



Winsor Primary School  
Prospectus



# Winsor Primary School

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# Welcome to Winsor

Head Teacher: Mr J. Dawson

Dear Parents/Carers,

Your child is soon to become a pupil at Winsor Primary School. We want to help every child make the best of their time at this school and so the purpose of this brochure is to give you as parents an introduction to the school, to provide you with information and to answer some of the questions you may have.

At Winsor Primary School, we have a commitment to education as a partnership between home and school. It is in this way that we feel your child will benefit most from all that the school has to offer. If at any time you have any concerns please contact us and we will always do our best to help you.

**School Address and Telephone Number is:  
WINSOR PRIMARY SCHOOL  
EAST HAM MANOR WAY  
BECKTON  
LONDON E6 5NA Telephone  
Number: 0207 476 2323**

Winsor Primary School is part of the education authority of the London Borough of Newham. The Education Offices are located in Docklands and the address is as follows:

**LONDON BOROUGH OF NEWHAM  
EDUCATION DEPARTMENT  
NEWHAM DOCKSIDE  
1000 DOCKSIDE ROAD  
LONDON  
E16 2QU  
Telephone Number: 0208 430 2000**



### About the School:

Winsor is a happy and vibrant school located in Beckton, East London. We are at the heart of our culturally rich and diverse community where we believe in offering purposeful and exciting learning opportunities for all.

Everyone within our learning community has high aspirations and a renewed commitment to ongoing improvement. We all have high expectations of behaviour with traditional values underpinning our ethos.

We strongly believe that our local community is a rich source of learning for all of our pupils and through developing strong partnerships with parents, we strive to ensure that the ethos of the school is one of sharing and celebrating everyone's cultural heritage.

The Main Office is situated at the front of the school.

There are generous hard-surfaced play areas around the school (including a five-a-side football/basketball pitch belonging to New Beckton Park that the school uses during the school day). There is also a large playing field with trim trail. There is a separate play area for Reception children for outdoor learning.

The School has some accreditations and awards: the Inclusion Quality Mark and Centre of Excellence award, Sustainable Schools Bronze award, The International Schools award and The Intermediate Level Silver Eco School's award.

### Visiting the School:

We are always happy to meet prospective parents before you register for a school place, but to make sure there is someone available it is best to telephone the school beforehand to arrange your visit.



#### Admission Procedures for Nursery:

We accept names for the Nursery waiting list three months before the child's third birthday. Your acceptance of a place in Nursery does not automatically mean that your child will be offered a place in a reception class at our school. You should always register for a school place in your catchment area. Children whose attendance falls below 90% risk losing their place at Nursery.

Places will be allocated in the following order:

LAC (Looked After Child) or previously (LAC)

Address closest to school

Sibling in school

Parents will receive a letter offering their child a Nursery or school place and are asked to respond by telephone or in writing by a particular date. We then ask parents to come and see us so that information can be given and visits can be arranged.

#### Admission Procedures for School:

Children enter the Reception classes in September, the intake is staggered so that children can settle into school effectively. Full details of how to gain a school place appear in "Starting School, The Primary Education Guide" available free from the Education Department or Newham website.

#### Our Vision:

Winsor Primary School will provide good quality, relevant education for all, irrespective of ability, sex or ethnic origin, where both staff and pupils have high expectations for them as individuals and for each other.

Pupils will develop an understanding and respect for the culturally diverse society in which we live.

Pupils, parents and staff will feel valued and recognise the role they play in developing the potential of all.

Pupils will feel safe within the school and will be encouraged to become responsible, confident members who are increasingly able to contribute positively to the wider community.



#### School Uniform:

Our school colours are red, white and grey. All children are expected to wear school uniform and black shoes. If you wish, you are able to purchase jumpers, cardigans and fleeces with the school logo from 'Fashion Stop' 138, High Street North, East Ham High Street, E6 2HT.

For PE, children are expected to change and should wear a change of T-Shirts, shorts or jogging bottoms and trainers or plimsolls.

In Year 5, all children attend swimming lessons at East Ham Leisure Centre. This is part of the National Curriculum and is compulsory for all children.

Please label all clothing with your child's name.

