



# Horsley C of E Primary School

*Through activity, opportunity  
and challenge, we open minds  
and fulfill potential.*



2017/2018

## Our Prospectus for Parents



Horsley Church of England  
Primary School  
Church Street  
Horsley  
Derbyshire  
DE21 5BR  
Telephone: 01332 880782  
Web-site: [horsleycofeprimary.school](http://horsleycofeprimary.school)  
E-mail:  
[info@horsley.derbyshire.sch.uk](mailto:info@horsley.derbyshire.sch.uk)  
Twitter: [@HorsleyPrimary](https://twitter.com/HorsleyPrimary)  
Facebook: [facebook.com/HorsleyCofE  
PrimarySchool](https://facebook.com/HorsleyCofEPrimarySchool)

### From The Headteacher

Dear Parents,  
I welcome you to Horsley C of E Primary School and hope that our prospectus contains all the essential information you need as your child starts school.

As always, there is much more that we could include but we hope that once you have read our prospectus you will give us a call and arrange a visit. Additional information is also available from our school web-site: [www.horsleycofeprimary.school](http://www.horsleycofeprimary.school)

We believe that we are a school that has its children at the centre of all we do, ensuring that they are happy to learn. If however, issues do arise we would always seek to work with you to ensure that your child is happy and able to fulfill his/her potential.

We also hope that you will engage with school life; by attending parents' meetings, by supporting school events, by becoming an active member of our PTFA or even by standing for election to our Governing Body. Most importantly, we hope that you will support your child's progress by encouraging a love of books and supporting them with their homework tasks.

Warmest regards,  
Paul Leeson



## Information About Our School

Horsley Church of England Primary School was first established on the 20<sup>th</sup> November 1828. It is situated in the rural location of Horsley village approximately 6 miles from Derby. Throughout its life it has been developed to combine the best of its history with modern educational practice. A new classroom was successfully completed in 2014, due to the support and fundraising of our own community. The Governing Body worked in collaboration with the PTFA, assorted local companies and the local community to successfully complete this self-funded project. In order to continue our ongoing development, in 2015, we refurbished our Early Years area. You can see the impact of this above.

We currently house three mixed-age classes for 85 children, with the majority of our pupils coming from beyond our normal catchment area. As we do not have a pre-school setting that feeds into our school, we run a Parent and Toddler group from 9.45 on a Wednesday morning. Come along and see our school at work!

We induct children due to start their reception year by running our Early Years Club through the June prior to their admission in September.

For child-care before and after school we have a successful working relationship with the School's Out Club from Kilburn, who deliver and collect pupils in their mini-bus on a daily basis.

Throughout their time in school our pupils have a variety of after school opportunities, from sport to dance, music tuition and cycling.

The school enjoys the support of an active Parents' Association, the local community and St. Clement's church. It has a welcoming family atmosphere, in which all children feel valued and cared for. Many aspects of the local area are used to benefit the education of our pupils, including the church and the local recreation ground.

We are currently working with the village hall committee in developing plans for the design and use of the new village hall, which we hope will be developed in the near future.

On leaving our school, children move to various local secondary schools, with the majority going to John Flamsteed Secondary School.

## Our Mission Statement and Aims:

*Through activity, opportunity and challenge,  
we open minds and fulfil potential.*

We achieve this through the following aims:

- To provide a safe, caring environment in which all can work and learn;
- To develop a sense of achievement and enjoyment of learning;
- To provide a quality curriculum which stimulates learning and creativity in order to enable children to fulfil their academic potential;
- To develop a positive and informed attitude towards personal health and well-being;
- To encourage the development of decision making and other life skills;
- To value the individuality of everyone within the school community whilst ensuring equal opportunity;
- To foster positive relationships with parents and carers for the benefit of the children;
- To be an active part of the local community;
- To acknowledge our Christian foundation and work closely with the Parish of St. Clement's;
- To develop appreciation and care for the world.





# Ethos and Values

The school actively promotes our children's spiritual, moral, physical and social development throughout its curriculum and other activities.

We have a policy, which seeks to promote Self-esteem and Positive Behaviour. This has a clear set of values, drawn up in consultation with children, staff and governors.

These are:

1. Kindness
2. Respect
3. Honesty
4. Independence
5. Determination

Our rewards and sanctions, which are reviewed regularly by the school council, staff and governors, reflect these values.

We care for each child as an individual and encourage dialogue and contact with parents. Any concerns we may have are shared with parents and carers and this strengthens our core belief in a positive home/school partnership. In order to facilitate communication we hold two parents' evenings every year and write an individual report for each child. We also make ourselves available for informal discussions when requested.

