



Welcome to Chaddesden Park Primary School

On behalf of everyone at the school, may I offer a very warm welcome to you and your family and trust that your time associated with us will be a happy one. I hope this school brochure will answer any questions you may have, however, if there is anything else you wish to know, please telephone and we will be glad to help.

Chaddesden Park Primary School is a popular, well-respected school, dedicated to providing the best learning and teaching environment and ensuring every child feels happy, secure, and valued. All children are encouraged to reach their full potential. We have high expectations for behaviour and learning.

Our motto is: **Be the best that you can be!**

We aim for all our children to leave us as successful learners, confident individuals and responsible citizens.

The children at our school are well behaved, polite and hardworking. They welcome new pupils eagerly. The staff are friendly, enthusiastic and provide an excellent standard of teaching. We work alongside the School Champions to ensure a high standard of education for all our children.

We were delighted to move into a new building in June 2016 that allows a natural transition for children from Nursery through to Year 6. We have a well-equipped hall, which is used for assemblies, concerts, PE and for dining and a studio for large group work. The classrooms are light and spacious and open onto our expansive school grounds.

Our school converted to an Academy in April 2018 when we joined The LEARNERS' Trust, Multi Academy Trust.

We look forward to working in partnership with you to ensure that your child has a happy and successful education.

Yours sincerely

Mrs H Smith
Headteacher



CARSON ROAD, CHADDESSEN, DERBY DE21 6JW
☎ 01332 662115

CHADDESSEN PARK PRIMARY SCHOOL

Admissions

We admit 60 children as full-timers into the Reception classes (Early Years Foundation Stage 2) each year and most of these have attended our Nursery and are already part of the school.

Children are admitted full-time in the September of the school year in which they have their fifth birthday. From Reception, the children move into Year 1 and then Year 2 classes (Key Stage 1) as they progress through school. On leaving Key Stage 1, the children move to Key Stage 2, upstairs in the same building. When the time for transfer to Key Stage 2 arrives, the pupils are already familiar with the staff and the transition is seamless.

Mid-way through the Autumn Term parents who have children in our Nursery, or who are on our waiting list, will be asked to express their full-time school preference. The closing date is usually mid-January and these are sent to the Local Authority (LA). The LA will write to parents at the beginning of April to let them know the outcome of their requests.

If these applications exceed the number of places available, the LA will consider them and offer places using the following criteria as determined by the LA:

1. Children who are looked after - in care of or accommodated by - Derby City Council or another LA. This includes children in Children's Homes and children with foster parents.
2. Children with Statements of Special Educational Needs on which this is the named school.
3. Children who live within our catchment area and who have brothers or sisters already attending the school.
4. Children living within our catchment area without brothers or sisters currently at the school.
5. Children who whilst living outside our catchment area have brothers or sisters already attending the school.
6. Any other children whose parents have requested a place.
7. Any children whose application was admitted after the closing date.

If choices have to be made between children meeting the criteria in 2, 3, 4 or 5 of the above, the children who live nearest the school - measured by the nearest distance will be given preference.

Any parent whose child is refused admission by the LA may appeal against the decision and should contact the Education Office.

Nursery Admissions

Children's names can be put on the waiting list for Nursery when they are two years old.

Children are eligible for a Nursery place the term after they are three depending on spaces. Children can apply for a full-time school place in September of the school year in which they have their fifth birthday.

Chaddesden Park Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff have enhanced DBS checks and new staff are recruited according to the safer recruitment procedures.

School Staff

Headteacher	Mrs H Smith	
Deputy Headteacher	Mrs S Redfern	
Foundation Stage Teachers	Mr B Rowland (Acting Assistant Head) Miss S Simpson Mrs J Thompson Mrs E Atkin	
Key Stage 1 Teachers	Mrs L Hames-Fathi (SENDCo) Mrs I Mitchell	
Key Stage 2 Teachers	Miss N Baran Mrs M Halford Miss S Harbon Mrs S Haslam Miss N Kelly Mrs K Malcolm Mrs S Redfern Mrs H Summerfield Miss O Troy	
Learning Support Assistants	Miss L Austin Mrs T Brady Mrs R Butterfield Mrs N Leedham Mrs D Mellor Miss H Millward	Mrs J Parton Mrs L Sharpe Mrs T Sharratt Mrs K Smith Miss E Swift Miss N Townley-Jones
Higher Level Teaching Assistant	Miss S Evans	
Learning Mentors	Mrs H Bennett Mrs S Fitzhugh Mrs T Heap	
School Secretary	Ms V Lockett	
School Business Manager	Mrs J Gallagher	

School Staff (continued)

Midday Play Leaders	Mrs K Cudworth Mrs D Drapala Miss L Hawksworth Miss W Smith Mrs J Swannick Miss P Swannick Mrs T Walker
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Caretaker	Mr S Durham
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Cleaners	Mrs D Harrison Mrs D Mellor Miss H Millward
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Staff Employed by Mellors Catering

Cook	Mrs S Atterbury
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Kitchen Staff	Mrs B Churms Mrs S Paginton Mrs J Simpson Mrs R Woods
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Aims of Chaddesden Park Primary School

The main aims of the school are to make sure that your child is happy, that he or she enjoys coming to school and that their achievements are acknowledged, their efforts rewarded and to provide the highest standards of education.

