



Federation Executive Headteacher: Mrs C. Gaskin

Worfield Endowed Church of England Primary School

Main Street, Worfield, Bridgnorth, Shropshire WV15 5LF

PROSPECTUS



Head of Worfield School: Mrs.J. Merrick

Tel: 01746 716606

email: admin@worfield.shropshire.sch.uk

School website: www.worfield.shropshire.sch.uk

WELCOME TO WORFIELD SCHOOL

Thank you for your interest in Worfield Endowed Church of England Primary School. I hope that you will find this prospectus a useful introduction to our school. The document is by no means exhaustive, but we have tried to capture all of the main aspects that parents who are new to the school often ask school staff. Our school website contains a wealth of further information.

Worfield School was opened in 1846, the building being funded with money from ancient endowments. As a Church of England aided school, there are strong links with St. Peter's Church, Worfield. The school provides education for boys and girls beginning at the age of 3 in our Nursery and progressing to the age of 11.

Worfield School is situated just off the picturesque Main Street of half-timbered houses and old cottages, leading to the 12th century church and the Tudor manor house. The River Worfe runs through the school grounds and the adjoining nature trail provides an environmental resource for the pupils of this school.

Our school has a warm, vibrant atmosphere where purposeful learning takes place. The teaching and support staff are skilled, enthusiastic, hard-working and caring. We aim to provide a quality education for your child and hope that you will work in partnership with us towards this.

I have been Executive Headteacher (EHT) for The Trinity Federation since 2014. Prior to this I was Headteacher at Worfield School for five years. My role as EHT is a strategic one across all of the schools within the federation and also at Morville School (academy). Mrs Merrick, the Head of School at Worfield is responsible for the day-to-day effective running of the school (like a traditional Headteacher) and is the public face of the school.

If you are considering Worfield School for your child's pre-school or primary education, please telephone the main school office for an appointment. A member of the school's leadership team would be pleased to show you around.

Yours sincerely,

Mrs C. Gaskin
Executive Headteacher
The Trinity Federation

The Trinity Federation



Worfield Endowed CE Primary School and St Mary's Bluecoat CE Primary School have worked in a federation since September 2014. Beckbury CE Primary School joined the federation in September 2015.

Our federation is one where all of the schools share a single governing body. Each school retains its own identity and character but shares a governing body and an Executive Headteacher, a Director of Teaching and Learning and a Federation Director of Inclusion and SEND. Each school retains its own delegated budget.

Further information about our Governing Body can be found on the Governance area of our website.

In May 2019, Morville CE Primary School entered into a unique relationship with The Trinity Federation. Morville School is an academy within the Diocese of Hereford Multi-Academy Trust but, recognising the strengths of the federation, the Trust buys-in leadership support for Morville School from the governors of The Trinity Federation.

The benefits of our federation...

For pupils

- The schools each retain their own individuality and ethos but work together in creating joint approaches and activities ultimately increasing opportunities for pupils.
- All of the schools are Church of England Schools and this offers even more opportunities to enhance the Christian ethos of the Federation.
- Pupils can connect with other people from different schools which can aid transition to secondary school. This is particularly important in smaller schools or in smaller cohorts within a school.
- Pupils can have increased access to learning resources.
- Pupils benefit from high quality teaching and learning because our schools can share the very best, and latest, practices.

For staff

- Our schools benefit from shared resources and expertise.
- Our schools share established and effective school improvement systems and processes.
- Our schools can realise financial savings through increased purchasing power and over time these savings translate into increased resources, staffing and curriculum opportunities for our pupils.

- Access to the very best quality training can be afforded through pooling of financial resources for Continuing Professional Development (CPD).
- Staff are able to share knowledge with people from different schools with similar challenges – this regular sharing of expertise is rare where schools exist in isolation yet essential if staff are to stay abreast of the latest educational thinking and approaches to teaching and learning.
- We offer a high level of professional development to all staff; increased opportunities exist across the Federation enabling governors to retain good staff at all levels as they develop in their careers.

Admissions

Worfield Endowed Church of England (Voluntary Aided) Primary School welcomes children from all backgrounds, faiths and no faith. The Governors of The Trinity Federation are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

Applications to School

As an Aided School, we are responsible for our own admission arrangements but in order to help everyone we follow the same timescale as the rest of Shropshire LA maintained schools for Reception class intake. The admissions processes are co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with Shropshire Council on all admissions issues.

Parents who are interested in sending their child to Worfield School are welcome to arrange an initial visit to the school via the school administrator.

Mid-term Transfers

If your child currently attends another primary school and you wish to apply for a place at Worfield School then please telephone the school administrator who will be able to arrange for you and your child to visit. Often children join our school mid-term due to a house move or a change in family circumstances, but we also know that on occasion, parents will consider school moves for other reasons. Please be aware that out of professional courtesy we will inform other Shropshire Headteachers when a request for a mid-term transfer is made for a pupil currently attending their school. We can also offer taster days in advance of a place being accepted.

