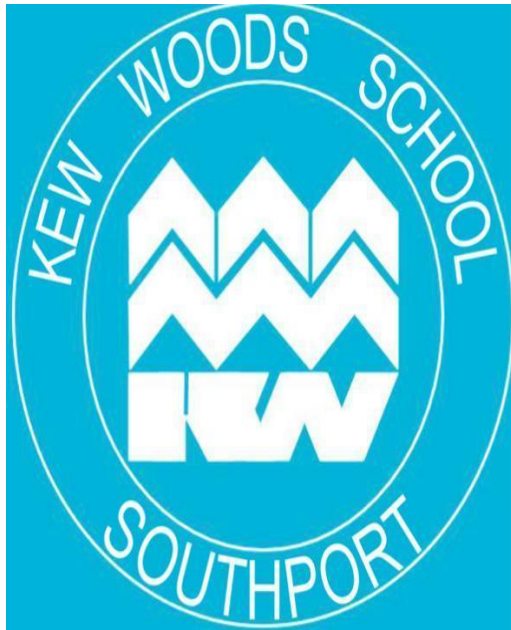


KEW WOODS PRIMARY SCHOOL



PROSPECTUS 2022 / 2023



Ovington Drive, Southport, Merseyside, PR8 6JW.

☎ 01704 533478 Fax 01704 537203

✉ admin@kewwoods.com

🌐 www.kewwoodsprimary.co.uk

🐦 Twitter: @kewwoods



Regional Training Centre

ABOUT KEW WOODS PRIMARY SCHOOL

A warm welcome to Kew Woods Primary School!

With a talented and dedicated team of teachers, support staff and governors, we work together to give each child in our care the opportunity to flourish.

We are committed to offering our pupils a broad and balanced curriculum, which provides opportunities to excel academically, physically and artistically in a safe and caring environment. Every member of our community is valued and respected. We listen to each other and every voice is heard. We celebrate our achievements, differences and cultural diversity.

At Kew Woods we instill a positive culture of self-belief and pride in all of our pupils and in doing so we endeavour to create successful learners, confident individuals and responsible citizens.

Our school enjoys extensive grounds unparalleled locally which we maximise to develop pupils' learning and sporting talents. You are most welcome to come and visit us at any time and see for yourself what makes Kew Woods such a special school - our pupils!

Christina Greaves

Headteacher

The quality of teaching is never less than good and often better.

OFSTED 2017

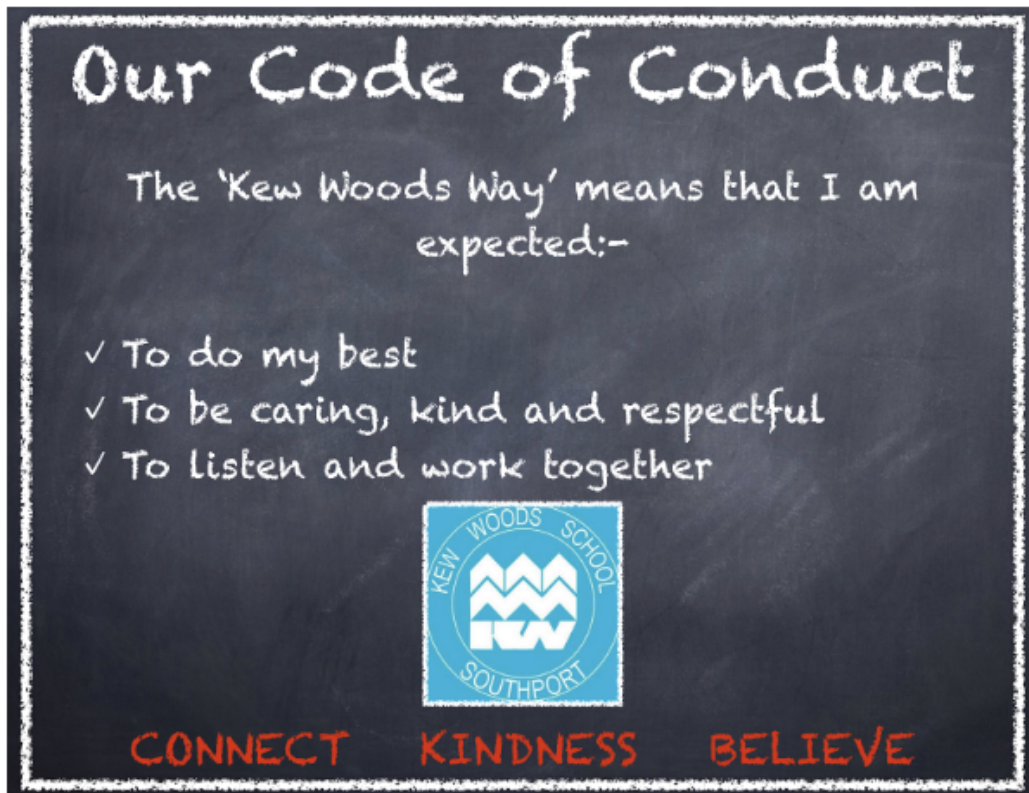


The enthusiasm of teachers is infectious and ensures that pupils develop a love of learning.

OFSTED 2017

OUR VISION

To ensure that we are #improvinglifechances of all learners no matter what their background or circumstance.



