



PROSPECTUS
2015 - 2016

Welcome to Scott Wilkie Primary School

This booklet has been written to give you some information about the school - its' aims, organisation and hopes for the future.

Your child's time at primary school is very precious and we are pleased that we are able to share this with you.

In this booklet we have tried to give you a flavour of Scott Wilkie School. It would be impossible to include all information in this booklet. However, parents are always welcome to come in to the school, where we will try to answer any worries or queries that you may have, so please feel free to come in and see us.

Yours sincerely,

Headteacher and Staff

Our School

Head Teacher:	Ms Keri Edge
Deputy Head Teacher:	Mrs Farhathafza Quayum
Chair of Governors:	Mrs Nicole Putscher
School Business Manager:	Mrs Hannah Cleland
Address:	Scott Wilkie Primary School Hoskins Close Custom House London E16 3HD
Telephone:	020 7474 4138
Fax:	020 7511 8282
e-mail:	info@scottwilkie.newham.sch.uk
Website:	www.scottwilkie.newham.sch.uk/
School Times:	8.55am - 12.30pm 1.30pm - 3.20pm
Nursery Times	8.45am - 11.45am 12.15pm - 3.15pm

A brief history of Scott Wilkie Primary

Children first came to our school in April 1977. Our nursery opened two years later in 1979.

The school is named after James Scott Wilkie, PhD who was a former Director of Education. He grew up in the Newham area and went to local schools. Following University, he returned to teach in Newham in the 1950's where he worked until retirement in 1978. A portrait of James Scott Wilkie can be found on the wall by the Head Teachers office.

Our school is a primary school in the London Borough of Newham. We take girls and boys from 3 to 11 years old and are able to take 60 children in each year group.

Our nursery classes take children on a part- time basis until they go to main school in the term in which they are 5 years old. We have 30 places in the nursery in the mornings and afternoons. The majority of our children entering main school have attended our nursery.

Children join the main school (Reception) and move through the school until they are 11 (Year 6).

School Aims

The school provides a challenging and stimulating curriculum, realising the moral, aesthetic, intellectual, spiritual, physical and emotional development of the child.

The school provides for equal access of opportunity for all, with regard to gender, race, age, creed, class and ability.

The school provides a positive, happy, secure, calm and stimulating environment where children and adults feel motivated and challenged.

The school works in partnership with children and the wider community, respecting and valuing their experiences.

The school encourages and promotes autonomy through learning, thought and action enabling children to become their own managers.

These broad aims must be translated into specific aims within each area of the curriculum. (Please refer to the curriculum documents. Copies of any of the schools policy statements can be requested from the head teacher)

✂ Mission Statement ✂

Our overall aim for Scott Wilkie Primary School is:

- For children to feel safe, happy and secure at Scott Wilkie Primary School.
- To provide a balanced curriculum that meets the needs of learners.
- To prepare each child educationally, physiologically, socially and emotionally for their role in society.
- For all pupils, staff and the community to work together to create a positive learning environment where children are able to achieve their full potential.
- For staff, pupils and the community working together with mutual respect, valuing each other's differences and achievements.

Admissions

Newham has an Admissions Policy which we follow. Applications for places are dealt with by the pupil services section of the local authority. Applications can be handed in to the school office to be forwarded to pupil services.

Children are allocated places on the following basis:-

Priority is given in the following order:

- Children with statements of Special Educational Need or children in care
- Children living locally with a sibling in the school
- Children not living locally but within Newham and have a sibling in the school
- Children living locally without a sibling in the school
- Other children, whether or not they live in Newham

Parents who wish to apply for a nursery place or school place may register the child once he/she has had their second birthday. Registration forms can be collected from the Mrs Parkes in the school office.

All parents of Reception children are invited to a meeting with the class teacher in the term before their child is due to start.

Parents who wish to apply for all other school places are asked to complete an application form which will be sent up to the Education Department, who will allocate places as available.

Nursery

Children are admitted to the nursery, the term after their 3rd birthday. The admission criteria are laid down by the Borough of Newham. They are as follows:-

- 1) In catchment area with brothers or sisters in the school.
- 2) In catchment area without brothers or sisters in the school.
- 3) Out of catchment area with brothers and sisters in the school.
- 4) Out of catchment area.