We have a school code of dress, which we feel helps the children to identify with, and be proud of, our school (See page 10).

## RE and Collective Worship

We follow the Derbyshire agreed syllabus for Religious Education and our collective worship is of a broadly Christian nature. We are supported in the development of our worship and RE syllabus by the team from the Diocese of Derby. The Vicar from St. Clement's, church-wardens and members of staff are regular contributors to our collective worship.

Parents may withdraw their children from all or part of our religious education and collective worship if they have concerns about its content. If you are considering this, please consult the school by making an appointment with the Headteacher.

## Admissions

Our admissions policy follows that of Derbyshire County Council. Priority will be given to children who live in the normal area served by the school and/or have brothers and sisters attending the school. Distance from the school and faith are then taken into account.

All applications for places for rising five pupils should be submitted to the Local Authority by the closing date, usually early December. These should be done via the Derbyshire website: [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk). The LA then considers these applications and notifies parents about the allocation of places in early spring.

Please note that parents have the right to appeal should they disagree with the authority's decision. The governing body has a strong record in successfully supporting any such appeal.

We believe that it is important to give all children joining us the best possible introduction to life in school. In order to do this we give them the opportunity to come into school on a regular basis for a number of afternoons during the term prior to them starting full time. We call this our Early Years Club.



### Education for All

It is our aim to offer all pupils every opportunity to achieve their full potential. In the pursuit of this goal, all our staff recognise the value of all our pupils and are open minded in their expectations of them. They do not set limits of achievement based on ethnicity, religion, gender, class, supposed ability, physical appearance or age.

Equally, all pupils are encouraged to develop their own talents and interests, and are given the confidence to be themselves and be protected from undue pressure from others.

### Equality of Opportunity

We work proactively to make reasonable adjustments for disabled pupils at policy and whole school levels. We promote equality of opportunity for disabled pupils and to secure their participation in every aspect of school life.

## Class Organisation

We currently have three mixed age classes in school. Their composition is reviewed annually to ensure that not only do we meet our statutory requirements of having no more than thirty pupils in a KS1 class, but also that no one class is significantly larger than the rest.

The current arrangements are:

Class	Year Groups	Teacher
1	Reception, Years 1 and 2	Mrs Bennett
2	Years 2, 3 and 4	Mrs. Bell and Mrs. Whiteley
3	Years 4, 5 and 6	Mrs. Steward

Our teaching assistants are:

Mrs. Southall who works in Class 1;  
Mrs. Meakin, Mrs. Davies and Mrs. Colclough who support Classes 2 and 3.

In addition to the above, staffing is as follows:

Mrs. C. Elliott            Office Manager and  
Play Supervisor  
Mr. P Francis            Caretaker  
Mrs. C Robinson        Midday Supervisor  
Mrs. D Cusack            Midday Supervisor  
Mrs. L Brown            Midday Supervisor  
Mrs. H Crew            Lunchtime Meal Supervisor

## Curriculum Information

We aim to teach a broad and balanced curriculum that recognises the multicultural society we live in, our core British values and retains our own Christian beliefs.

We follow the National Curriculum in all subjects, using locally and nationally recognised schemes of work and our local context. Teachers plan carefully each week and we have a curriculum map, which takes into account our mixed age classes and ensures continuity of learning.

Children are taught in three broad bands of ability within each class. Work is clearly matched to ability and each child has individual targets in English and Maths. Most lessons follow a three-part structure. These are: Introduction and whole class teaching, individual and group work, conclusion and feed forward to the next lesson.

For children who are learning to read we use the "Letters and Sounds" phonics scheme.

We have a Relationships and Sex Education Policy which acknowledges the value of secure relationships when rearing young children and enjoying successful relationships.

All documents relating to National Curriculum schemes, Ofsted reports and whole school policies are available in school and the Headteacher will be happy to receive requests to look at these.



## The School Day

9.00am Registration  
 9.10am Morning lessons begin  
 10.45-11.00am Whole school playtime  
 11.00 onward-Morning Session continues  
 12.10-1.10pm KS 2 Dinner time  
 12.00-1.10pm KS1 Dinner time  
 1.10-3.25pm Afternoon lessons  
 2.20-2.30pm KS1 Afternoon break  
 3.25pm School closes

Taught time per week:  
 KS1 21 hrs 40 minutes  
 KS2 23 hrs 20 minutes

Children are asked not to come onto the school site prior to 8.45 am. This is done to ensure that we provide adult supervision at all times.