A copy of our current Admissions Policy can be found on the Policies area of our website.

Staff at Worfield Endowed C.E. Primary School

Federation Executive Leadership Team

Executive Headteacher: Mrs C. Gaskin

Federation Director of Teaching and Learning: Miss E. Docherty

Federation Director of Inclusion & SEND (also Learning Support Advisory Teacher): Mr D. Lavell

Federation Schools' Business Manager: Mrs R. Dyke

Worfield School Senior Leadership Team

Head of School: Mrs J. Merrick

EYFS Leader: Mrs L. Dodsworth

Teachers

Mrs S. Tarrant

Mrs L. Williams

Mrs L. Bloore

Miss C. Jones

Mrs V. Grimsdale

Mrs R. Suter

Mrs M. Green

Miss J. Bradford (Currently on Maternity Leave)

Higher Level Teaching Assistants

Miss J. Galley

Miss V. Lloyd

Teaching Assistants

Mrs J. Weaver

Mrs J. Charnell

Mrs R. Allen

Mrs C. Davies

Early Intervention Practitioner for The Trinity Federation (Family Support)

Mrs T. Phillips

Administrative staff

Mrs M. Taggart Administrator

Mrs J. Charnell Admin Support

Wrap-Around Provision

Leader: Mrs I. Pumphrey

Assistant: Mrs S. Whitehouse

Site Staff:

Mr B. Evans

Federation Schools' Site Manager

Mr B. Bill

Worfield School Caretaker

Mr E. Williams

Gardener/Assistant Caretaker

Lunchtime supervisory staff

Mrs. R. Allen

Dining Room Supervisor

Mrs J. Weaver

Supervisor / Play Leader

Miss. V. Lloyd

Supervisor/ Play Leader

Mrs C. Davies

Supervisor / Play Leader

What are the Aims of our School?

We aim to create a stimulating and attractive learning environment for the children in our care, encouraging initiative, independence, self-confidence, respect and a sense of responsibility among our pupils.

We aim to promote the personal development of each child as an individual, helping him or her to make a successful transition from school into the demanding world beyond.

Pupils are encouraged to reach their full potential whether their gifts are academic, sporting or creative.

Ethos Statement

“Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.”

Our Mission Statement

As a Church of England School, our vision is to provide a caring, supportive education, centred on Christian values. Our Motto is that we are ‘Better Together’.

Our Christian Vision, and the values that underpin it shape all that we do. Our core values are **Love, Friendship, Respect and Perseverance.**

At Worfield Endowed Church of England School we aspire to:

- Enable, grow and develop as a community through friendship by providing a stimulating, safe and secure learning environment.
- Promote spiritual awareness and mutual respect for all religions, heritages and cultures.
- Become passionate and curious learners through a broad, balanced and relevant curriculum.
- Encourage perseverance through self-reflection, self-awareness and self-advocacy.
- Maintain relational links with our global and local communities.
- Love each other unconditionally and nurture the unique and precious in everyone.

Worfield School Nursery (part of the Early Years Foundation Stage Unit)

**APPLY NOW
TO SECURE
YOUR
CHILD'S
PLACE!**



Worfield Endowed C.E. Primary School



THE
TRINITY
FEDERATION



**FUNDED NURSERY PLACES AVAILABLE FOR THREE AND FOUR YEAR OLD CHILDREN
IN OUR SCHOOL NURSERY ESTABLISHED IN 1997**

Up to **30 hours** per week funded places available from September 2021 in our spacious early years room with wonderful outdoor areas. Contact us to arrange a visit.

Main Street, Worfield, Bridgnorth, WV15 5LF

Email: admin@worfield.shropshire.sch.uk Telephone: 01746 716606

Website: www.worfield.shropshire.sch.uk

Worfield School Nursery is part of the school's dedicated EYFS Unit and operates every day, Monday to Friday. Children can join our nursery the term after their 3rd birthday.



Our Nursery aged children and Reception aged children learn alongside each other at points throughout the day within our Early Years Foundation Stage Unit. We close the bi-fold doors during the day to separate the two groups so that they can follow different aspects of the foundation stage curriculum.

We have created an educational, play based, emotionally and physically secure environment where Nursery and Reception aged children are integrated throughout the day which maximises the learning opportunities available. Children who remain with us from Nursery to Reception will not have to experience another move until the start of Year 1. Within the EYFS unit we also have a high ratio of staff to children.

Worfield School Nursery has a separate admission application form and places for the Nursery must be applied for as stated in our Nursery Admissions Policy. **This can be found on the Nursery pages of our school website.**

Please note: even if your child attends the School's Nursery you will still need to apply for a Reception place at Worfield School through the Local Authority.

Free Nursery Provision / Universal Offer:

All parents of children aged 3-4 years old are entitled to 15 hours per week, term time only, funded nursery provision, available from the term after their child's third birthday. At Worfield Nursery our universal offer of 15 hours is Monday to Friday mornings, from 9am to 12pm. No charge is made for these sessions.

