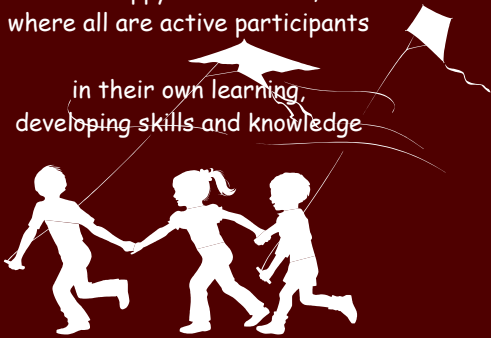


# Wellington Primary School

## OUR AIMS

We aim to provide a stimulating, high quality learning experience within a safe and happy environment, where all are active participants

in their own learning,  
developing skills and knowledge



## OUR VISION

To create a rich and balanced learning culture where all have access to a high quality education which develops the individual academically, morally, spiritually and culturally.

To provide pupils with a range of opportunities to develop their skills.

To encourage them to investigate, make sense of and communicate with the world around them.

To ensure they become responsible, healthy members of the community.

**Wellington Primary School**  
**Sutton Lane Hounslow TW3 4LB**  
**Tel - 020 8570 6130**  
**Fax - 020 8572 8046**  
**Headteacher - Ms D Norton**



We are proud of the many achievements of Wellington School, the quality of the teaching, the provision for the personal and social development of our pupils and the strong sense of community. Parents and Governors are actively involved in the life of the school. They contribute much time and energy to help us enhance the environment and provide additional resources and quality learning experiences for the children.

The last OFSTED report stated "The school provides a good standard of education. Good provision for pupils' care, guidance and support contributes significantly to their good personal development and good achievement. Lessons are well planned and organised with different activities designed to meet the varying needs of pupils in the class. A good curriculum is particularly successful in meeting the varying needs of pupils in the class. The vast majority of parents are pleased with what the school offers. One parent wrote, 'The teachers are very friendly and helpful and I feel I can approach them for help and advice and due to this my child has achieved to a very high standard.' "

Wellington School is well respected by the local community and the nursery is consistently over subscribed. Our high expectations of behaviour and our desire to ensure children reach their potential are well known. Wellington has an ethos that promotes respect for and tolerance of individuals.

Having read the brochure, please contact the school if you have any unanswered questions or would like to arrange a visit.

### **School Facilities**

Wellington School has good accommodation, including recently built Junior classrooms. We have a fully equipped ICT room and a library. There are also two rooms available for teaching small groups. There are two playgrounds, one for Infants & Reception and one for Juniors and we have a separate area for the Nursery. The play equipment has been updated recently. We have a comprehensive site development plan, which specifies our priorities for the future.

### **Outside School Hours Activities**

Our school has a Breakfast Club where children can be cared for from 8.00am until the start of school. Breakfast is provided.

There is also an After School Care scheme from 3.30 – 5.30pm. A light tea is provided.

Both of these schemes take place in the School hall. The schemes which are supervised by the London Borough of Hounslow, allow children to enjoy supervised play and games.

For further information please contact Mrs. Rajah in the hall during the above hours or telephone 020 8572 1697 from 3.00 – 5.30pm.

All parents are encouraged to register for After Care so that children can be cared for, should an emergency arise whereby the child cannot be collected at the normal time.

### **School Security**

Security of your child is of utmost importance. During the school day the only authorised access to the building is through the school office. We also have extensive CCTV cover.

### **Equal Opportunities**

At Wellington we believe that it is the professional responsibility of all to prepare pupils for life in a world where they will meet, live and work with people of different cultures, religions, languages and ethnic origins. We aim to enable children to understand the ways in which cultural diversity can be celebrated and inequality and prejudice combated.

In order to do this we will involve the children in a variety of activities associated with different languages, religions, or cultures, e.g. visiting places of worship, learning songs from other cultures, sharing celebrations etc. We believe these activities to be an integral and necessary part of the curriculum and expect children to take a full and supportive part.

## Head Teacher

The headteacher is always happy to see parents and appointments can be made through the school office. It is usually best to see your child's teacher if your concerns are about learning or behaviour as the class teachers have a detailed knowledge of the children in their classes. The head is, however, happy to see parents if issues remain unresolved.

## The Governors

Our governors work hard to fulfill their responsibilities to parents, children and staff. They are fully informed of all aspects of school life and actively promote high standards of care and achievement.

