

# Prospectus

## 2016-2017



**"TOGETHER WE SUCCEED"**

**Headteacher: Diane Barrick**

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## Welcome from the Headteacher

I am delighted that you have chosen Carpenters Primary School for your child.

As a school, we want this experience to be enjoyable for your child but also for you as parents/carers. We aim to give them a curriculum that is broad, balanced, creative and fun. We want them to enjoy coming to school and achieve well throughout their time at Carpenters, both academically and personally.

It is important that we work in partnership to ensure that your child has the best opportunity at all times. We hope that you don't, but should you have any concerns, at any time, please see myself, a member of my Senior Leadership Team or any member of staff, who will listen to your concern and endeavour to deal with it quickly and effectively. As our strap line says "Together We Succeed".

This prospectus contains information about the school that you should find useful.

I look forward to developing a positive relationship with you and your child.

Diane Barrick  
Headteacher

## Senior Leadership Team:

Headteacher - Diane Barrick  
Deputy Headteacher - Bronwen Hook  
Assistant Headteacher - Nichola Curran  
Assistant Headteacher - Serena Glen  
Assistant Headteacher - Ama Osapanin

Senior Leader & Special Educational Needs Co-ordinator - Annette Turner  
Senior Leader & Year 3 Teacher - Charlotte Tucker  
Senior Leader & Year 6 Teacher - Melissa Hobbs

Office Manager - Lisa O'Neill  
Premises Manager - Glenn White

## Aims:

At Carpenters Primary School we aim to:

- Meet the individual needs of every child within the school.
- Help each child to develop to their full potential and ensure they have equal access to the curriculum.
- Support children not only in terms of academic achievement but also in their social, moral, spiritual and physical development.
- Provide a broad, balanced and relevant curriculum which is differentiated to meet a variety of needs and learning styles.
- Promote equal opportunity regardless of race, gender, class or ability.
- Work in partnership with children, parents and carers, link schools, support services and the wider community to support personal development, resilience and life-long learning.
- Create a warm and friendly environment in which everyone feels safe, secure, valued, happy and able to achieve.
- Celebrate our children's achievements with others in a positive and supportive manner.
- Nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British society and to the world.
- Encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

## School Values:

**R**esponsible

**E**xcellence

**S**hare

**P**olite

**E**ncourage

**C**ommunicate

**T**ruth

## British Values:

- *Democracy;*
- *Rule of law;*
- *Individual liberty;*
- *Mutual respect and;*
- *Tolerance of those with different faiths and beliefs.*

## Admissions

There are different arrangements for children starting our school for the first time and for children starting at a later date.

As a school, we follow the local authority's admissions procedures which can be found at: [www.newham.gov.uk/Pages/Services/Admissions-primary-school.aspx](http://www.newham.gov.uk/Pages/Services/Admissions-primary-school.aspx).

### Nursery admissions

As a school we hold our own records for admission to the nursery. We will accept children's names on a completed application form (available from the school office) for the nursery waiting list, from their second birthday. Once your child is on our waiting list, we cannot guarantee you a place but we do try to offer all children at least three terms in the nursery before entry into school.

In the summer term before the children's planned start in September, the school will offer places according to the local authority's admission procedures and will contact parents/carers accordingly. The offer for your child will be a half-day session, either morning or afternoon.

*If your child was born between the 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012, we may be able to offer your child a space from September 2015.*

### Starting School for the first time - reception class

In Newham, any child whose 4th birthday falls between 1st September 2012 and 31st August 2013 will be entitled to start school full time in reception at the beginning of the academic year September 2017. To register your child at our school, please contact the Local Authority or your nursery school in the September in the academic year your child turns four, for an information booklet and application form. Alternatively, to make sure you apply on time, apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) from September before the closing date, usually in the middle of January.

Please note that if your child has a place at Carpenters Nursery, you are not automatically guaranteed a place in reception at Carpenters.

### Moving to the school from another primary school

You will need to apply as soon as you can to the Local Authority using [this application form](#). If offered a place, an appointment will be made to see the Headteacher within two weeks from the offer date. At the meeting bring proof of your child's date of birth (only passport, birth certificate or NASS document if you are an asylum seeker); and proof of your address (only current Council Tax Bill, Housing Benefit Letter, rent book for council housing or council tenancy agreement and one utility bill).
















