

# Welcome to King's Wood School

## A message from Miss Gormley.

Dear Parents,

I would like to warmly welcome you to King's Wood School and hope that your child's time with us will be both happy and successful.

This prospectus is provided to give you the basic information required to help your child settle quickly and happily into school.

Your first line of contact is with your child's class teacher but I, as the Headteacher, will always find time for you if you wish to discuss problems or unresolved difficulties.

If you have time to give us some of your expertise, I should be delighted to hear from you. Parents can be of invaluable help to school, undertaking activities such as listening to children read, working with art groups, extra supervision on educational visits, etc.

Please do offer to help if you have some spare time.

At King's Wood, our aim is to provide a rich and stimulating environment for your child which will promote learning, initiative, self-discipline and responsibility both within school and the wider community. We are about to embark on a partnership which is vital to your child's future and it is up to us all to ensure that this partnership is effective.

I look forward to working with you.

Yours sincerely

*M E Gormley*

M. E. Gormley  
Headteacher

## School Staff

**Headteacher**

Miss Gormley

**Deputy Headteacher**

Mrs Hunter

### Class Teachers

Year 6

Mrs Hunter

Mr Andrews

Year 5

Miss Knight

Mr Theobald

Year 4

Mr Daltry

Ms Kirk

Year 3

Ms Piredda

Mrs Hazeldene

Year 2

Miss Delnevo

Miss Penwill

Year 1

Miss Phull

Miss Crook

### Foundation

Mrs Bedder

Miss Bridgeman

Mrs Jackson

Mrs Pantridge (Music)

### Metas

Mrs Shabir    Mrs Naveed

### SENCO

Mrs Barnard

### Language Department

Mrs Rooke

### Speech & Language Therapist

Mrs Ravenscroft

### Support Staff

Years 1-6

Mrs Cowey

Mrs Russell

Mrs Michael

Mrs Hameed

Mrs Sadler

Mrs Iqbal

Mrs Hobart

Mrs McGuire

Mrs Edwards

Mrs Travell

Miss Angel

Miss Bailey

Mrs A Smith

Miss Brown

Mrs S Smith

Mrs Horgan

Foundation

Mrs Paddock

Miss Hope

**Learning Mentor** Mrs Boorman

**Key Workers** Mrs Warner Mr Verstraten

**Language Dept** Mrs Chandler Mrs Burnard  
Mrs Davis-Foster Mrs Henry  
Mrs Hughes

**PAFT**

{ Parents As First Teachers }

Janice Saunders Dee Snudden  
Chris Davis-Foster

**Administrative Staff**

Office Manager Mrs Burton

Secretaries Mrs Wicks

Admin Officer Mrs Caddell

Finance Officer Mrs Ghaleb

Site Managers Mrs Bott Mr Bradley



## The School

King's Wood School is a community school admitting children from four to eleven years of age. As well as those children who join us at age four, we also welcome children to the school from Hannah Ball Infant School, who join us in year three. The school has approximately 340 pupils at present, with a capacity for 420. We are an inclusive school and do cater for children with disabilities and those who have special needs. There is a lift in the KS2 wing of the school and access for pupils with disabilities.

There is a twenty four place Pre school/Lunch club operating at the school which admits children who are three years old, should there be vacancies.

Children are in single age classes with the older children being organised into ability sets for Mathematics and Literacy as they move through KS2.

The building is well equipped with a range of facilities including:

- A computer suite.
- Extensive grounds consisting of a large playing field and playground.
- Nature Reserve and School garden.
- A Language Department catering for children across the full age range.
- Hot meals prepared and served by our own kitchen staff.

## The Aims of the School

At Kings' Wood School we aim to provide a happy and secure environment in which all children, at every stage of their development, can achieve the best of which they are capable.

We aim to:

- Provide a broad, balanced and rich curriculum which will enable children to develop the knowledge, skills and attitudes, appropriate to their age and ability.
- Encourage children to develop lively, enquiring minds and the ability to question and argue rationally.
- Develop a high sense of self esteem with the ability to work both independently and collaboratively.
- Develop an appreciation of what it means to belong to a multicultural community and have a spiritual life.
- Become aware of their own aspirations and the hopes and aspirations of others.