Children are admitted for either a morning or afternoon session. However, priority is given to all 4 year olds first. All parents should note that a place in the nursery does not guarantee a school place.

All parents and children are invited to an Open Day before starting. When you come to this Open Day, you must bring with you:-

- your child's birth certificate
- your child's Health Book
- proof of address - e.g.: Council Tax bill/tenancy agreement

Registration details will be taken and you will be given a date to start.

Nursery Curriculum

During the day the children will take part in a range of activities. These will include:-

tracing	singing	cutting	sticking
construction	reading	dressing up	sand play
cooking	clay	painting	story time
P.E.	water play		

How parents can be involved

At Scott Wilkie we believe that education is a partnership and that parents and adults at home play an active role in their child's education. All parents are invited to our termly parents meetings, concerts and open days.

You will be asked to complete a contact form when your child starts. This gives us details of how you can be contacted in an emergency.

The law states that nursery children must be brought to nursery and collected by an adult over 16 years of age.

Whilst your child is at nursery, please put clothes on them that are both practical and easy to manage. Tracksuits are ideal as they are easily washable, but more importantly, they are comfortable. Rubber soled shoes are ideal for nursery as we provide many climbing activities. Should your child become wet or dirty, we will make him/her comfortable. Please wash any change of clothes provided by us and return them as soon as possible. When you are teaching your child to write their name, please use lower case letters as these are the ones we teach first. All early reading activities are very important and we aim to develop these in the nursery. Reading with your child, talking about the pictures in the books, visiting the local library, are all ways that parents can help.

The term before your child leaves nursery, we will begin a more formal approach to reading, which will include books to be taken home for you both to share. The older children use the infant hall for a weekly PE session. There will also be an opportunity for children to visit their new classroom and meet their new teacher.

Daily School Life

We have very few school rules, and those that do exist are there to make our school community safe and secure.

We ask that children do not wear jewellery, such as necklaces, rings and earrings, as these can cause extremely nasty accidents if they catch in children's clothing while they are playing. They can also become lost, which is very distressing for both the child and parent.

Money should not be brought into school, unless for a specific purpose, i.e. trips, book fair. If your child brings a mobile phone into school, it should be left in the school office, where staff will lock it away. Your child should collect it at the end of the day.

No sweets or tuck are allowed. Fruit may be brought to school to eat at early morning break. No drinks, except at lunchtime. At present KS1 children receive fruit each day as part of a healthy eating project.

Lunchtime



Between 12.30pm and 1.30pm children can stay for school dinner, bring a packed lunch, or go home for dinner.

School dinners are cooked on the premises, and all children are supervised by our midday supervisory assistants. Since September 2009 all school children in Newham have been provided with a free school meal

Code of Conduct

At Scott Wilkie we have a few important rules to maintain safety and harmony, and encourage children to respect the feelings of others. We attempt to keep school rules to a minimum. Where problems do arise parents are kept informed and are asked to co-operate fully in rectifying any problems.

Summary of main expectations:

- listen and follow instructions.
- treat everybody with respect.
- take good care of all property and our environment.
- behave politely and sensibly.
- always line up quietly.
- move around school quietly and calmly
- our behaviour should not disrupt the teacher, or prevent others from learning
- bullying, threatening, racist, sexist or abusive language and behaviour is not acceptable

Curriculum Statement

Our aim at Scott Wilkie is to help each child achieve her/his maximum potential. In order to do this, we believe in creating a positive and secure environment in which children learn that good manners, respect and consideration for others are extremely important. We encourage children to become more self confident, mature and independent. We also encourage them to recognise the important contribution they have to make to the life of the school.

In order to achieve this aim, children are taught a wide balanced curriculum covering all areas of the National Curriculum.

