

PROSPECTUS 2022-2023





WELCOME TO SCOTT WILKIE PRIMARY SCHOOL

Scott Wilkie Primary School is a top performing primary school in the London Borough of Newham. The school caters for pupils aged 4 -11 years, with funded nursery provision for 2-year olds (15 hours per week*) and 3- & 4-year olds (15 hours and 30 hours per week*).

Scott Wilkie is part of The Agate Momentum Trust, a Multi Academy Trust, which was established on 1st January 2018. There are currently two schools in the MAT, Hallsville and Scott Wilkie Primary, and the aim of both schools is to provide an outstanding education for the pupils in the local community. We strive to offer our pupils a world class education, researching best practise and matching it to the needs of our pupils.

We value and recognise the importance of parents and the school in working together in partnership to ensure each child reaches their full potential. We are determined to give our children the best possible educational start in life.

We strive to offer a full, balanced and enriching curriculum that focuses on developing the whole child, including their social and emotional wellbeing. We want all our children to feel safe and secure so that they thrive in our school environment.

On behalf of everyone who works at Scott Wilkie, I would like to welcome you and your child to our school - we all hope that your time with the school will be full-filling and happy.

Keri Edge
Executive Headteacher

(*conditions apply in respect of this funding—see <https://www.gov.uk/childcare-calculator> for details)

Table of Contents

OUR SCHOOL.....	4
A BRIEF HISTORY OF SCOTT WILKIE PRIMARY	5
SCHOOL AIMS.....	6
OUR VALUES.....	6
ADMISSIONS.....	7
NURSERY ADMISSIONS PROCESS	8
RECEPTION ADMISSIONS PROCESS.....	9
THE SCHOOL DAY AT SCOTT WILKIE	10
NURSERY CURRICULUM.....	11
DAILY SCHOOL LIFE	12
CODE OF CONDUCT.....	13
SCHOOL UNIFORM	13
ATTENDANCE	14
CURRICULUM STATEMENT	14
EQUAL OPPORTUNITIES	18
CHILDREN WITH SPECIAL EDUCATIONAL NEEDS	18
END OF KEY STAGE 2 (SATS) RESULTS.....	19
CHARGING AND REMISSIONS POLICY	20
ILLNESS, WORRIES, COMPLAINTS & SUGGESTIONS.....	20
SCHOOL JOURNEYS	21
EDUCATIONAL TRIPS AND VISITS	21
CLUBS	22
SCHOOL COUNCIL	22
SCHOOL GROUNDS	22
VISITORS.....	23
LOST PROPERTY.....	23
SCHOOL DENTIST	23
HEIGHT AND WEIGHT MEASUREMENT.....	23
TRANSFER TO SECONDARY SCHOOL	23
PARENTS AND SCHOOL	23
GOVERNORS.....	24
ACCESS TO THE HEADTEACHER	24
ACCESS TO THE TEACHERS.....	24
IMPORTANT INFORMATION FOR NURSERY.....	25

OUR SCHOOL

Executive Head Teacher: Ms Keri Edge
Head Teacher: Mrs Farhathafza Quayum

Chair of Governors: Mr Chris Barnes

School Business Manager: Mrs Hannah Cleland

Address: Scott Wilkie Primary School
Hoskins Close
Custom House
London
E16 3HD

Telephone: 020 7474 4138

e-mail: info@scottwilkie.newham.sch.uk

Website: www.scottwilkie.newham.sch.uk

School Times: 8.55am - 12.45pm / 1.30pm - 3.30pm

Nursery Times: 8.45am - 11.45am / 12.30pm - 3.30pm

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 1950s where he worked until retirement in 1978. A portrait of James Scott Wilkie can be found on the wall by the Headteacher's office.

Our school is a primary school in the London Borough of Newham. We take girls and boys from 2 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. We have 60 places in total in the nursery in the mornings and afternoons. The majority of our children enter school having 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 and 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 which can be found on the school's website: <https://scottwilkie.newham.sch.uk/curriculum/> Copies of any of the school's policy statements can be requested from the head teacher.)

