Cultural Services at the Local Authority. While we will seek, in general, to discuss these concerns with the family and, where possible, seek agreement to making the referral, this will only be done where such discussion and agreement seeking will not place a child at increased risk of significant harm. This procedure is intended to protect children from abuse. When we refer a concern about a pupil to the Children, Families and Cultural Services we are not accusing the parent(s)/carer(s) of abuse, but requesting that further enquiries take place and that any necessary help and support is provided.

Use of Photographs

Photographs of pupils at work are frequently used to motivate them and to decorate our environment. They are also used in our prospectus and on our web site. To view class photographs on our website a password will need to be entered. Once your child is a member of our school you will be given access to the password which is changed periodically. Parents are asked to give their consent to the use of photographic material which we display in school. If we are to display photographs or videos of children outside school we will always ask for parental consent.

School Times

Doors open at 8.50 am

School starts at 9.00 a.m. and finishes at 12.15 pm. for lunch.

We resume at 1.15 p.m. until 3.30pm.

Emergency Contact

The School Office keeps a record of all Parents' telephone numbers and other useful information for use when your child is ill or has an accident at school. It is essential that you keep us fully informed of any changes to this information, especially any changes to mobile phone numbers for either your self or your chosen emergency contacts. In the case of an emergency we need to be able to contact you quickly. Failing that we will act in your place as "responsible parents".

The school makes use of an app service to parents and regular updates will be communicated in this way.

Friends of Willow Farm

Our parents' association (Friends of Willow Farm) organises a range of activities throughout the year to support the children. These include fundraising and social activities. The Friends hold regular meetings to socialise and make plans for future fund raising ideas.

The children significantly benefit from the fund raising, which is currently targeted at new outdoor equipment and supporting the wide variety of experiences we offer all our children such as residential visits, theatre groups and visitors into school. Parents who are new to the school are assured of a very warm welcome to the Friends. Ideas and offers of help are always well received. Last year the FOWF raised an amazing £5,000.



School Term and Holiday Dates

Autumn Term 2017

Tuesday 5 September until Friday 22 December
INSET Days 4 September and 19, 20, 30 October
Half-Term- Monday 23 October to Friday 27 October

Spring Term 2018

Monday 8 January until Thursday 29 March
Half-Term- Monday 19 February to Friday 23 February

Summer Term 2018

Monday 16 April to Tuesday 24 July
INSET day – Friday 25 May
May Day – Monday 7 May
Half-Term Monday 28 May to Friday 1 June

Please see the School Holidays 2017/18 and 2018/19 for Nottinghamshire County Council website.

The Organisation of Education

The children begin in the Foundation class and progress to Year 6 at age 10/11. Every class has pupils of mixed ability. Pupils may work in different sized groups e.g. individually, in pairs, small groups, large groups, as a class and occasionally with another class.



Homework begins in the Foundation class with the expectation that every pupil will read at home every night. In Year 1 and 2 homework focuses on reading and home projects. In Key Stage 2 the children work on various tasks related to their class work.

All pupils have a Reading Diary in which parents and teachers can record books read, achievements and areas for development.

In Year 6 children gradually work up to doing homework more often as this extends their independent learning and helps prepare them for the demands of comprehensive school.

The children's learning is supported by nine Teaching Assistants and one Personal Care Assistant who work across the age range.

Teaching Arrangements

The children are taught by their own teacher for the majority of the time. Sometimes pupils will be taken by another teacher who has particular strengths in an area of the curriculum, e.g. music, computing, forest school, sport. All class teachers now have time for preparation, planning and assessment and during this period the class is taught by another member of staff. The Head Teacher also undertakes specific targeted teaching depending on the school's needs.

Pupils who have special educational needs will be given extra help by their own teacher, sometimes in normal lesson time, often at other times too. Teaching Assistants, experienced with pupils with special needs, also support the children. Advice is also given by the Inclusion Support Service and an Educational Psychologist.



