



William Read  
Primary Academy  
Parent Information Booklet

## Welcome from our Acting Head of School

Thank you for showing an interest in our school. We hope the information on our website will give you a clear picture of our school and its ethos.

All the Staff and Governors at William Read Primary Academy are committed to providing high quality education for all children. The education and care of the children at our school is based on high expectations and we continually work to raise standards.

High quality education at William Read Primary Academy will be achieved by:

- a positive, caring and clearly focused leadership
- the whole community working together to do its best for our children's confidence
- having high expectations of our children's social, behavioural and academic performance
- well planned, exciting and challenging learning that develops lively, enquiring and open minds
- creating stimulating and attractive learning environments
- fostering a calm, secure and purposeful working atmosphere nurturing positive esteem and self-image
- promoting respect for people and property
- working in partnership with the community to enrich the opportunities for our children

Our Core Values of **Respect**, **Responsibility**, **Teamwork** and **Achievement** are central to our school vision and underpin all of our work.

Our vision:

We are committed to improving the quality of education for all children in our care, to enable them to reach their full potential. This education will provide them with the levels of knowledge, understanding and skills that the community demands for a successful future.

The individual child is important to us and we aim for each child to reach their full potential through a broad, exciting, challenging and skills based curriculum. Our curriculum enables our children to develop academically and creatively, enabling all learners to acquire key skills and knowledge that will equip them for life. We are proud of the behaviour of our children and constantly receive positive feedback from members of the community.

Our awards reflect the diversity of the curriculum such as Healthy Schools and School Games alongside a favourable Ofsted report in October 2018.

We provide a newsletter every week for parents and pupils giving parents an update of what is happening in the school, diary dates, celebrating the achievements of our pupils and messages to pupils of what we have seen them working on in their classes.

We have every confidence that William Read will continue to go from strength to strength through working together. We welcome visits, so that you can see the school when it is at its best, when the children are here.

*Mrs. T. Gravely*  
*Acting Head of School*

## Staff at William Read

|                              |                   |
|------------------------------|-------------------|
| Executive Headteacher        | Mrs. E. Lane MBE  |
| Acting Head of School        | Mrs. T. Gravely   |
| Assistant Headteacher        | Mrs. L. Clark     |
| Assistant Headteacher        | Mr. T. Spence     |
| Reception and Year 1 Teacher | Mrs. H. Moore     |
| Year 1 and Year 2 Teacher    | Miss F. Gillbe    |
| Year 2 Teacher               | Mrs. K. Rogers    |
| Year 3                       | Miss C. Riches    |
| Year 4 Teacher               | Mrs. V. Westbrook |
| Year 5 Teacher               | Mrs. L. Clark     |
| Year 5 Teacher               | Mrs. L. Dove      |
| Year 5 Teacher               | Mrs. H. Ferguson  |
| Year 5 Teacher               | Mrs. N. Harris    |
| Year 6 Teacher               | Mrs. A. Griffin   |
| Year 6 Teacher               | Mr. C. Ridley     |

## **Our School Buildings and Grounds**

We have two buildings, the Thames Building and the Southwick Building, which each house children from both key stages to ensure that pupils feel part of the same bigger school community. We have two large halls that are used throughout the year for a variety of assemblies, concerts and special events.

The main reception is in the Thames Building. Please come here for all enquiries or visits as you will need to sign in.

We have two entrances to our school. The Craven Avenue entrance is by the lower school area of the playground and is open from 8.30am until 8.45am and 3.10pm until 3.30pm. The Long Road entrance is via the Pupil Gate and is open from 7.30am for pupils attending Breakfast Club. Pupils should be accompanied by their parents or carers to the Southwick Building main door for Breakfast Club. The Pupil Gate closes at 9.00am and opens again at 3.10pm.

Our classrooms are well resourced with the latest modern technology to support children's learning. Every classroom is equipped with interactive whiteboards, visualisers and digital cameras. We also have sets of Chromebooks that pupils can use in the classrooms. Library books are located in the Thames Building.

### Disabled Access & Facilities

We have a designated parking space and two toilets for the use of stakeholders with a disability. The main entrances to the school are fully accessible for wheelchair users and we provide suitable places at events that parents/carers are invited to.