Extended Offer:

Afternoon nursery sessions are our extended offer. An afternoon session runs from 12pm until 3pm. Any extra hours booked over our universal offer of 15 hours per week entitlement will be chargeable*. Unused universal hours cannot be transferred to afternoon sessions.

*Depending on personal circumstances, parents may be entitled to apply for 30 hours funding which can then be used to pay for these sessions. Parents can check their eligibility for 30 hours free childcare at <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

The Government provides free 30 hour placements for families where both parents work and earn a minimum amount (criteria apply). To access this funding you need to apply before each term starts and you need to obtain a tax code from HMRC.

Paid sessions:

Those parents who are only entitled to 15 hours free (morning) nursery education a week, and who would like to increase this to up to 30 hours, can pay the school for up to 15 additional (afternoon) hours a week. The cost of the full 3 hour afternoon session is £13.50

Nursery Lunchtimes:

If a child is accessing a full afternoon session from 12pm until 3pm then lunch-club is provided within the session and will be included in the session cost whether through funded hours or paid hours. However, if a parent only wishes for their child to stay at school until 1pm after a morning funded session, the lunch-club will be charged at £4.50 (not including meal cost) with parents needing to collect their child at 1pm.

Where children are attending nursery for a full day, an afternoon session from 12pm, or are at school just for lunch-club after a morning session, parents have the option for their child to book a balanced nutritional school meal from our school catering company Alliance in

Partnership (AiP). A separate charge of £2.35 per meal applies. Alternatively, parents can choose to provide a healthy packed lunch. Payment for school meals is required before the start of each week. Menus can be viewed on the school's website.

Pupil Wellbeing

Our school ethos promotes an atmosphere in which children feel happy, secure and well-motivated. We encourage the children to have respect for other people and for property and the environment. We expect them to be responsible and think carefully about their actions. Our core Christian values underpin all that we do. Pupil attitudes are led by example through which they are encouraged to be kind, polite, courteous and honest. Staff take a positive and caring approach towards the children, giving praise whenever possible and always highlighting good choices.

Behaviour

At Worfield Endowed CE Primary School we value good behaviour in order to create a positive, purposeful atmosphere to enable all individuals to achieve their potential.

We firmly believe that all behaviours are a means of communication so our approach to behaviour management has evolved over time, increasingly moving away from a traditional behaviourist approach to a more humanist, relational and universal approach which is inclusive for all, and can benefit the whole school community. Thinking of a child as behaving badly disposes you to think of punishment. Thinking of a child as struggling to handle something difficult encourages you to help them through their distress. The schools in The Trinity Federation are Attachment and Trauma Aware Schools.

As a federation of schools we are already recognised externally for our inclusive practice and we have seen first-hand the benefits of a nurturing approach with our children, (particularly those who have additional needs, are looked after or adopted from care). We know that what works for these groups of pupils also works for ALL children. Relationships are everything!

You can read our Behaviour Regulation Policy on our school website.

Bullying Prevention

Whilst bullying is rare in our school, and children say that bullying almost never happens, the federation has produced a leaflet to support parents/ carers in their understanding of bullying and the school protocols. You can find this leaflet in your child's induction information pack or on our website. We ensure we re-visit our definition annually during National Anti-Bullying Week In November.

You can read our Anti-Bullying Policy in our school website.

The Curriculum

Our curriculum has been designed to meet the requirements of the National Curriculum and offers our pupils a broad range of educational opportunities. We provide a flexible and creative curriculum, which is relevant and meaningful to our children at their different stages, responding to the needs and interests of all learners.

As a Church of England School, **at the heart of our curriculum is a vision inspired by Jesus' promise of 'life in all its fullness'**. Our aim is to bring learning alive for our pupils. We want to support our children to flourish and grow in knowledge, skills, talent and wisdom.

We take great care to enrich learning through first-hand and practical experiences; we believe that experiential opportunities are central to children's learning. We ensure that a range of enrichment activities take place. We aim to provide a wealth of cultural experiences and opportunities and specialists are invited into school to hold workshops. Outdoor and Adventurous days are arranged for our Year 4 and 5 children, a residential experience is arranged annually for our Year six children. Full advantage is taken of our local facilities including the beautiful village of Worfield and its magnificent church in addition to our forest school and nature trail alongside the river Worfe.

Our curriculum caters for the development of the whole child with a balance between the academic and creative. Children are taught in single year groups.

We follow the National Curriculum which determines the content of what is taught and sets out a clear, full and statutory entitlement to learning for all pupils in the following subjects: English, Mathematics, Science, Art & Design, History, Geography, Music, Computing, Design and Technology (D&T), and Physical Education (PE). French is taught at Key Stage 2. Religious Education is taught in accordance with the Shropshire Agreed Syllabus. Personal, Social and Health Education is also taught. Whenever possible, this curriculum is delivered through a creative approach which links subject areas under a theme.