#### First Aid/ Medicines:

The school has qualified first aiders on site to deal with incidents that may occur during the course of the day. If your child has a serious accident, we will contact you as soon as possible, and if necessary call an ambulance straight away. It is vital that we are able to contact you if your child has an accident or is feeling unwell.

If you change work place or purchase a new mobile phone, please let the Main School Office have this information. The same applies to the phone numbers of your emergency contacts.

If your child is sent home sick, then we record the nature of the illness to see if any pattern emerges. If your child is treated by a first aider during the day, then we will also note down what the problem was.

If your child suffers from asthma and needs an inhaler, they should have this available at school as well as at home. Parents should ensure this is noted on the school admission form and a Welfare Assistant will contact you for further details.



Many pupils will need to take medication at some time in their school life. Mostly this will be for a short period of time; to finish a course of antibiotics or to apply a lotion. Parents should only send their child to school if they are sure that they are well enough to attend and medicines should be taken to school only when it is essential. When being prescribed medicines it would be helpful if parents could ask the prescribing doctor or dentist to prescribe in dose frequencies that can be taken outside of school hours. If your child needs medication during the day we may ask you to attend school to administer the medicine.

Like all schools, we occasionally have outbreaks of head lice within the school. It is perfectly normal for children to experience head lice. The Health Authority recommendations are that you regularly check your children's hair for head lice by wet combing using a fine toothed plastic nit comb (available from chemists). We will put reminders in our newsletters when there are outbreaks of head lice in the school.

#### Administrating Prescribed Medicine:

Prescribed medicine is only allowed on the school premises with the written permission of the parent. This permission must be granted on the school's standard Consent to Administer Prescription Medicine form available from the school's Welfare Assistant. Medicines should be received from and returned to a responsible adult.

#### School Organisation:

Children are taught in classes of approximately 30 children of mixed ability by a fully qualified Class Teacher. There are three classes in each year group with the exception of Year 6. All Reception classes and KS1 classes have a Teaching Assistant working alongside the Class Teacher.

Other Teacher Assistants are timetabled according to the needs of the pupils.

Some Teacher Assistants and non class-based teachers run intervention groups to support the needs of specific groups or individual pupils.

Our Learning Mentors work with children with particular needs who are finding it difficult to access the curriculum. They run social skills groups and offer 1:1 support, liaise with parents and generally support children with their emotional needs.

The teacher is responsible for the curriculum planning for the children in the class. Every teacher plans the curriculum activities and tasks with their partner teachers in the year group to ensure continuity and progression.

## SCHOOL SESSIONS

Nursery begins at	(Morning session 8:50am to 11:50am) (Afternoon session 12:30pm to 3:30pm)
School begins at	8:55am with pupils being on site for 8:50am
Lunchtimes	(KS1 is 12pm to 1pm) (KS2 is 12:30pm to 1:25pm)
School Closes at	3:15pm
Nursery closes at	3:30pm

Children should not arrive earlier than 8:40am and should be collected promptly at the end of the day. Children must be brought to school and collected by a responsible person over the age of 16 years. Children in Years 3, 4, 5 and 6 must be collected by an authorised adult or competent person aged 14 or over. We allow children in Years 5 and 6 to walk home unaccompanied providing parents have given written permission for this. You should keep the school informed about who is collecting your child from school. Should your child not be collected by 4pm then we may need to inform the appropriate authorities.

Please ensure that the school has relevant and up to date telephone numbers whereby we can contact you if an emergency occurs.

### The Nursery/Reception Classes:



The children in the Nursery and Reception classes will follow the Foundation Stage Curriculum as set out in the Early Years Framework. They will be provided with enjoyable and rewarding experiences that will help them progress in their development and learning. Much of the learning is play based and involves both indoor and outdoor learning. There are three prime areas of learning:

- Personal, Social and Emotional Development.
- Communication and Language Development, and
- Physical Development.

These are fundamental areas of learning that are essential and help develop key skills to effective learning. The other specific areas included in the curriculum are:

- Literacy Development
- Mathematics
- Understanding of the World and
- Expressive Arts and Design

We aim to develop caring, respectful professional relationships with the children and their families.