We aim to develop confident individuals, successful learners and responsible citizens. We feel this is a sound basis on which to move forward to further stages of education and for the world beyond school.

In partnership with parents/carers, we aim to:

- provide a caring, safe environment where each child can fulfil their full potential, ensuring that the highest possible standards are achieved by all pupils
- instil respect for the needs, views, cultures and beliefs of others
- promote good moral attitudes and high standards of behaviour
- provide all children with access to the Foundation Stage Curriculum and National Curriculum regardless of gender, race, religion or ability
- develop skills of independence and encourage a sense of responsibility in a supportive, non-judgemental environment
- promote a 'have a go' culture in which self esteem and confidence can flourish
- encourage parental involvement and participation in their child's early years education.

Parents/Carers and the wider family are a child's first teachers. At Chaddesden Park Primary School, we recognise the individuality of every child and family and hope that we can work together in the years to come to ensure that your child makes the best possible progress and enjoys coming to school. Support and encouragement from home continues to be very important throughout a child's time at school. We aim to work closely with families and the local community. We work closely with the secondary schools to ensure continuity.

Equal Opportunities

In line with Derby City Council's equal opportunities policy, this school sets out to ensure that all pupils, regardless of their ethnic background, gender or ability, are offered equality of opportunity. We aim to contribute towards achieving the five outcomes of Every Child Matters, which is the Government's aim for every child, whatever their background or their circumstances:

- Stay safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being.

School Champions

School Champions, with the Headteacher, have the delegated responsibility for the strategic direction and day-to-day leadership and management of the school. School Champions are elected every four years. Within the Learners' Trust school champions shall consist of a minimum of one Headteacher, one Staff member, one Parent member, one Trust Partner and one Co-opted.

The champions have regular meetings at least once a term.

List of School Champions

Parent	Mrs A Edwards
Co-opted	Mr S Bennett Ms V Cutting Mr J Robinson Mr P Saunders
Chair	Mrs S Bradley (Co-opted)
Clerk	Mrs J Fowler
Trust Partner	Mrs L Bird
Headteacher	Mrs H Smith
Staff	Mr B Rowland

Strategic Director Children and Young People's Directorate
Derby City Council
Council House
Corporation Street
Derby DE1 2FS

What time does school start?

Nursery

Nursery sessions are from 8.45am - 11.45am
and from 12.15pm - 3.15pm
All day sessions from 9.00am - 3.00pm

Key Stage 1

School starts at 8.55am *Tennessee Road Gate
Lunchtime is from 12.00 - 1.00pm
School closes at 3.15pm

Key Stage 2

School starts at 8.50am *Carson Road Gate
Lunchtime is from 12.15 - 1.15pm
School closes at 3.15pm

Key Stage 2 children should be left on the playground at 8.50am with the teacher who is on duty. All parents/carers need to stand at the edge of the playground so that the school staff can make sure all the children can line up safely. The Key Stage 2 bell is rung at 8.50am.

At Key Stage 1 a whistle is blown at 8.55am for the children to collect their belongings from parents/carers, this is followed by a bell for the children to line up in their classes. Parents/carers are asked to move to the edge of the playground for the children to line up, therefore enabling the staff to clearly see all the pupils. The class teacher will escort them into school.

At the end of the day, Key Stage 1 children will leave school by their own classroom exit and we ask that parents/carers make sure that they pick their children up from their classroom. It is not appropriate for KS1 children to leave the building unaccompanied. It is important that you collect your child on time and let us know if you are delayed for any reason. Please also inform school staff if someone different will be picking your child up. Staff will not let children go with unknown adults for safety reasons.

The Key Stage 2 children will leave school from the children's entrance at the rear of the school and will wait on the KS2 playground to be collected by parents/carers.

Children are asked not to leave the school premises if there is no-one there to collect them and they will be looked after in school until you arrive, if ever you are late.

School Gate Closure

For safety reasons the school gates are closed to vehicles between 8.45 - 9.00am and again between 3.10 - 3.30pm.

If your child arrives after 9.15am, they will need to be signed in at the school office at the entrance on Carson Road.

* During COVID-19 Restrictions, staggered arrival and pick-up times have been put in place.

Is there a uniform?

We have a smart, practical uniform that consists of a purple sweatshirt or cardigan embroidered with the school logo, with black or grey trousers or skirts and white polo shirts. Lilac check school dresses or black/grey shorts may be worn in summer.

For PE children need a white T-shirt and black or navy shorts and plimsolls in a named drawstring bag. Trainers are required for outdoor use.

All uniform must be labelled with your child's name.

Uniform is available from Morleys Uniform Suppliers, Nottingham Road.

Children should wear plain black shoes or sandals. Trainers are not acceptable, nor are shoes with high or large heels. Shoes must be sensible and safe to wear in school.

Children arriving at school inappropriately dressed will be asked for a letter of explanation from their parent/carer. Inappropriate hairstyles e.g. shaved patterns, hair colours, or hair adornments may result in the child working in seclusion.