Class teachers share curriculum overviews termly with parents. These can be found on our website. Each class also has its own secure area on the Class Dojo app which allows class work, homework and any important information to be shared with parents.

In Music, the school is supported by a range of peripatetic teachers. Parents who wish for their child to learn to play an instrument receive a half-termly invoice for lessons. Lessons are available in woodwind and string instruments, guitar as well as the keyboard. Please also see our Charging and Remissions Policy.

More detail regarding our curriculum can be found on the school's website.

Special Educational Needs/Disabilities

As a Church of England Primary School, Worfield School is an inclusive school with a strong reputation for successfully meeting the needs of pupils with additional needs.

The school's Special Educational Needs/Disabilities policy and information report (available on our website) detail how Worfield Endowed CE Primary School will do its best to ensure that the

necessary provision is made for any pupil who has special or additional needs and how those needs are made clear to all that teach him or her. The school will endeavour to ensure all teachers in the school are able to identify and have the skills to provide for pupils who have Special Educational Needs but we do also have a Federation Learning Support Advisory Teacher (LSAT) who works closely with parents, children and class teachers to ensure all children with additional needs make good progress during their time at Worfield School.

Children who have Special Educational Needs/ Disabilities will be offered full access to a broad, balanced and relevant education, including an appropriate curriculum for the Early Years Foundation Stage / National Curriculum. The school will encourage pupils with Special Educational Needs/ Disabilities to join in the activities of the school together with pupils who do not have Special Education Needs, so far as is reasonably practical and compatible with the child receiving the special education provision their needs call for and the efficient education of the pupils with whom they are educated.

The school has a firm commitment to offering equal opportunities to all children in all areas of the curriculum. Appropriate support services are obtained to help pupils with specific needs. Toilets for the disabled are available in the Nursery and the Main School. The Single Equalities Scheme and Accessibility Plan (Disability Discrimination Act) is available on our website.

Parents with communication disabilities are advised to inform us as to how we may be of assistance.

The School's Special Educational Needs Co-ordinator is Mrs J. Merrick, Head of School.
The Federation's Director of Inclusion and SEND/LSAT is Mr D. Lavell.

Religious Education and Collective Worship

The religious education taught within the school is in accordance with the Shropshire RE Agreed Syllabus. The teaching is based on the belief that all faiths and practices should be valued.

As a Church of England school we have a special link with the local church of St. Peter's, Worfield. Rev'd Jeannetta Stokes frequently leads collective worship for the school and we attend the church for special celebrations.

Parents may withdraw their children from all or part of the religious education and collective worship provided. *Please write to the Executive Headteacher if it is your intention to withdraw your child.*

Relationships and Sex Education & Health Education

All children receive health education delivered through the programmes of study for Science and as part of the curriculum for Personal and Social Health Education (PSHE). In September 2020, the government made relationships education in primary schools compulsory.

We follow the nationally award winning, Shropshire Respect Yourself Relationship and Sex Education Programme. The programme provides a comprehensive scheme of work from Year 1 to Year 6. The Shropshire programme puts the R before the S. We refer to RSE (Relationship and Sex Education); we place emphasis on relationships, supporting pupils' understanding and skill in developing positive and healthy relationships.

Children's questions are answered sensitively. Parents have the right to withdraw their children from all or part of the sex education provided in Years 5 and 6, except that which is required as part of National Curriculum Science. Parents can see teaching materials before they are introduced to the classroom.

Specialists such as the school nurse are invited into school to assist the teacher.

Homework

A half termly information sheet sent to parents by each class teacher will give you an outline of the teacher's expectations for that term. All children are encouraged to take their reading scheme book home each day and read daily with an adult at home.

In the Early Years Foundation Stage (Reception/Nursery) the children may not describe their home activities as formally as "homework" but nevertheless any short activities they may have, together with their reading will provide the opportunity for you and your child to enjoy learning together, helping to promote the partnership between school and home. For children in Reception class we work with parents to keep a learning journal as a record of their child's learning at home and school. Details of this are given at the Reception parents induction meetings.

As children progress through Key Stage 2 they are expected to spend a little longer on their homework. Sometimes longer term projects are set which demand research skills including the use of the Internet and/or the local library.

Our Homework Policy can be found in the policies area of our website.

Extra-Curricular Activities

A programme of after-school activities is available on a termly basis (Covid restrictions permitting). Clubs across an academic year may include – tennis, football, netball, wildlife, cooking, and a variety of other sports.

Ask at the school office for a current list of clubs and charges.

Sports

The school is fortunate to have a site which provides ideal facilities for Sports and Physical Education. We have a football pitch and the grounds are also marked out for athletics, rounders and netball. The school aims to introduce children to a range of sporting activities and we encourage participation in events and competitions.

We are a member of the Shropshire PE and Sports Partnership and regular fixtures are held with other schools. We have a strong reputation for participation at a high level. Our school P.E. subject leader ensures swimming galas, football and netball competitions, athletics matches and cross country competitions (to name but a few) are entered regularly, as well as many sports festivals.