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.

OUR VALUES

At Scott Wilkie, the children are at the centre of everything we do. To signify this, we are pursuing the UNICEF Rights Respecting School Bronze Award. This accreditation means that we are a school that champions the United Nations' Convention of the Rights of the Child and have embedded the principles of the Convention into school through our ethos, policies and curriculum. You can find more information on our website at:

<https://scottwilkie.newham.sch.uk/our-school/rights-respecting-school/>

- Care: Scott Wilkie pupils care, share and are friendly.
I take care of myself, others, my school and the environment around me.
- Resilience: Scott Wilkie pupils always try their best and never give up.
I persevere when I am faced with challenges. I do my best to achieve excellence.
- Respect: Scott Wilkie pupils respect each other and celebrate diversity.
I treat others the same way I want to be treated. I appreciate that each of us is different.

ADMISSIONS

Admission Criteria

1. The school uses Newham's admission criteria to decide which children should be offered a place. The criteria are:
2. Children who are adopted and looked after.
3. Children who have been assessed by Newham Council's Special Educational Needs service as requiring a particular named school to meet their special educational needs and/or physical access.
4. Children who have a sibling on roll and are reasonably expected to still be on roll at the time of admission to the school.
5. Children with a parent/carer (with legal parental responsibility) who is directly employed by the school.
6. Service children.
7. All other children, whether or not they live in Newham.

Determined Admission Arrangements – September 2023

The law requires that all schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.

All admission authorities **must** determine (i.e. formally agree) admission arrangements annually, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements for entry in September 2023, by **15 January 2023**. **The Agate Momentum Trust is the admission authority for Hallsville and Scott Wilkie Academies** and we have formally agreed to adopt the London Borough of Newham's admission arrangements for September 2023.

Our Determined Arrangements for the school year starting in September 2023 are:

<https://www.newham.gov.uk/downloads/file/4228/lb-newham-school-admission-arrangements-sept-2023>

Home-school Agreement

You will be asked to sign the Scott Wilkie Home School Agreement. This document sets out expectations for teachers, children and parents. We firmly believe that the way forward is for all of us to work together for your child's education.

NURSERY ADMISSIONS PROCESS

1. Collect and fill out a short form from the school office or download it on our school website.
2. We offer full time places (30 hours a week) to 3-year olds with working parents. *
3. We offer 2-year-old places to eligible parents and those who have been sent a 'golden ticket' from LA. *
4. We offer 3/4-year-old part time places for 15 hours a week.
5. If places are available you will receive a call from our Admission Officer Mrs Debbie Parkes to arrange a home visit. Mrs Parkes will be accompanied by one of the Nursery staff on the home visit. This visit will allow you to ask questions regarding the school and your child/children. It also allows us to get to know you and your child/children.
6. On the day of the home visit you will be given an admission form that needs to be filled out and brought into school before your child/children start. You will also be required to bring in some documentation:
 - Proof of Identity: child's full birth certificate, passport
 - Proof of address: tenancy agreement, council tax bill/statement, utility bill
 - Proof of benefits (If applicable): tax credits letter, benefit agency letter, income support/JSA
 - National Insurance Number
 - Childs NHS Number

Important information: If you have any questions or need help regarding admission, please contact Newham Pupil Services on 020 8430 2000.

***For further information on funded nursery places available please go to:**

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

<https://www.gov.uk/30-hours-free-childcare>

RECEPTION ADMISSIONS PROCESS

Reception Admissions Process:

If your child is entering Reception in September 2023, you have to fill the Common Application Form (CAF). There are several ways to do this:

- Completed Online at www.eadmissions.org.uk/
- Collecting the form from Newham Council

Completed forms must be completed on line or posted to arrive at Pupil Services, Newham Dockside, 1000 Dockside Road, London E16 2QU no later than 5pm on the 15 January 2023

Once the London Borough of Newham has processed your application, you will be invited for an admissions interview at our school. You will need to provide certain documents such as your child's birth certificate or passport and proof of payment of council tax (or tenancy agreement stating that this is paid for by your landlord). Home visits will be carried out for new pupils starting our school.