Can my child wear jewellery?

Children are **not** to wear items of jewellery at school. Rings, bracelets, necklaces and watches can all too easily get lost and this can lead to your child being very upset. Small earrings may be worn, one piercing only, **but must be removed in order to take part in PE, games or swimming**. Members of staff will **not** be able to assist in the removal of earrings; it is not acceptable to tape them up. If the children cannot remove their own earrings, they will not be allowed to partake in the activity. If you are thinking about getting your child's ears pierced please wait until the summer holidays so that once back in school the earrings can be removed for PE.

* During Covid-19 Restrictions, children are wearing PE-wear on their designated PE days.

Mobile Phones

Mobile phones are not allowed in school. Any upper KS2 pupil that needs a phone as they walk home needs to provide a letter requesting this from parents. The phone will have to be locked securely for the day and handed back at the end of the day.

What will my child learn in school?

The curriculum in Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) is wide and covers all aspects of early childhood learning in both social and intellectual development. The children will be encouraged to develop their independent learning and skills for life-long learning.

The children in the Nursery and in Reception class will be working to the guidelines specified for those children in the Foundation Stage.

During Year 1, these areas transfer easily into the subjects covered by the National Curriculum, i.e. English, Mathematics, Science, Design and Technology, History, Geography, Music, Art, Physical Education and Religious Education and Personal, Social & Health Education (PSHE). Alongside skills in English, Mathematics, Science and Information Communication Technology, our children learn about the changing world in which they live. Environmental awareness, the Arts, cultural and religious diversity will all contribute to developing intelligent, questioning young citizens. Good self-esteem built upon academic and personal achievements will foster further success.

We encourage children to take responsibility for their own learning, to be involved as far as possible in reviewing the way that they learn and in reflecting on how they learn.

The children will be following specific programmes of study that will enable them to reach the attainment targets on which they will be tested at seven, before they move to KS2. Our creative curriculum is based on cross-curricular topics, which will provide opportunities for the children to cover the programmes of study for each subject.

English

Speaking and Listening

Children are encouraged to communicate effectively by providing them with the opportunity to talk for a range of purposes, e.g. telling stories, describing events, and through drama. Talk for Learning Strategies are used across all curriculum areas. They are encouraged to listen with growing attention and concentration and situations are structured to help these skills. Chaddesden Park Primary School is a gold accredited Talk For Learning School.

Reading

Reading is of key importance and progress is carefully monitored. Both Key Stages have daily Phonics/Spelling sessions. Children are encouraged to take their reading books home and if parents become involved and interested in their child's reading it is most beneficial. Reading workshops are held for parents to offer advice and assistance so that they can become more confident in helping their child with reading.

These workshops extend from Nursery age to Year 2. Many of the computer programmes involve a lot of reading and for some children who are reluctant readers the computer is a great source of motivation.

We use a mixture of reading schemes together with non-fiction, poetry and library books to provide the children with a variety of materials. Each day the children have a Guided Reading Session in small focus groups.

Bug Club is an online reading scheme we have that can be accessed on many electronic devices e.g. iPad or phone.

Writing (including spelling and handwriting)

The children are encouraged to write in a variety of ways, through an appreciation of basic phonic skills to begin with and later by the use of worksheets and workbooks emphasising letter strings.

Sometimes children will be asked to learn some of the most frequently used words at home and again, parental involvement in this is extremely important.

Handwriting

The children need to learn the correct way to form letters, so that they can go on to join up their letters, as they get older. (A copy of the correct letter formation is included at the end. It is very difficult to “undo” learned letter formation so if you are unsure please ask and any of the staff will help you.) Please use lower case letters for words and capitals for initial letters of names (e.g. Louisa Green, Alfie Clayton, November, London). We use the Nelson Thornes Scheme for handwriting. Good activities for strengthening hand muscles are cutting and sticking activities, playing with plasticine and using clothes pegs.

Mathematics

We follow the programmes of study set out by White Rose in the National Curriculum. This involves very structured direct teaching, and oral and mental mathematics activities every day. There is an emphasis on children developing a real understanding of mathematical processes through a variety of experiences.

There is a Calculations Policy on our website, which explains how children are taught to solve problems.

Science

Children are naturally fascinated by their environment and science gives them the opportunity to investigate and gain knowledge and understanding of the world around them.

We aim to:

- give the children the knowledge and skills
- give them the understanding to appreciate scientific aspects of everyday life
- build on their natural curiosity
- stimulate them to investigate, question and predict using previous knowledge as a basis for this.

Design & Technology

Design & Technology has an exciting, practical approach, which gives opportunities to the children in our school to consider more closely the products around them and the way in which they work.

It is also an effective way of applying scientific concepts to real life situations, e.g. making a lighthouse using the knowledge of basic electric circuits.

We aim to:

- develop the children’s skill in designing and making something to meet the needs of themselves and others.
- give them knowledge and understanding of how products are made and the materials used to make them.
- give them knowledge and understanding of how things work.
- stimulate them to explore, question and communicate ideas.