### Application deadlines:

For 2016-2017, the local authority has the following deadlines for applications:

Starting School (Reception Class) - 15<sup>th</sup> January 2016

Moving from Primary to Secondary School (Year 7) - 30<sup>th</sup> October 2015

## Teaching Staff & Classes:

<b>Class</b>	<b>Symbol</b>	<b>Teacher (s)</b>
Nursery Acorn		Lindi Moolman & Alice Reicher
Reception Snowdrop		Montserrat Valledeperas
Reception Sunflower		Pat McFarlane
Additional Teachers	EYFS	Annette Turner
Year 1 Bluebell		Carly O'Neill
Year 1 Marigold		Nilab Boodoo
Year 2 Daisy		Andrew Wright
Year 2 Poppy		Katherine Goode
Additional Teacher	Years 1 & 2	Vivien Tuck
Year 3 Fern		Halima Sharif
Year 3 Rose		Anja Plumb
Year 4 Pine		Parvez Noor
Year 4 Willow		Jenna Cooke
Additional Teacher	Years 3 & 4	Charlotte Tucker & Stephen Goggin
Year 5 Chestnut		Richard Saunders
Year 5 Oak		Kalum Fergus
Additional Teacher	Year 5	Taslima Begum
Year 6 Holly		Daniel Brown
Year 6 Tulip		Melissa Hobbs
Additional Teacher	Year 6	Ugonna Eseyi & Mark Jones

## **Support Staff:**

### ***Teaching Assistants:***

Ambia Begum, Kerry Peskett, Yuk-Ha Siu, Salma Chawan, Nana Nkrumah, Salma Khanam, Kelly Morton, Laura Neckles, Shifa Khanam, Kelsey Johnson, Sam Impey, Sahara Rahman, Tina Davis, Anna Maj-Dada, Mark McManus, Ki Woldeyohanes, Terri Butler, Ethlyne Greenaway, Robyn Regan & Tatiana Benito

### ***Senior Teaching Assistants:***

Nicola Allen & Karen Escott

### ***Nursery Nurses:***

Hafsa Bhutawala, Tracy Harvey, Rochelle Patel & Sultana Begum.

### ***Art Therapist:***

Nick Sykes

### ***Higher Level Teaching Assistants:***

Dawn Chester, Vida Swift, Sharmin Islam, Aaron O'Connell, Natoyia Dunstan & Camille Hall

### ***Learning Mentors:***

Melanie Wilson-Stroud

### ***Midday Supervisors:***

Janine Paul, Millie Begum, Maria Begum, Usha Patel, Emma Peskett, Michelle Braham, Sultana Begum, Vicky Biratsi & Sultana Begum.

### ***Playworkers:***

Shane Etienne & Jordan Burgess

### ***Office Staff:***

Sharon Limby

## **Governors:**

### ***Staff Governors:***

Miss Diane Barrick - Headteacher

Miss Melissa Hobbs - Teacher Governor

Ms Lisa O'Neill - Support Staff Governor

### ***Authority Governor:***

Rev David Richards

### ***Community Governors:***

Cllr Charlene McLean

Ms Ade Adewunmi

Mrs Karen Kershaw

Mr Martin Samuel

### ***Parent Governors:***

Mrs Tracy Fiumara - Chair of Governors

Mrs Yetune Adekola

Mr Abdul Shaque

### ***Associate Members:***

Bronwen Hook - Deputy Head

Glenn White - Finance & Premises Manager

## School Times:

### *Reception - Year 6:*

- School begins at 8.55am
- Playtime:
  - KS1 - 10.30am - 10.45am
  - KS2 - 10.45am - 11.00am
- Lunchtime
  - KS1 - 12.00pm - 1.00pm
  - KS2 - 12.30pm - 1.30pm
- School ends at 3.15pm

### *Nursery:*

- Morning Nursery - 8.45am - 11.45am
- Afternoon Nursery - 12.30pm - 3.30pm

## Punctuality Before and After School:

Arriving at school on time for the start of the day is vital for our children and ensures they begin to learn the importance of punctuality, which will support them later in life. A late start can mean children miss out on important information for the day or the beginning of their first lesson, and they feel embarrassed in front of their peers.