To view the borough's Starting School Booklet visit:

<https://hallsville.newham.sch.uk/wp-content/uploads/2021/09/We-are-going-to-school-autumn-2021-composite-primary-prospectus.pdf>

In Year Admissions Process:

All school admissions have to be sent to Newham Pupil Services, the form can be completed online via the link below, or you can go to your local school or council office to pick up an application form.

<https://www.newham.gov.uk/schools-education/year-admissions>

Secondary Admissions Process:

Your child will move on to secondary school after finishing Year 6 in primary school.

- Completed Online at www.eadmissions.org.uk/
- Collecting the form from Newham council

Completed forms must be either handed into the school, completed on line or posted to arrive at Pupil Services, Newham Dockside, 1000 Dockside Road, London E16 2QU.

To view the borough Secondary School Booklet visit:

<https://www.newham.gov.uk/downloads/file/3662/we-are-going-to-secondary-school-autumn-2021-secondary-composite-prospectus>

Please Note: After you send your application you will receive a reference number, which will look a bit like this: 316-2012-09-E001234. If you do not get a reference number, it means you have not sent the e-form. You can easily log in to the website, check your application and send it again.

THE SCHOOL DAY AT SCOTT WILKIE

Start of the school day:

At Scott Wilkie Primary School we place great emphasis on punctuality and it is vital that all children are in the classroom by 8.50am. If your child regularly comes to school late you are giving them the message that school is not important, which impacts adversely upon their progress. We make a note of all children who are late and contact parents if this is a regular occurrence.

In the main school the hours are:

School begins and finishes as follows:

Reception: 8:55am-3:30pm

Year 1: 8:50am – 3:25pm

Year 2: 8:45am – 3:30pm

Year 3: 8:45am – 3:30pm

Year 4: 8:40am – 3:25pm

Year 5: 8:30am – 4:00pm

Year 6: 8:30am – 4:00pm

Nursery Hours:

AM Session: 8:45am – 11:45am PM Session: 12:30pm – 3:30pm

***Nursery Entrance: Nursery Gate just past the Main Front Gate**

Collecting children at the end of the school day:

Children in Nursery and Reception classes:

MUST BE PICKED UP BY AN AUTHORISED PERSON who is 16 years and over

Children in Year 1, Year 2, Year 3 and Year 4: **Must** be collected by a responsible person.

Children in Year 5 and 6: Parents **must** make arrangements to meet their children or give signed permission for them to walk home unaccompanied.

It is important that parents and carers keep the school informed about who is collecting children and any changes to their usual routine.

If you are going to be late:

If you are going to be late for any reason it is very important that you notify the school before home time. The collection point where late children meet is in the school office. Teachers of Nursery, Reception, Years 1, 2, and 3 will take those children to this meeting point. Older children must make their own way there.

Parents must be prompt collecting children at 3.30pm, where parents are late collecting their children from the school, policy is to send a letter home to inform you that we have noticed that you are frequently late collecting your child. If matters do not improve then you will be asked to come in and speak to a member of staff. If your child continues to be collected late then we will have to inform the Social Services Department.

NURSERY CURRICULUM

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 important, 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.

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

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

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.

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. visits, bookfair.

No sweets or tuck are allowed. The children are given a healthy snack to eat at early morning break. Water is provided for the children throughout the school day. Children receive fruit each day as part of a healthy eating project.

Lunchtime

Between 12.45pm and 1.30pm children can stay for school dinner or bring a packed lunch. School dinners are cooked on the premises, and all children are supervised by our midday supervisory assistants and Teaching Assistants. Since September 2009 all primary school children in Newham have been provided with a free school meal and we encourage you to register your child for school meals.