Forest Schools

We are proud to offer the Forest School programme as an enrichment activity to our children. During these sessions the children will learn to understand, use and maintain their natural environment, using tools safely and even safely managing fire. Forest Schools is always a big hit with our learners!

ICT

For Information Communication Technology we are very well resourced with iPads, netbooks, laptops and interactive whiteboards. All children have access to a range of technology that is used across the curriculum. Children are supervised closely with internet access.

History

In History, the children will have the opportunity to develop awareness of the past and of the ways in which it was different from the present. They are taught about the everyday life, work, leisure and culture of men, women and children in the past e.g. clothes, houses, shops, transport and key events.

Geography

Geography helps pupils to make sense of their surroundings and to gain an understanding of the variety of physical and human conditions on the Earth's surface.

The children study the local area using first-hand experience and are then equipped to compare and contrast this locality with others in Great Britain and further afield.

They are taught specific geographical skills and vocabulary.

When possible the children are given opportunities/experiences out of the school environment to develop and put those skills into practice. They visit the local park, library and church. In the city centre, they may visit different places of worship, museums and art galleries.

Music

The children are provided with opportunities to listen to a wide variety of music, both recorded and by visiting musicians when possible. They are encouraged to make their own music by singing and with the use of instruments. They learn about rhythm and pitch and develop the ability to work together co-operatively.

Peripatetic music lessons are available at KS2.

Art & Craft

The children are helped to develop an enjoyment of art, an appreciation of the work of famous artists and the necessary skills to work in a variety of media to express themselves. The children's work is displayed in classrooms and around school to be appreciated by all. All examples of good effort are celebrated. We strongly recommend that your child wear an old shirt or apron during art lessons.

Physical Education (including movement, dance, drama)

All children are encouraged to participate fully at their own level of development. PE is planned termly over the year and includes Invasion games, Outdoor adventure activities, Gymnastics, Dance, Striking and Fielding games and Athletics.

The children get changed for PE and need either close-fitting navy or black shorts and white T-shirt. They will also need a pair of plimsolls and trainers. These should be marked with their name and kept with the shorts and T-shirt in a drawstring bag on their coat peg. For outdoor PE children will need a warm tracksuit and trainers.

The children get an opportunity to participate in sports clubs, e.g. Tag Rugby, Football, Cricket, Athletics, Dance, Gymnastics and Cross-Country.

Religious Education

Religious Education is integrated with education about the world in which we live and acceptable moral attitudes and behaviour is taught, for example being kind and helpful to each other, being honest and truthful.

The children are also told stories relating to various faiths in keeping with the multicultural society in which they live.

Parents have the right to withdraw their child from R.E. and Assemblies. If they wish to exercise this right, they should contact the Headteacher.

PSHE - Personal, Social & Health Education

The school follows the JIGSAW approach to PSHE with emotional literacy, social skills and spiritual development. The children are taught skills, which help them to live happy and healthy lives. They are taught how to co-operate and deal with different social situations. They also have the opportunity to discuss issues relevant to themselves and their lives. Our Learning Mentors always work closely with the children and are always available for parents/carers to discuss their concerns. They are on duty at break time and lunchtimes and throughout the day.

Sex & Relationship Education

Sex Education is taught as a separate subject in KS2 and children's questions are answered truthfully but sensitively as they occur. The school follows the JIGSAW approach to sex and relationship education.

As part of the Science curriculum such concepts as growing and changing, life cycles and the understanding of how our bodies work are covered.

Most of this area is taught within our Personal, Social and Health Education and focuses mainly on developing and handling relationships and dealing with their own and other's feelings.

Road Safety

Road safety is included in the curriculum for every Nursery and Key Stage 1 child to encourage their awareness of road safety as pedestrians, cyclists and future car and bus users. We work with Togo and Nogo to encourage road safety. We want to keep our children safe.

Parents are asked to support the school in this area by teaching and practising the Green Cross Code and by considerate parking of cars when delivering and collecting children from school. Please do **not** park on the zigzag lines outside school or on Carson Road outside the school.

Cycling to School

There is a lockable cycle shelter available at Carson Road entrance. Children who cycle to school must wear a helmet. Years 5 and 6 are allowed to cycle to school unaccompanied, however all other children must be accompanied by an adult. Bicycles and scooters must not be ridden on school grounds.

Internet Safety

Children are taught e-safety and how to keep safe in our technologically advanced world.

Travel Plan

Our school operates a Travel Plan and the aim is to encourage more children to walk to school. This is to reduce congestion around school caused by parents driving their children to school by car, as your safety is paramount to us.

School Trips

Visits out of school form a valuable part of the curriculum. Places in the local neighbourhood such as the park and the church are explored as part of topics about our local area. Trips are also arranged further afield. Consent for all trips is sought via our ParentMail App. Due to the cost of transport and admission fees etc it is often necessary to ask parents/carers for a contribution. The contributions are calculated purely to cover the cost of the trip. No child would be excluded from such an activity if their parents did not make a contribution, but it might be necessary to cancel the event if insufficient contributions are received. The children enjoy visits out of school very much. Great care is taken to ensure the children's safety on these trips and staff complete detailed risk assessments.

No Smoking Policy

There is a no-smoking policy in the school building and school grounds at all times.