Wellington governors have a wide range of experience, skills and abilities. We are able to draw on the expertise of the parent population as well as commercial communities.

The governing body has many collective responsibilities. Its main priority is to oversee the education of the children; it works with the head teacher to ensure the school is healthy and effective. Governors are drawn from four areas, elected parents and teachers, local education authority nominees and people co-opted from the local community.

## Introduction

Wellington is a two form entry community primary day school for girls and boys aged 3+ to 11+.

All 15 classes are of mixed ability and a list of the class names and their teachers can be found in the loose-leaf insert. Nursery and Reception comprise The Foundation Stage, Years 1 and 2 make up Key Stage 1 and the Infant School, Years 3 to 6 make up Key Stage 2 and the Junior School.

All teachers are fully qualified. We also have a team of associate staff including nursery nurses, teaching assistants, welfare and administrative staff, lunchtime supervisors, and cleaning staff.

As well as class teachers we are able to call upon the services of Speech Therapists, Teaching Support Services, Educational Psychologists, language specialists and other professionals to aid any child who needs particular help.

## Admissions

Wellington is a two form entry Primary school; each year group has approximately 60 children, 30 per class. We also have separate morning and afternoon nursery classes, each with 26 children.

If you wish to make an appointment for a guided tour around the school before admitting your child you will be welcome. New parents to the Nursery will be invited to visit, with their children, prior to admission.

Please apply to the school office in the first instance, where they will supply you with information and admission forms.

## Entry To School

The school year runs from 1st September to 31st August. Children are taught from September to July. Children are able to start full-time education in the September of the school year in which they are 5 years old.

Part-time nursery places are for children who will be 4 within the school year.

Admission will be made according to the following criteria:

- A vacancy within the appropriate year group
- Children living within our Priority Admission Area.
- Brothers or sisters already at the school
- Special social or medical reasons

If we do not have a place for your child you are able to appeal and put your case before an independent panel at the Civic Centre. The school will abide by that decision.

## Starting School In The Early Years

### The Nursery

Children can enter the Nursery during the school year in which they become four.

Children attend for two and a half hours in the morning or afternoon. Prior to admission, the nursery teacher and nursery nurse will make a home visit to talk to you about your child.

### Reception

Full-time education begins during the school year in which the child becomes five. We stagger entry to Reception classes over the first few weeks of the autumn term. Children attend mornings only for the first week.

Prior to admission, parents and children are invited to visit the school during the summer term.

This provides an opportunity to meet the staff, as well as other parents and children joining the school.

## **School Times**

### Nursery

Morning Nursery	9.00 – 11.30	Afternoon Nursery	12.50 – 15.20
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### Reception times:

School day	9.00 – 15.20	Lunch	11.50 – 13.10
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### Infants

School day	9.00 – 15.20	Lunch	12.00 – 13.10
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### Juniors

School day	8.55 – 15.20	Lunch	12.15 – 13.15
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Infants have morning and afternoon playtimes. Juniors have a morning playtime only.

Please help your child to have a good start to the day by being punctual.

## **Absences From School**

Parents/carers are asked to telephone the school on the first day of absence before 9.30 a.m.

## **School Uniform**

We have a school uniform and it is our policy that children wear it. We believe that it helps them identify with the school and that it discourages competition amongst the children. We also know that it is much cheaper for parents and we enjoy strong support for it within the school.

We have chosen practical and sensible items of clothing in a colour, maroon, which is available to you in many chain stores as well as uniform shops. You will find a list of suggested uniform items that may be obtained through the school. Order forms may be obtained from the office or Mrs. Kurawski. There is a uniform sale each Friday from 3.00p.m.

The children must wear flat black shoes for school reserving trainers for games lessons and outdoor play. In the summer pupils can wear sandals in black, white, brown or burgundy. No backless sandals are permitted.

## **Jewellery**

In the interests of your child's safety, no jewellery should be worn in school other than for religious reasons. Young children are physically active in school and accidents can result from earrings, rings, and necklaces being caught or pulled.

## **Parents Wishing to Visit the School or See School Staff**

We welcome visits from parents and prospective pupils at any time. A number of open sessions are planned throughout the year. Please arrange visits through the school office. Children registering for admission to Wellington are invited to visit the school prior to entry.

At Wellington we encourage parents to be involved fully in their child's education.

Teachers are happy to discuss a child's progress with parents at convenient times.

Open evenings are held once a term and offer an opportunity for parents to review their child's academic and social development and to exchange information.