This is in two parts-:

Maths	Core Curriculum.
English	Core Curriculum.
Science	Core Curriculum.
Information Communication Technology	Core Curriculum
History	
Geography.	
Physical Education	
Music.	
Art	
Design and Technology	
Modern Foreign Language (French throughout KS2)	
Religious Education	
Personal, Social, Health Education	

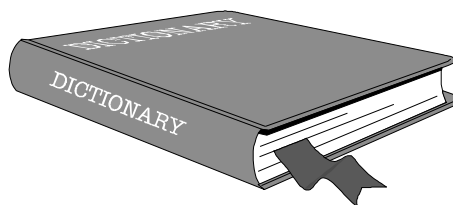
Copies of all policies and schemes of work can be found on our school website. Here you will be able to see what your child will be learning during each half term. www.scottwilkie.newham.sch.uk/

English

We encourage children to develop various language skills through talking, listening, reading and writing. We place great emphasis on stimulating language development by providing a lively

environment both inside and outside the classroom, through the use of a wide range of learning situations. We use discussion to promote the sharing and developing of ideas.

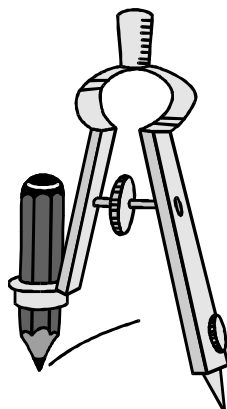
Children are given the opportunity to read in school every day. We urge children to take their reading book home regularly, and hope that you will be able to support us by listening to your child read as often as possible. We have a wide range of dual language books which are also available to read in school and at home.



All children take part in a daily literacy lesson, throughout Key Stage 1 children are grouped according to reading ability and taught in small groups. We have been using the Ruth Miskin Literacy scheme 'Read, Write Inc' throughout the school since January 2007 which has supported children in developing secure phonic skills early on. More recently this has become part of a wider Communication, Language & Literacy provision ensuring that phonics forms a part of the children's wider literacy experience but also

building up children's understanding and comprehension of books. Once children have experienced success in this, mostly throughout key stage 2 they take part in the daily literacy hour, which includes whole class, group and individual work. Children are set for Literacy from Y2 onwards. You can purchase a Scott Wilkie book bag from the school website.

Mathematics



Each child is given a great deal of early mathematical experience in order to form basic concepts in, and knowledge of, mathematical areas such as numbers, weight, measurement, shape, etc. This experience starts in the Nursery and involves sand and water play, construction, model making, etc.

As the child matures, their ability to record that knowledge will increase. We use a wide range of resources to stimulate mathematical work, equipment in the classrooms and natural resources in and around the school.

All classes deliver a daily maths session. Children are set for maths from Y2 onwards.

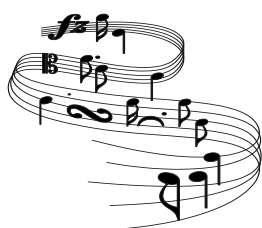
Science

Science encourages children to observe in close detail, raise questions, test hypotheses, experiment, interpret and record data appropriately, and to be able to apply this knowledge successfully. Science is taught for 1 1/2 hours per week at KS1 and 2 hours per week at KS2.

History and Geography

The History and Geography we teach are defined by the National Curriculum, and is organised into study units. The skills we are trying to teach all children are: comparison, observation, research, map reading, interpreting data, and distinguishing between fact and opinion. We arrange a number of visits to museums & local places of interest & we encourage all children to join us on these visits.

Music



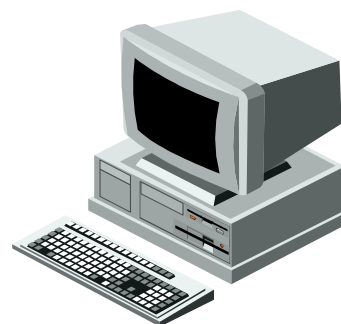
We aim to foster an enjoyment of music. All children have the opportunity to learn songs, compose, explore rhythm and play musical instruments from a variety of countries and cultures. We have a specialist music teacher who teaches music to all classes throughout the school.

We use the Every Child a Musician to provide tuition in Violin, Recorder, Piano and Cello.