OUR VALUES

To encourage and inspire every child to believe that all of their aspirations can be achieved through learning, imagination and effort, the possibilities are limitless.

Connect Kindness Believe

KEW TEAMS

Senior Leadership Team (SLT) Leadership and Management Team (LMT)

	<p>Mrs Christina Greaves Headteacher Designated Safeguarding Leader Teaching and Learning Assessment SLT / LMT</p>		
	<p>Miss Leanne Checkley Deputy Headteacher Curriculum & Assessment Safeguarding Team Year 6 Phase Leader SLT /LMT</p>		
	<p>Miss Caitlin Park Assistant Headteacher Inclusion Lead Safeguarding Team Year 5 Phase Leader SLT/LMT</p>		
<p>Mrs Nicky Fish Early Years Leader EYFS LMT</p>	<p>Miss Kim Lacken-Fernell SENDCO LMT</p>	<p>Miss Kate Williams English Leader Year 1 / 2 Phase Leader LMT</p>	<p>Mr Chris McWilliam Mathematics + Computing Leader Year 3 / 4 Phase Leader LMT</p>



Highly skilled teachers plan interesting and challenging activities for the wide range of abilities of pupils.
OFSTED 2017

Teaching Teams

Class	Teacher	Teaching Assistants
6K	Miss Lacken -Fernell	Miss Power
6W	Mr Bradshaw	Miss Molloy
5K	Mr Ibison	Mr McNally
5W	Miss Rimmer	Mrs Harvey
4K	Mr McWilliam	Miss Fitzmaurice
4W	Mrs Bassey	Mrs Elliott
3K	Mrs Logie / Mrs Nottingham	Mrs Hall
3W	Mrs Foster (Maternity leave) Mrs McGlincy	Mrs McWilliam
2K	Miss Moses	Mrs Bailey
2W	Miss Williams	Mrs Aldwinckle Miss Jenkinson
1K	Mrs Billington	Mrs Dilley
1W	Miss Hunt / Miss Nevin	Mrs Flannery
Reception K	Miss Banks	Miss Watterson Ms Flint
Reception W	Mrs Fish	Mrs Watkinson Mrs Feeney
Nursery	Miss Tapia	Mrs Bacha Mrs Jonnalagedda
PPA staff		
Mrs Gibson - Higher Level Teaching Assistant (HLTA) Mr Thompson - PE Specialist		

Counsellors
Jackie Archer Rachel Hodges

Specialists on site
Joanne Noonan - EAL tutor Alix Connor - SALT

Administration Staff

Lisa Mason
Lesley Power
Jayne Wright

School Business Manager
Administration + Attendance Support officer
Administration + SEND support

Premises Staff

To be appointed
Lorraine Gale
Lisa Dalton
Satya Jonnalagedda
Maryam Noray
Laura Jones

Premises Site Manager
Lunchtime Welfare Assistant
Lunchtime Welfare Assistant
Lunchtime Welfare Assistant
Lunchtime Welfare Assistant
Lunchtime Welfare Assistant

Catering Staff

Nicky Slater
Julie Kenyon
Olfa Shafhabi
Karen Campbell
Julie Arque

Cleaning Service

Lisa Dalton
Helen Lea
Sue Jones

Cleaner
Cleaner
Cleaner



GOVERNOR MEMBERS

In their roles as governors, our governing body volunteer to support the school, staff and pupils because they believe in the school's mission to provide the most effective education in a warm and respectful learning environment. Their role is to encourage and reinforce the culture of the school.

The Role of the School Governor

The school governors represent a broad range of backgrounds and experience whilst sharing the same interest and passion to support the school.

- Their role is to help the school provide the best possible education for pupils and they work to support the school to raise achievement;
- They assist the school to set their aims, agree plans and policies and make the most of available resources;
- They act as a critical friend to the Headteacher and evaluate and support their role in leading and managing the school;
- They ensure that the school is accountable to the children and parents it serves, and to its local community and to those who fund and maintain it, as well as to the staff it employs.

The School's Governing Body is made up of School Governors who represent a broad range of groups within the school's community. This effectively enables the governing body to draw upon a sufficient variety of views and experiences. However, the elected members do not represent those groups.

Mr Phil Power	Chair of Governors / Member of the Trust Community Governor
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Mr Bryan Brumant	Vice Chair Finance Community Governor
Mrs Tamsin Marlowe	Parent Governors Curriculum Governor
Mr Simon Staniforth	Community Governor GDPR Governor
Mrs Beverly McNally	Safeguarding Governor Attendance Governor
Mrs Charmaine Tarring	Parent Governor SEND Governor
Vacancy	Community Governor Equality Governor
Mrs Christina Greaves Mrs Jo Bassey Mrs Sarah Aldwinckle	Staff Governors
Mrs Lisa Mason Ms Anja Goldbourne	Clerk to the Governors

Kew Woods Primary is part of Southport Learning Trust. Mr Raikes is the CEO of the trust and Mr Power (Kew Woods Chair of Governors) is a member of the trust.

ADMISSIONS

We use Sefton Admission Criteria for Community and Voluntary Controlled Primary Schools in the Southport Area.

Kew Woods Primary School's admissions number is 60.