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils at King's Wood.

We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution.

On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact you. The procedures, which we follow, have been laid down by the Buckinghamshire Safeguarding Team, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Headteacher or your child's class teacher.

## The Curriculum

The National Curriculum states that all schools in England and Wales must teach the following subject to all children of school age. The foundation stage is not included in this.

English	Mathematics	Science
Art and Music	Design Technology	P.E
History & Geography	ICT	PSHE & RE

The curriculum gives a high priority to English, Mathematics and Science and is designed to allow children to work at varying speeds according to their abilities.

Curriculum areas are usually taught as separate subjects although some, like History or Geography for example, are taught as a subject-based topic designed to cover a number of different Attainment Targets. The core subjects of Literacy, Mathematics and Science have most time spent on them during the school week.

### English

Literacy is considered a high priority. We aim to promote enjoyment and knowledge of language. Pupils' participate in a daily Literacy hour where a variety of books - both fiction and non-fiction are used. Training in the use of language spans the whole curriculum, through discussion and personal experiences, listening to stories and poems and through drama. Spelling, punctuation and vocabulary also arise naturally from these activities. We encourage parents to help us teach their children to read by sharing books with them.

### Mathematics

Numeracy is taught according to the National Numeracy Strategy. The maths lesson is taught daily and lasts between 45 and 60 minutes.

The main subject strands of the Numeracy Strategy are number, algebra, shape and space and data handling.

## **Science**

Science is taught in line with the National Curriculum. Children are encouraged to observe, discuss, question and predict, with plenty of 'hands-on' experience. We aim to help children realise the role and importance of science in daily life and the effect of human activity on the environment.

## **ICT**

Information & Communications Technology (ICT) are part of the normal curriculum. We hope all children will experience writing with a word processor, data handling, graphics and simple robotics during their school career. We are fortunate to have a well equipped ICT suite as well as two computers in each classroom for every day use.

## **Design & Technology**

Design and technology is a practical subject which involves children in developing their own personal skills and their knowledge of a range of materials and equipment. Children are also encouraged to work independently, and in co-operation with other members of their group.

## **Music**

During music lessons children are given the opportunity of enjoying and sharing in a wide range of activities, all of which enable them to participate fully in making and appreciating music of different types and from different sources. From the very early years children are given the opportunity of composing their own music, of listening to and appreciating music of a variety of styles and from different cultures, and of learning and singing songs both for their own enjoyment and for performance to parents and friends.

## **Art**

Art is a valued part of the curriculum and children are encouraged to observe all aspects of the world around them. They explore different materials and techniques and are taught to appreciate works of well-known artists.

## **R.E**

Religious Education is taught in accordance with the agreed syllabus. Assembly is an important part of the school day. Children both take part in and produce their own class assemblies to which parents are invited. Assemblies are also conducted by other visitors to the school, for example; the local vicar, the consultant for minority ethnic education, Salvation Army. If parents wish to withdraw their child from these activities, then please let the school know. We can make alternative arrangements, but are unable to offer other forms of Religious Education.

It is stressed that our approach to this aspect of the curriculum is non denominational and mainly Christian in content, and we try to offer a respect for moral values, an understanding of different forms of worship, and a co-operative and caring attitude towards others, that is suitable for all, including those with non-Christian beliefs.

## **Health Education**

Health Education is about physical health, growing up, feelings and related issues. Within this area sensitive issues such as drugs and sex education will be covered by the older children, mostly in a scientific or social context. It may be that other professionals, such the School Nurse, will lead such studies. In other year groups these matters are handled in an honest, natural and open way as questions or subjects occur during the normal school day.

## **P.E**

P.E. & Games are curriculum subjects and all children are expected to take part. The games programme covers a wide variety of activities with equal access for boys and girls.

A complete change of clothing is needed - shorts, T-shirt etc. A thicker top or tracksuit is a good idea for colder days.

A written note should accompany any child to be excused P.E., Games or swimming for health reasons.

## Extra Curricular Activities



We encourage children to take part in the activities offered before the school day commences or after school.