Willow Farm benefits from being linked to an Education Authority which plays a leading role in current thinking on Special Education Needs and this has helped us to implement the Code of Practice. Pupils with disabilities will have their admission arrangements carefully planned to ensure that they have access to the full range of the primary curriculum. Our single floor building (with wide doors and no steps) is particularly accessible. We have an access toilet. We have a clear policy regarding provision for special needs and equal opportunities to ensure that pupils do not experience discrimination. A copy of our policy may be seen in school and on the school website.

The Safety and Care of Pupils

All the staff in this school are carers for pupils as well as instructors. Any problems or concerns should initially be taken to the relevant teacher, as should other problems, e.g. about social affairs, lost property, etc. Staff are available before and after school if any parents or family members need to chat about any concerns they have. We have seven lunchtime staff who make sure the children are safe at lunchtime and enjoy their lunch and free time. A significant proportion of staff are first aid trained with four holding further higher qualifications, one of whom is paediatric trained.. There are three designated Child Protection Officers (the Head Teacher, Deputy Head and Year 4 teacher) and a designated Governor for Child Protection. All our staff have regular training on child protection.

We have a secure site surrounded totally by green security fencing. All access is controlled by an intercom system and electronic gates are only opened by our staff. All visitors are asked to sign in and out of school and to wear a visitors badge for identification. We make sure that we have regular fire drill exercises throughout the year.

Behaviour Policy

The basis of the Behaviour Policy in this school is, essentially, to praise and reward good work and behaviour and to draw attention to children who are showing a good example.

However, clear guidelines on acceptable behaviour are given to the children and there is a range of sanctions which are applied for children who need further guidance.

From their earliest days in this school pupils are expected to become responsible for their own clothes, books and apparatus. This is extended to following a code of socially acceptable standards of courtesy, behaviour and care.



Relationships underpin any society, and all staff are united in their positive attitude toward discipline. Parents too are aware of our positive policy.

Discussions with the children are sometimes based on 'Personal and Social Development' work, so that pupils think deeply and discuss situations which may arise within their world. Assemblies also often revolve around behavioural and moral issues.

Our Behaviour Policies are available on our website.

We also have an Anti-Bullying policy which strongly discourages such behaviour and has clear procedures for dealing with any instances should they occur (which, happily, is infrequently).

Extra Curricular Activities

A range of clubs meet both inside and outside normal school hours- usually immediately before or after school. Clubs on offer throughout the year include: Basketball, Cooking, Yoga, School Council, Investors in Pupils, Dance, Drama, Sewing, Maths, Reading, Lego, Art, Guitar, Science, Computing, Football, Netball, Cricket, Singing, Chess, Wildlife Club etc.

We have a large school field, an extensive flat playground, multi-purpose gym tracks, allotment, pond, wooded area, outdoor classrooms, an outdoor story telling area and a multi- purpose hall. Our Hall is also available to hire for all occasions.

We play inter-school matches in tennis, lacrosse, athletics, football, rounders, basketball, tag rugby and cricket to name but a few.



Year 6 children undertake a residential adventure week during the Autumn Term. Year 4 undertake a two day residential outdoor pursuits visit to Derbyshire. Year 2 spend one night at Castleton YHA in Derbyshire.

Parents help with many activities in school including baking, topic work, art, supporting reading and preparing for performances. Educational Visits take place and parents are

invited to help with these too.

Visitors to the School often include musicians, actors, sports coaches and animal lecturers.

We are blessed with such a wonderful site that the children undertake a good deal of their environmental education in a nature area built by our parents using a grant from local and national organisations. This includes a pond and vegetable garden which we use for science and growing our own food. We also run a Forest School.

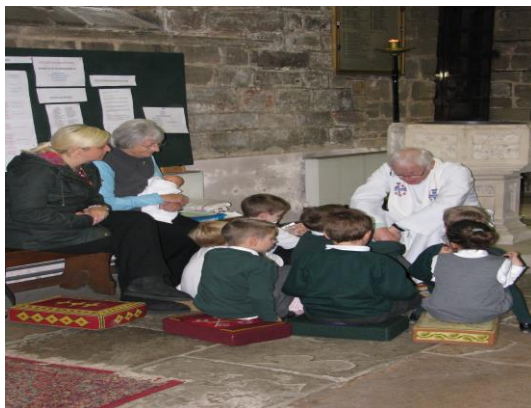


We also find time to just enjoy it.