Where there are more applications than places available, we will adhere to the Admissions Criteria in the following order to allocate places:

Admissions Criteria 2022

After the admission of pupils with an Education, Health and Care Plan which names the school and where there are more applications than places available, the following admissions criteria will be applied in order to allocate places.

Criteria 1

Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (or became subject to a child arrangements order, or special guardianship order).

Criteria 2

Sibling - Children who have a brother or sister living in the same house who already attends the primary school of their choice, provided they will still attend the school in September 2022. Sibling is defined in these arrangements as step-children, foster children and half-brothers and sisters, adopted brothers and sisters or children of the parent(s)/carer(s)'s partner, living in the same family unit at the same address.

Criteria 3

Children of staff where the member of staff has been employed at a school within Southport Learning Trust for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Parent(s)/carer(s) must state the employee's name on their admission application form. Details will be validated by the school.

Criteria 4

Distance - Children in order of proximity of their home to school, measured as per the tie breaker clause. If it is not possible to offer places for all applications within any criteria then priority will be given to those living closest to the school measured by the shortest walking distance from the child's home. We will measure from the property's address point, to the nearest school gate (using recognised routes known to the Local Authority at the time of measurement).

Please be aware that the number of places allocated in each criterion can change from year to year.

All schools will meet their legal obligation to admit a pupil who has an Education, Health and Care plan that names the school in his or her plan.



SESSION TIMES, TERM DATES AND HOLIDAYS 2022-2023

	Morning	Break Times	Afternoon
Reception Classes	8.55am- 11.30am	N/A	12.15pm- 3.15pm
Key Stage One Classes 1 and 2	8.55am- 11.45pm	10.20am- 10.40am	12:30pm- 3.15pm
Key Stage Two Classes 3 and 4	8.55am- 12.00pm	10:45am- 11.05am	12:45pm- 3.15pm
Key Stage Two Classes 5 and 6	8.55am- 12.30pm	11.10am- 11.30am	1.15pm- 3.15pm

Nursery Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1	8.45am- 11.45am	8.45am- 11.45am	8.45am- 11.45am	8.45am- 11.45am	8.45am- 11.45am
Option 2	12.15pm- 3.15pm	12.15pm- 3.15pm	12.15pm- 3.15pm	12.15pm- 3.15pm	12.15pm- 3.15pm
Option 3	8.45am-3pm	8.45am-3pm	8.45am- 11.45am		
Option 4			12.15pm - 3.15pm	8.45am- 3pm	8.45am- 3pm
Option 5 (<i>Extended Entitlement</i>)	8.45am - 3.15pm	8.45am - 3.15pm	8.45am - 3.15pm	8.45am - 3.15pm	8.45am - 3.15pm

Term Dates

Autumn Term 2022	Spring Term 2023	Summer Term 2023
INSET Thursday 1 st September Friday 2 nd September Starts on: Monday 5 th September HALF TERM Monday 24 th October - Friday 28 th October (incl) Term ends on: Wednesday 21 st December	Starts on: Wednesday 4th January HALF TERM Monday 13th February - Friday 17th February (incl) INSET Monday 20 th February Term ends on: Friday 31 st March	Starts on: Monday 17 th April Bank Holiday Monday 1 st May HALF TERM Monday 29 th May - Friday 2 nd June (incl) Term ends on: Friday 14 th July INSET Monday 17th July Tuesday 18th July

SAFEGUARDING

The designated senior persons for child protection are:

Mrs Greaves

Miss Checkley

Miss Park

The nominated child protection governor is:

Mrs Beverly McNally

Contact: admin@kewwoods.com

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Copies of the school's safeguarding policy can be requested from the school office. They are also available on the school website policy section.

The leadership team has ensured all safeguarding arrangements are fit for purpose and records are detailed and are of high quality.

OFSTED 2017



MRS GREAVES – DESIGNATED SAFEGUARDING LEADER

PARENT COMMUNICATION

We believe that regular and efficient communication is a vital part of the home school link.

Communication happens as follows:

App messaging- this is used for reminders and short messages. Please sign up for our Parent App account.

Twitter (@KewWoods) and our school website www.kewwoods.co.uk provide additional information.

Class Twitter pages also provide information

Weekly newsletters on the school website- these give an overview of what has been happening that week and details about forthcoming events.

Overviews sent out of events happening each half term.

Teaching assistants are available on the doors at the beginning of the school day to pass on messages.

If parents wish to talk to their child's class teacher at any other time, please make an appointment via the school office to see them either before or after the school day.

We also try to develop our partnership in a variety of ways:

Home school reading diaries in key stage 1

Homework diaries in key stage 2

Curriculum workshops

School celebrations

Celebration assemblies

Class and whole school performances

Parent/ teacher meeting:

Initial meet the teacher meetings are held at the start of each academic year (Years 1-6) in order to give staff an opportunity to inform parents about class timetables, expectations and homework. Parents are also given the opportunity to talk to their child's teacher during parents' evenings, receiving an update of progress during the Autumn and Spring terms. An end of year written report is sent to all parents/ guardians.

