



**William Read Primary School
Parent Information Booklet**

Welcome from our Headteachers

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

All the Staff and Governors at William Read Primary School 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. Our Core Values of Respect, Responsibility, Teamwork and Achievement are central to our school vision and underpin all of our work.

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.

We have achieved a number of awards such as Healthy Schools, School Games, Eco-Schools, Youth Sport Trust and Get Active Essex.

We have an active Parent Council who meet regularly and PTA. We are willing to discuss any aspect of your child's development so please feel free to make an appointment through the school office.

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. If you would like to know more, please visit our website: www.williamread.essex.sch.uk

Richard Green and Gary Soars
Interim Headteachers

Staff at William Read

Interim Headteachers	Mr. R. Green and Mr. G. Soars
Deputy Headteacher	Mrs. K. Garrick
SENCo	Mrs. H. Saville
Reception Teacher	Mrs. J. Coombes
Reception Teacher	Mrs. C. Fletcher
Reception Teacher	Ms. N. Khokher
Year 1 Teacher	Mrs. P. Gray
Year 1 Teacher	Ms. N. Khokher
Year 2 Teacher	Mrs. L. Dove
Year 2 Teacher	Mrs. Hambleton
Year 2 Teacher	Mrs. Sreenivasan
Year 3 Teacher	Mrs. J. Burrus
Year 3 Teacher	Miss A. Tookey
Year 4 Teacher	Mrs. N. Davis
Year 4 Teacher	Mrs. L. Garrod
Year 4 Teacher	Mrs. G. Riley
Year 4 Teacher	Mrs. P. Wright
Year 5 Teacher	Mrs. H. Ferguson
Year 5 Teacher	Mrs. M. Mowles
Year 5 Teacher	Mrs. T. Sasiadek
Year 6 Teacher	Mrs. K. Rogers
Year 6 Teacher	Miss S. Paterson
Pastoral Support Worker (Butterfly Room)	Mrs. S. Arif
Pastoral Support Worker (Butterfly Room)	Mrs. J. Wright
Lunchtime Butterfly Room Assistant	Miss G. Carta
Behaviour Support Worker (Dragonfly Area)	Mrs. L. Middleton
Behaviour Support Assistant (Dragonfly Area)	Mrs. K. Pattle

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. Our nursery is situated in the Thames Building and has the facility to offer pupils both indoor and outdoor quality learning experiences.

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 8.40am until 8.55am and 3.10pm until 3.30pm. The Long Road entrance is via the Pupil Gate and is open from 7.55am for pupils attending Breakfast Club and RM Maths. 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 3.00pm.

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 a set of laptops and iPads 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.

No infant bikes are permitted on the school site.

Our Curriculum

We want pupils to have 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. Pupils in the nursery regularly work alongside pupils in the Reception classes to experience learning together and give them confidence to work with others.

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 who are in a mixed Reception and Year 1 class will receive quality first teaching to meet their individual needs and embed the EYFS skills before moving on to the Year 1 curriculum. 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 mathematical magicians. Educational visits are arranged throughout the school year and bring alive learning experiences for our pupils. Popular visits include the Colne Valley, Barleylands, Colchester Castle, The Hindu Temple and Hadleigh Roundhouse.

We are passionate about using the outside areas to promote team work, 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 and 'double trouble untanglers' 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.

Our 'Butterfly Room' offers nurture support for pupils who need more support in all areas of development. We have a dedicated Pastoral Team who tailor work and support to individual and groups of pupils with varying needs. They also work closely with parents and carers offering support and advice.

We also have a 'Dragonfly Area' to support our Behaviour Policy. We have a dedicated Behaviour Support Team for this area who work closely with parents and carers to meet the needs of pupils who work in the Dragonfly Area for specified periods of time.

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 chess.

The 'Eco-Champions' Club provides the pupils with opportunities to work together to promote recycling and saving energy throughout the school and in the wider community. They also visit nature study centres to broaden their understanding of environmental issues.