Children are welcome to arrive at school from 8.30am, once the gates are open. On arrival at school, parents/carers and children are asked to wait in the designated area for their class. Class teachers will be available from 8.50am for you to pass on messages or to arrange an appointment at a more convenient time. The school bell will ring at 8.55am and each class will be led into school by one of the adults from their class.

The school gates will close promptly at 9am. Any child arriving after this time will need to report to the main school office in Friendship Way, where their name will be recorded, with the reason for the lateness. All children must report to the school office so that we know they have safely arrived at school.



If you are aware that your child is going to be late, we would be grateful if you could contact the School Office on 020 8534 4759 so that we can make a record and book them a school lunch if necessary.

There are occasions when you will need to collect your child early from school, for example, if they have a medical appointment. It is vital that you inform the School Office as soon as you know so that they can inform the Class Teacher and ensure your child is ready to be collected. Any child who leaves school during the day must be signed out so that we have a record of who has left the premises in case of an emergency.

At the end of the day all children, except those in Years 5 & 6, must be collected by a designated adult from the classroom at 3.15pm. In line with our expectations at the beginning of the school day, it is important that parents/carers arrive on time. Any child who has not been collected from the classroom by 3.30pm will be taken to the School Office where they will try to make contact with you. If you know you are going to be late then please telephone the school to avoid your child becoming anxious. There are occasions when children are persistently not collected on time. Should this happen, we will have no other option but to make a charge of £10 per child so that we can arrange appropriate supervision for your child/ren until they are collected.

In order to ensure that they are collected safely, we ask you to let us know the names of the main adults who are allowed to collect them. A letter will go out at the beginning of the school year. If for any reason a different adult will collect your child from school, it is important that you inform the class teacher at the beginning of the day or telephone the School Office in advance so that we avoid any embarrassment.

### **Attendance:**

As a school we expect every child to attend school every day and on-time. Our whole school target is 96.2%, which is in line with the national expectation. There are occasions when attendance is not possible due to illness or other exceptional circumstances. We would be grateful if you could contact the school office as soon as you know your child will be absent, giving a reason and details of when they will return. If we have not heard from you by 9.30am, we will endeavour to contact you to find out the reason your child is not in school. Any absence not reported will result in an 'unauthorised' absence mark. Medical appointments should be made outside of school hours. Where this is not possible, proof of the appointment such as an appointment card should be brought into school. In the event that we cannot make contact with a family within 2 days, we will endeavour to undertake a home visit, in order to ascertain the whereabouts of the child/ren. For vulnerable children, this may be on the first day of absence.

The school has rigorous and robust procedures for dealing with children whose absence becomes a problem. These procedures are detailed in our Attendance Policy which can be found on the school's website. A copy can also be obtained from the school office on request. A child whose attendance falls below 95% is a cause for concern. Our aim is to prevent this from happening and to support families in ensuring their child attends school as much as possible. Details of your child's attendance record will be provided for parents/carers each term within your child's report card.

### **Applications for leave of absence in term time**

This school's policy is not to authorise holidays during term time. Any applications for leave in term time must be made in writing to the Headteacher. There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional circumstances. Each application will be considered on its own merit, and the attendance record(s) of the child/ren concerned will be taken into account when making a decision. The Head Teacher will decide on whether the application is considered as 'exceptional' in line with the London Borough of Newham's Attendance Guidance. Where a parent/carer chooses to take their child/ren on holiday without authorisation, a penalty notice will be issued. See paragraph below.

### **Penalty Notices**

Penalty Notices can now be issued for a range of attendance-related offences, including unauthorised term-time holidays, poor attendance and poor punctuality, a child coming to the attention of the police in school time, or located twice or more in truancy sweeps in 6 months. Further details are available on Newham's website at: [www.newham.gov.uk/schools/Attendance](http://www.newham.gov.uk/schools/Attendance).

As a school, we have issued a number of penalty notices for unauthorised term-time holidays and unauthorised absence. This has resulted in fines of £60 per parent per child.