Some of the activities on offer are:

- ◆ Reading Club
- ◆ Art Club
- ◆ Cricket
- ◆ Athletics
- ◆ Homework club
- ◆ Lego Club
- ◆ Gardening

Wycombe Wanderers Football Club Youth Course.

The Micklefield Judo Club meets on the school premises two evenings per week and our children are eligible for membership.

The Scouting Organisation also meets one evening a week and many of our children are members.

## Admissions

King's Wood is maintained by Buckinghamshire Council and follows their policy on school admissions. As a school, we are open to children in the age range 4-11 years. Most children join the school in the September of the academic year in which they are five. However, children can and do join the school at any time of the year and at any age up to and including the academic year in which they are 11. We are currently allowed to admit up to fifty four children in the Foundation Stage.

## Welcoming new children

We know that starting school is a big step for both a parent and the child and we try and make it as easy and enjoyable as possible. Children who are due to start school in a Foundation class at the beginning of September are invited into school during the previous summer term to meet the class teacher and discuss any issues or concern.



## Transfer to Secondary School

Buckinghamshire operates a selective system for entry to Secondary School. The children sit an 11+ test from which the authority recommend if a child should go to a Grammar or Upper school. The 11+ tests are sat in October. Once the results are known, each child is then allocated a place at either a Grammar school or an Upper school.

## Annual Class Meetings

At the beginning of each Autumn term, every teacher invites the parents/carers of the children in their class to a meeting. The purpose of this meeting is to ensure that parents/carers know about the work that their child will be covering and to inform parents/carers of the routine and timetable for the year. There is also some time to ask questions.

## Parent Consultation Evenings.

During the Autumn and Spring terms, a meeting will be arranged between parents/carers and staff to discuss their child's progress and to set out learning targets for the following term. Your child's work will be available so you have time to look through it before the meeting with the teacher. Your child's books provide a useful starting point for the meeting with your child's teacher. Towards the end of the summer term you will receive your child's annual report. With this will be an invitation to meet with your child's teacher. The Headteacher or the Deputy Headteacher and the SENCO will

be available at all these meetings to talk privately with parents or carers if requested.



## **Teaching Arrangements**

Currently the school is organised into fourteen mixed ability classes, two for each year of primary education. The children work in a variety of ways depending on the tasks they are set - sometimes working as a whole class, at other times, in ability or friendship groups depending on the main focus of the lesson. We aim to provide support for children with Special Educational Needs and also to provide the necessary challenge for more able children.

## **Assessing children**

Assessing children's abilities and monitoring their progress is a continual process. When children join the school in the Foundation Class they work through the Foundation Stage Profile. This gives teachers, parents and carers a picture of the child's strengths and areas for development at that time.

At the ages of seven and eleven (Year 2 and 6), children take part in national assessments - SATs (Standardised Assessment Tests) Assessments in English, Maths and Science are carried out throughout the year to build up a balanced picture of children's progress.

In KS2 optional SATs materials are used in May. A reading age score is also recorded. Teachers make notes about children's progress in other subject areas so planning can be more effective.

This information allows the staff to set children's individual targets and to monitor their progress against those targets.

At King's Wood we would encourage parents and carers to become familiar with the school assessment systems and requests for further information are welcome.

## **Special Educational Needs**

We feel it is vitally important to cater for the needs of children defined as having Special Educational Needs (SEN). This means pupils with general and specific learning difficulties, emotional and /or behaviour difficulties, physical and sensory issues and medical disorders. Early identification and assessment of children with SEN means that specific needs can be met and support given. A positive relationship between home and school is of great importance for children who have SEN. Our SEN policy is in line with the Code of Practice and is reviewed on an annual basis.

At King's Wood we believe that a sensible programme of homework provides children with many advantages. The homework programme is designed to help children become accustomed to the idea of working at home whilst recognising that children should have plenty of spare time to follow other pursuits or to just enjoy being a child.

In KS1 the main focus for homework is reading. If a child reads for just ten minutes, five times a week, reading achievement and enjoyment will increase. Besides reading, children in KS1 may have spellings to learn or a short maths activity to do.

Homework becomes slightly more formal in KS2 and a homework timetable for each year group will be followed. Details of homework will be discussed at the Annual Class Meeting held at the beginning of each Autumn Term.