Our extended curriculum is further enhanced by an outdoor learning centre (The Lodge). Constructed of spruce and situated among the trees it provides a contrasting learning environment for our outdoor studies, music, drama and dance. It also serves as a meeting room for the local community.

Religious Education Policy

This school has no affiliation to any particular religion and pupils here are from various faiths. We follow the guidelines laid down in the Nottinghamshire Agreed Syllabus for Religious Education. The Head Teacher will make arrangements for parents to exercise their right of withdrawal of their child(ren) from religious worship and/or instruction.



School Dress

The children wear a school uniform which consists of a bottle-green jumper, cardigan or sweatshirt with grey trousers or skirt, a white or bottle green polo shirt or white shirt or blouse. Denim and football shirts are not allowed.

The school logo, a willow tree, is embroidered on the tops, which are available from www.just-schoolwear.co.uk – a link to this can be found on our website. You can also choose to buy uniform without the logo at supermarkets or uniform outfitters.

All children require a PE kit consisting of black shorts, white tee shirt and elastic-sided plimsolls or trainers. The children also need an outdoor kit of a warm sweatshirt and black tracksuit bottoms for outdoor games.

Please help us to minimise losses by ensuring that all clothes are clearly marked with your child's name so that we can return it to them. Unlabelled, lost property is sent to developing countries.

Jewellery is **not** allowed. The only exceptions are that the children may wear a watch and small stud earrings. (Earrings must be removed or covered with plasters in PE provided by the parent) We cannot be responsible for any jewellery that is brought into school.

Our Family of Schools

Our school sends the majority of its Year 6 leavers to The Carlton Le Willows Academy, as do four other feeder primary schools- Netherfield Primary, Burton Joyce Primary, Parkdale Primary and Colwick St John Primary. We are all part of the Carlton Le Willows Family. Teachers and Head Teachers of these schools meet regularly to ensure the transition from Primary school to Secondary school is as smooth as possible. Any child who attends Willow Farm Primary will be offered a place at Carlton le Willows Academy.

Parents Helping in School



At Willow Farm we benefit from considerable parental support. This is reflected in the high level of voluntary support which parents give in school. (See Extra Curricular Activities).

If you have time to spare to help with art, cooking, reading, recorders, clubs or in any other way please do not hesitate to contact a teacher who will readily make the most of what you have to offer.

All adults working in school are subject to a Risk Assessment and will need to provide a range of identity evidence in line with Ofsted requirements. All parent volunteers will be supervised by a DBS holding member of staff at all times.

Attendance

The number of children on roll in September is 213. Our attendance was 96.99% last year. The percentage of sessions (morning or afternoon) missed through authorised absence was 2.93%. The percentage of sessions missed through unauthorised absence was 0.08%. The Government and the Local Authority wish to improve school attendance through a combination of setting targets for school attendance and tightening the enforcement of regulations.

A new much stricter application process for leave of absence during term time has been introduced since September 2013. It is important that you speak with Miss Robinson, the Head Teacher and then complete a holiday request form if leave is granted.

Some of the key features of the new system are:

- The law states that you do not have the right to take your child out of school during term time. The Local Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.
- If you wish to take your child on holiday during term time you must meet with the Head Teacher and to seek permission in advance, at least 4 weeks before the proposed holiday. Permission for authorised leave of absence, totaling no more than two weeks in any school year, will only be granted in **very exceptional circumstances**. Please note the school year is from September to July.

The Department of Education states that absence for holidays in term time due to the following reasons will not be authorised:

- availability of cheap holidays
- availability of desired accommodation
- overlap with beginning or end of term
- holidays booked before checking with the school
- day trips

If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a summons being issued against you for irregular school attendance.

Disclaimer

The information given in this brochure relates to the year 2017/18 and was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this prospectus or in any particular part of them before the start of the school year 2017/18, nor in subsequent years.

Want to Know More?

If you would like to learn more about Willow Farm Primary School please visit our web site at www.willowfarm.notts.sch.uk. This site also includes links to our OfSTED report, the Local Authority and other relevant sites.

Date of issue: September 2017