Information and Communication Technology

Information Technology runs through all areas of the curriculum. Children are encouraged to develop various skills; mouse control, word processing, handling data using CD ROM and becoming familiar with a range of programmes.

Classrooms are linked to the Internet, and children are encouraged to use the Internet to access information to use in class. Interactive whiteboards are in use in all classrooms throughout the school and children have access to laptops to use both in lessons and at after school clubs.



P.E. and Games

We encourage children to participate in a variety of physical activities and our children are taught by a qualified Sports Coach. These include small and large apparatus work, swimming and outdoor education. Children are encouraged to express their creative ideas through a variety of dance and gymnastic activities.

The older children participate in a weekly games session, including team sports such as rounders, cricket, football, netball and hockey. Younger children also participate in a range of team games, which develop athletic skills and sportsmanship.



Classes are taught for 2 hours per week.

There are opportunities for children to play sport outside normal school hours through after school and lunchtime clubs. The school uses the school playing field adjacent to the junior playground for games lessons and sports clubs. The local community is not permitted to use the playing field.

It is our aim that children should be able to swim 25 metres before they leave our primary school. Children in Years 5 are taught to swim by instructors at Newham Leisure Centre, and attend regular weekly swimming sessions. In year 3 the children have the opportunity to attend the Beckton Gym for a term.

P.E. Kit

All our children take part in a range of sporting activities, both indoors and outdoors. We ask all parents to provide a P.E. kit that should consist of:

T-shirt, and shorts, or a leotard for indoor games with a tracksuit and trainers for outdoor games. Jewellery, including earrings, must be removed for PE or taped over.

P.E bags can be purchased from the school website along with school uniform. www.scottwilkie.newham.sch.uk/.

Art

Children are encouraged to experiment with shape and colour using a variety of materials. They also express their ideas and feeling, record observations and are introduced to the work of artists and craftspeople.

Design Technology

Design Technology is all about identifying and solving problems in a practical way. Children are encouraged to share their ideas and, through discussion, arrive at the best solution to a given design or technology task. Such problems might range from how to build a bridge, or design a newspaper, to more complex computer based activities.

Religious Education and Assemblies

We have an act of collective worship every day that is an extremely important part of our school life. This gives us an opportunity to meet together, share experiences and ideas to show how much we value the individuals in our school community, and to develop an awareness and appreciation of other people and their cultures.

Scott Wilkie School is a multi-faith school, and although our Religious Education curriculum is mainly Christian, we recognise and discuss other festivals and faiths. This is done by using pictures, artefacts and children's own experiences. We also invite outside speakers in from time to time to lead our assemblies.

Religious Education is based upon the agreed syllabus as defined by the Standing Committee for Religious Education (SACRE).

Parents have the right to withdraw their children from religious education and from assemblies. Please discuss this with the Head Teacher first.

Sex Education

Sex education is taught within Science and PSHE. The Scheme of Work covers the wider issues of personal and social development. Parents are invited to the school to view the material that we will be using, and to discuss issues with members of staff. Our aim is to answer children's

questions frankly and accurately, allowing for the ages of the children involved.

Parents have a right to withdraw their children from the teaching of Sex Education outside the Science curriculum. Please discuss this with the Head Teacher first.

Equal Opportunities

In line with our equal opportunities policy, we aim to educate each child to the best of his/her ability, taking into account ethnic origin, religious background and the gender of each child.

Children with Special Educational Needs

In line with government legislation, children with Special Educational Needs are identified and assessed. Parents are invited to discuss matters with the and other agencies we may access support and advice.

The Special Needs Code of Practice operates within the school, and children with statements are supported by Teaching Assistants and our Learning Support Teacher. For those children without a statement, the school will prioritise support where available.

Copies of the school's Special Educational Needs Policy and recent DfE publications can be requested from the Special Educational Needs Co-ordinator, Mrs Edwards.

Homework

All children are set weekly homework. The amount of homework we set follows the government guidelines and consists of spellings, English, maths & independent research work.

Charging and Remissions Policy

The Governors are required to have a policy on charging parents and remissions for educational trips and visits that take place, and form part of the curriculum. Parents are asked to make a contribution towards the cost of these visits. No child will be penalised, by not going, if parents are unable to make that contribution.