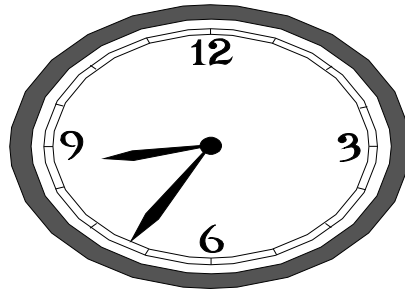
Homework is meant to help your child, not to worry them. If your child does become anxious about homework, please reassure them and speak to the class teacher. We hope that you will be able to support your child when tackling homework.

### **Able Pupils**

Class teachers closely monitor the progress of all pupils so that each child's individual needs can be met and targets set.

At King's Wood we have a policy for our gifted and talented children that address the needs of our more able children.

This policy sets down the current practice and thinking and enables parents and carers to share and be informed about the school's approach to provision for these children.



## School Hours

It is vital that children are brought to school and collected from school on time

	Foundation & K.S 1	K.S 2
Morning Session	8.50am - 11.55am	8.50am - 12.30pm
Playtime	10.25 am - 10.40 am	11.15 am - 11.30 am
Lunchtime	11.55am - 12.45pm	12.30pm - 1.20pm
End of the Day	3.00pm	3.10pm

A member of staff is always on duty on the playground from 8.40am. If the weather is inclement, the children are brought indoors. The school cannot be responsible for those children who arrive earlier.

Children should be aware of arrangements that have been made for the end of the day. If you or the person who normally collects your child (ren) cannot do so for any reason, please check that your child is clear about any alternative arrangements that have been made.

If an emergency prevents you from getting to school on time to collect your child (ren), please inform the school by phoning the office on:

**01494 521401**

Children in Foundation and Years 1 and 2 will not be allowed out until the teacher is sure a parent /carer is there to meet them. It helps if parents and carers can stand close to the area that the children are dismissed from so that the teacher can see you.

## Equal Opportunities

At King's Wood we aim to value and respect all members of our community equally. We seek to give every person the same quality of care, educational opportunity and support to fulfil their potential.

## Multi - Cultural Education

At King's Wood School, we recognise that multi cultural education is not a separate curriculum area but it is a truly cross curricula aspect of school life. There are opportunities to include a cross curricula approach in every subject area. In our school we aim to take full advantage of any opportunity as it occurs and to help prepare children to live and work in a diverse community.



Where possible we use multi cultural resources in an attempt to provide a positive image of minority groups.



## Worship and Assemblies

King's Wood is a community and has no direct link to any Church, but we do have strong links with many of the local churches and religious groups. We regularly welcome visitors from these groups into our school.

All the children attend a daily act of worship. These are mainly based on Christian beliefs but other faiths are explored and explained. Every Friday we celebrate the children's achievement, both in and out of school by awarding certificates and presenting the House Cup to the week's winners.

### **Medical Matters**

If your child is unwell we will contact parents and carers by phone as soon as possible. It is essential that we hold up to date information about contact numbers. Please check that you have filled in a contact form and please let us know of any changes immediately so we can amend our records. Children who are ill can become very anxious if we cannot make contact with home. Most of the school staff hold a First Aid Certificate and are consulted when necessary.

The school nurse visits the school on a regular basis to carry out routine examinations. A completed consent form is required before any child is examined and parents or carers are invited to be present. If you have any concerns that you would like to discuss with the Schools Medical Service then please contact the school and we will pass the concern on.

We are advised that children who suffer an attack of sickness and or diarrhoea should be kept at home for a minimum of 24 hours after the last attack. This is to prevent the spread of infection.

### **Medicines in School**

If your child needs to continue medication on a short-term basis following an illness or because of a medical condition we ask you to follow these guidelines:

- Please make arrangements for someone to come to school to administer the medicine.
- If this is impossible, you will need to come and sign an indemnity and give details of the dosages and administration times.

The staff members who will administer the medicines are the secretaries, the Headteacher or the Deputy Headteacher. These guidelines are to ensure proper protection for both staff and children.

## **Behaviour**

At King's Wood we believe that a good school focuses on rewards rather than sanctions and builds a partnership with pupils and parents/carers rather than confrontation.