## School Dates:

NEWHAM CHILDREN AND YOUNG PEOPLE'S SERVICES

### SCHOOL TERM AND HOLIDAY DATES 2016/17

SCHOOL TERMS	PUPIL HOLIDAYS
<p><b><u>Autumn</u></b> Monday 5 September 2016 to Friday 23 October 2016 <b><u>Eid-UI-Adha</u></b> No closure</p>	<p><b><u>Half Term</u></b> Monday 24 October 2016 to Friday 28 October 2016</p>
<p><b><u>Autumn</u></b> Monday 31 October 2016 to Tuesday 20 December 2016 <b><u>Diwali</u></b> No closure <b><u>Guru Nanak's Birthday</u></b> No closure</p>	<p><b><u>Christmas Break</u></b> Wednesday 21 December 2016 to Tuesday 3 January 2017  Christmas Day and New Year's Day fall within the Christmas Break</p>
<p><b><u>Spring</u></b> Wednesday 4 January 2017 to Friday 10 February 2017</p>	<p><b><u>Half Term</u></b> Monday 13 February 2017 to Friday 17 February 2017</p>
<p><b><u>Spring</u></b> Monday 20 February 2017 to Friday 31 March 2017</p>	<p><b><u>Spring Break</u></b> Monday 3 April 2017 to Friday 17 April 2017 The Easter religious festival falls within the spring break</p>
<p><b><u>Summer</u></b> Tuesday 18 April 2017 to Friday 26 May 2017</p>	<p><b><u>May Day</u></b> Monday 1 May 2017  <b><u>Half Term</u></b> Monday 29 May 2017 to Friday 2 June 2017</p>
<p><b><u>Summer</u></b> Monday 5 June 2017 to Friday 21 July 2017 <b><u>Eid-UI-Fitr</u></b> No closure</p>	<p><b><u>Summer Break</u></b> Monday 24 July 2017 to <i>To be advised</i></p>

#### **In-service training days:**

The above pattern gives 195 days. It includes 5 INSET days which should be allocated for in-service training on dates chosen by each school from within the range of dates or disaggregated across the school year in twilight sessions. In addition, if the school chooses not to close for the additional religious festivals, these need to be factored in.

5 INSET days: 2 days (1 & 2 September 2016) & 3 days – still need to be decided

Additional Religious Festivals: 3 days (24, 25 & 26 July 2017)

## Uniform:

At Carpenters Primary School we have adopted a school uniform, as we firmly believe that it fosters a feeling of belonging and encourages children to take pride in their school (it also helps avoid issues with designer clothes/footwear, competitiveness and bullying). We appreciate the support from parents and carers in ensuring their child wears the correct uniform every day. The uniform is as follows:

### Autumn/Winter:

- Red sweatshirt/jumper/cardigan
- White shirt/blouse/polo shirt
- Grey or black trousers/skirt/pinafore dress
- Plain black shoes or trainers (no coloured laces, ticks or patterns)

### Spring/Summer:

- Red sweatshirt/jumper/cardigan
- Grey, knee length shorts/skirt
- Red & white checked dress
- Black shoes (no open toe sandals or flip flops)

### PE Kit:

- White t-shirt or polo shirt (not their school uniform top)
- Red or black shorts/plain tracksuit bottoms
- Black plimsolls/trainers

### Swimming Kit: We will inform you when this is required.

- A swimming costume/swimming shorts
- Towel
- Swimming hat
- Goggles (if necessary)

It is essential that all children bring a separate PE kit to change into. In order to ensure your child's kit is in school at the correct time, parents/carers are encouraged to bring this into school at the beginning of each term and take home to be washed at the end of each half term. If your child's PE kit becomes dirty, we will send it home with them to be washed. Alternatively, some parents/carers may want to take it home more frequently. Please ensure the PE kit is brought to school each Monday and not taken home until Friday.

- All items of clothing should be clearly labelled with your child's name.
- A lost property box is kept in Cedar Room.
- No jewellery may be worn in school, except a watch.
- Only small, stud earrings are allowed.

Carpenters uniform is now available online from Orchard Schoolwear at [www.orchardschoolwear.co.uk](http://www.orchardschoolwear.co.uk) so parents/carers have the option to order using a debit or credit card.