PROCEDURE FOR RAISING CONCERNS

The following steps outline the procedure for raising concerns with the school:

Step 1: Communicate with teaching assistant at the beginning of the school day

Step 2: Make an appointment with the class teacher via the school office

Step 3: Refer to the phase group leader

Step 4: Refer to the senior leadership team

Step 5: Refer to the headteacher

Step 6: Refer to the governors

SCHOOL UNIFORM

Winter uniform

Navy blue cardigan or jumper
Grey long trousers, shorts, skirt or pinafore
Sky blue polo shirt
Grey socks or tights (not sport socks)
Black school shoes (not boot style, pumps or trainers)

Summer Uniform

Navy blue cardigan or jumper
Blue and white checked summer dress with white socks
Grey long trousers or shorts with grey socks (not sport socks)
Sky blue polo shirt
Black school shoes (not boot style, sandals, pumps or trainers)

PE Kit

T shirt with representing house colour e.g. red, blue, green or yellow (from Reception onwards)
Navy shorts
Navy blue jogging pants
Navy blue tracksuit (optional for winter weather)
Black pumps
Suitable trainers for outdoor use

Outdoor footwear

Children are able to bring outdoor trainers to change into during lunch time when they are playing on the school field. They must have their name written on them and should be kept in their lockers / cloakroom area. Children must wear school shoes whilst in the school building.

Children should not wear jewellery, nail varnish or makeup in school.

Children who have their ears pierced are able to wear small studs.

Children should keep their hair neat with no over-stated haircuts or hair accessories and tidy at all times. The Headteacher reserves the right to make the final decision regarding matters of this nature. All hair longer than shoulder length (regardless of gender) should be tied back.

All of our school uniform is available from Whittakers and Myclothing.com. Marks and Spencer's also sell a sensory uniform that may be useful. Please ensure that every item of clothing is clearly labelled with your child's name.



DROP OFF / COLLECTION OF PUPILS

Pupils are able to arrive at school from 8.45 and go straight to their classroom. All pupils should be collected and dropped off by an adult unless consent is sought from the headteacher. Young people (siblings) can collect pupils if they are over 16 and with parental consent in writing. Basic skills sessions take place in classes during this time. The register is then taken at 8.55am when all children should be in school. Pupils arrive and exit school in the following ways:

Year Group	Arrival at school	Exit from school
Nursery	EYFS drop off zone	EYFS collection zone
Reception	EYFS drop off zone	EYFS collection zone
Year 1	Classroom fire doors (at front of school)	Classroom fire doors (at front of school)
Year 2	Classroom fire doors (at front of school)	Classroom fire doors (onto front of school)
Year 3	Enter Door 2 on the playground	Exit Door 2 on the playground
Year 4	Enter Door 2 (4W) or 3 (4K) on the playground	Exit Door 2(4W) or 3 (4K) on the playground
Year 5	Enter Door 3 from the playground	Exit hall doors on the playground
Year 6	Enter Door 1 from the front of the school	Exit Door 1 from the front of the school

Parents collecting children in KS2 classes should wait behind the yellow line. This allows class teachers to locate parents and dismiss all of the class safely. If you need to speak to the class teacher at the end of the day, please wait until all of the children have been dismissed. Pupils attending after school club are collected from their classroom in EYFS or KS1 classes; pupils in KS2 meet the after school staff at the 'Bus Stop' past Year 1. Pupils are only allowed to walk home without an adult if they have written permission and are in summer term Year 5 or Year 6.

SCHOOL DINNERS

Pupils at Kew Woods have a generous choice of healthy school dinners which can be ordered as follows via LunchHound:

USING THE LUNCHHOUND ONLINE LUNCH BOOKING SERVICE - NEW USERS

Visit the LunchHound online lunch booking service at <https://preorder.lunchhound.co.uk> Log in using one of the following options:

- Facebook, Google or Microsoft account holders - choose the appropriate provider from the selections displayed. The email address associated with your provider must be the same as the one you have registered with the school, if this is not the case it will be necessary to; change the email address registered with your provider, change the email address registered with the school or log into LunchHound with a 'Stand-Alone' account (see below) Please note that using your Facebook, Google or Microsoft account to identify yourself does NOT give us access to that account.

- Stand-Alone Account - follow these steps:

Select SIGN-IN

If you have not previously registered, click the 'Sign Up Now' link below the blue Sign In button and follow the instructions. Please note that you will need enter the verification code sent to your email address in order to verify your account. Note: whichever means you choose to log-in it will be necessary to know, and use, the email address you have registered with the school.

TO BOOK A LUNCH

To book a lunch, simply click your child's choice, by selecting 'BOOK', on each day they would like a lunch. On a mobile, click the purple 'calendar' icon to book. If the system does not allow you to select a lunch or one of the available choices for a particular date, it will be for one of the following reasons:

- You have previously indicated that your child should not have a lunch on that day of the week. Please contact the school and ask them to adjust your meal pattern
- There is no meal service on that date (e.g. a school holiday - this will be indicated)
- Your child is allergic to one of the ingredients in the school meal - the allergens will be listed if this is the case.
- The school has closed booking for this date, or booking is not yet open. The school runs a booking window (e.g. you must book a certain number of days in advance and can book up to a number of weeks in advance). If you have not submitted a booking by the time booking closes don't worry, your child will be allowed to pre-order in school on the day and, if not, will be able to order when they collect their lunch.

ALLERGIES

LunchHound is unable to prevent the selection of items your child is allergic to unless this information is already held in the schools Management Information System. Please ensure this is up to date directly with the school.

