



# **Sutton Oak C.E. Primary School**

## **Prospectus 2023-2024**

**Believe, Achieve and Grow Together in Christ**

# **Welcome to our School from the Headteacher**



Welcome to Sutton Oak Church of England Primary School. Our aim is to provide a secure, safe and positive environment based on Christian values in which your child can reach their potential and become a responsible, trustworthy and caring member of society.

We pride ourselves in being a happy school with a warm and friendly atmosphere. We have enthusiastic, highly motivated staff committed to a caring, child-centred Christian ethos. The school offers skilled teaching and a broad balanced, creative curriculum concentrating on the education of the whole child whilst Maths and English are seen as vital life skills and given appropriate emphasis.

Our expectations and aspirations of children are high. Sutton Oak Church of England Primary School encourages children to behave well, make healthy life choices and stay safe.

The school offers a wide range of extra-curricular activities, both sporting and non-sporting. We are keen to forge strong links between home and school and recognise that parents have a crucial role to play in the education of their child. The success of our school is dependent upon the strength of the partnerships we build with everyone in our school community. We encourage parents to become an integral part of our learning community and are always pleased to meet with you to discuss the progress and welfare of your child.

This prospectus has been prepared to provide you with information about our school. Please contact me if you would like to visit the school or require any additional information.

***Mr. I. Williams Headteacher***

**Pupils are happy and feel safe at this school. They described their school as one big family.**

**Ofsted 2023**

# General Information about the school...

Sutton Oak Church of England Primary School is a Local Authority Voluntary Controlled School with a Nursery Unit. We run a breakfast club which starts at 8am.

The school is situated on Goodban Street opposite All Saints Church. The school is set in two buildings. One houses the Nursery, Reception and KS1 classes and the other houses all KS2 classes. Internally our school is attractive and intellectually stimulating making a clear statement about our high standards.

We have an experienced and supporting Governing Body. Governors are appointed by the Church, the Local Authority, Parents and Staff.



# Attendance and Punctuality...

It is very important to children's progress and in developing consistent routines that they attend school every day. It is hoped that parents will support the school in this regard and pupil attendance is monitored daily by our staff and Education Welfare Officer. Children should arrive on time for the start of the school day. Children who arrive late must report to the school office.

In the event of your child being absent parents are asked to inform school via telephone, website or school app. As part of our safeguarding procedures, school operates a 'First Response' system. This means that if your child is not in school when the register is taken and we have not been notified of the reason, we will contact parents/carers to ascertain the reason for absence.

The school can instruct the Education Welfare Service to issue a fixed penalty notice to parents of children who accumulate 20 sessions (10 days) of unauthorised absence within a 10-week period. This includes holidays taken during term time which have not been authorised by the Headteacher.

## Requests for Holidays during Term Time...

Children need to be in school for all sessions, so that they can make the most progress possible. The Headteacher will not grant any leave of absence during term time unless 'exceptional circumstances' exist.

Any requests for leave of absence must be made in advance, using the Leave of Absence Request Form, which is available online or from the school office.

**Pupils behave well in class and around the school. They try hard to demonstrate the school's values in everything they do.**

**Ofsted 2023**



# Our School Vision

**Believe, Achieve & Grow Together in Christ**

**“I can do everything through Christ who gives me strength”  
(Philippians 4:13)**

## Our Christian Values

***Compassion Forgiveness Friendship Perseverance***

***Respect Thankfulness Trust Truthfulness***

Strong Christian values are at the heart of our work and central to the schools teaching and learning. We have a distinctive character where Christian values are promoted in all aspects of school life.

## Motto

**“Our school family, where all are valued, is centred on faith in Christ”**

## Mission Statement

**“Inspiring a love of learning,  
love for one another and  
faith in God.”**

## British Values


- **Democracy**
- **The rule of the law**
- **Individual liberty**
- **Mutual respect**
- **Tolerance of those of different faiths and beliefs**

# Our School Rules

The school rules and procedures follow the guiding principles established by the school council. We have established 3 main school rules which incorporate our Christian Values; they have a clear message and are easy to follow. The school rules must be consistently applied and enforced by both staff and pupils, with ongoing support from parents / carers.

## Our School Rules

1. Listen to instructions given by staff
2. Show respect at all times
3. Tolerate each other because we are all different.



Leaders have high expectations for all pupils' achievement.

**Ofsted 20123**

A real passion for every pupil to succeed is clearly evident.