This is the way that we seek to work as laid down in the Home-School Partnership and, in greater detail in the Behaviour Policy.

The behaviour policy provides guidelines for the entire school community, children and adults alike, and is available on request from the school office.

We feel that children are happiest and safest in an environment where they know what is allowed and what happens if the boundaries are breached.

Good behaviour is the key to a positive climate for learning. Poor behaviour on the other hand has a disruptive effect on the learning and social development of all children.

All the children are aware of the Behaviour policy and the schools Five Golden Rules.

The children also know that bullying in all forms is unacceptable. Initially bullying is dealt with at class level. If necessary, the Headteacher and parents become involved.

## **Complaints procedure**

If you have any complaints about the National Curriculum, Religious education or any other aspects of your child's education, we hope you will raise your concern with the class teacher in the first place. Most problems can be sorted out informally but, if you remain concerned and still feel the complaint has not been dealt with adequately please make an appointment to see either the Headteacher or the Deputy Headteacher.

If at this point you still feel the complaint has not been dealt with adequately, you may wish to make a formal complaint to the Governing Body. You should do this in writing, addressed to the Chair of the Governors, c/o the school.

## **Food at School**

We are very fortunate to have our own kitchen that cooks hot meals on a daily basis for any child who would like one. Children can have a hot dinner every day or if they prefer, on selected days during the week. The meals are paid for on a daily or weekly basis in cash or cheque and are a set price.

All money must be sent to school in a named purse or a sealed envelope clearly marked with your child's name and class.

If your child is not allowed to eat certain foods for medical, religious or other reasons please let us know to avoid anxiety.

Parents in receipt of Income Support or Job Seekers Allowance are entitled to free school meals. The relevant forms can be obtained from the school office.

Some parents or carers choose to provide their children with a packed lunch. Please make sure that the food is packed in a sealed container and that any drinks are in a leak-proof and unbreakable container. Children are not allowed to bring in cans, fizzy drinks or glass bottles. In the summer months it is worth putting a small ice pack into the sandwich box as this helps to keep everything cool.

All children whether having a packed lunch or a school dinner are supervised during meal times.
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Food allergies are very common with children and a great worry to all concerned, at present we have several children with a severe nut allergy and I would like to request that parents avoid sending nut related foods into school.

## **Break Times**

Children are welcome to bring in a piece of fruit for morning break. We are trying very hard to support and encourage healthy eating. Therefore we ask that children should not bring sweets or chocolate into school.

## **Security**

We aim to provide a safe and secure environment for your child and adults in the school. In common with many other schools in the County the entrance doors are secured against intruders and are opened via an intercom system. No child is allowed to leave the premises during the school day, including the lunch hour, without written or telephoned permission from a parent or guardian.

If you are unable to collect your child at the appropriate time you must inform the school if you have made other arrangements for your child to be escorted home. Class teachers must be informed of any changes.

Parents are welcome to visit the school during normal school hours. If you wish to visit in order to discuss a matter with the Head Teacher or a member of Staff, please telephone the school secretary so that a mutually convenient time can be arranged.

All visitors are requested to report to the school office first, where they will be asked to sign a visitor's book.

## **Charging Policy**

Our policy for charging is in line with current legislation and the Local Education Authority's policy on charging. Parents will be asked to make a voluntary contribution to cover the cost of visits and activities in school time. We will not refuse to take a child due to non-payment, but should there be insufficient funds the activity will be cancelled.

There are circumstances in which charges may be made.

These are:

- ◆ Private instrumental music tuition
- ◆ Materials used in lessons where parents wish to own the finished product.
- ◆ Board and lodging costs on residential visits- in or out of school hours
- ◆ Optional extras/activities/trips which take place wholly or mainly outside school hours, this includes lunchtimes and after school activities.
- ◆ The cost of damage, willful or otherwise, caused by your child to school property or the property of others.
- ◆ The cost of activities and trips organised by a third party even when the activity takes place during school hours.

## Attendance and Absences

Good attendance is vital for a child's education. If a child is continually absent from school this can seriously affect their performance and lead to the child underachieving.