The Curriculum - The National Curriculum:

The National Curriculum provides a framework for the development of a child moving through the school. The basic requirements under the National Curriculum include core subjects; English, Mathematics, Science and ICT plus Geography, History, P.E, Art, Design Technology, Music and PSHE.

We also teach Religious Education and follow the locally agreed syllabus that is discussed, agreed and ratified by Newham Council, local teachers and representatives of all major faiths and denominations.



We have children from a number of different ethnic and faith communities; we try to teach children about beliefs of others even though they may be different from their own and to respect each other.

English:

In Nursery, Reception and Key Stage 1 we use RWInc Synthetic Phonics Scheme to teach Phonics, some pupils in Key Stage 2 may also benefit from this. Staff work with smaller groups of children where teaching is targeted to meet the needs of individual children.

In Key Stage 2, children have a daily English lesson based on the requirements of the National Curriculum. This involves learning and developing the skills of Speaking and Listening, Reading, Writing, Spelling and Handwriting.



#### Mathematics:

Teachers follow the National Curriculum and children have at least five hours of mathematics per week. The school has a clear and detailed Calculations Policy.

#### Other Subjects:

Key Stage 1 and Key Stage 2 children follow a creative curriculum approach to learning, we aim to make the curriculum relevant, interesting and exciting. We adopt a variety of approaches to the teaching of the curriculum, which include, where appropriate, class, group and individual teaching strategies.

All children are encouraged to do their best while at school. We send home a Curriculum Newsletter each term to inform parents what is being taught in each year group, in this way we can work together to help achieve the best possible outcomes.

Key Stage 1 includes Years 1 and 2 (KS1)

Key Stage 2 includes Years 3, 4, 5 and 6 (KS2)

#### Assessment:

Children are continually assessed throughout their schooling in a variety of ways. More formal assessment takes place each year from Y2 - Y6 in English and Mathematics.

In Year 2 and Year 6, children take part in the national assessment tests in English and Mathematics. A summary of our recent results can be seen on our website.

The children in Year 1 also have a phonic assessment in the Summer term.

#### Assemblies:

These are generally held daily, once a week there is a Achievement Assembly sharing achievements and reflecting on our school values. Other assemblies include stories, drama and singing, special visitors, etc.

### Sex Education:

The content of our Sex Education teaching has been drawn up in accordance with Newham Council guidelines and PSHE Association recommendations. It is taught as part of our general health education programme in an informative and sensitive way. Any questions which arise during a child's time at school will be answered honestly and appropriately. In Year 6, there is a formal sex education lesson with a video about puberty. Children have the opportunity to ask and answer questions. Parents are invited to watch the programme beforehand if they wish.



### Inclusion:

All children at Winsor participate in all aspects of school life. Winsor Primary School operates in accordance with Newham Policy on Inclusive Education.

The School adopts policies and procedures to promote equality.

Children with SEND will be offered full access to a broad, balanced and relevant education including the Foundation curriculum and the National curriculum. Teaching Assistants work with Class Teachers to support pupils. Learning support may occur both within the class and outside the class in small group or individual settings. At Winsor, we believe the relationship between the school and the parents has a crucial bearing on the child's progress and the effectiveness of any provision made for the child. We therefore strive to involve both the parent and child at all stages of assessment and reviews of the child's progress. The school has close links with a range of outside agencies who may be involved in supporting individual pupils with SEND.

If we have concerns about your child at any stage we will share them with you and ask for your support in tackling any difficulties. If you wish to discuss your child's special educational needs, the School's Inclusion Manager or SEN Co-ordinator will be happy to arrange a meeting with you.

### Child Protection:

We believe that our school should provide a caring, positive, safe and stimulating environment.

There are five aspects to safeguarding and promoting the welfare of children:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

Our designated Child Protection Officers are Ms Sue Desouza (Safeguarding and Pastoral Manager) and Miss Louise Hepple (Deputy HT).

Parents' Evenings:

Parents' Evening is held 3 times a year. An appointment system is operated. These are formal pre-arranged meetings, however, should parents at any time have any concerns or wish to discuss their child's progress with the teacher, individual meetings can be arranged with the teacher so that school and parents can work together.

In Term 1, the parent meeting is a time to share information about your child. Teachers will speak about how your child has settled into class and about their standard of work, expectations and behaviour.