<https://newham-self.achieveservice.com/service/Application for Free School Meals>



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 cooperate 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

SCHOOL UNIFORM

We have a school uniform, which consists of:

Winter	Summer
Navy trousers or skirt White shirt or blouse Navy sweatshirt, jumper or cardigan Navy fleece (optional)	Summer dress - Navy Trousers or shorts and white shirt or blouse

School uniform can be bought from Ian Howard - 409 Barking Rd, East Ham, London E6 2JT

PE Kit

All our children take part in a range of sporting activities, both indoor and outdoor. 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 P.E. or taped over.

In the winter all children are allowed to wear tracksuits for outside activities. Each child's name should be clearly marked in each item of clothing.

ATTENDANCE

We have incentives for good attendance which includes certificates and a cup awarded to the class with the best attendance each week. We also award medals to pupils who achieve 100% attendance and punctuality for every term. Good attendance enhances relationships and progress.

Our attendance officer telephones home when children are not in school and makes home visits. Our Attendance Management Officer makes home visits for children who regularly do not attend school, or to seek reasons for unexplained absences.

School Term and Holiday Dates

Scott Wilkie cares about the education your child receives. Evidence shows that pupil's education suffers if they take time off school. We therefore encourage all our parents to take their holidays within the school holiday times. See school website:

<https://scottwilkie.newham.sch.uk/parents-and-carers/term-and-holiday-dates/>

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
Computing	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 may be requested from the headteacher.

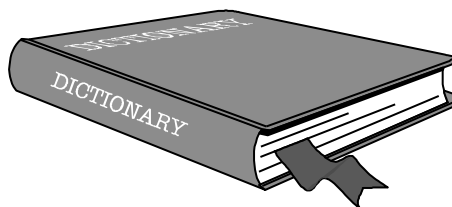
English

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 and through the

use of a wide range of learning situations. We use discussion to promote the sharing and developing of ideas.

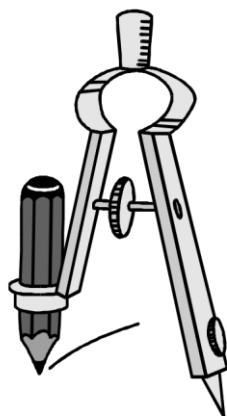
Children are given the opportunity to read during school every day. We urge children to take their reading book home regularly, and hope that you will be able to support us by listening to your child read as often as possible. We have a wide range of dual language books which are also available to read 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. You can purchase a Scott Wilkie book bag from the school office at a cost of £ 6.50.

Mathematics

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

All classes deliver a daily maths session. The school teaches using the 'Maths No Problem' programme.

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 are organised into study units. The skills we are trying to teach all children include: comparison, sorting, grouping, ordering and sequencing 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.

Computing

Computing runs through all areas of the curriculum. Children are encouraged to develop various skills; mouse control, word processing, data handling, coding 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 boards are in use in all classrooms throughout the school and pupils have access to laptops during specific lesson times 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 indoor 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 Year 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 alternating half terms.

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.

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).

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.



Sex Education

Sex education is taught within Science and PSHCE. The biological side of the lessons are taught through science and the relationship part are taught through PSHE. Parents are invited to the school to view the PSHE material and 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 Headteacher first.

EQUAL OPPORTUNITIES

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

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Inclusion Manager: Ms Edwards

In line with Government legislation, children with Special Educational Needs are identified and assessed. Parents are invited to discuss matters with the Inclusion manager and other agencies through whom we 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 Special Educational Needs Coordinator. 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.

END OF KEY STAGE 2 (SATS) 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.