Documentation

The school publishes a regular newsletter to all parents, which is also published on the school website: www.learnerstrust.org/cpp.

Dogs

Dogs are not permitted on the premises and owners are requested not to leave them at the school gate, as some children are fearful of dogs.

Looked After Children

Chaddesden Park Primary School aims to promote the educational achievement and welfare of pupils in public care.

Designated Teacher for Looked After Children - Mrs H Smith

School Champion with responsibility for Looked After Children – Ms V Cutting

- The School Champions are committed to providing quality education for all pupils based on equality of access, opportunity and outcomes.

The aims of the school are to:

- ensure that school policies and procedures are followed for LAC as for all children
- ensure that all LAC have access to a broad and balanced curriculum
- provide a differentiated curriculum appropriate to the individual's needs and ability
- ensure that LAC pupils take as full a part as possible in all school activities
- ensure that carers and social workers of LAC pupils are kept fully informed of their child's progress and attainment
- ensure that LAC pupils are involved, where practicable, in decisions affecting their future provision.

A copy of the school's policy for Looked After Children is available on request.

Special Educational Needs

Chaddesden Park Primary School is a fully inclusive school and works hard on partnerships with all parents/carers.

Special needs, physical or learning, are met within the classroom situation after consultation between Headteacher and parents. Advice is sought from other professional bodies when necessary but parents will be kept informed.

A copy of the Special Needs Policy is available on request.

The Special Educational Needs Co-ordinator (SENDCo) is Mrs L Hames.

The School Champion with responsibility for SEND is Ms V Cutting.

Child Protection

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, the Headteacher has no alternative but to follow the Local Authority Child Protection procedures and inform Social Care of the concern.

If you have any concerns about a child in school please let us know immediately. Any parent, child, member of staff or other community member may express a concern. We will then complete a concern form and decide if there is sufficient evidence for a referral to Social Care to be made. Once the referral has been made Social Care will investigate, not the school, and determine the best course of action for the child involved. Any allegations against staff can be made to Mrs H Smith or Trust Partner, Mrs Lisa Bird.

NSPCC are regularly invited in to lead assemblies and undertake workshops with the children on keeping safe.

Our older children take part in DARE25, which teaches children about making healthy and safe choices.

School dinners

Meals are cooked by Mellors Catering staff on site and are served to our children in our school hall. There is a choice between the main dish, a vegetarian option and jacket potato every day and the children can have water. We have a salad bar every day to which the children can help themselves.

The term's menu is always available on the school website.

Many children are entitled to free school meals and parents are requested to log into our checking service www.cloudforedu.org.uk/ofsm/link2ict. Please claim for free school meals if you are entitled to them. It does not mean that your child has to have school dinners every day but the school can access extra funding and support. All applications are treated confidentially.

For those children who pay for school meals we ask that dinner money for the entire week is paid via our ParentMail App. Meals cost £2.20 per day. Alternatively, children can bring their own packed lunch.

Parents will be asked to complete an Allergens Parent Pack if your child has any food allergies or special dietary requirements.

Packed lunches

We promote healthy eating at our school and our school council ask that children be provided with healthy food including fresh fruit and vegetables.

The children are taught about healthy eating and to give our children the best start in life we would ask you to not to include sweets or chocolate or fizzy drinks as part of their packed lunches. Wednesday is treat day when children may have a small chocolate bar included with their lunch.

Please provide your child with a spoon if they have yoghurt pots as part of their lunch.

Water

Children are encouraged to bring a clean bottle of water each day which can be refilled at school.

Proper hydration allows children to focus and learn more productively. We insist on water, as it is more beneficial for brain health, safer for teeth and less damaging to school books and work if it is knocked over on tables.

Discipline & Behaviour

We have high standards for behaviour at Chaddesden Park Primary. We teach children the importance of respect and relationships through a programme called Jigsaw.

Ready

Respect

Safe

The staff at Chaddesden Park believe in the following Charter of Rights:

Every child has the right:

- to feel safe
- to expect people to be kind
- to be respected by others
- to be happy
- to have a positive rapport with teachers and all other members of the staff team
- to have friends
- to enjoy school.

We are committed to the Assertive Discipline approach in school. This is applied consistently by all staff. The six rules are very reasonable and are phrased in positive language.

1. Be polite.
2. Be friendly and helpful.
3. Listen carefully and do as you are asked straight away.
4. Be honest.
5. Look after things in our school.
6. Work hard and quietly.

We firmly believe that the children really want to please their teachers and we all reinforce good behaviour by giving each child lots of praise and stamps and stickers to collect on a rainbow reward card which eventually lead to the presentation of a certificate in assembly.

Children showing exceptional achievement in any area or displaying a caring attitude may have their name entered in the Gold Book. The child's name will be read out in assembly, along with the reason why they are in the book. In addition, a special card will be presented to the child and a text will be sent home in order to inform the child's parents.

There is a VIP and a Secret Star of the Week for each class and a child is chosen. At Friday assembly, the positive comments from the other children are shared to raise self-esteem and confidence. All children have a turn.