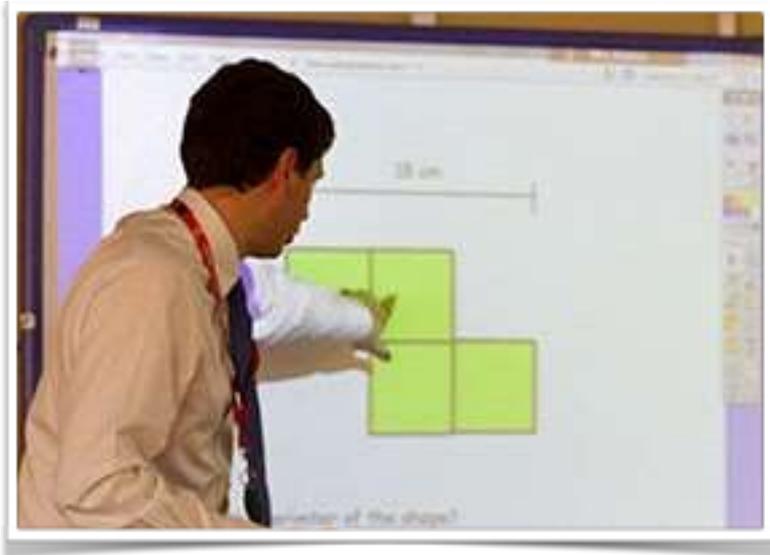
In other terms, the parent meetings are arranged whereby parents and teacher can discuss children's progress in detail. Parents will be given a written report in June which will comment on attainment and attitude to learning and will have targets for improvement in English and Mathematics. During the year, mid year report cards will also be issued.

School Attendance:



It is essential that all children arrive in school and are collected on time every day. Regular attendance is crucial to each child's educational development and we recognise our part in assisting parents to meet their legal obligations in this respect. If your child is unable to attend school because of ill-health, or for any other reason, please telephone the school or send a letter of explanation to the class teacher. We are required

to keep a record of each child's absence for all children from Nursery to Year 6 and the reason for the absence is recorded. Absences and lateness will be followed up in school and the school's attendance target is 95%.



Absences are recorded as either authorised or un-authorised. First day absence texts are now made to parents of children when they are absent from school. An authorised absence is when your child is ill or unable to attend because of an appointment at a hospital, dentist or clinic. Un-authorised absences are days off for visits to relatives, shopping etc. If you fail to notify the school of your child's absence, then the absence will be recorded as un-authorised.

Holidays during term time are not permitted and parents should be aware that Newham Council issue Penalty Notices for children who go on holiday during term time. Children who are absent for long periods are at risk of losing their school place. Remember we can only teach your child when they are in school.

Attendance information and lateness are reported in your child's Annual Report. Good attendance is rewarded in school.

Schools Meals: School meals are free.

Packed lunch: if your child brings a packed lunch, please make sure their name is clearly written on their lunch box. No sweets, chocolate bars; fizzy or can drinks please.

Children may go home for lunch, and should be collected from the main reception doors.

### Healthy Eating

As part of this the Nursery and KS1 pupils are given a free piece of fruit each day. KS2 pupils are allowed to bring fruit from home. No sweets, crisps or chocolate bars please. All pupils can also bring water in a plastic bottle to school and are allowed to drink this throughout the day; this should be clearly marked with your child's name.

### Toys:

We ask that children do not bring toys to school unless they are told they may do so by the teachers. Many toys today are particularly expensive and as damages and breakages do occur we cannot guarantee their safety.

### Mobile Telephones:

Please ensure your child/ren do not bring to school his/her mobile telephone. If there are special reasons why your child needs to have a phone, these must be discussed with the school first. The phone should be given to the Class Teacher, and will be locked away until the end of the day. The school takes no responsibility for mobile phones brought onto school premises.

### Matters of Concern:

If at anytime you have reason to be concerned about your child, please do not hesitate to contact the school. We are always pleased to discuss any aspect of school organisation or any concerns that you have with you. You may telephone the school to make an appointment to see the Head Teacher or your child's teacher. If you wish to speak to your child's teacher please do not ask to see him/her at the beginning of the day as their responsibility at the start of the school day is to settle all the children to work as quickly as possible.