Some items of school uniform can be ordered on your behalf (using the school order form) from the school office every Wednesday or Thursday from 3pm.

### **School Meals:**

School meals are cooked on the premises and are available for all children. Special dietary requirements for medical or religious purposes can be catered for. Children may bring a healthy packed lunch (no fizzy drinks, crisps, chocolate, cake or sweets please!) The current policy is that all primary age children in Newham are entitled to a free school meal.

### **Eat for Free (Reception to Year 6):**

Every child in a Newham primary school can receive a free school meal. This offer is one of the Mayor of Newham's Promises and has allowed parents to save up to £566 before tax per child. So that the school can get up to 30 per cent extra funding from central government for the next six years, it is extremely important that all parents/carers fill in the 'eat for free' application form at <http://www.newham.gov.uk/pages/services/free-school-meals.aspx> - even if your child does not eat school meals.

It will help the school to claim approx £900 for each child who would have qualified for free school meals, even if the universal free school offer was not available. You only need to fill in this form once and it will last for the duration of your child's time at a Newham school. They will hold your information in case your child qualifies for a free school meal in the future. Even though primary schools offer a free school lunch every day, if you apply for a free school meal - and your application is agreed - you can raise an additional £900 per child per year for the school.

### **Count Me in! (Nursery):**

As a school, we are able to receive extra funding for those children who may be eligible for free school meals. For children aged 3 and 4 years old, we are able to claim up to £300 per child for this academic year. If you believe your child would be eligible, please request an application form from your child's class teacher or from the school office.

### **Medical Arrangements:**

It is very important that we are kept informed and up-to-date of any medical issues relating to your child so that we can ensure they are safe and healthy whilst in our care. If your child regularly has to take medicine in school for conditions such as; diabetes, epilepsy, allergies etc, we are able to administer this. However, before we can do so, we will need to complete a care plan with the parents/carers, a member of school staff and the school nurse or health visitor. This will ensure we are giving the correct medication and are trained, where appropriate, to do so.

Any other medicines will need to be administered by a family member who will be required to come to school at the appropriate time.

## **First Aid:**

The health, safety and welfare of all our children are very important and at all times we will treat the children who have any problems as if they were our own. All children who have had an accident, injury or feel unwell, are seen by a trained first-aider. If a child is seriously unwell or injured then we will contact parents/carers immediately so that you can make arrangements to collect your child. We will ensure that your child is kept as comfortable as possible until somebody arrives. Should your child suffer from sickness or diarrhoea we ask that you keep them away from school for 48 hours.

If the injury is treatable and your child is able to continue in school, we will administer the necessary first aid and give them a 'blue accident form' which they will give to you at the end of the day so that you are aware of what has happened. All accidents in school are entered into the accident book. There may be times where we need to contact you either for permission to treat your child or because we feel that you need to check them for yourself, such as; if they have bumped their head or hurt their neck/back.

It is important that you ensure we always have the correct telephone contact numbers for yourself and any other emergency contacts we hold on file so that you can be contacted quickly in cases of emergency.

## **Breakfast Club:**

- Aims:** To give children a good start to the day, with healthy food and enjoyable activities in a relaxed environment.
- Where:** Carpenters School
- Opening hours:** 7.45am - 8.55am (You must arrive by 8am).
- Days open:** MONDAY - FRIDAY (Term-time only)
- No. of children:** 32 (maximum)
- Age of children:** 4 - 11 YEARS OLD
- Number of staff:** 4
- Cost:** £1.00 per day.
- Menu:** Beans on toast **or**  
Egg on toast **or**  
Two slices toast with margarine & jam **or**  
Cereal & milk **and** Fruit with semi-skimmed milk **or**  
fruit juice
- Activities:** Drawing, reading, talking, playing board games, healthy sporting activities and much more.

## After-school Clubs:

At Carpenters we believe study support plays an integral part in enriching the curriculum and aiding the development of our pupils. We offer a broad range of after school clubs such as, sporting, academic and creative clubs that run throughout the day. The clubs are taught by committed teachers, support staff and external professionals. For a detailed guide see the website at <http://www.carpenters.newham.sch.uk/after-school-clubs.html>.