## **Safeguarding**

Safeguarding is of the highest priority and we have electronic gates at the front of the school and a secure entry system on other doors.

If you need to go to the main reception you will need to enter the school by the Long Road entrance. This is to ensure that we know who has entered the school building at any one time.

Dogs are not permitted on the school site.

There is no smoking on the school site.

## Our Curriculum

We want pupils to have a smooth transition between key stages and year groups, and plan carefully for this. We have developed strong links with feeder playgroups and local secondary schools.

The school provides a broad and balanced curriculum that aims to equip our children with the skills necessary to become lifelong learners. We endeavour to develop lively and enquiring minds, where children are curious about the community and the world they live in, and become responsible, confident citizens who are able to make a positive contribution to the school and community. We are committed to ensuring that the potential of all children is reached and so we differentiate the pupils' learning experiences so that all pupils are challenged and their needs are met. The children are taught using a variety of methods and styles including some individual, group and class teaching, drama activities and practical experiences. We encourage the pupils to have a positive 'Growth Mindset' approach towards all aspects of learning.

Assessment is an integral part of learning and teaching so that we know our children's strengths and understand their weaknesses, thereby motivating children to see how progress can be made. We support our children in assessing their own learning and that of their peers as this really supports moving understanding forward.

Our children begin school in the Foundation Stage and are taught through the Early Years Foundation Stage (EYFS) curriculum, which enables them to have the best possible start in life. The children are taught through a themed 'learning in the moment' approach which promotes the importance of play both indoors and out, enabling the pupils to develop resilience, independence and curiosity.

When a child reaches the end of the EYFS they are then able to access the National Curriculum, which fulfils all statutory requirements. In Year 1 to enable a smooth transition, pupils are taught using both the EYFS curriculum and the National Curriculum. Pupils will receive quality first teaching to meet their individual needs. The curriculum develops learners' skills, knowledge, understanding and personal qualities through a range of themes and approaches.

## **Curriculum Enrichment**

We supplement our curriculum in a variety of ways to make it as exciting and as enjoyable as we can. We invite many visitors into the school including theatre groups and emergency services. Educational visits are arranged throughout the school year and bring alive learning experiences for our pupils.

We are passionate about using the outside areas to promote teamwork, independence, managing risk and extending knowledge and understanding of the world around us. We promote Forest Schools and pupils will have the opportunity to develop and learn about the environment.

## **Pastoral Care and Behaviour**

We have high expectations for behaviour and positive comments are often reported back from visitors and visits. We take a positive approach to behaviour and if for any reason there is a child whose behaviour falls below what is expected, there are clear procedures in place. We also have a play leader system so that pupils themselves can support and promote positive behaviour. We have a positive behaviour system and pupils can earn Class Dojo's for good behaviour. Pupils, parents and carers are aware of sanctions and consequences. Pupils who behave well gain Golden Time sessions at the end of the week.

We offer nurture support for pupils who need more support in all areas of development. We have experienced staff who can tailor work and support to individuals and groups of pupils with varying needs. They also work closely with parents and carers offering support and advice.

## **Extended Schools**

We offer a wide and varied programme of extra-curricular activities in our school. Changes are made to our provision depending on the season and also to the children's interests. Clubs include athletics, football, dance and music.

The School Council provides the pupils with opportunities to work together to promote ecological issues such as recycling and saving energy throughout the school and in the wider community.

Members of the choir represent our school during the infant and junior music festivals and perform at St. Nicholas Church for the Carol Services. This is a wonderful opportunity for parents and carers to share this special time. The upper school choir also takes part in the Christmas Community Choir alongside all other schools on the island and Young Voices at the O2.

We have a Breakfast Club which runs from 7.30am.

We work closely with the other Canvey schools to promote school improvement priorities and an extensive range of physical activity opportunities through extended services provision for both young people and their families.

All of the clubs and extra-curricular activities are supervised by a qualified instructor or member of staff.

## **Our place within the community**

We work collaboratively with the other schools in the Trust and other agencies, including the School Nurse, Social Care and local support groups. Strong links have been established between other education providers on Canvey, including pre-schools, after school clubs and all schools. We enjoy strong links with the local secondary schools which enable us to access resources and use facilities to enrich our curriculum.