### Behaviour

#### Rewarding Positive Behaviour:



We encourage children to be increasingly responsible and aware of the need for good behaviour. We have a Behaviour Policy which lays down in detail what is expected of the children and this is re-enforced through assemblies and integrated into the general ethos of the school.

At Winsor School we believe that a Behaviour Policy should underpin the rights and responsibilities of the children and adults within the school and emphasise that successful implementation depends upon the support of the children, parents and staff. We believe that it is important to maintain an atmosphere of co-operation to ensure that the school functions smoothly and efficiently.

We want all our children to enjoy school and be successful,

hardworking and safe while with us. We want them to be clear about what is right and wrong.

Children are entitled to our guidance; staff are entitled to co-operation and respect.

Good behaviour is rewarded and there are consequences for poor behaviour that may result in being kept in at playtime, loss of privileges, etc.

Golden Rules:

The Golden Rules for the whole school are re-enforced in assemblies and in classrooms. We discuss them fully and try to ensure that children understand the rules.

- Do be gentle - Do not hurt anybody
- Do be kind and helpful - Do not hurt other people's feelings
- Do work hard - Do not waste your or other people's time
- Do look after property - Do not waste or damage things
- Do listen to people - Do not interrupt
- Do be honest - Do not cover up the truth

Each class discusses the Golden Rules for acceptable behaviour and they are displayed in the classrooms.

We do not expect children to retaliate if hurt by another child but to report the incident to a member of staff.

In Key Stage 2 we use Peer Mediators as a way of encouraging responsibility for behaviour. Children in Years 5 and 6 are trained to help others talk through and resolve minor disputes. One of our learning mentors takes a lead role with this.

Rewards and Achievements:

Children work best when they are praised and encouraged to feel positive about themselves and their achievements.

We use positive and constructive methods to reward children and recognise good behaviour in school, and also to try and influence the attitude of children whose behaviour is giving cause for concern. Parents are informed of our concerns and asked to come to the school, so that we can work together to help the child to overcome



the difficulties.

Each pupil has the opportunity to be awarded merit points. Merit points are awarded not only for good work but also for effort; helpfulness; politeness; consideration and respectfulness. Certificates are then awarded when reaching a certain number of points.

Merit Award	25 points
Bronze Award	50 points
Silver Award	75 points
Gold Award	100 points
Platinum Award	150 points

Certificates are also awarded termly for 100% attendance.



On a weekly basis, teachers nominate three children in each class for their work or achievements that week. These are presented to pupils at the 'Achievement Assembly' when children come to the front of assembly to receive their awards. These are displayed on the Achievement Wall for one week before they are posted home to parents. Teachers may award pupils for good work and effort in any area of the curriculum as well as to those children who have demonstrated the 'Value of the Week'.

Teachers may send pupils who have tried exceptionally hard to the Head Teacher where they receive a Head Teacher's Award, a photograph is taken for inclusion in the weekly school newsletter. Each year we hold a 'Celebration of Achievement' evening to which selected children and parents are invited.

Unreasonable or Unacceptable Behaviour:

Should children behave in a way contrary to our Behaviour Policy then there are certain procedures that will be followed (parents can find further detailed information in the parental Behaviour Policy leaflet).

Behaviour which is contrary to our Golden Rules is recorded by the class teacher.

In the first instance parents will be informed of our concerns by the class teacher or by letter.

Where there has been a serious breach of discipline or where there have been continued instances of continued serious behaviour issues the Head Teacher may exclude a child from the school for a fixed or indefinite period. As a last resort, permanent exclusion may be considered.

#### Lunchtime:

We have developed lunchtime procedures with very clear rules governing behaviour which our midday assistants are aware of.

The expectation is that children abide by the Golden Rules and behave accordingly. If however, incidents of poor behaviour occur they will be dealt with in the following manner:

Mid-day Assistants will discuss the problem, e.g.: arguments between children, with the pupil involved and try to resolve the issue, if this is not possible or it is more serious the child will be taken to the reflection room (this is a designated area, with a member of staff). The children will be spoken to and then reflect on how they should have acted, this may be recorded in the reflection log.