If a child arrives in school after the close of the morning register, regulations require us to mark that child as late which is equivalent to an un-authorised absence.



## The Governing Body

The Governing Body is responsible for the strategic direction of the school, with the Head and his team responsible for day-to-day management. The Head, Governing Body and Local Authority each have specific legal responsibilities.

### Membership of the Governing Body

Chair of Governors: **Mrs. C Johnson**

Vice Chair: **Mrs. A Corley**

Headteacher: **Mr. P Leeson** Ex officio

Staff: **Mrs. J Bell**

LA Appointed: **Mr. M Dent**

Foundation Governors: (Representing the Church of England)

**Revd. A Taylor-Cook**

**Mr. R Vallance**

Associate Governor: **Mr. D Griffiths**

Co-opted Governors: **Mrs. A Corley**

**Mrs. C Johnson**

**Mrs. D Bennett**

**Mr. A Vallance**

**Mrs. M Beasley**

Parent Governors: **Mrs. L Richmond**

**Mr. K Harrod**

**Mr. J Carver**

Clerk to the Governors: **Mrs. Catherine Elliott**

Safeguarding Governor: **Mr. M Dent**

The Chair of Governors, the Safeguarding Governor and the Clerk can be contacted through the school office.

## Sport

We value the way that physical activity and sport enhance the experiences that children have in school. To this end each class undertakes PE twice a week and we offer extra-curricular sport, whenever possible, from outside providers (including Derby County and Amber Valley Sports Partnership with whom we have associate status), have an annual sports day, an outdoor adventurous activity visit and give all our children, from Reception to Year 6, the opportunity to go swimming. We therefore ask that PE kit is present in school at all times. We also take part in Inter-school competitions through our association with outside bodies.

We also hold an annual residential weekend for years 4, 5 and 6.



## Safeguarding and Safer Recruitment

As a caring organisation with direct responsibility for children, our first concern must be to your child's welfare in every aspect. The school follows LA and DfE guidelines on Safeguarding and Safer Recruitment. This requires the school to have a designated person responsible for the management of any issues that occur. This is the Headteacher, Paul Leeson.

All staff at the school are required to undertake regular training and to report any concerns to the designated person. Each situation will be considered thoroughly and advice taken from the LA. This is our statutory duty, which at times will require us to consult with other agencies. This may be even before we contact you, the parents, if the concerns are related to child protection.

The Headteacher and members of the Governing Body are trained in Safer Recruitment requirements and these people ensure that our procedures adhere to these when appointing new staff.

Our designated Governor is Miles Dent, who can be contacted via the school office.

A copy of our Safeguarding Policy is available on our web-site: [www.horsleycofeprimary.sch](http://www.horsleycofeprimary.sch) or from the school office.

## School Security

The safety of our pupils and staff is of a high priority to us. To this end, once the school day has commenced and the pupils have been registered, the doors are locked. Access to the school is then gained by ringing the doorbell and waiting to be received by a member of staff.

We ask that children do not arrive onto the school site prior to 8.45 am. as supervision is not provided before this time.

Should you expect to be late collecting your child at the close of school, 3.25pm, we ask that you call school to notify us of your delay. Likewise we would ask you to notify us if there is a change to the usual adults who collect your child.

Our children use the recreation ground behind the village hall for various sporting and play activities. They are always accompanied by an adult who carries a walkie-talkie or phone to remain in contact with the school.

Our Governors carry out annual risk assessments to ensure that all our practices follow county guidelines.



## Medicines

Children who suffer allergies, such as asthma, may bring their medication to school and keep it with them at all times. They can then self-administer the medication, under supervision, when required.

If children have other prescribed medicines, it is most desirable if they are administered at home. If administration is required in school time, it is preferred if the child can self-administer or a parent comes into school to do so. Both of these actions should be with the class teacher's knowledge. Non-prescription medication should not be brought into school.

If, for whatever reason, a member of staff from the school is required to supervise the administration of medicine the Headteacher must be informed and given written consent. This will only be considered as a last resort.

## Attendance

The school no longer has the discretionary authority to approve holiday during term time. If you feel that you have "exceptional circumstances" which affect your child's attendance at school please consult with the Headteacher at least 2 weeks prior to any absence.

The school will also consider authorised absences for the following reasons:

Sickness, Medical Appointment, unexpected major family crisis, Religious observance, approved public performance or examination, exceptional family reasons, school beyond walking distance and no transport.