If you know your child is going to be absent, please phone the school at the earliest opportunity. When your child returns to school, please ensure that you send a note to the class teacher to confirm the absence with the reason for it. All absences are carefully monitored and absences that are not covered by a note are recorded as unauthorised.

Authorised absence covers illness, educational visits organised by the school and taking part in a variety of other activities for example sporting events. Unauthorised absences occur when the school is not informed of an absence or the reason for the absence is not acceptable. Children who arrive late are given a late mark in the register. The registers close ten minutes after the start of the school day.

Periods of prolonged absence with no explanation are reported to the Education Welfare Officer (EWO). The EWO will then make contact with the family concerned to see if help can be offered to resolve any problems.

The staff and Governors at King's Wood School work to ensure that each child is able to reach its educational and social potential. Parents can best support their child by ensuring that they attend regularly and are well prepared for the school day.

Even short absences can have a detrimental effect on your child's learning.

Request for leave of absence or holidays during term time **will not be granted** and if taken may result in a Penalty notice being served on you which incurs a fine of £50.00 or £100.00

## Road Safety

If you use a car to bring your child to school, please drive very carefully and slowly when near the school. Parking problems in Hollis Road are immense and we ask you wherever possible, to walk to school or park well away from the school site. It is also possible to park in the car park of the nearby Golden Fleece Public House. Inconsiderate and illegal parking regularly puts children at risk of serious injury.

**INCONSIDERATE PARKING IS A DANGER TO ALL OUR CHILDREN**

## Parents as First Teachers

As a parent, you are your child's first and most influential teacher. What you do in the years before your child starts school has a huge impact on his or her school and life success.

To support you in this vital role, the Parents As First Teachers scheme (PAFT) has operated in the King's Wood area for over fourteen years. Qualified project workers offer regular personal visits to parents with children from pre-birth to three years, providing child development information and suggestions for play and learning. Parents are also welcome to attend fortnightly group meetings. A list of term dates, topics and further information about PAFT can be obtained from the school office.



## Home /School Links

We believe that children's education benefits from close co-operation between home and school. We publish regular Newsletters and parents receive reports on their child's achievements. We encourage parents to make appointments to see staff or the Head Teacher whenever work or behaviour give cause for concern.

We have an active 'Friends of King's Wood' Association which organise regular events of both a fundraising and an educational nature. Over the years they have financed books for the library, playground equipment and other items.

The 'Friends of King's Wood' Annual General Meeting usually takes place in the autumn term and a committee is elected at this meeting for the academic year. All parents and teachers are automatically members of the Association.

You can ask your child's teacher how you can help your child at school. Inform the teacher about anything which might affect your child's work at school and talk to them if you are concerned about your child's progress.

## The Governing Body

School Governing Bodies are given a range of duties by Parliament that concern the overall management of the school. Governors work in close partnership with the Head Teacher, who is responsible for the day to day running of the school, and with the teaching staff, to agree the aims of the school and to decide together how the standard of education can best be monitored and improved.

Governors bring to this role a range of interests, experience and expertise, meeting as a full governing body at least once a term. They may also serve on committees, which are asked to consider matters delegated to them by the full governing body. Any recommendations arising from such committee meetings are always referred back to the full governing body for final approval. Minutes of meetings are displayed publicly once they have been approved.

Many Governors are linked to a particular class and during visits to the school make every effort to observe the children and offer support to the class teacher. Governors also try to attend as many as possible the extra-curricular school events. Governors normally hold office for four years from their date of appointment.

## Composition and membership of the Governing Body.

All governors may be contacted via the school.

### Parent Governors

Mr Ian Snudden  
Mr Richard Davis-Foster (Vice Chair)  
Mr Glen Morgan  
Mr Sultan Mahmood  
Mr P Hendy

### LEA Appointed Governors

Mr David Sparks (Chair)  
Mrs Molly Fowler  
Mr Paul Frost

### Co-opted Governors

Mrs Anthea Hickman  
Mr Andrew Saunders  
Mrs Sue Formby  
Mrs Gloria Allen  
Staff Governors

Miss B. Knight  
Mrs K. Hunter

### Headteacher

Miss M.E. Gormley

### Clerk to the Governors

Val Firth