We support different charities through various events throughout the year. Our children enter into the spirit of all these occasions and make us proud of their efforts.



## Attendance

Both attendance and punctuality are the legal responsibility of the parent.

If a child is not in school please let us know by phone by 8.30am and the reason why. If we do not receive a phone call we will attempt to contact you ourselves. We do this for safety to make sure you are aware that your child is not in school.

We set targets for attendance and we are also required to report your child's absence record to you. We do not authorise any holidays during term time. If pupils are taken on holiday during term time you may be liable for a penalty notice.

Pupils are rewarded for good attendance. The class with the best attendance each week receives extra play time, is clapped in assembly and on the weekly newsletter. Attendance is given a high priority in the school

## Session times

### Reception/Year 1 (Class R1M)

Morning session: 8.30am – 11.30am      Afternoon session: 12.20pm – 3.15pm

### Year 1/Year 2 (Class 12G)

Morning session: 8.30am – 11.45am      Afternoon session: 12.35pm – 3.15pm

### Year 2 (Class 2R)

Morning session: 8.30am – 11.55am      Afternoon session: 12.45pm – 3.15pm

### Year 3

Morning session: 8.30am – 12.05pm      Afternoon session: 12.55pm – 3.15pm

### Year 4

Morning session: 8.30am – 12.15pm      Afternoon session: 1.05pm – 3.15pm

### Year 5

Morning session: 8.30am – 12.25pm      Afternoon session: 1.15pm – 3.15pm

### Year 6

Morning session: 8.30am – 12.30pm      Afternoon session: 1.20pm – 3.15pm

For safety reasons, the Craven Avenue gate will not be open until 8.30am when the playground has a member of staff on duty. Please help your child to arrive on time so that they have the best start to the school day. Those arriving late need to report to the main office.

## Uniform

All the children at William Read wear a uniform which provides us with our identity and helps create a positive image. When your child(ren) attend William Read Primary Academy, all children are expected to wear school uniform daily.

### All Pupils

- Black school trousers, shorts, skirt or pinafore dress (red and white summer dress can also be worn). If children wear leggings, they must also wear a skirt/pinafore
- White polo shirt or white shirt
- Red jumper, sweatshirt, cardigan (with or without the logo)
- Black shoes or plain black trainers
- Black sandals can be worn but they must be flat with a back strap

### Year 3, Year 4, Year 5 and Year 6

We are aware of the rising costs of uniform, so we are not enforcing blazers and ties from year 3.

### PE

On P.E. days (these are on your child's new year group letter), children will need to come to school in P.E. Kit. This is –

- Black shorts
- White or red round necked t-shirt
- Plain tracksuit for colder sessions
- Black trainers/black plimsolls

Children in Reception and Year 1 classes will need to be provided with a pair of Wellington boots, labelled with your child's name, to be kept in school for use in the outdoor area. Please provide a suitable bag for these, which can be hung on your child's coat peg.

No jewellery is allowed in school other than small plain stud earrings and watches. These need to be removed by the pupil before PE. We ask too that shoulder length and long hair is tied back for boys and girls.

All items of clothing must be clearly marked with your child's name. All of the children's uniform can be purchased from supermarkets or high street shops.

## **Additional Information**

We offer a range of hot school lunches that are healthy and nutritionally balanced.

Parent consultations are held during the Autumn and Spring terms to discuss progress. Annual reports go out to inform parents of the attainment and effort grades for their child. Parents have the opportunity to comment on the report and how they can support their child.

The school emails a weekly newsletter and also aims to keep you informed through the school website. We do, of course, welcome your ideas and there are red drop boxes in the playground and outside the main reception for you to post these. Visitors are required to sign in and out at the main office. All visitors receive a visitors badge to wear as they move around the school.

If you have a suggestion or a concern, we would like you to tell us about it. We welcome suggestions for improving our work in the school and want to know if you have any concerns. Be assured that no matter what you wish to tell us, our support and respect for you and your child in the school will not be affected in any way. If you have a concern or a question, please let us know as soon as possible.