**SIAMS 2018**

# Our School Day...

Class	Drop off	Collection	Entrance
Y6KE	8:45am	3:10pm	upper Junior gate
Y5DA	8:50am	3:15pm	main office gate
Y4GC	8:50am	3:15pm	main office gate
Y3/4AP	8:50am	3:15pm	main office gate
Y3AC	8:50am	3:15pm	main office gate
Y2JB	8:45am	3:10pm	main Infant entrance
Y1/2LR	8:45am	3:10pm	main Infant entrance
Y1KS	8:45am	3:10pm	main Infant entrance
Reception	8.50am	3:15pm	Reception gate
Nursery AM	8:45am	11:45am	Nursery door
Nursery PM	12:15pm	3:15pm	Nursery door



Leaders promote pupils' wider personal development effectively. They offer pupils a range of opportunities to develop their talents.

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Pupils' are prepared well for life in British society.

**SIAMS 2018**



# Recognising Achievement

We aim to recognise effort and progress in all areas of school life. Children are rewarded through teachers' oral and written responses to their work. Success is monitored weekly during a special assembly

# Discipline

Good behaviour is expected and rewarded at all times. All school staff are responsible for maintaining a high standard of discipline around school and behaviour management is strictly monitored.



The arrangements for safeguarding are effective. All staff are trained to spot any signs that a pupil may be at risk of harm.

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# The Foundation Stage – Nursery & Reception

We have a large, welcoming nursery and reception providing a warm, caring environment to facilitate the best possible start to school life. Our nursery offers **30 hour funded places**. Your child can be admitted to nursery at the start of term following their third birthday. Breakfast club provision is also available for a small charge

## **Nursery Session Times**

8.45 am – 11.45 am & 12.15 pm – 3.15 pm

## **Reception Session Times**

8.50 am – 3:15 pm

Nursery and Reception children follow the Early Years Foundation Stage Curriculum which builds upon their pre-school experiences and is based around four themes.

### ***A Unique Child***

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

### ***Positive Relationships***

Children learn to be strong and independent from a base of loving and secure relationships with parents or a key person.

### ***Enabling Environments***

The environment plays a key role in supporting and extending children's development and learning.

### ***Learning and Development***

Children learn and develop in different ways and at different rates. All areas of learning and development are equally important and inter-connected. Children in the Foundation Stage learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.



# Curriculum

At Sutton Oak C.E Primary we aim to offer a rich and engaging school experience in which children are willing partners in their own learning. We believe a curriculum should be broad and balanced, but also provide our pupils with exciting and varied educational experiences.

## Core Subjects:

- English
- Mathematics
- Science
- Computing
- Religious Education

## Foundation Subjects:

Foundation subjects are taught through our 'Learning Means the World' Curriculum.

- History
- Geography
- Design & Technology
- Music
- Art
- Spanish
- P.E
- Citizenship and Personal, Social and Health Education

## English

Learning to read, write and speak with confidence are vital skills for our pupils to master during their time at Sutton Oak CE Primary School. We recognise that quality English is an essential tool for the development of all our children and particularly those that are 'disadvantaged' or have SEND.

Our English curriculum should engage, enthuse and excite children with the aim of developing confident, creative and inspired learners who value the importance of literacy skills now and later in life. We will attempt to instil a desire to be readers and writers for both pleasure and purpose.

Our whole school curriculum should be connected in a meaningful way, and it is our desire to develop reading, writing and listening skills across the foundation subjects. The teaching of English should provide opportunity to embed our Christian ethos throughout learning to show respect, perseverance and resilience.

## Mathematics

We value a Maths curriculum that is creative and engaging. All children to have access to this curriculum and to make progress in lessons. Our children need to develop the necessary skills to make them "deep thinkers" acquiring maths skills that can be recalled quickly and transferred and applied in different contexts.

They need to be able to make rich connections across the areas of maths and use their knowledge in other subjects. Maths is the foundation for understanding the world and we want our children to know the purpose behind their learning and to apply their knowledge to their everyday lives.

## Collective Worship & R.E

Collective Worship follows the principle teachings of the Church of England. We provide a daily act of worship which aims to combine Christian principles with spiritual and moral issues.

The teaching of Religious Education at Sutton Oak Church of England Primary School permeates all aspects of school life. Whilst an awareness of different faiths is taught, an emphasis on Christian traditions and teaching predominates.

# Uniform

A school is often judged by the appearance and behaviour of its pupils; we are proud of our high standards and the personal pride that pupils take in their appearance. Parents have always been keen to support this view. The use of make-up, nail varnish, false nails & hair dye is not permitted.