Scott Wilkie Results 2018-19 : KS2

		National	Scott Wilkie
Reading	Expected	73%	80%
	Greater Depth	27%	34%
	Average Scaled Score	104.4	106.6
Writing	Expected	78%	78%
	Greater Depth	20%	26%
	Progress	0.0	1.7
Maths	Expected	79%	86%
	Greater Depth	27%	46%
	Average Scaled Score	105.0	108.1
	Progress	0.0	3.9
GPS	Expected	78%	84%
	Higher Score	36%	44%
	Average Scaled Score	106.3	109.1
Combined (R, W & M)	Expected	65%	72%
	Greater Depth	11%	22%

Year 1 Phonics

		National	School
Phonics	Expected	82%	83%

EYFS

	National	School
EYFS GDL	72%	72%

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 contribute towards the cost of these visits. No child will be penalised by not being allowed to go if parents are unable to make that contribution. Further information can be found in the Charging and Remissions policy which can be accessed on the school's website.

ILLNESS, WORRIES, COMPLAINTS & SUGGESTIONS

Sickness

If your child is ill in school, we may need to contact you. Therefore, it is vital that you fill in and return to us the admission form, which states an emergency contact number. Please inform us of any changes to your contact details such as a change in address or workplace.

We must have an emergency number at all times.

Injuries:

If your child needs urgent medical attention she/he will usually be taken to Newham General Hospital, where someone will remain with your child until you arrive. If your child has a minor injury, such as a cut or a bruise, they will be treated by a qualified first aider. We may wash the injury with cold water, but we are unable to apply any antiseptic or cream, as this is now not advised as children may suffer an allergic reaction. We will always let you know if we feel you should keep an eye on any minor injury suffered at school. You will receive a telephone call for any head injuries your child sustains in school. Also, you may be contacted to come and have a look at your child if they are injured and we are worried about the injury, as we feel you may be the best judge of what to do next.

Medication

If your child is on any form of medication e.g. using an asthma pump, it is essential for the parent to fill in a medical authorisation form, which states the type of medicine, what the child is suffering from and the dosage. The responsibility for medication rests with parents, although the school will endeavour, where necessary, to administer the medicine during school hours. We can only administer prescribed medication. We are not able to administer pain relief unless it is prescribed.

Parent and Carer Volunteers

We would be very grateful if you could volunteer to help. We always need someone to read books and listen to children read. Or it may be that you possess a skill that could enrich the children's learning, e.g. cooking, sewing or gardening. Please let the class teacher know and they will put you in touch with Ms Edwards, the school Special Educational Needs Co-ordinator (SENCO), who will advise you of the recruitment process for volunteers. Ms Edwards is the person in the school who supports children who may have barriers to learning.

Complaints

We hope that the school can resolve any complaints that parents may have. In the first instance please see the class teacher. In most cases we find that complaints are dealt with successfully at this informal level.

At Scott Wilkie we have a complaints procedure. Please see the school website for further details: <https://scottwilkie.newham.sch.uk/>

Security

In the interest of security, parents are requested to use the main entrance when visiting the school and to report to the school office. You will be asked to wear a school lanyard or visitor's sticker whilst on the school premises.

SCHOOL JOURNEYS

We offer Year 6 children the opportunity to visit Fairplay House in Essex for a residential outdoor education trip. This is an Outdoor Education Centre run by the 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. All visits are individually risk assessed

and organised to ensure that any risks are minimised in order that children are safe and able to benefit from and enjoy the experience. Without parents volunteering to help with supervision 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 local 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 the overall expenses. This is normally between £3.00 and £10.00. Arrangements can be made to make payments by instalments.

CLUBS

Many of our children participate in extracurricular activities or clubs. Children can choose from a wide range of 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 made a successful application via our website under the 'Eat for Free' tab, your child will be able to have a free breakfast at school. For all other children, breakfast costs £1.00 per day.

Morning and after school clubs include: athletics, homework, maths games, science, performing arts, ballet. 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, as well as a Multi-Use Games Arena in our Key Stage 2 playground. Our children are able to engage in a variety of different activities and sports and our Sports Coach ensures that all play time is well organised and led.

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.

From time to time, you may see additional adults in our classrooms. At Scott Wilkie we provide placements for trainee teaching assistants, student teachers and parents who wish to volunteer to listen to the children read.