Pupils in Key Stage 2 are taken to Bridgnorth Leisure Centre for swimming taught by qualified teachers.

Out of school clubs deliver additional opportunities. External Agencies such as Young Stars, and Worfield Tennis and Cricket Clubs also provide after school training.

Sports Day

All parents are invited to our annual school sports day in the summer term. This includes both fun and competitive events with children competing for their 'house team'.

Wrap-Around Care at Worfield School

'Wrap-around care' is childcare that our schools provide outside of normal school hours, in the form of before school childcare and after school childcare. In order to support parents, the school aims to provide an affordable and convenient wrap around childcare service. Before and after school care is available to children from Nursery to Year 6, allowing parents more flexibility with their working hours.

Our wrap-around provision is offered for those pupils on roll at Worfield School, subject to a maximum number of places, and both the breakfast club and the after-school provision are located on the school site in a dedicated room with easy access to parking for early morning drop-off and early evening collection.

The room has a homely feel and it is our aim to replicate the types of activities children might usually choose to do at home after school. We offer arts and crafts, construction, creative play, free play and book reading and homework support. The provision also has access to a secure outdoor area and children can play outside safely as they might in a private garden at home.

Our wrap around care is led by Mrs Inna Pumphrey and she is supported by qualified and experienced staff, many of whom your child will already be familiar with from within their normal school day. Our staff have a relevant and up to date safeguarding, food hygiene and first aid training.

Please see our dedicated Wrap-Around Provision page on the school's website for further information and policies or telephone the school's administrator.

Home-School Communication

We believe that children learn best when parents and school work together in partnership. If your child attends our Nursery, then that partnership will begin when you meet with the Nursery teacher at school. Similarly, when your child is ready to start full time education you will be given the opportunity to meet the Reception teacher. Class teachers will tell you about the ways you can best help your child at home.

We aim to give you as much information as we can about your child's work and progress.

- Curriculum information will be published on the school's website each academic year.
- Each half-term or term (dependent on length of theme) you will also receive an information sheet about the work in your child's class.
- All parents have access to **Class Dojo**. This is an online App which allows class teachers to share text, images, documents and web links with the whole class and can be accessed via a web browser or downloaded as a free app. It provides teachers with the ability to share specific learning activities with their year group as well as parents being able to message teachers regarding their child's learning.
- You will also receive a weekly school newsletter. This may contain a message from the Head of School or a subject leader, or information about routine matters or special events.
- Parents' Consultation Evenings are held in the Autumn and Summer terms.
- In the summer term, prior to the second Parents' Consultation Evening you will receive your child's annual report.
- During the school year each class will invite parents to a 'celebration of work' event.

If you have a brief query or need to inform the class teacher of something, then day-to-day contact can be made with the class teachers at the beginning or end of the school day, or a message sent via Class Dojo. An appointment can be made through the school administrator for a longer consultation either on the telephone or in school. Please be aware that class teachers will respond to messages on Class Dojo during working hours.

The class teacher should always be your first point of contact for any school matter. If you then need to talk to a more senior member of staff, the Head of School will be happy to meet with you or speak on the telephone.

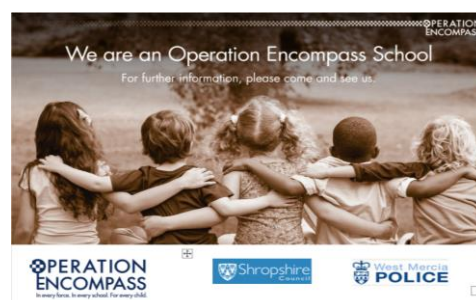
The Executive Headteacher's role is a strategic one across the entire federation and Morville School. The Head of School at Worfield is responsible for the day-to-day effective running of the school (like a traditional Headteacher) and is the public face of the school.

Child Protection

The school aims to help parents understand that our school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.

We are also an Operation Encompass School.

Mrs C. Gaskin is the designated lead for child protection.



The following staff are deputy designated leads for child protection and safeguarding matters;
Mrs J. Merrick
Mrs T. Phillips

Early Intervention and Family Support

We are fortunate to have an Early Intervention Practitioner, Mrs Tracy Phillips, working across The Trinity Federation. Mrs Phillips can offer parents advice and practical support with regards to school attendance, children's routines at home, children's behaviours and understanding their child's needs, as well as being able to signpost parents to other services within the local authority which may be beneficial to them or their child.

Mrs Phillips is also a trained emotional literacy support assistant (ELSA) and can work directly with parents and deliver one to one and small group interventions to support children's emotional wellbeing; developing their self-esteem, building confidence and independence. Parents who have worked with Mrs Phillips speak very highly of her and the positive impact her work has had with their child and often their family.

You can contact Mrs Phillips for family support and advice by telephoning the school administrator and requesting a call back from Mrs Phillips.