**The wearing of jewellery is also not allowed and long hair should be tied up.**

## Boys

- Grey Trousers
- White Polo Shirt
- Red Jumper & Sweatshirt
- Grey Socks
- Black Shoes (not black trainers)

## Girls

- Grey Pinafore/skirt/trousers
- White Polo Shirt/Shirt
- Red Jumper/Cardigan/Sweatshirt
- Grey or white socks or tights
- Black sensible shoes

## P.E Kits

- Red/Black shorts
- White T-Shirt
- Black pumps or trainers
- Black/Grey Track suits for outdoor in winter

**Children will come into school wearing their kits on the day they are timetabled to do Physical Education.**

Governors know the school well. They have a secure overview of the quality of education that pupils receive.

**Ofsted 2023**





# Information for Parents

Parents are informed of current events and school news via our school newsletter, website, Facebook page, email and parent app.

Reports to parents are issued at the end of the summer term. Parents' evenings take place in October and March.

## ***Personal Property***

All property, which is lost, is normally returned immediately provided the items are clearly marked with your child's name. All other items are kept for one term. Pupils are responsible for all of their own possessions and school accepts no responsibility whatsoever for any loss or damage caused to them. We discourage children from bringing mobile phones and personal possessions into school.

## ***No Smoking***

Would parents/carers please note that the school operates a 'No Smoking' policy and remember this when they are on the school premises, this includes E cigarettes. It is important that we set an example to the children. Thank you.

## ***Dogs***

Dogs should not be brought onto the school grounds.

## ***Extra-Curricular Activities***

The school endeavours to maintain an exciting programme of extracurricular activities. These include: Choir, Art, Cookery, Gymnastics, Archery, Fencing, Creative Writing, Football and Multi Skills. Throughout the year the children visit various places of interest which, where possible, are linked to programmes of work being carried out in the classroom.

## ***Community Activities***

Adult and Family learning groups take place in school on a regular basis.

## ***Friends of Sutton Oak***

We have a group of active parents and staff who have formed the 'Friends of Sutton Oak' who organise Fundraising Events for the school to raise additional.



# Inclusion

Children who are identified as having special educational needs or a disability (SEND) will be placed on the Special Needs Register, where their progress and attainment are carefully monitored. These difficulties may relate to physical, behavioural or learning needs. They will be supported within the school environment, and it is the aim of the school to provide all children with access to a broad and balanced curriculum to enable them to make good progress.

Additional support for children on the SEND register is provided with reference to the SEND Code of Practice. The Code describes how help for children with special educational needs in schools and early education settings should be made through a step-by-step or graduated approach.

The graduated approach recognises that children learn in different ways and can have different kinds or levels of SEND. So increasingly, step by step, specialist expertise can be brought in to help the school with the difficulties that a child may have. If there continues to be concerns regarding a child's progress then the school will consult with outside agencies for help and advice. The current Special Educational Needs and Disability policy is effective in identifying and addressing children with additional needs.

The school aims to keep parents and carers involved and informed as soon as a concern is identified. A child identified as having special educational needs will have regular reviews at which the parents/carers will be informed of their child's progress and invited to contribute their opinions. Parents/Carers will also be given copies of the review notes and, where applicable, copies of the Individual Education Plan.

Leaders know pupils' families very well.  
Leaders work closely with external agencies to make sure that pupils and families get the timely support they need.

**Ofsted 2023**

# Equal Opportunities and Race Equality

The school offers opportunities to all children regardless of race, gender or disability. As a Christian school, we believe that all God's children should be valued. Prejudice or harassment linked to race, gender or disability is not tolerated. All incidents of a racial or homophobic nature are dealt with severely and are reported to the Governing Body.

# General Data Protection Regulation (GDPR)

You may be aware that from May 25<sup>th</sup>, 2018, new legislation came into effect governing how schools protect your data. It is essential that every establishment publish a 'Privacy Notice'. In simple terms, this notifies you of why we need to collect data, what we hold, how it is stored, who we share the data with and why we do this.

To find out more about GDPR, your rights and how we use your information, please visit the school website.

## Charging

The schools charging policy has been adopted by the Governing Body and is available to parents upon request.

## Complaints Procedure

The Governors of the School have adopted the Local Authority Complaints Procedure a copy of which is available from the school on request.

Should you wish to make a complaint please follow the steps outlined in this document.

## Holidays

A list of school holidays for the current academic year and next academic year are available from the school office and on the school website.

## Ofsted

Our latest Ofsted report is available on our school website. We are currently graded as 'Good'

## SIAMS

We have been graded as 'Outstanding' in our most recent inspection for Church Schools. This report is available on the school website.

## Parent Pay

School uses the 'Parent Pay' payment platform for all financial transactions.

The School is a beacon of hope and excellence in the community

**SIAMS 2018**



# Sutton Oak C.E Primary School

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