School Dress Code

From September 2009 the school governors agreed that all pupils should wear the school uniform/dress code.

- Navy Sweatshirts/Cardigans with the school badge
- White shirts/T-Shirts
- Black/Grey Trousers/Shorts or Skirts

- Full details can be obtained from the school office

The school P.E. kit is now available from the school, along with swimwear. This can be purchased from the school website www.scottwilkie.newham.sch.uk/.

End of Key Stage (SAT's) Results

Each year children in year 6 sit the National Attainment Tests in English, Mathematics, and Science, for 11 year olds. These tests usually take place in May. In September, parents of year 6 children are invited to a meeting to discuss these tests and view previous test material. We will explain the preparation we will be doing throughout the year for the tests and the ways in which parents can support this work at home. Parents will be kept informed of their child's progress throughout the year.

Absences

If your child is absent please telephone the school giving a specific reason for your child's absence - if they are unwell, please say what is wrong - and send a note with your child on their return. The reason for absence is then marked in the register. Permission will not be granted for children to be taken out of school during term time for holidays. Children are removed from the school register after an absence of 4 weeks, in line with legislation. Parents will need to re-apply for their child's school place.



If your child has any contagious disease please let us know.

If your child has a minor bump or bruise we will give simple first aid treatment in school. If he/she has a more serious injury, or is clearly ill we will let you know. In order that we may contact you quickly, should the need arise, we keep emergency contact numbers and addresses.

If your child has several unexplained absences or if attendance falls below 95%, the school will ask to see you to discuss concerns. If attendance does not improve, the Educational Welfare Officer will be contacted by the school.

The Department of Education Performance Tables

Key Stage 1 SATs 2012-2013

Level 2

	Reading	Writing	Maths
Results 2012	81%	82%	95%
Results 2013	90%	83%	87%

Level 3

	Reading	Writing	Maths
Results 2012	14%	7%	5%
Results 2013	8%	6%	15%

2013 Key Stage 2 Result Comparisons Level 4

Subject	Scott Wilkie 2013	National 2013
Reading	76%	86%
Grammar, punctuation and spelling	72%	74%
Maths	84%	85%

Level 5

Subject	Scott Wilkie 2013	National 2013
Reading	36%	45%
Grammar, punctuation and spelling	48%	48%
Maths	28%	41%

Percentage Making Expected Progress

Subject	Scott Wilkie 2013	National 2013
Reading	90%	88%
Writing	90%	91%
Maths	88%	88%

Lateness

It is very important that your child arrives on time, at 8.55am, for school. Being late is upsetting for the child, and disruptive for the class. If you are late, please take your child to the office where they will be given a late mark and can book their lunch.

Medicines in School

The only medicines that are allowed in school are those for asthma. We keep a register of all children who are on such medication. If your child has to have any other medication administered during school hours, please see the staff in the school office. If your child has any health condition, i.e. heart murmur, epilepsy, diabetes, please let the school know.

School Journeys

We offer Year 6 children the opportunity to visit Fairplay House, Essex for a residential outdoor education trip. This is an Outdoor Education Centre run by London Borough of Newham. This visit provides children with the experience of studying a contrasting locality (as specified by the National Curriculum.) It also provides opportunities for outdoor pursuits and personal development.



Educational Trips and Visits

As part of their education, children are often taken on trips or visits. These will be to museums, galleries and places of interest and relate directly to work the children are doing in school and the National Curriculum. They provide valuable knowledge and experience that the children will need. They may be at the beginning of a half term to "spark things off", or at the end to consolidate the work that has been done. You may rest assured that these trips are well planned and properly supervised. Without parents volunteering to help on these trips, they cannot take place.

When children begin at Scott Wilkie, all parents are asked to sign a general consent form. This is for short trips, i.e. to the farm, swimming or the library. For other trips you will receive a separate letter giving all the details.

When the trips involve travelling by coach or an entrance fee, we have to recover our costs, so we ask for a contribution towards our expenses. This is normally between £3.00 and £10.00. Arrangements can be made to make payments by instalments.