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

The school dentist visits the school annually and inspects the children's teeth in Nursery, Reception and Year 1. You will be advised if treatment is needed.

HEIGHT AND WEIGHT MEASUREMENT

The local authority comes into the school to check your child's height and weight when your child is in Reception and again when they are in Year 6.

TRANSFER TO SECONDARY SCHOOL

During their final year at Scott Wilkie School, parents are invited to apply for 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 via the online application system and the school will pass on letters from the Local Authority September of your child's final year. There are opportunities to visit all of the local secondary schools when they arrange open days/evenings and the school will notify parents of these dates and times as they come in to us. The Local Authority 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 at the centre. The success of many school activities relies very heavily on the help and support of parents and carers. 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

Parent Evenings are held twice in the year, in November and again in March. They provide an opportunity for parents to discuss educational developments, their child's progress and other issues.

Annual Reports detailing your child's progress and attainment are provided in the summer term and parents are invited to discuss these with their child's teacher.

GOVERNORS

Scott Wilkie has been part of a multi-academy trust with Hallsville Primary School since January 2018 and the Local Governing Body consists of two Parent Governors, two staff representatives and two 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 school's delegated budget. Any Governor can be contacted through Hannah Cleland, the School Business Manager.

ACCESS TO THE HEADTEACHER

The Headteacher is available to talk with parents most days. In her absence, an Assistant Head Teacher who deals with the phase your child is in should be available. If you wish to discuss a lengthy matter with a member of the Senior Leadership Team, it is recommended that you make an appointment by telephoning the school.

ACCESS TO THE 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 through the school office.

IMPORTANT INFORMATION FOR NURSERY

Welcome to Scott Wilkie Primary School's Nursery. We hope that you and your child will have a happy and rewarding educational experience with us.

We aim to make learning as exciting and interesting as possible. We believe that if children enjoy their learning they will want to come to school and make good progress.

Nursery Opening Times

Nursery AM	Nursery PM
Start: 8:45am	Start: 12:30pm
Finish: 11:45am	Finish: 3:30pm

There are 30 places in each session; a total of 60 children can attend each day.

Attendance

If your child is going to be/or has been absent from nursery please inform the school by telephone, letter or in person. Good attendance at nursery is very important for your child in order for them to settle well and make progress in their learning.

As well as attendance, punctuality is very important, not only to develop good habits, but also to help the Nursery to function effectively. Lateness is recorded daily in our late book.

Parents who help their child achieve 95% for a full term receive a special certificate.

Health & Safety

For your child's safety please ensure that your child is brought and collected by a responsible adult whose name you have given to the Nursery. They must be over 16 years old.

If you change address or telephone numbers, please ensure that you inform the staff with the up to date information. It is important that you do this, as staff may need to contact you in case of an emergency

Please make sure you inform staff about allergies or food intolerances i.e. nuts, milk etc., or any health problems.

For Health & Safety reasons, children are only allowed to wear stud earrings. Hooped earrings are not allowed. This is to ensure that children do not hurt themselves by catching their earring on any provision or furniture.

Please ensure your child is well enough to participate in all our daily activities including outdoor learning. It is school policy that children are given the choice and freedom to learn and play indoors and outdoors throughout the seasons. If your child has a long-term medical condition, please inform us and we will amend our planning in order to best meet your child's particular needs.

If your child requires prescribed medication, including asthma pumps or inhalers, you will need to complete a form which you can obtain from the school office. (Please refer to the school's policy on medication).

If your child has a head injury during his/her time at nursery, parents will be informed the same day by staff and a letter. There will be qualified Paediatric First Aiders in the Nursery. All paints used in the nursery are washable and all children wear aprons when painting.

To remove any paint from clothing you should:

- allow paint to dry then scrape off excess
- run under cold water
- use a bar of hand washing soap on the mark and hand wash, then cold rinse before machine washing.

Please ensure that your child is dressed appropriately for all weather conditions i.e.: hat, suntan lotion, coat, wellies etc., as they will be playing outside.