SUPPORT WITH LOGGING IN

Please check with the school if you do not know what email address they hold for you - this will be needed for log-in purposes.

After verifying that the school does hold your correct email address, if you are still experiencing log-in issues, please contact parentsupport@lunchhound.co.uk. The cost for a school dinner is £2.25 per day unless a parent has applied and is notified their child is eligible for free school meals (see below).

Foundation and Key Stage One pupils are entitled to free school dinners; however, they have the option to bring in a healthy packed lunch instead.

Snack time is provided throughout the day, with school providing healthy snacks for pupils in Reception and Year 1 (at break time). Pupils from Year 2-6 are encouraged to bring in a healthy snack for break. The teaching team encourages pupils to bring suitable items for break (no sweets, crisps or chocolate bars).

It is important to know that if your child is registered as being eligible for Free School Meals that you can apply for free school meals by contacting School Admissions and Pupil Support team on 0151 934 3263/3246 or by completing and returning the Free School Meals Form which can be found here:

<http://www.sefton.gov.uk/schools-learning/grants-and-funding/free-school-meals.aspx>.



STAGES OF EDUCATION

Pupils are organised into one of two registration groups in Reception, RK and RW (K for Kew and W for Woods). The classes are mixed at the end of Year 1 and sometimes at the end of Year 4 when we feel it will maximise children's opportunities in interacting socially with their peers and promote learning. We may also vary groupings across year groups or phases in specific subject areas so we can personalise learning ensuring maximum progress for each child for example in phonics.

Pupils complete statutory assessments at the end of Year 1 (Phonics screening), end of Key Stage One (Year 2) in Reading, Writing, Mathematics and Science and at the end of Key Stage Two (Year 6) in Reading, Writing and Mathematics. In Year 4, pupils also complete a multiplication tables check.

Transition

Particular attention is paid to ensuring that transition into school is as smooth as it can be for the children. The same is true of transition from year group to year group and when progressing to high school. Information that will support a child's transition at any stage is passed on to the child's class teacher or high school.



Children get off to a flying start in early years. Due to high quality teaching and the nurturing school community, pupils are very well prepared for the next stage in their education by the time they leave school.

OFSTED 2017

CURRICULUM

POLICIES

All curriculum policies are available both on the school website and on request at the school office.

HOMEWORK

Homework is set to enhance and support the teaching and learning process. There is a focus on promoting a love of reading and developing mathematical fluency. Please see the school homework policy on the school website for information about expectations in each year group.

ONLINE LEARNING

Additional online resources are available to the pupils and are linked on the school website. Pupils have access to sites including Busy Things, Google Classroom, Bedrock Vocabulary (KS2), Times Tables Rockstar (KS2) and Numbots (EYFS and KS1).

EVENTS THROUGHOUT THE YEAR

You can keep up to date of events throughout the year by visiting our school website, looking at the latest newsletter and the school calendar, viewing the half termly overviews or checking the school calendar on parent apps.



Progress in reading has been in the top 20% nationally. Pupils develop a love of reading. The proportion of pupils who reached the expected standard in reading, writing and mathematics was well above the national average.

Ofsted 2017

WELLBEING



We aim to enable our children, staff and everyone working in partnership with the school to develop the knowledge and understanding, skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing now and in the future. The school has been awarded the Well Being in Schools Award by the National Children's Bureau / Optimus Education in recognition for our commitment to well being. We have also received the highest standard, the Gold Award, for our work around reducing bullying and promoting pupil well being.

We aim to:

- Plan and deliver a coherent curriculum, that supports the personal, social, health education of our pupils;
- Carefully plan and deliver an age appropriate sex and relationship education programme for pupils
- Provide a supportive and encouraging atmosphere for children, staff and parents and carers;
- Develop our relationships with pupils, parents and carers and the wider community;
- Work closely with outside agencies to encourage a wide range of wellbeing and health related activities;
- Further develop school policies and procedures to promote wellbeing;
- Ensure all members of staff are aware of their professional roles in wellbeing related issues;

Teaching and Learning

Through our curriculum we promote confidence, independent thinking and positive attitudes and dispositions.

We focus upon:

Physical Health which explores the knowledge, skills and attitudes that are needed to understand physical factors in relation to our health.

Emotional Health which explores the knowledge, skills and attitudes that are needed to understand emotions, feelings and relationships and how they affect us.

Social Health which explores the interaction of the individual, the community and the environment in relation to health and safety.

We appoint pupils as anti-bullying ambassadors and sports ambassadors, use digital leaders to promote safe and healthy internet use, use 'Worry Monsters' in each class to allow the pupils to share concerns and we have themed health and sports weeks annually.

"Kew Woods place important emphasis on mental health and promote positive well-being. It is a consistent, engrained thread throughout all the school strive to do."

Well Being award for schools 2022

SICKNESS AND ABSENCE PROCEDURE

If your child is absent from school, parents should call the school office by 9am at the latest on the morning of the absence to inform of the reason for the absence. Regular updates should be provided if your child is absent for longer than one day. This is essential in ensuring we work together to safeguard your child.

In the event of your child becoming ill at school, we will ring one of the emergency contact numbers to arrange for them to be taken home if that is necessary. Therefore, it is very important that these contact numbers are kept up to date.