There is a five star positive behaviour system in each class. This acknowledges behaviour that is 'above and beyond'. Five star children are rewarded with afternoon tea with the Headteacher.

Class Dojos are used in Year 5 and 6 to focus on learning behaviours and skills ready for transition.

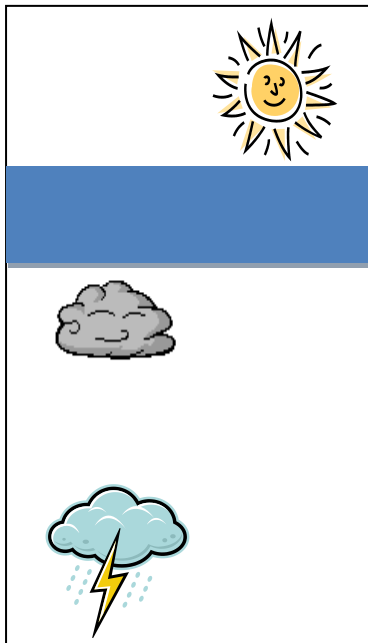
The Consequence Behaviour System

Early Years Foundation Stage

If a child chooses to break the rules then we follow the consequence system:

All children start each day at the blue (sky) at the top. For children who choose not to keep the rules, the following steps are taken.

At each step:



- The child is told firmly and quietly that their behaviour is unacceptable.
- They are reminded again of what we would like them to do and what is the right choice.
- The consequences of continuing to make the wrong choices are explained to them.
- Restorative justice is with groups of children or with the whole class to work through the issues and decide on appropriate consequences.
- At every stage, children are given the chance to turn around their behaviour and move back up the consequence ladder.

Children can move to the sun at the top of the ladder in recognition of good behaviour or showing positive attitudes to learning.

Consequences:

1. A verbal warning.
2. Child's name is moved to the grey cloud on the behaviour system.
3. Child's name is moved to the thundercloud and the child will have time out in their own classroom or in a buddy classroom.
4. The child will receive a consequence card which is sent home in a plain envelope for parents/carers to discuss with the child, sign and return. The child is excluded from class for the rest of the day (and also for a further amount of time to be agreed, if needed).
5. Parents are called for a meeting at school to work out a behaviour contract.
6. Pre-exclusion arrangement with a neighbouring school for a morning or a full day.
7. Fixed term exclusion.
8. Permanent exclusion.

The Consequence Behaviour System

Key Stage 1 and Key Stage 2

If a child chooses to break the rules then we follow the consequence system:

All children start each day at the blue (sky) at the top of the ladder. For children who choose not to keep the rules, the following steps are taken.

At each step:



- The child is told firmly and quietly that their behaviour is unacceptable.
- They are reminded again of what we would like them to do and what is the right choice.
- The consequences of continuing to make the wrong choices are explained to them.
- Restorative justice is with groups of children or with the whole class to work through the issues and decide on appropriate consequences.
- At every stage, children are given the chance to turn around their behaviour and move back up the consequence ladder.

Children can move to the stars at the top of the ladder in recognition of good behaviour or showing positive attitudes to learning.

Consequences: Each rung down has a consequence:

1. A verbal warning.
2. Child's name is moved to the top of the consequence ladder as the second warning.
3. "Time out for thinking". Each classroom has a place for children to sit away from the other children to calm down.
4. Group or Class Council (restorative justice approach) to turn around their behaviour.
5. The child will receive a consequence card from the teacher or learning mentor which is sent home in a plain envelope for parents/carers to discuss with the child, sign and return. The child works in a quiet room (and also for a further amount of time to be agreed, if needed).
6. Parents/carers are called for a meeting at school to work out a behaviour contract with the class teacher and/the Headteacher.
7. Pre-exclusion arrangement with a neighbouring school for a morning or a full day.
8. Fixed term exclusion.
9. Permanent exclusion.

Bullying behaviour would be violating the "be friendly" rule and will be dealt with by the sanctions above. This refers to making people feel upset or hurt **several times on purpose (STOP)**. **Bullying is not tolerated at Chaddesden Park Primary School** and children will be taught about bullying in class and also in assemblies. Bullying will be taken seriously; it will not be dismissed as teasing, a game or an accident. It will be dealt with promptly, thoroughly and fairly.

? What is bullying? ?
What would you do if you are being bullied?
? Who can you tell? ?

We sincerely hope that the positive rewards will encourage the children to keep the rules and that the number of children who find it difficult to behave in an acceptable way will be very few.

The children will be able to earn stamps, stickers, certificards, certificates and golden time through their good behaviour and by showing good attitudes to learning.

This discipline policy is to help us ensure that your child has the opportunity to enjoy being at school, to learn in a calm and ordered environment and to reach their full potential without badly behaved pupils spoiling it for them. Unless we hear from you to the contrary we will assume that you support the above policy.

We believe the behaviour of pupils is the joint responsibility of staff and parents, and the cooperation and support of parents are of utmost importance. Parents will always be informed at an early stage of successes and concerns and we will seek and welcome parental help in supporting each child.

Attendance

Recent changes in the law make it essential for schools to know the reason for every absence because we have to distinguish between absences which are allowed (authorised) and those that are not (unauthorised). A published record of the school's attendance is now required by law.