## The Curriculum:

We aim to provide a broad and balanced curriculum, which develops the ability of the individual child according to their age and ability. The school has implemented the New National Curriculum and has a Curriculum Map to ensure that all children cover the requirements during their time with us.

Teachers use a wide variety of teaching methods and adapt their teaching according to the subject, age and ability of the children. We place a great emphasis on giving children hands-on experiences in learning, as we believe that it is only by actually doing something that true understanding of a specific area and its relevance to real-life can be gained. A huge emphasis is placed on ensuring all children are able to Read, Write and understand a variety of mathematical and scientific concepts. We also focus on the foundation subjects such as; history, geography, art and music etc, as part of a 'topic' curriculum which changes each half term to ensure children learn and develop the skills, knowledge and understanding required by the end of each academic year.

### EYFS:

The new [Early Years & Foundation Stage \(EYFS\) Curriculum](#) covers 2 main areas of learning which are separated into Prime and Specific Areas as follows:

#### Prime Areas:

Personal, Social & Emotional Development, Communication & Language & Physical Development

#### Specific Areas:

Literacy (Reading & Writing), Maths, Understanding the World and Expressive Arts and Design

### KS1 & KS2:

The [National Curriculum 2014](#) is taught for all children from Year 1 to Year 6. The subjects covered are as follows:

### **Core Subjects:**

English (including Phonics, Reading, Writing & Grammar)

Maths

### **Foundation Subjects:**

Science, Computing (ICT), Physical Education (PE), Music, Art & Design, Design & Technology (DT), History, Geography, Philosophy for Children (P4C) and Religious Education (RE)

### **Phonics:**

Since January 2012, Carpenters School have been delivering the principles of Letters and Sounds through a systematic synthetic teaching programme: Oxford Reading Tree [Floppy's Phonics](#) Sounds and Letters.

Children in the Early Years and KS1 have daily phonics teaching sessions at the following times:

Nursery - throughout the morning and afternoon sessions

Reception - 12.50pm - 1.20pm

Years 1 & 2 - 9.00am - 9.30am

Phonics is taught in KS2 to those children who require a personalised programme through an intervention group delivered by a HLTA (Higher Level Teaching Assistant).

Children are assessed regularly throughout the year to ensure they make progress in their phonetic development.

Useful link for Parents/Carers - [www.oxfordowl.co.uk](http://www.oxfordowl.co.uk)

### **Reading:**

At Carpenters, we place a huge emphasis on the teaching of reading and providing opportunities for children to read so that as many children as possible develop a love of reading.

We aim to ensure that by the end of their primary education, all children are able to read fluently, and with confidence, in any subject, so they are ready for their forthcoming secondary education.

In order to ensure that children develop a love of reading we:

- Encourage Parents and Carers of children in the Early Years Foundation Stage (EYFS) to stay for the first 15mins of every day to read with their children;
- Have a scheduled time each day for 'story time' with the class teacher;
- Ensure children have frequent opportunities to read in school with an adult;
- Keep the school library open throughout the day for children in the Early Years to access. In KS1 & KS2, children are encouraged to use the library at lunchtime or after school on designated days.
- Provide regular timetabled opportunities to 'read for pleasure', including across the curriculum.
- Provide children in KS2 with weekly opportunities to read 'First News' to keep them up to date with what is happening in the wider world.



- Ensure children have access to a range of texts linked to their learning in 'topic' through our links with Redbridge Library Loans.
- Ensure children have access to a range of classic and contemporary texts, both in their class libraries and through their engagement in reading activities with their class teacher;
- Ensure children can borrow a range of texts from school to read at home.

### Guided reading

The programmes of study for reading at key stages 1 and 2 consist of two dimensions:

- word reading
- comprehension (both listening and reading)

It is essential that teaching focuses on developing children's competence in both dimensions; **different kinds of teaching are needed for each.**

While 'word reading' is taught through the teaching of phonics (with a specific emphasis on this in EYFS and KS1) at Carpenters, we aim to develop children's reading comprehension skills through using elements of the 'Reciprocal Reading' method.