Mobile Phones

Please make sure you do not use your mobile phones in the Nursery setting, also when you drop off/ pick up your child. This allows you to talk and listen to your child and find out about their day.

Nursery Curriculum & Environment

The national framework for EYFS, Development Matters in the Early Years Foundation Stage underpins our nursery curriculum. This framework has the principles of the Characteristics of Effective Learning. The Characteristics of Effective Learning underpin how a child learns.

Characteristics of Effective Learning
Playing and exploring – engagement
Finding out and exploring
Playing with what they know
Being willing to 'have a go'
Active learning – motivation
Being involved and concentrating
Keeping trying
Enjoying achieving what they set out to do
Creating and thinking critically – thinking
Having their own ideas
Making links
Choosing ways to do things

Our Nursery Environment is designed so our nursery staff can observe and assess the children in alignment with the Characteristics of Effective Learning. Each area of learning, indoors and outdoors has an area where the children can self- select their own resources. We believe learning through exploratory play will encourage a child's independence and social skills. Also learning through exploratory play will deepen a child's own thinking and help them to create

new ways to learn and think independently. This is why it is so important our provision suits the children's needs and interests.

In the framework Development Matters, there are seven areas of learning. These are:-

- Physical Development
- Personal, Social + Emotional Development
- Communication Language
- Expressive arts and design
- Literacy
- Mathematics
- Understanding of the World

The areas that have been highlighted above are the prime areas which are the most important learning strands. We ensure that our provision has all of these seven areas of learning but the prime areas are in every area indoors and outdoors so children can develop their social, language and fine motor skills.



Settling In

When your child first starts Nursery, we will ask you to come in and settle your child for an hour, and then leave, to enable your child to get used to the environment and staff independently. We will contact you if your child is upset and needs you to comfort them or take them home a bit earlier in the first week of Nursery.

Please bring in a spare set of clothes for your child just in case of accidents or they get wet. Children are expected to be toilet trained before they start Nursery.

Key Worker Time

We work on a Key Worker System where each member of staff is allocated children for a particular group activity at the end of every session. Ms Begum does a 'Storytelling group' where the children use props and movements to retell familiar stories. In the nursery they also have a 'Box Clever session' where children engage in role-play activities that develop children's communication skills. There is also a 'PALS' session which develops children's personal and social skills.

Educational Visits

Every half term, the Nursery will take the children on a local trip related to our topic of learning. For example, if we are learning about 'The Gruffalo' we will take the children on a 'Gruffalo walk' in our local park. We feel children benefit and learn far more with real life experiences. Parents are encouraged to come and help on our educational visits.

If you have a particular skill or talent or would just like to help you will be very welcome in the nursery i.e. cooking, storytelling. Please speak to a member of staff.

Every term, we also hold 'Stay and Play' sessions- these are linked to our topics. For example, during our growing topic we will invite parents to come in with their children for one session to 'Stay and Plant'. We think it is so important that parents are involved in their child's school life and this is a great opportunity to come in and get involved in your child's learning.

Assessment

We assess your child in a wide variety of ways including writing observations during focus activities and child-initiated work, we also collect different types of work that the children have made at home and school. This is displayed in a 'Special Book' that every child has which shows your child's progress throughout Nursery. The 'Special Book' will be accessible in Nursery for you to look at whenever you choose.

Your child will be assessed each term for their progress towards the Early Learning goals. This will be discussed with you during Open Evening before your child transfers to school.

Workshops

Every term we hold workshops for parents to come in so we can go through the current learning topic. We will also show you how we teach Maths/Literacy and give you advice on how to help your child at home.

We also encourage all children to have a bookbag as we give your child reading books each week. Each child will be issued a reading record and given a book to take home every Thursday. These need to be returned the following Wednesday.

Thank you for reading this booklet. We look forward to meeting you and your child and know that they will have a happy start to their school life here at Scott Wilkie.