



# Paddox Primary School



*Paddox – where children Flourish.*

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## Head's Welcome Message

Welcome to our school,

At Paddox we work hard to ensure that all members of our community flourish fully.

We do this by ensuring that their physical, mental and emotional well-being are at the forefront of everything we do.

People, especially children, learn best when they are happy and safe, so ensuring we have fun in our learning, being consistent and predictable, providing opportunities for any of our community to share their worries, if they want to and keeping everyone safe and secure is what we focus on the most, all of which leads to aspirational academic success.

Flourish is how we do this, it is a whole school therapeutic approach to the wellbeing of all stakeholders, in particular, pupils, staff and parents. We create a sense of belonging to our school, so that it feels like a family where we nurture and develop each young person. Through this sense of belonging, the children feel safe and this is underpinned by the specialist support staff we have to help our pupils achieve the best that they can. We model, continually, desired behaviours and all staff are trained in a therapeutic approach that supports these behaviours.

At Paddox we want the pupils to leave as well rounded young people with a growth mind-set, that anything is possible and through the development of Flourish, we believe we achieve this every day for our whole school community.

*Mrs Le Poidevin*

## **Our Ethos**

At Paddox Primary School we aspire to excellence for the whole community, celebrating the strengths and unique qualities of every member of our school.

We deliver this through the following values:

**Respecting** all who contribute to our school community

**Encouraging** excellence and enjoyment in the academic and extra-curricular life of school.

**Achieving** high quality results, through good progress, ensuring each person is the very best they can be.

**Caring** for each other and embracing the differences that make each person special, while promoting and protecting the emotional well-being and mental health of all.

**Hard work** which fosters a life-long love of learning.

## **Curriculum Description**

At Paddox Primary School we provide high quality teaching and learning in a stimulating environment, using a variety of teaching methods appropriate to the age and developmental stage of the child. We provide a well-planned curriculum which:

- Is broad and balanced, based on the requirements of the 2014 National Curriculum, Early Years Foundation Stage Profile and the local agreed syllabus for Religious Education.
- Is stimulating and challenging, seeking to extend pupils' knowledge, skills and creativity in order to develop enquiring minds.
- Is firmly committed to the principle of equality for all pupils and is relevant to the needs and interests of all pupils
- Provides pupils with the means to develop their intellectual, physical and emotional potential.
- Enables pupils to question, acquire self-knowledge and develop independence.
- Helps pupils to develop self-esteem.
- Learning outside the classroom, which includes Forest school, helps pupils develop their ability to take risks safely in the outdoor environment.
- Promotes healthy living, through our extensive sports programme.
- Promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faith and beliefs.

## **Wider Enriched Curriculum**

At Paddox we are fortunate to have extensive, well maintained school grounds which includes a forest school site, a number of football pitches, two netball courts and individual outdoor learning space for Reception. We have a number of trained Forest School leaders, who run regular Forest School sessions.

Key Stage two pupils have the exciting opportunities of attending a build-up of residentials culminating in a 5 day residential in Wales for Year 6 pupils. These all need to be paid for by parents/carers as per our Charging and Remissions Policy. These residential experiences enable pupils to spend time away from home promoting their independence and experiencing different activities with their peers and are enormous fun.

At Paddox we are proud to offer a wide range of extra-curricular activities that usually take place before school, at lunch time or after school. These are enthusiastically led by Paddox staff as well as some external providers.

## **Opportunities to Meet Teachers**

The year starts in September (usually week 3) with a meet and greet, which is the opportunity to see your child's new classroom and meet their new teacher. Later in the Autumn Term, following assessments, there is an opportunity to receive academic and social information about your child's progress. This happens again in the Spring Term, following spring assessments and the Summer Term is when annual reports are issued to parents. Results from national tests are sent home with the reports.

If you feel at any point in the year that you need to meet with the teachers because you are worried about an aspect of school life, please e-mail them or the head teacher.

## **Inclusion and Equality**

At Paddox we aim for all our pupils to Flourish by providing equal opportunities and access to the curriculum for all pupils whatever their ability or additional need. On occasions some pupils may need extra support to help them achieve their full potential. As well as the classroom teacher, we have a dedicated SENCO, full time Pastoral Support Manager and access to an independent counsellor, who all work collaboratively, with outside agencies where necessary to ensure well-rounded happy learners.

## **Safeguarding**

At Paddox 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 pupils are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that pupils receive effective support, protection and justice. We currently have six Safeguarding leads with one Designated Safeguarding Lead (Head teacher).

## **Medical and Other Issues**

When pupils start school and as appropriate, parents are asked to complete a form outlining any medical history including any allergies suffered, that we should be aware of. It is important that this record including contact details is kept up-to-date. It is the responsibility of the parent to keep their contact details up-to-date and the school recommends checking this information at least annually.

### **First Aid**

Basic first aid is given at school when necessary by qualified First Aiders. If the school deem that further medical attention might be needed, parents will be contacted. If an accident needs hospital attention, we will make every effort to contact parents. We ask parents to ensure all contact details are kept up-to-date so that we can make contact in an emergency. All injuries are recorded.

### **Medicine**

The school has responsibility for the safety and welfare of pupils and regularly reviews arrangements to ensure that the medical needs of the pupils are met at school. Currently, only prescribed medicine can be administered in school – see Supporting Children with Medical Needs Policy on website.

## **Parents in Partnership**

We warmly welcome parents and carers into Paddox believing we are partners in the education of your children. There are many opportunities for parents to become involved in the life of the school and to gain a greater understanding of its work. We communicate with parents and carers in various ways, primarily through weekly newsletters and regular text up-dates. We hold parent workshops to keep parents/carers informed of current curriculum content. Parents/carers are invited to an annual 'Lunch and Learn' session with their child's year group where the parents/carers have lunch with the pupils, share their learning and are treated to a year group assembly.