If your child is injured in school they will receive first aid treatment, a slip will be sent home with details of the injury and any treatment received. In the event of a head injury an app message will also be sent and your child will be closely monitored by a member of staff. If the injury / illness is deemed more serious we will contact you by telephone.

Please notify us immediately if you have changed numbers or moved address.

If your child has been prescribed medication they should be given the first dose at home with a parent administering it (to check there isn't a reaction to the medication). Medicines that are prescribed for three times a day can be given at home. If your child needs to take any medication whilst they are in school, we would have no objection to a family member coming into school at lunchtime to give whatever is necessary. Staff at school can only administer medication which is prescribed by a doctor in original packaging with expiry date and name of child clearly shown. All medication must be handed to the school office (**not** the class teacher or teaching assistants) so that it can be safely secured. Parents must complete a medicine form to allow members of staff to administer the medicine. It is essential that parents administer the first dosage at home. Over the counter medication such as Calpol or cough sweets cannot be given in school as they have not been prescribed.

After contagious diseases like chickenpox or measles, please check with your doctor before sending your child back into school. At various times during the school year, your child may be seen by the school nurse or the NHS schools health team. You will be notified before these routine checks take place. N.B. The school nurse no longer checks children's hair for head lice. It is vital therefore, that you check your child's hair regularly.

Where a child has suffered vomiting and/ or diarrhea, they can return to school no sooner than 48 hours after the symptoms have disappeared.



SPECIAL EDUCATIONAL NEEDS & INCLUSION

Kew Woods is an inclusive school, which offers a broad, balanced and differentiated curriculum so that all pupils can fulfil their potential. We recognise that all children are unique and that some children will have particular needs, which need to be identified and met. This may be because of a learning difficulty, a health issue, a disability or emotional and behavioural difficulties. We integrate children with additional needs into our school community and develop within our school empathy, understanding and tolerance of the needs and differences of other for the mutual benefit of all pupils.

The school works with the Code of Practice for Special Educational Needs 2014 and in compliance with the Equality Act 2010.

Please read our SEND section on the school website for further information.

“Inclusion is at the heart of the school and the foundation on which all developments are built.”

SENDIA Award for Schools 2021



Pupils engage in a wide range of performing arts events and many different sporting activities which promote teamwork, resilience and pupils' personal development.

OFSTED 2017

ATTENDANCE

Kew Woods Primary School recognises that high attendance and punctuality are not only a legal requirement but also of paramount importance for continuity and progression in learning. We believe that all pupils benefit from the education we provide, and therefore from regular school attendance. In order to achieve this, we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may affect full attendance, are acted on as quickly as possible.

We aim to work with parents to ensure that all pupils attend school regularly and on time. Helping to promote a pattern of regular attendance is everybody's responsibility: parents, pupils and all members of school staff. For our pupils to gain the greatest benefit from their education it is vital they attend regularly and on time every day the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a pupil's schooling and regular absence will seriously affect their learning.

Attendance and punctuality rates at Kew Woods Primary School are accurately monitored. It is very important therefore that parents ensure that their child attends school regularly and our policy (available on the school website) sets out how together we will achieve this. The expectation is that pupil attendance rates are 95%+. If your child's attendance goes below 95% we will write to advise you and no longer authorise any absence from school. If attendance then continues to be a cause for concern further correspondence will be sent and a local authority monitoring period and possible penalty notice may be applied for.

Since 1st September 2013 Head Teachers have not been allowed to grant leave of absence to children during term time unless there are exceptional circumstances. Parents/Carers wishing to take leave of absence will need to provide the appropriate evidence outlining the exceptional circumstances for the headteacher's consideration. If you do take your child out of school without permission, the absences will not be authorised and Sefton Attendance and Welfare Managers may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid the Attendance and Welfare Service may then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.



BREAKFAST CLUB

Breakfast Club runs daily for pupils from Nursery to Year 6, from 7.50am until the start of the school day. The club is popular with both parents and children, largely due to the friendly and experienced school staff who run the club.

The cost per session is £2.20 and is held in the school hall. Parents are required to book and pay for their child in advance via Parent pay. Bookings should be made by the Friday prior to the week required.

Breakfast is provided and may include items such as cereal, toast, crumpets, pancakes, juices, milk or hot chocolate. Pupils have access to a range of activities including board games, jigsaws, drawing or colouring or watching short films.

AFTER SCHOOL CLUB

At Kew Woods we offer an After School Club. This runs daily at school, from 3.15pm until 6pm. The cost for this full session is £9.50 per day (until 6.00pm) or £5.75 (until 4.45pm).

Application forms can be found on the school website. Please contact the school office if you required any further details. Places are limited at this provision.





EXTRA CURRICULAR ACTIVITIES



Here at Kew Woods we are delighted to offer an extensive range of extra curricular activities for all ages. Most clubs are free of charge and delivered by teachers and teaching assistants at school, however some clubs are run by DBS accredited agencies and may incur a minimal cost. Parents are notified of the clubs offered each term via ParentApp.