All classes from Reception to Year 6 are introduced to the methodology behind Reciprocal Reading during their daily guided reading time. During this time they will take part in some of the following activities:

- Read for pleasure;
- Research new vocabulary, themes or historical events associated with a text;
- Read a text and begin to investigate their text in order to prepare for their guided reading session;
- Develop their comprehension skills through small group work with an adult;
- Complete a task designed to enhance and demonstrate their knowledge and understanding of the text they are reading.

In guided reading, children are encouraged to explore a text and engage in discussion with their peers about what they have read. They are encouraged to make predictions, summarise what they have read, generate and answer questions, discuss vocabulary, clarify their thoughts and bring their understanding of the wider world to a text.

Parents/carers are encouraged to listen to their children read and make a comment in their Reading Journal, as part of their children's homework each day.

### Religious Education (RE):

RE is an important curriculum subject. It is important in its own right and also makes a unique contribution to the spiritual, moral, social and cultural development of our pupils and supports wider community cohesion. At Carpenters we use the Newham Agreed Syllabus for RE and it is taught over a week every half term. An overview of the scheme and the school's policy can be found the school's website at [www.carpenters.newham.sch.uk](http://www.carpenters.newham.sch.uk).

## Special Educational Needs:

We believe that it is the fundamental right of all children to have access to the best education possible. The school follows the Local Authority guidelines for inclusive education and all teachers are teachers of special educational needs. The class teacher, along with the SENCo (Special Educational Needs Co-ordinator) and teaching assistant will ensure that each child's individual needs are catered for and met. It is very important that all parents/carers are involved throughout each stage and are kept informed of how well their child is doing and how you can support them at home.

### Local Offer

As part of the Children and Families Act 2013, Local Authorities are required to publish a 'Local Offer' which sets out support that is available for children and young people with SEN in the local area.

Newham's Local Offer is available *on the Newham Website* -

[www.newham.gov.uk/Pages/Services/What-is-the-local-offer.aspx](http://www.newham.gov.uk/Pages/Services/What-is-the-local-offer.aspx) and tells parents/carers how to access services in their area and what to expect from these services.

Alongside this, schools are required to publish information about their arrangements for identifying, assessing and making provision for pupils with SEN. Carpenters local offer can be found on the school's website at [www.carpenters.newham.sch.uk](http://www.carpenters.newham.sch.uk). It describes the arrangements we make that are 'additional and different' for children with SEN.

## Ethnic Minority Achievement:

We have many children whose first language is not English. Teachers at our school plan activities that enable all children to become confident in speaking, reading and writing English. In addition, the HLTA in your child's phase will ensure your child's progress is monitored regularly so they are able to achieve their full potential. Where appropriate, we will use the skills of an interpreter to give them every opportunity to show what they can do.

## School Visits:

Educational visits connected with curriculum work are organised to provide first-hand experiences for our children. A visit is planned at least once every term to support their learning. On some occasions, there are opportunities for parents/carers to accompany their child's class on a visit.

## Achievement & Standards:

This year we are proud to have seen our children continue to achieve and succeed and to see how the school's standards have risen at the end of each key stage. Information related to the end of Reception & Year 2, which are detailed in the tables below:

### EYFS Attainment:

Area:	New Curriculum Area: (Old area)	Actual 2013		Actual 2014		Actual 2015		Actual 2016	
		Exp+	Exc	Exp+	Exc	Exp+	Exc	Exp+	Exc
<b>Prime Areas</b>	PSED (PSED)	73%	0%	88%	14%	89%	29%	86%	22%
	CL (LCT)	58%	7%	83%	12%	89%	35%	86%	25%
	PD (PD)	77%	5%	88%	14%	93%	38%	95%	20%
<b>Specific Areas</b>	Maths (PSRN)	52%	10%	74%	16%	84%	29%	80%	20%
	Understanding the world (KUW)	55%	1%	86%	12%	89%	27%	86%	24%
	Expressive arts (CD)	81%	3%	93%	12%	95%	31%	90%	22%
	Literacy (Reading and Writing)	51%	12%	76%	17%	78%	24%	81% 80%	25% 22%
<b>GLD</b>	Good Level of Development (GLD)	49%	0%	71%	12%	78%	20%	80%	17%