Illness and Medicines

If your child is ill at school you will be notified by the school and asked to make arrangements to collect your child.

Our school has a Medicines in School policy and an Infection Control Policy which can be found on our website. Medicines should not be brought into school unless they are prescribed by a doctor. If your child is unwell then home is probably the best place for them to recuperate. We cannot administer medication to any child without the written permission of a parent or guardian, stating the dose and the time at which it is to be given. A medicines in school form (available on our website) must be completed and signed by a parent and handed in to the school administrator before any medicine will be administered. The only medication that a child may keep on their person is a prescribed inhaler for asthma. The school keeps a record of all medicine administered.

The following staff hold current 'First Aid' qualifications;
Mrs J. Weaver
Mrs R. Allen
Mrs M. Taggart
Miss V. Lloyd
Mrs I. Pumphrey

School Medical Examinations

The following information sets out the arrangements for routine services provided by the School Health Service in conjunction with the school.

The school access to the Shropshire School Nurse Service. The Head of School or Early Intervention Practitioner can refer a child to this service with parental permission.

During your child's first term at school, he or she will be offered a general health check, including a measurement of height and weight, and a hearing test to be carried out by the School Nurse. At some time during the first year at school, your child will also have a vision test carried out by the orthoptist.

The School Health Service now operates a system of selective medicals. During their first year, and preferably their second term at school, children are considered for such medicals if concerns are expressed by the school nurse, a doctor or parents. In all cases full discussion will take place with parents and parental consent obtained before any examination takes place.

If you have any concerns about your child's health in school, including bedwetting, soiling and behaviour at home, you can contact the school nurse who will be pleased to discuss those concerns with you. The School Nurse may then arrange for a doctor to contact you or may arrange an appointment to see you and your child if necessary.

Links with Secondary Schools

In previous years, our Year 6 pupils have moved on to Oldbury Wells School, Bridgnorth Endowed School, Wolverhampton Grammar, Wrekin College, Adams Grammar, William Brookes, Wolverhampton Girls' High School, Thomas Telford, and Newport Girls' High.

We liaise closely with our secondary school colleagues to offer curriculum enrichment and transition opportunities throughout the school year.

School Uniform

All children in school are expected to wear school uniform, to take pride in their appearance and to be neat and tidy. Wearing uniform helps to set a tone of high standards in school. Parents can buy school uniform items from many high street or online store but should you wish to purchase uniform items with the Worfield School logo then these are available to buy on line from <http://shop.schooluniformfactory.co.uk> or by calling into Bristows Club & School, 157 Victoria Road, Bridgnorth, WV16 4LL Tel: 01746 761701

Items available include: Sweatshirt, Cardigan, Ties, Caps, Reversible Fleece, School Book Bag, green PE shorts, white PE polo shirt, and tracksuit.

Uniform requirements:

Winter and Spring Terms Uniform	Summer Term Uniform
<ul style="list-style-type: none"> ✓ White shirt or blouse ✓ School Tie (elastic is available for younger classes) ✓ Grey tailored trousers ✓ Grey knee length skirt/ pinafore dress ✓ Bottle green V-necked sweatshirt or cardigan (with school logo if preferred) ✓ Grey or white socks ✓ Black or brown plain school shoes (not trainers or shoes with heels as these present a health and safety risk). 	<ul style="list-style-type: none"> ✓ White shirt or blouse or White polo shirt (with school logo if preferred) ✓ School Tie (elastic is available for younger classes) ✓ Grey tailored trousers or grey shorts ✓ Grey knee length skirt/ pinafore dress or green gingham dress ✓ Bottle green V-necked sweatshirt or cardigan (with school logo if preferred) ✓ Grey or white socks ✓ Black or brown plain school shoes (not trainers or shoes with heels as these present a health and safety risk).

P.E. Kit:

Green shorts (or skorts for those who may prefer to wear these), white polo shirt (with green trim and school logo if preferred), black plimsolls or trainers.

During the winter months children may wear plain dark coloured tracksuit top and bottoms.

Optional extras:

Football boots (mainly KS2 pupils) – we do not advise that parents buy these until they are informed that their child will require them.

School Hoodies for outdoor PE/Sports- The hoodie is bottle green with our school logo on it.

In the summer, suitable caps or sunhats may be worn. Items with the school logo are also available from Bristows.

In the interests of safety the wearing of jewellery is not permitted. In the case of children with pierced ears, only studs may be worn. For health and safety reasons all jewellery must be removed for PE.

Extreme hairstyles are also unacceptable for school – our policy with regards to uniform and presentation can be found on our website.

Your support and co-operation in ensuring your child is in full uniform will be very much appreciated. Please ensure all items of clothing are clearly named.

Toys in School

Unfortunately, we cannot be responsible for the safekeeping of toys in school. Occasionally we allow children to bring in toys to share with others in their class if it links to a theme or class topic. On these occasions the class teacher will inform you in advance. At other times toys should be kept at home. Under no circumstances must toys be exchanged by children for money in school and should children wish to swap any of their possessions they should obtain your permission first and make their “swaps” off school premises.