Some of the clubs on offer include:

- iPad club
- ICT club
- Art club
- Football club
- Netball club
- Basketball club
- Athletics club
- Book / Phonics club
- Speed stacking club
- Running club
- Singing club
- Dance club
- Eco club
- Spanish club
- Board games
- Film club
- Energy club
- Lego club
- Yoga club
- Golf club
- Drama Club

The process for allocating places to a club is to sign up online before the deadline, using Parent App. This process ensures that all pupils get an equal chance to participate in these clubs. Registers are completed at the clubs and pupils are allocated Children's University Credits for regular attendance at the clubs. Following the sessions, children will be dismissed from clubs via door 2, door 3 or the hall doors onto the playground.

APPLE REGIONAL TRAINING CENTRE

Kew Woods has been accredited with official Apple Regional Training Centre status. This reflects the creative use of technology at Kew Woods, having a proven impact on the progress of the pupils.

Apple Regional Training Centre's deliver courses to build the skills and confidence of educators to use Apple technology inside and outside the classroom. They are a community who share best practices and inspire excellence through teaching with Apple technology.

Being selected as an Apple Regional Training Centre highlights our commitment to facilitating training for teachers to develop skills and build confidence to use Apple technology in the classroom.

Apple Regional Training Centre's create a community to share best practice and support teaching staff to attain Apple Teacher status, a professional learning programme designed to support and celebrate educators.

Teachers from across the region can attend courses to build their knowledge and skills using technology in the classroom and earn badges to achieve their Apple Teacher recognition.

Across the UK and Ireland, the goals of all Apple Regional Training Centre's are to:

- facilitate training opportunities for teachers to develop skills using Apple technology in the classroom
- promote Apple in Education and share new products and innovations with educators
- build Apple Teacher across the region
- share best practices, build community and inspire excellence.

To find out more, please visit the Apple Teacher website:

<https://www.apple.com/uk/education/apple-teacher/>

To find out more about Kew Woods Sefton RTC, please visit www.seftonrtc.weebly.com



SCHOOL PARTNERSHIPS

SOUTHPORT LEARNING TRUST Kew Woods is an academy in a multi-academy trust, The Southport Learning Trust. Greenbank High School, Stanley High School, Maghull High School and Birkdale High School are also part of the multi-academy trust.

SOUTHPORT LEARNING PARTNERSHIP Kew Woods is part of the Southport Learning Partnership (SLP). The partnership is well established and it is the largest and most diverse collaboration the region with every phase represented from EYFS, Key Stage 1 - 4, including two resourced provisions.

CORE NETWORK The CORE Collaborative is one of the smallest in the region consisting of six member primary schools. CORE is essentially a leadership-focused group which meets six times each year at senior leadership level to discuss the latest developments in education and plan professional development for leaders and school staff. Staff also meet throughout the year to moderate and share good practice.

STANLEY HIGH SCHOOL SPORTS COLLEGE / CHRIST THE KING CATHOLIC SECONDARY SCHOOL Kew Woods is also part of two sports partnership with Stanley High School and Christ the King Catholic Secondary School. These partnerships enable staff to access training, pupils to access a range of festivals and competitions and the leadership skills of our pupils our developed through various courses. We also utilise the facilities at the Stanley High School, not only for sports but for Design Technology, Music and other areas of the curriculum.

THE HAWTHORNS PRIMARY SCHOOL Our Year 3 children develop links with our partner school in London by becoming penpals during the year. This develops through curriculum projects in year groups 4 and 5. In year 5 all the children have the opportunity to meet their pen pal when we enjoy our school funded residential visit to London.

CHILDREN'S UNIVERSITY



Pupils at our school are invited to participate in both the Sefton and the National Children's University Scheme. The scheme aims to reward a pupil's voluntary engagement with learning beyond the school day. Pupils obtain credits for attendance at clubs and showing a commitment to learning, outside of the school day. Pupils receiving sufficient credits, at the end of each Key Stage, are invited to a graduation day. This is held annually, usually at Edge Hill University, Ormskirk, in the Summer Term.

Our pupils can also gain additional credits through the Passport to Learning Scheme. Pupils collect credits in their own Children's University Passport by learning at verified "Public Learning Destinations" across Merseyside. Learning Destinations are places and organisations that children can 'travel' with their Passport. They provide high quality learning activities and experiences with a 'wow' factor and have passed the Children's University's own quality assurance process. A Learning Destination can range from a museum to a farm or from an airport to a university as long as the learning activity connects with Children's University learning. Passports can be purchased from school. Please see Sefton Children's University website for an up to date list of accredited Learning Destinations.

NORTH WEST MATHS HUB We have been part of a pilot project looking at maths mastery over the last academic year. Following this successful project, we have now joined North West Maths Hub 3, working in partnership with St Helens teaching School Alliance, striving to make improvements in standards in mathematics.

LINK LEARNING Music tuition lessons are offered through this organization (fee payable). At present they are keyboard and guitar lessons.