If the reasons fall outside these categories or we do not know why a child has been absent we have to classify it as unauthorised. Instances of such absence are reported to the LA, with the Governing Body reserving the right to administer fixed penalty fines.

## Continuous Professional Development

As an institution of learning we encourage all our staff to continue their professional development whilst employed at our school. We attend relevant courses, have five training days per year, and hold regular staff meetings. Our Governors have also attended training events provided by the LA. The intention is for this to impact on the teaching and learning in our classrooms as we strive to raise standards and quality throughout all areas of school life.



### Term Dates 2017-18

**Term 1** Monday 4<sup>th</sup> September-Friday 20<sup>th</sup> October  
**Term 2** Monday 30<sup>th</sup> October-Friday 22<sup>nd</sup> December  
**Term 3** Monday 8<sup>th</sup> January-Friday 16<sup>th</sup> February  
**Term 4** Monday 26<sup>th</sup> February-Friday 23<sup>rd</sup> March  
**Term 5** Monday 9<sup>th</sup> April-Friday 25<sup>th</sup> May  
**Term 6** Monday 4<sup>th</sup> June-Friday 20<sup>th</sup> July

The school will also be closed for 5 inset days:  
 Monday 5<sup>th</sup> September  
 Friday 5<sup>th</sup> January  
 Friday 16<sup>th</sup> February  
 Monday 2<sup>nd</sup> July  
 Tuesday 3<sup>rd</sup> July

## Food in School

Approximately 50% of our school population access meals from the school meals service, at a current cost of £2 per day. Enquiries about this service can be made at the school office. The remaining children bring lunchboxes into school.

In school we seek to promote healthy eating and our approach, as agreed by parents, the School Council and Governing Body is as follows:

- *encouraging the consumption of fruit and vegetables at playtimes;*
- *the provision of a balanced lunch by the School Meals Service;*
- *collaboration with parents to ensure the lunch boxes provided for children contain a suitable balance of foods;*
- *using sweets and chocolate only as occasional treats.*

We ask that parents support the school in implementing this policy. Please note that we have fruit available for KS1 children during the morning playtime.

We also ask that children do not share food, due to implications with food allergies.

## Dress Code

The dress code for our school consists of the following:

Navy Blue sweatshirt, jumper or cardigan (crew neck/v neck, with or without logo).

Optionally a navy blue fleece jacket with logo.

White polo shirt, shirt or blouse with collar (with or without logo).

Grey, black or navy trousers, skirt or pinafore dress.

Blue and white checked dress in the summer.

Plain grey, black or navy shorts of appropriate length in summer.

White/grey/navy/black socks or tights.

Black or navy sensible shoes, dark trainers or sandals in the summer.

## P.E. Kit

White top

Navy Shorts

Pumps/trainers

Tracksuit/warm top for cold weather.

## Uniform Stockist

Whilst the Governors do not recommend any single uniform stockist, the shop below does sell items with the embroidered school badge.

Children's Choice

14 Bridge Street

Belper

Derbyshire

Telephone 01773 825865

The opening times are:

Monday – Friday

9.00a.m. – 5.00p.m.

Saturday

9.00a.m. – 4.00p.m.

Sunday Closed



## Special Educational Needs Policy

The aims of our special educational need and disability policy and practice in this school are:

- To make reasonable adjustments for those with a disability by taking action to increase access to the curriculum, the environment and to printed information for all.
- To ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND.
- To reduce barriers to progress by embedding the principles in the National Curriculum Inclusion statement:

<https://www.gov.uk/government/collections/national-curriculum>

- To use our best endeavours to secure special educational provision for pupils for whom this is required, that is “additional to and different from” that provided within the differentiated curriculum, to better respond to the four broad areas of need:

- Communication and interaction,
- Cognition and learning,
- Social, mental and emotional health,
- Sensory/physical.

- To request, monitor and respond to parent/carers’ and pupils’ views in order to evidence high levels of confidence and partnership.

- To ensure a high level of staff expertise to meet pupil need, through well-targeted continuing professional development.

- To support pupils with medical conditions to achieve full inclusion in all school activities by ensuring consultation with health and social care professionals in order to meet the medical needs of pupils.

- To work in cooperative and productive partnership with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.



## P.T.F.A.

Our Parents, Teachers and Friends Association plays an important part in the life of the school. They organise events such as our Summer Fair, Carols Around the Tree, Carol Singing through the village, discos for the children, bingo nights for families and adult quiz nights. These events raise valuable funds for school trips and additional resources for the children. Their meetings are informal and all are welcome. You can contact the PTFA via the school office.