The School Day and Attendance Matters

Time of school sessions

Morning:	8.55 am - 10.30am	Session 1
	10.30 am - 10.45am	Break
	10.45 am - 12.00*/05 pm	Session 2 *KS1

Please note: The school bell rings at 8.50 am to allow 5 minutes for pupils in the cloakroom.

Lunch: 12.00/12.05 pm - 1.00 pm

Afternoon: 1.00 pm - 3.00 pm (there is a short afternoon break for KS1 only)

Foundation Stage: **Mumbles:** Morning session begins at 8.55am and ends at 11.55am
Reception: Morning session begins at 8.55am and ends at 12pm
Afternoon session begins at 1pm and ends at 3pm

Key Stage 1/Reception: 23 hours 5 minutes per week

Key Stage 2: 23 hours 30 minutes per week

Arrival at School and Home Time:

Children can arrive up to ten minutes before the start of the school day. A member of staff will be on duty from 8.40 am. Supervision before 8.40 am is the responsibility of parents. The large, rear playground is available for parking at the beginning and end of the school day. Parents are reminded that children should be accompanied to school in the morning and collected from school at home time. Teachers collect children in Year 1 to 6 from their designated areas at 8.50am.

Children who use the school buses will be met each morning by a member of school support staff who are on duty from 8.35am in the bus stop within the staff car park. We also offer a 'drop off' service whereby you are encouraged to drop your child off safely to the member of staff on duty in the bus area before the school buses arrive. This is often used by parents who need to take advantage of an earlier drop-off to get to work on time. Please note that once the school buses have arrived, the member of staff on duty will no longer be able to receive children who are dropped off as they must accompany children into the main playground.

Parking in the village is limited. Whilst we do open the rear playground for parent parking before and after school, please remember that this is a playground which is used for playtimes, PE lessons

and after school clubs and as such, no cars should be left parked beyond the usual drop-off and pick-up times. Please do not park in Mill Close as parking is for residents only.

Please also see our Registration and Collection Policy on our website.

Lateness:

School officially starts at 8.55am. If your child is late arriving at school, please ensure you accompany him or her to the school office and sign the late book. The school administrator can then take your child to their class. If children are not in school by the close of registration they are marked as late unless we are already aware of a reason why your child will be arriving late and the Executive Headteacher deems this to be a valid reason. Lateness is monitored by the Education Welfare Office. Persistent lateness will be followed up.

Absence:

Schools have a legal requirement to record every absence and the reason for that absence. If your child is absent from school, please could you telephone the school office on the first day of absence and report on our absence line by pressing 3 when requested and provide the reason for absence. Whilst you may also choose to let the class teacher know of your child's absence via Class Dojo, please ensure you follow the above procedure of informing the administrator as class teachers may not be able to check Class Dojo until later in the school day.

We operate 'first day call' whereby if we haven't heard from you by 9.30am to say why your child is absent from school, we will telephone to check the reason for their absence. This is also an important safeguard for our children.

Leave of Absence in Term Time: "Every School Day Counts":

The number of unauthorised holidays taken in term time is on the increase. The Education Welfare Service has issued guidance for parents. "There are only 190 statutory school days in one year. There are 175 days (weekends and school holidays) available to use for holidays, which would not have a negative effect on your child's education".

On 1st September 2013 there was a change in the School Attendance Regulations. Where there used to be the option for headteachers to grant leave of absence for the purpose of a family holiday during the term time in 'special circumstances' of up to ten days in a year, this has been removed.

The Executive Headteacher is now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an *exceptional* circumstance; the annual family holiday would not be deemed an exceptional circumstance.

A form requesting leave of absence must be completed and returned to the school office prior to taking leave. Further written evidence in support of exceptional circumstances may also be requested. In some circumstances an appointment may then be required to discuss the exceptional circumstances with the Head of School or the Executive Headteacher. Retrospective requests may not be considered.

The Executive Headteacher, the Head of School and the Education Welfare Officer monitor attendance. Unauthorised absences have to be reported annually to the Department for Education.

Lunchtimes at school

The school works in collaboration with Alliance in Partnership (AiP) to provide a delicious range of healthy meals which are cooked at St. Mary's Bluecoat CE Primary School and transported in temperature controlled vehicles to Worfield School. The termly menu can be found on our website.

All pupils in Reception, Year 1 and Year 2 in state-funded schools in England are eligible for universal infant free school meals (UFSMs). Taking up your entitlement to this Universal Free School Meal offer, clearly gives families a substantial saving.



As a health promoting school we strongly encourage parents to take up this offer of a free hot meal for their child. Children who do not have a hot school dinner can bring a healthy packed lunch. Food containers should be clearly marked with your child's name. We ask for your co-operation in not giving your child fizzy drinks or sweets to bring into school. Glass bottles and cans should not be brought into school for safety reasons. **Nuts should not be sent into school.** Grapes provided in packed lunches should always be cut in half by a parent/guardian.