Kew Woods School Relationship Policy

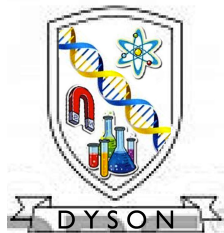
#improvinglifechance

<p>Visible Adult Consistencies:</p> <ol style="list-style-type: none"> All adults at Kew Woods are calm, considered and controlled at all times We are relentlessly positive (with high expectations of all) We build trusting relationships by catching the children being the best they can be We have clear routines to ensure that our children feel safe. These include: <ul style="list-style-type: none"> Greeting the children at the door when they enter the classroom for each lesson We have clear expectations for entering and exiting transitions including staff supporting all movement around the school 	<p>Our Code of Conduct: The 'Kew Woods Way' means that every pupil is expected:-</p> <ul style="list-style-type: none"> To do my best To be caring, kind and respectful To listen and work together
<p>Stepped Sanctions:</p> <p>Redirection - this can be delivered to the whole class, re-focus, a look, proximity praise</p> <p>Reminder - focus on the Code of Conduct and expectations</p> <p>Verbal warning to 'Turn it around' (delivered privately wherever possible, making children aware of their behaviour and consequences (red dojo) if they continue). Staff to use the 30 second intervention. Talk to child, privately where possible and give opportunity to engage. Supportive actions to support behaviour may be put into place e.g. child moved within class</p> <p>Red dojo – issued to the child</p> <p>Loss of break – pay back loss of learning time at break / start of lunch</p> <p>Phase Leader – phase leader sought to come and speak to the child / implement sanctions</p> <p>Think Tank – loss of whole break for serious behavioural issues</p> <p>Recording – all incidents recorded on cpoms and tag phase leader / head and deputy</p> <p>Restorative follow up meeting should happen at the end of the session and reflect on what happened (see below)</p> <p>Report if improvements aren't seen, a child may need an individual plan. Phase Leader should be informed of concerns and collectively decide on next steps such as a behaviour plan / referral to SLT</p> <p>Exclusions- short periods of internal exclusions or external exclusions may be issued by the head</p>	<p>Our Values: To encourage and inspire every child to believe that all of their aspirations can be achieved through learning, imagination and effort. The possibilities are limitless.</p> <p style="text-align: center; font-size: 1.5em; color: #00AEEF;">CONNECT KINDNESS BELIEVE</p>
<p>30 second intervention</p> <p>We can use a 30 second intervention to support good behaviour choices that may include the following :</p> <p><i>"I have noticed that you are not being... (refer to Code of Conduct and child's behaviour) right now.</i></p> <p><i>You have chosen to ... (refer to action to support behaviour e.g. moving to another table, complete learning at another time)</i></p> <p><i>Can you remember yesterday/last week when you... (refer to previous positive behaviour)? That is who I need to see today...</i></p> <p><i>Thank you for listening</i></p> <p>Then give the child some 'take up' time.</p>	<p>Our Vision: To ensure that we are #improvinglifechances of all learners no matter what their background or circumstance.</p>
<p>Restorative Follow up:</p> <p>Discuss the issue with the child at the end of the session / day without the other children being present if possible</p> <p>What happened?</p> <p>What were you thinking at the time?</p> <p>What have you thought since?</p> <p>How did this make people feel?</p> <p>Who has been affected?</p> <p>How have they been affected?</p> <p>What should we do to put things right?</p> <p>How can we do things differently in the future?</p> <p><i>These questions can be used with children involved in any incident.</i></p>	<p>Over and Above Behaviours:</p> <p>When children go over and above our expectations for behaviour they are rewarded with:</p> <ul style="list-style-type: none"> Verbal praise and recognition Green Dojos Stickers / certificates Positive comments to parents (verbally, in reading diaries, in homework books, call home) Celebration Assembly nomination Name in Hogwarts Book Recognition as sent to Head / deputy to share good news / work

Pupils behave well. They are very polite, friendly and welcoming and feel safe in school. OFSTED 2013

HOUSE SYSTEM

Upon starting school, pupils are allocated a house team. The house teams are Dyson (green), Berners-Lee (yellow), Rowling (red) and Farah (blue). Pupils wear PE tops of the colour of their team. Staff wear lanyards showing the team they belong to. House Captains from Year 6 are elected annually to lead the house. Each team has key values associated to it, which the children are encouraged to demonstrate. Children take part in a range of events and competitions each year in their teams. This helps foster team spirit and sporting behaviour, with collective achievement strived for.



SCHOOL AWARDS

SENDIAS INCLUSION Following an external audit, the provision offered to SEND pupils was recognised as being carefully planned, promoting positive outcomes and meeting legislation.

SCIENCE QUALITY MARK This external validation recognises our commitment to delivering a high quality Science curriculum and to developing staff development.

SCHOOL GAMES PLATINUM The Kitemark is a government award system that rewards schools for their commitment to and delivery of school sport and competition.

QUALITY MARK EYFS Quality Mark is an external validation and acknowledgement of good provision, practice, progress and performance in EYFS.

ARTSMARK SILVER Artsmark is a national award from Arts Council England that evaluates, looks for ways to strengthen and celebrate the arts and cultural provision at the school. It recognises settings with a high level of provision in the arts.

SCHOOL MARK SILVER The school has been awarded Sustrans school mark silver for its commitment to promoting active and sustainable travel through Bike It breakfasts, Bikability, Walk to school, Learn to ride and the high school transition programme.

WELL BEING IN SCHOOLS AWARD The school has been awarded this award by Optimus Education / NCB in recognition of our work with all stakeholders around well being. In addition, the Anti Bullying Alliance awarded the school Gold as a result of our work to stop bullying and supporting pupil well being.

SAFE REMOTE EDUCATION ACCREDITATION The school has been awarded this award by National Online Safety in recognition of our commitment to the safeguarding and well being of remote learners.