### Year 1 Phonics:

Subject	Actual 2012	Nat 2012	Actual 2013	Nat 2013	Actual 2014	Nat 2014	Actual 2015	Nat 2015	Actual 2016	Nat 2016
Year 1 phonics	40%	58%	71%	69%	80%	74%	73%	77%	85%	81%

### Year 2 Cumulative:

Subject	Actual 2015	Nat 2015	Actual 2016	Nat 2016
Year 2 Cumulative	92%	90%	93%	91%

### NEW End of KS1 Attainment (2016):

Subject:	% of children attaining Expected Standard or Greater Depth		% of children attaining Greater Depth	
	School	National	School	National
Reading	68%	74%	22%	24%
Writing	68%	65%	15%	13%
Maths	73%	73%	18%	18%
Science	73%	82%	-	-
RWM	64%	60%	12%	9%
RWMS	64%	60%	-	-

## NEW KS2 Attainment & Progress (2016):

<b>Subject:</b>	<b>Attainment &amp; Progress</b>	
	<b>School</b>	<b>National</b>
<b>RWM % achieving Expected Standard</b>	38%	53%
<b>RWM % achieving a Higher Standard</b>	5%	3%
<b>Reading Progress</b>	-0.4	Average compared with national
<b>Writing Progress</b>	+3.6	Well above national average
<b>Maths Progress</b>	-0.3	Average compared with national

## Communication with Parents:

We believe that the links between home and school are vital so that your child can be successful. As a school, we operate an 'Open Door' policy for all parents and carers who are welcome to come in to school to discuss any issues or concerns they have.

Your child's enjoyment of school is very important to us. If at any time you have a concern about your child, we would encourage you to come into school as soon as possible so that we can discuss it. The quicker we are made aware, the quicker we can deal with it and your child can continue to progress and enjoy their time at school. In the first instance, we would suggest that you talk to your child's class teacher when you drop them off in the morning or when collecting them at the end of the day. If however, you feel the situation is urgent, we would encourage you to see the Headteacher or a member of the Senior Leadership Team as soon as possible. The School Office can find the right adult for you when needed.

During the year there will be opportunities for parents/carers to come 'back to school' and experience the learning that your child is undergoing. These are informative evenings where you can find out about key ways to help your child at home in areas such as; Phonics, Reading and e-Safety. In addition, the school organises termly 'Bring a Parent/Carer' to school weeks where you can take part in a lesson with your child.

At the end of each term you will receive a report card for your child providing you with information about their attainment and progress. There will then be an opportunity for you to come into school on a more formal basis to discuss your child's progress and to consider how we can all support their continued learning. However, parents are always welcome to have a brief, informal chat with your child's teacher at a mutually convenient time or to arrange a more formal meeting if you so wish.

Every week your child will receive a newsletter from school providing key information and keeping you up to date on what is happening in school. We hope that you find this useful and any suggestions on what could be included would be much appreciated.

For more information about our school visit the website at: [www.carpenters.newham.sch.uk](http://www.carpenters.newham.sch.uk)

## **Safeguarding Statement**

Governors and staff at Carpenters Primary School are committed to safeguarding and promoting the welfare of all children. We have a safeguarding team to help us achieve the aim that all our children are safe, and feel safe.

If any member of staff has a concern about a child, this will be passed to a member of the team. We will always seek to discuss the concern with the child's parents or carers in the first instance.

On occasion, dependent upon the nature of our concern, it may be necessary for us to make an immediate referral to Children's Services, when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents/carers.

### **Supporting Children and their families:**

There are times when something unexpected happens within a family. This could be in the form of being evicted from your home, losing your job or developing a problem within the family. As a school, we care about the whole family, as any problem can impact on children's well-being and their capacity to cope in school.

As a school, we have a Safeguarding team, who are able to support families in times of need. This could be signposting you to an organisation who support housing issues, or domestic issues or just being there to listen to you. Feel free to contact the school office who will put you in contact with a member of staff who will endeavour to support you.

### **Complaints Procedure**

We hope that you don't, but should you have any concerns, a copy of the complaints procedure is available on the school's website or a hard copy is displayed in the front office.