Shropshire Health Authority's advice is that sandwiches may safely be stored on our sandwich trolleys for up to 4 hours. The LA cannot accept responsibility for the storage of food brought into schools by pupils, and parents should ensure that they make appropriate provision.

Dietary Information:

If your child has been advised by their GP or Health Care Professional to follow a special diet please contact AiP by calling 0121 552 0121. AiP will do their utmost to work with parents and pupils to cater for specific needs.

You can, if you wish, take your child home for lunch however most children enjoy the social time with their friends after lunch and this is a valuable part of their personal, social and emotional development. Mrs Allen is our lunchtime supervisor in charge in the dining hall and she oversees the wellbeing of all children during lunchtime. She is assisted by a team of lunchtime supervisors and trained play-leaders. We welcome parental help in teaching children to use a knife, fork and spoon properly during mealtimes at home.

Paying for school meals when your child is in Key Stage 2 (Years 3-6):

In Key Stage 2 (Year 3 to 6) the cost of a school meal is currently £2.35

Meals can be paid for via our online Parent Mail system, all payment for school meals should be made in advance of the meal being taken.

All parents will be asked to provide contact details for the administrator to set up access to Parent Mail at the time of school enrolment.

The National School Fruit Scheme

We have signed up to this scheme, which entitles every infant child to a free piece of fruit each school day. The fruit is delivered to school in advance, for example, apples for Monday, pears for Tuesday and bananas for Wednesday etc. The aim of the national scheme is to increase fruit and vegetable consumption amongst children and so contribute to a reduction in the risk of heart disease and cancer in later life

Water

Research shows that children easily become dehydrated and this can affect their learning. Therefore, children are encouraged to bring a named bottle of fresh water (not juice) to school each day. These bottles are stored in the classroom on the side and children can take small drinks from them whenever they feel the need.

Pupil Premium

The Pupil Premium is allocated to the school in respect of children from low-income families who would be eligible for Free School Meals (FSM) under the criteria outlined below. Applications forms for Free School Meals can be completed on-line at <https://www.shropshire.gov.uk/free-school-meals/>

As a school we encourage you to claim your entitlement to free school meals where you meet any of the criteria. No child or family will be discriminated against because they receive this benefit. Claiming helps your child, your family and supports the school.

Parents and guardians who have a statutory entitlement to Free School Meals must still complete the online form despite the Universal Free School Meal Offer to all children in Reception, Year 1 and 2. We will then be able to confirm whether the school is entitled to claim the Pupil Premium in respect of your child. As a result the school can benefit from additional funding and use the money to fund new equipment, pupil interventions or maybe more support staff.

Who qualifies for government free school meals?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income support
- Income-based jobseeker's allowance
- Income-related employment and support allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of pension credit
- Child tax credit (provided you're not also entitled to working tax credit and have an annual gross income of no more than £16,190)
- Working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit

In addition, the following pupils will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst universal credit is rolled out. This will apply even if their earnings rise above the new threshold during that time
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the universal credit rollout period
- Once universal credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of universal credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

The universal credit rollout is currently expected to complete in March 2022.

Adopted Children and Pupil Premium

Schools will also receive Pupil Premium funding in respect of any pupil who has left local-authority care because of 1 of the following:

- adoption
- a special guardianship order
- a child arrangements order
- a residence order

Please speak to the Head of School in confidence if your child is eligible under this criteria so that the school may be aware as well as receive additional funding.

Emergency School Closures:

Our school has a clear policy to follow in the event of emergency closure which can be found on our school website.

It may be necessary to close a school for a variety of reasons including:

- Severe weather including snow, flooding or storms
- A direct instruction from Public Health England or the Government
- Disruption to transport, for example through petrol or diesel shortages
- Accommodation problems, for example loss of power supply, heating failures or fire damage

Our school will always endeavour to remain open where possible.

Factors involved in reaching the decision to close the school are likely to be:

- Access to the school, i.e. road conditions (obstructions, snow, ice, flooding etc). This will also require dialogue with school transport providers.
- Breakdown of school essential services (heating, electrical services, water, storm damage etc).

The Executive Headteacher, supported by the administrative team, will advise staff and parents of any school closure through the ParentMail service, Class DOJO and local radio.

Data protection

The school is registered for holding personal data under the Data Protection Act 1998. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Formal Complaints

Worfield School prides itself on the quality of teaching and pastoral care provided to its pupils and families and generally receives very positive comments about the quality of its provision. Formal complaints are rare, as most people with concerns tend to raise them at an early stage so that the school can resolve the issues and they do not feel it necessary to use the formal complaint route. A copy of the Federation Complaint's Policy can be found on the school's website.

Other documentation

We advise that parents frequently check the school website for useful information and updates.

Copies of the school's policy documents, Ofsted Inspection and SIAMS reports are available on the school's website.

This document was last reviewed September 2022.