Sickness	up to 5 days continuous absence after which a sick note is required to authorise absence. We may contact you to discuss, or you may receive a letter or visit from our Education Welfare Officer (Local Authority).
Medical Attention	e.g. hospital checks, speech therapy, dental appointments etc. evidence is required e.g. appointment card.
Unexpected Major Crisis	e.g. fire or a death in the family.
Religious Observance	this allows a child to be absent for up to 3 days in a school year in order to participate in the significant events/festivals of their parents' religious faith.

When absence occurs because of any of the reasons above, parents/carers should inform school on a daily basis via the ParentMail App or telephone so that we can record this information on the register. If we do not hear from parents on a daily basis we will make a home visit.

School will not give permission for a child to go on holiday during term time unless there are exceptional circumstances. Requests for holidays for family weddings, or to see relatives, are not deemed exceptional circumstances. The availability of cheap flights or holidays are also not deemed to be exceptional circumstances.

The onus will be on parents/carers to provide evidence to support applications for leave of absence.

If the absence is unauthorised by the school but is taken regardless of our decision the Education Welfare Officer will be informed which may result in a fine or, in severe cases, court proceedings. Fines are not paid directly to schools.

As you are probably aware, it is your legal responsibility to ensure that your child attends school regularly.

Illness

If your child is unwell, please keep him/her at home but notify the school via the ParentMail App before 9.15am. School has to record all absences so you will be contacted if your child is absent from school. The Headteacher or Learning Mentor will make home visits if you cannot be contacted or if absences are regular or persistent. This is to support you in ensuring that your child attends school as much as possible.

Occasionally children become ill or have accidents at school. If this happens to your child we may need to contact you so it is very important that you keep us informed of any change in address or phone number.

Children have many minor bumps and scrapes at school as they do at home. When this happens, we aim to take the best possible care of them. A first aider treats them appropriately where necessary but ointments and medicines are not used in case of allergic reactions. All accidents are recorded in the school's first aid record and when a child has been treated they are given a minor injury letter to inform parents/carers.

Most of the staff in school have First Aid qualifications but if it was felt that hospital treatment was necessary, you would be contacted and your child would be taken to hospital as soon as possible.

Medicine In School

Under new guidelines from the Health Authority, schools are now **not** allowed to give any medicine, which has not been prescribed by a G.P. - for example, cough linctus.

Antibiotics and other medicines should be given out of school whenever possible, but if it is necessary for us to give a dose in school the parent/carer will be asked to fill in a form. Medicines will be handed into the school office - children must not keep the medicines with them. (Lip salves must also be handed in to avoid contagious conditions being spread.)

Parents/carers whose children need regular medication to be given in school, i.e. children with asthma or diabetes, should fill in a form obtainable from the school office, which must then be returned to school. School must be notified of any allergies that a child has been diagnosed with and medication e.g. Epipens must be kept at school and expiry dates regularly checked by parents/carers.

Inhalers are kept in class so they are easily accessible both during lesson time and at break and lunchtimes.

Headlice

From time to time the problem of headlice occurs. If a member of staff suspects that a child has headlice you will be contacted immediately to remove your child from school so that the child can be treated. Please note it is important that all members of the family are treated. The responsibility lies with parents/carers to check your child's hair regularly and seek advice from the pharmacist regarding the most effective treatment. Your co-operation in this matter is appreciated.

Doctor/Dentist Appointments

If you need to take your child to the doctors or dentist etc. during the school day, please collect your child from the school office. It is important that you sign the child out so that we are able to account for the whereabouts of ALL children throughout the day. We always ask that a responsible adult collect their child for an appointment. At the start of the school day please let the Class Teacher know the time of collection to ensure your child is ready.

Children will not be allowed to leave school for appointments on their own.

How can parents be involved?



We place great value in establishing good home/school links and see the parent/teacher relationship as the starting point for our work with your child.

Seesaw is an online tool allowing our families to be fully involved in their child's learning journey. You will see pictures and videos showing what they have been up to, as well as providing a vital link between home and school.

Regular parents' evenings are held when you can discuss your child's progress with the class teacher and we have events like the Book Week and parents' workshop sessions, where you can come into school and learn how to help your child with reading and writing in particular.

We also have a group of parents who help in school on a regular basis, under the guidance of the class teacher. These parents commit themselves to a regular, timetabled programme each week and help with a variety of activities. If you have a morning or afternoon to spare each week and you would like to become involved, please contact the headteacher. You will be most welcome.

How can I help my child?

There are many things that you can do to help your child settle into school and be successful.

Here are some suggestions:

1. Talk to your child and show an interest in what they are doing at school. Find out what the current topic is about and see if together, you and your child can find any information.
2. Always praise and encourage him/her. When they get a certificate or sticker show that you are pleased.
3. Try to attend concerts, parents' evenings and other events. It is important to show you're interested and they are so pleased to see you in the audience.
4. Please try to find time to read with them - either from their reading book or just a bedtime story every night.
5. If your child wants to do some writing at home, encourage them to write as we do at school.
6. Make sure they don't stay up too late. Your child will not be able to concentrate in class if he/she is tired.
7. Encourage your child to be independent e.g. able to dress and undress themselves including coats and shoes. Urge your child to be responsible for looking after their school books, uniform and PE kits.
8. Greet your child with a smile, not your mobile. Make them feel special and listen to all their thoughts of their day.