Extra-Curricular Clubs

Many of our children take part in extra curricular activities or clubs.

Since January 2013, we have operated a Breakfast Club from 8am to 8.55am where children enjoy a variety of breakfast options including bagels, cereal, porridge and toast along with fresh fruits and juices. If your child is entitled to Free School Meals and you have applied for this through our website, Breakfast Club will be free for your child. If your child is not

entitled to Free School Meals, the daily charge for Breakfast Club is £1.00 which should be paid weekly on either a Friday or Monday after school at the school office.

Morning and after school clubs include: athletics, cooking, homework, maths games, reading, gardening and many more.

The children also have the opportunity of taking part in inter- school team games in a variety of sports.

School Council

Representatives from every year group participate in discussion of school issues and influence decisions. The sorts of issues the children discuss range from footballs in the playground, clubs, encouraging positive behaviour to bigger portions at dinnertime!

School Grounds

At Scott Wilkie we have a lot of grass. We are very fortunate in the grounds and playing fields that we have. In 2013 we removed the fence between the playground in Key Stage 2 and the field and installed a Multi- Use Games Arena and children are enjoying using this space on a daily basis.

Visitors

The London Borough of Newham has several highly skilled teachers who regularly come to Scott Wilkie School to work alongside children. They work in curriculum areas of Dance, Drama, Music, Maths, Art, Design and Technology, English, Geography and History.

Lost Property

There is a lost property box in the Medical Room which can be regularly viewed by parents and children. Parents are asked to label all items of clothing with their child's name.

School Dentist

Children in Nursery, Reception and Year 1 have their teeth checked annually by a dental team from the Local Authority. You will be advised if treatment is needed.

School Nurse

Each academic year children in Reception and Year 6 have their height and weight measured and parents are advised of any issues of concern.

Students

From time to time, you may see additional adults in our classrooms. At Scott Wilkie we provide placement opportunities for secondary school children on work experience, student teachers and adults training to become teaching assistants.

Transfer to Secondary School

During their final year at Scott Wilkie School, parents are invited to make their choice of secondary school. A great deal of information will be given to you at this time. Parents will be asked to express their preferences for secondary school places on forms that the Local Authority will send out in the September of your child's final year. There are opportunities to visit all of the local secondary schools when they arrange open days/evenings. Your preference is then sent to the Local Authority, who is responsible for the allocation of places.

Parents and School

At Scott Wilkie we aim to work with parents in a partnership which has your child in the centre. The success of many school activities relies very heavily on parents help and support. We never refuse an offer of help. In fact we often ask for help in a number of ways. This might be assisting with small group activities or accompanying us on some of our many visits. We realise that not everyone can commit themselves on a regular basis but when we have special events we are most grateful for any offers of help.

Parent Evenings

There are two Parents Evenings in each academic year and for this year they are 19th November 2015 and 17th March 2016.

These are opportunities for parents to discuss educational developments, your child's progress and other issues.

Reports detailing your child's progress are given out every summer and parents are invited to discuss these with their child's teacher.



Governors

The Governing Body of the school consists of two Parent Governors, one staff representative, one LA representative and five co-opted representatives. They have a general oversight into the running of the school. They are responsible for the appointment of staff, and for the schools delegated budget. Any Governor can be contacted through Mrs Cleland, the School Business Manager.

Access to the Head Teacher

The Head Teacher is available to talk with parents most days and an appointment to speak with her can be made via the school office. In her absence the Deputy Headteacher is available.

Access to Teachers

Quick messages can be given to the teacher as the children come into school, but if you require a longer discussion please arrange an appointment to speak to the teacher after school.

Complaints Procedure

If you have a complaint about the school, you are asked first to speak to your child's class teacher. If the problem is not resolved you should then make an appointment to see the Head Teacher. Hopefully he will be able to deal with the matter to your mutual satisfaction. If however, you are not satisfied, and wish to make an official complaint, you will need to send your complaint in writing to:

The Chair of Governors
c/o Scott Wilkie Primary School,
Hoskins Close
Custom House
London E16 3HD

Procedures for making complaints are clearly displayed on the school website.