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 take part in the Celebration of Christmas alongside all other schools on the island and Young Voices at the O2.

Gym Trail runs in the mornings and offers children the chance to develop their fine and gross motor skills through a range of activities including puzzles, peg boards and moving along apparatus to improve co-ordination. Breakfast Club runs from 8 o'clock in the morning and has been very popular.

We have an after school club called EPIC which runs from 3.15pm until 5.00pm. Activities include cooking, board and traditional playground games, arts & crafts, Lego, ICT and multi-sports. You will be required to pay in advance for EPIC Club on a Monday for the days your child wishes to attend.

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

Governors

The Governing Body of our school play an important role in the development of your child's education. Governors provide a steer on the strategic direction of the school and monitor and challenge our work. They regularly meet to discuss school development and often visit to share in the daily life of the school. .

Our Governing Body are:

Chair of Governors	Mr. T. Harrison
Vice Chair of Governors	Mrs. J. Walker
Interim Headteachers	Mr. R. Green and Mr. G. Soars
Local Authority Governor	Mr. P. May
Co-Opted Governors	Mr. A. Acott, Mr. T. Harrison and Mrs. J. Walker
Parent Governor	Mr. M. Austin
Staff Governor	Mrs. H. Saville
Associate Governor	Mrs. K. Garrick

Partnership with parents

We are fortunate to have a hardworking PTA who organise various events throughout the year.

In addition, we have a Parent Council who meet regularly with school staff. This provides a forum for us to get a perspective from parents and carers about the school and gives them an opportunity to share ideas and thoughts.

Local and Global Links

We work collaboratively with 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. Through liaison with the local secondary schools we are able 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.

Every term, pupils who gain 100% attendance receive a certificate in an assembly to which parents and carers are invited.

Session times

Nursery

Morning session: 8.30am – 11.30am Afternoon session: 12.30pm – 3.30pm

Foundation Stage & Key Stage 1

Morning session: 8.40am – 12.05pm Afternoon session: 12.50pm – 3.15pm

Years 3 & 4

Morning session: 8.40am – 12.30pm Afternoon session: 1.15pm – 3.15pm

Years 5 & 6

Morning session: 8.40am – 12.50pm Afternoon session: 1.35pm – 3.15pm

For safety reasons, the Craven Avenue gate will not be open until 8.40am 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. If your child is not wearing the appropriate uniform, then you will be contacted by the school.

Lower School

Boys

- Plain white shirt (long or short sleeves)
- School tie (compulsory in Autumn & Spring terms in upper school – Years 3, 4, 5 and 6, optional in other year groups)
- Red v-necked knitted jumper or knitted cardigan
- Black full length trousers or shorts in the summer
- White polo shirt (Summer term)
- Black or white socks

Girls

- Plain white shirt (long or short sleeves)
- School tie (compulsory in Autumn & Spring terms in upper school – Years 3, 4, 5 and 6, optional in other year groups)
- Red v-necked knitted jumper or knitted cardigan
- Black full length trousers, skirt or pinafore dress
- Black or white socks or black tights
- Girls may wear a red and white checked dress (Summer term only)
- White polo shirt (Summer term)

Upper School

Boys and Girls

As above but additionally:

- Black Blazer with badge
- School tie
- Red v-necked knitted jumper (no cardigans)

We would ask that children wear black sensible shoes, sandals or black, smart non branded trainers. If boots are worn for the journey to and from school, alternative shoes must be provided for use during the day.

PE

- Black shorts
- Red T-shirt
- Plimsolls (trainers are optional for outdoor PE only)
- All children will need a PE bag in which to keep their PE kit.

Children in the Nursery, 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. School ties, T-shirts, jumpers, cardigans and water bottles are available to purchase from Penn UK, 15-17 Kents Hill Road, Benfleet, Essex but items may be purchased elsewhere.

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. In the Summer term parents are invited to a sharing time with their child. Annual reports go out mid year 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. A summary report is sent out in July.

We have one class assembly each year to which parents and carers are invited

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 is a suggestion box in the reception area 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.