Do I have to pay for anything?

The school has a policy relating to charging for some activities.

All children, when they enter school, will need to have a reading folder in which to keep their book. These special bags printed with the school name and logo are available from school for £5.00 (KS1). Everything else that your child needs to use in school, i.e. paper, books, pencils, pens, crayons etc, is provided by the school.

In view of the high cost of replacing damaged or lost reading books we now have to make a charge of £5.00 towards the cost of a new book.

Data Protection Act

Basic information about pupils is held on computer to assist with the efficient organisation of the school and the individual's educational needs. Security measures are taken to ensure that this information is kept confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified. The school, The LEARNERS' Trust and the City Council have registered with the Data Protection Registrar details of persons to whom they may wish to disclose information. By law, under the provisions of the Data Protection Act 1998, information may only be disclosed to other persons in accordance with this registration. Our school is registered to disclose personal information to:

- Relatives, guardians, trustees
- Schools that pupils attend after leaving us
- Local Authorities including Children's Services
- Doctors, dentists, other health advisers
- Department for Education (DfE)
- Local Authority Education and Social Care.

This list is not exhaustive.

It is the policy of the School Champions, The LEARNERS' Trust and Derby City Council that such information is confidential and that even when a need to disclose information is registered, it will only be disclosed in exceptional circumstances and will be kept to the minimum necessary to achieve the purpose. A copy of The LEARNERS' Trust's GDPR Privacy Notice for the Pupils and their Families is available on our website.

Pupils may also use iPads in the classroom as part of their education but they do not have access to the personal information records. If you are concerned about any aspect of personal information held on computer, please contact the Headteacher in the first instance, or email Fran Cowell, Data Protection Officer at The LEARNERS' Trust.

If you have any worries concerning the well-being of your child, please do come into school, telephone or make an appointment with the Class Teacher, Headteacher or Learning Mentor. If ever your child is unhappy or doesn't want to come to school, please let us know as soon as you can so that we can try to help. Teachers are available at the end of every school day if you want to talk about your child.

Remember that something very trivial to a grown-up can cause great anxiety to a child. If your child is unhappy, please let us know so that we can solve any problems. We will not consider that you are making an unnecessary fuss. It is most important to all of us that your child is happy at school.



SCHOOL TERM DATES FOR 2021/2022

Autumn 2021		Thursday 2 September - Friday 22 October
	<i>(Half term)</i>	<i>Monday 25 October - Friday 29 October</i>
		Monday 1 November - Friday 23 December
	<i>(Christmas)</i>	<i>Friday 24 December - Friday 7 January</i>
Spring 2022		Monday 10 January - Friday 18 February
	<i>(Half term)</i>	<i>Monday 21 February - Friday 25 February</i>
		Monday 28 February – Friday 8 April
	<i>(Easter)</i>	<i>Monday 11 April - Friday 22 April</i>
Summer 2022		Monday 25 April - Friday 27 May
	<i>(Half term)</i>	<i>Monday 30 May - Friday 3 June</i>
		Monday 6 June - Friday 22 July
INSET Days		Friday 22 October
		Thursday 23 December
		Monday 24 January
		Monday 7 March
		Monday 6 June
		Monday 4 July

The information in this brochure is correct at the time of printing November 2021. It must not be assumed that changes will not take place within the ensuing year and afterwards.

Leave of Absence

The Minister for Education announced that from 1st September 2013 schools can no longer grant leave of absence during term time unless there are explicit exceptional circumstances*.

The Government is extremely concerned about the high levels of absences from schools that is attributed to parents taking their children on holiday during term time. Hence the need for new statutory regulations that have been imposed by the Department for Education.

School Attendance Regulations, as issued by the Department for Education (DfE), Derby City Council, make clear that Headteachers will **not** be allowed to authorise any absence request from parents during term time unless there are exceptional circumstances.

Holidays will not be authorised during term time. It is very disruptive for your child both in terms of their learning and it can upset friendship groups.

It is **essential** that Year 2 and Year 6 children do not take time off before and during May, which is the SATs period.

*Exceptional circumstances examples

- Significant family bereavement, i.e. Mother (step), Father (step) principal carer or sibling.
- Significant family illness to Mother (step), Father (step), sibling or principal carer.
- Disclosure of significant abuse where a short leave of absence may be beneficial to recovery.
- Involvement in court proceedings, either in the family courts or in criminal proceedings.

NATIONAL CURRICULUM ASSESSMENTS

KEY STAGES 1 and 2 – 2021

Due to COVID-19 restrictions and school closure to children other than those of key-workers, statutory testing did not take place in the Summer Term of 2021.

Attendance figures 2020/2021

Number on roll	305(Nursery not included)
% Attendance	96.62%
% Unauthorised absence	23.93%

(Figures as at July 2021)

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Handwriting – Correct Letter Formation

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Chaddesden Park Primary School

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