#### Charging Policy:

By law, no state school can make a charge for:

Education wholly or mainly within school hours or materials and ingredients for things made in school which pupils or parents do not wish to keep.

School Governors have agreed that charges will only be made for a school activity if this is the only way to guarantee that the event takes place. This is most likely to apply to educational visits. We will always inform parents at the outset and try to assist parents who have genuine difficulty in finding the cost.

#### Complaints Procedure

At Winsor we try hard to develop effective lines of communication between home and school. If you have a concern or complaint we will try to resolve this quickly. We have adopted the Newham Three Stage Model to resolving complaints.

##### Stage one - Talk to the teacher

The initial communication may be by telephone conversation, letter or in person by appointment. If you want to talk in person please make an appointment to talk to the class teacher or form tutor. Difficulties can often be sorted out very quickly in this way. If you are unsure about who to contact and how, ask at the school office. Please do not try to see the teacher or tutor during the school's teaching day when they are

taking or preparing lessons. You will need to make an appointment by contacting the school by telephone, email, fax, post or in person. Please allow the designated staff member 5 days to respond to the concern.

To help prepare for your meeting, please let the school know what your meeting is about when you book the appointment and you may also find it helpful to review the school's website for school policies or request copies of the policies on the issues you want to discuss, e.g. Bullying, Behaviour Policy, etc.

It is hoped you can reach an agreement that satisfies you and the school. If matters do not improve or you are still unhappy, proceed to Stage Two.

#### Stage Two - Meet the Head Teacher

This can only happen if you have been through Stage One. If you are dissatisfied with the response from the member of staff at Stage 1 you may put your complaint in writing to the Head Teacher who will deal with it formally at Stage 2.

Where the Head Teacher is the subject of the complaint, then you should be advised to address it to the Chair of Governors. If the complaint is being dealt with by the Chair of Governors this will by-pass Stage 2 and go to Stage 3 of the formal procedure and heard by the Chair of Governors. You must ensure that you include details of why you are still dissatisfied and what action you would like to resolve the complaint. You may also attach any evidence to support your concerns.

The Head Teacher or another senior member must acknowledge the complaint within 5 days by writing to you. A further communication will follow within 20 school days that will set out the actions taken to investigate the complaint and the findings.

Once the Head Teacher has reached a conclusion they will notify you in writing of this and any actions that will be taken as a result. However, if after this stage you still feel the matter is unresolved or you cannot accept what the school says, then you can go to Stage Three.

#### Stage Three - Go to the Chair of Governors

The complaint goes to the Chair of Governors. This can only happen if you have been through both Stage One and Stage Two. You should write to the Chair of Governors, care of the School Office. Please ensure that you include details of why you are still dissatisfied with the decision, the recommendations and actions of the Stage 2 complaint and what you require to resolve the matter. You may also attach any evidence to support your concerns that can be additional to that submitted at Stages 1 and 2.

The Chair of Governors will acknowledge the complaint within 5 days by writing to you stating that another letter will follow within 20 school days, after setting out the actions taken to investigate your complaint and findings. If you are still dissatisfied you can write to the Governing Body directly via the school, or Governor Services or

School Management Support at Newham Partnership Working, Francis House, 760 Barking Road, London E13 9PJ outlining why you feel the complaint is unresolved.

#### Stage Four - Governing Body

The complaint goes to the Governing Body and is the final stage of the process. This can only happen if you have been through Stages 1, 2 and 3. You can write to the Governing Body ensuring that you include details of why you are still dissatisfied with the decision of the Chair, recommendations and actions of the Stage 3 complaint and what you feel should resolve the matter. You may also attach any evidence to support your concerns in addition to that submitted at Stages 1, 2 and 3. Your complaint will be acknowledged within 10 school days. A meeting will take place between a complaints appeal panel and you will receive an outcome letter within 20 school days of the meeting.

#### Governing Body:

The school's Governors are appointed by the L.A, elected by parents or teachers and co-opted by other Governors. Their role is to represent the community and have an overview of the curriculum, finances, staffing, premises and general running of the school.

They meet at least 3 times a year as a Full Governing Body as well as in smaller sub committees.

Details of the Governors is available on the school website.