We report to parents/carers about progress and learning on a termly basis, through parent's evenings, pupil profiles and an annual written report. Staff are always happy to meet with carers/parents to talk through any concerns and all teaching staff emails are available on the school website. The school have a 'Home School Agreement' signed by the Head Teacher, parents/carers and pupils to support the partnership between home and school. The school's website has a wealth of information including relevant newsletters, year group pages with blogs, copies of key policies and curriculum information.

## School Organisation

There are three classes in each year group (apart from Years 4 and 5) and each class has no more than 32 pupils. Each class is taught by a fully qualified teacher and we have a dedicated team of High Level Teaching Assistants and Teaching Assistants who support learning across the school.

Conkers, Catkins, Acorns – Reception (4-5 year olds)

**Reception**

Laurel, Holly, Hawthorn – Year 1 (5-6 year olds)

Spruce, Douglas, Pine – Year 2 (6-7 year olds)

Cherry, Apple, Pear – Year 3 (7-8 year olds)

Acer, Maple – Year 4 (8-9 year olds)

Sycamore, Beech – Year 5 (9-10 year olds)

Oak, Silver Birch, Horse Chestnut – Year 6 (10-11 year olds)

**Key Stage 1**

**Key Stage 2**

## The School Day

Our school day begins at 8.55am and finishes at 3.20pm. Staff open the doors and welcome the pupils into school at 8.45am to enable children to prepare for a prompt start to the school day. The register is taken at 8.55am and lessons begin at 9.00am.

### **Reception and Key Stage One**

Morning Break – 10.15am – 10.30am

Lunch – 12.30pm – 1.30pm

End of the School Day – 3.20pm (3.15pm for Reception)

### **Key Stage Two**

Morning Break – 10.00am – 10.15am

Lunch – 12.00pm – 1.00pm

End of the School Day – 3.20pm



## **School Meals**

Educaterers provide our onsite catering who ensure a range of balanced and nutritious meals for each pupil subject to the statutory Food and Nutrition guidance. There are four hot meal choices supplemented by a salad bar every day. The pupils makes their lunch choice at morning registration. Lunch menus and the link for payment can be found on the school website and are available from the school office. School meals are currently priced at £2.20 per day (subject to change).

## **Packed Lunch**

Children may bring a packed lunch to school if they wish however all children from Reception to Year 2 are entitled to a 'Universal Infant' free school meal. Please help us to promote healthy eating by providing a healthy, balanced lunch with no sweets, chocolate bars or fizzy drinks. Please remember we are a nut free school. All pupils are provided with drinks at lunchtime including milk, water and natural flavoured waters.

## **Snacks/Water**

In an effort to develop a healthy lifestyle for our pupils, we provide free seasonal fruit and vegetables for all our pupils as a break-time snack. All children are expected to bring in a water bottle to ensure that their brains and bodies are adequately hydrated throughout the school day. The school provides cold, filtered water stations on all three floors of school.

## **School Uniform**

We expect our children to wear **named** school uniform. Pupils cannot wear jewellery other than for religious reasons. Pupils with pierced ears may wear one pair of small studs. All hair accessories must be in the school colours and appropriately discrete. Uniform is simple, practical and available from most stores at reasonable prices. We sell sweatshirts, P.E and book bags in school. Our school uniform is:

- Maroon jumper, cardigan or school sweatshirt
- White blouse, shirt or polo shirt
- Black or grey trousers/skirt.
- Black or grey socks or tights
- Sensible dark shoes (not trainers, boots or shoes without heel support)

With the option in Summer of:

- White short-sleeved shirts or T-shirts.
- Grey shorts
- White socks
- Maroon and white check dresses

## **PE Uniform**

PE uniform must be in school every day.

- White t-shirt
- Black shorts
- Black/grey joggers
- Black/grey sweatshirt
- Trainers (pumps are not required)
- Team events will require a red, blue, green or yellow t-shirt (depending on their school team).

## **Attendance Procedures**

Your child's attendance and punctuality is very important to us and we like to work in partnership with parents and carers to ensure that our pupils achieve the best possible attendance and that any problems that prevent this are identified and acted upon promptly.

The following actions are required by parents and carers if a pupil is absent:

- If there is a planned absence because of a medical appointment please notify the school prior to the absence and where possible with evidence of the appointment.
- If a pupil is unexpectedly going to be absent due to sickness, a parent/carer must call the school office between before 8.45am to explain the unexpected absence. There is an answering service where a message can be left. Please leave the child's name, class and reason for absence, this is so we can monitor any potential school wide health issues.
- When a pupil is absent unexpectedly, the class teacher will record the absence in the register. When the registers are returned to the school office, once registration is closed, the school office will complete the register with the relevant information provided via the parent/carer who has contacted the school office between 8.30am and 8.45am and authorise the absence where appropriate.
- If no explanation has been given regarding a pupil's unexpected absence, the school office will contact a parent or carer as soon as possible that morning.
- If no reason is given for absence then this will be recorded as unauthorised.

## **Leave of absence**

Where a planned absence is requested for whatever reason parents/carers must complete a Leave of Absence form two weeks prior to the request for leave of absence. In line with the Government's amendments to the 2006 regulations (appendix 1), any holidays during term time will NOT be authorised. Please refer to our Attendance Policy which is on our school website for further information regarding attendance.

## **Friends of Paddox School**

The Friends of Paddox School (FOPS for short) are the Paddox Primary School P.T.A. They are a group of parents/carers, with a teaching representative, who work together to organise social and fundraising events throughout the year for the benefit of pupils and the wider school community. All parents are very welcome to join.

## **GDPR**

Paddox Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).