During these open evenings, we discuss children's educational targets and their progress towards them.

We hold regular curriculum evenings to keep parents informed.

We also have open mornings when you can experience lessons alongside your child.

## **Helping Parents To Help Their Children**

In addition to the regular open evenings and information about children's current educational targets/progress, parents receive:

Information each term about the curriculum planned for their child's year group.

An annual written report of their child's progress and targets for the next year.

Results of statutory assessment tests (SATS) at the end of years 2 and 6.

The results of baseline assessments at the beginning and end of the reception year.

The results of non-statutory tests in English and maths at the end of years 3, 4 and 5.

Termly teacher assessments (at parent's evenings).

## **Collection At The End Of The Day**

Pupils from Nursery to Year 4 must be collected after school by an adult. Years 5 & 6 may go home alone if the appropriate form has been completed.

The school will not let the child leave with an unfamiliar adult. If you wish someone else to collect your child please inform us in advance.

Please collect your child promptly. If you are unavoidably delayed please telephone and let us know.

We ask that all parents fill in an After School Care form so that, in an emergency, their children can be suitably looked after.

## **Pastoral Care**

At Wellington all members of staff undertake a pastoral role. We hope that a friendly school atmosphere, regular contact with parents and sensitive relationships with the children will enable any difficulties that may arise to be dealt with quickly. We have a full-time welfare assistant qualified to administer first aid. Whenever necessary, full use is made of the available support agencies such as educational psychologists, education social workers and the local health services.

## **Break & Lunch Times**

Children may bring a drink (water not fizzy) and a piece of fruit to eat at the mid-morning break. Crisps and sweets are not permitted because we believe it is important that children form healthy eating habits.

Lunch time supervisors look after the children in the dining hall and afterwards in the playground.

School meals are delivered to the school and served in the hall.

Payment for dinners is by a computerised till system, all children having an account paid for in advance.

All children, including those who regularly bring packed lunch or are entitled to free school meals, have an account set up for them. This means that children on packed lunch can opt-in and opt-out of having a hot meal at any time provided they have sufficient money in their account. It also means that children entitled to free school meals can purchase extra items, such as drinks, provided cash has been charged to their account.

Packed lunches should be brought into school in a suitable container with the child's name and class clearly marked. Please do not send sweets, fizzy drinks or glass bottles of any kind. Ideas for healthy lunchboxes are available from the school or enclosed with this pack.

Information regarding free school meals may be obtained, in confidence, from the School Administrative Officer or the Civic Centre.

Children going home for lunch must sign out, and in, at reception. They should return to school ten minutes before the afternoon session begins.

## **Charging & Remissions Policy**

The Education Reform Act 1988 made it necessary for the Governing Body to make charges to parents for Trips and activities outside school hours

Materials for practical lessons where parents have indicated that they would like the finished product to be taken home or, in the case of cookery activities, consumed in the school.

Outings and activities that take place during school hours, for which we seek contributions.

At Wellington we arrange a number of trips and visits to enhance the curriculum. We take children to places of interest, museums etc. In addition we work with visiting theatre and other groups in school. We hope that parents see the value of contributing towards these important educational opportunities.

## **Able, Gifted & Talented**

We believe that some children have special abilities and that nurturing these is our responsibility. The first step in meeting these children's requirements is to identify their particular talents. We aim to ensure that we foster their intellectual, personal, social and emotional development alongside their particular areas of high ability.

Some able pupils will have a particular strength such as maths or a creative writing talent. Others may excel in art, music or sport. We aim to work with these children to develop their skills. When necessary we seek support from the Local Authority or other outside agencies to provide appropriate extension programmes.

## **Special Educational Needs (SEN)**

At Wellington we aim to enable each child to develop to the maximum. Class teachers cater for children's varying needs and abilities through carefully planned and differentiated class activities.

Some children need particular support during their time at primary school, either for a short period of a few terms or more continuously. In consultation with parents we seek to identify and assess such 'special educational needs' promptly. Where appropriate we develop an individual education plan (IEP). Children may receive help individually or in a small group according to their individualised programme. Their progress is regularly monitored.

Colleagues from outside agencies such as Hounslow's teaching support service, the educational psychology service, the speech and language therapy clinic or others involved with children's health and welfare, visit the school to assess the few children for whom more specialist advice is needed. We draw up individual education plans in consultation with the child's teacher and parents. The support service also advises on strategies to develop skills and learning abilities within the school context. The staff have access to specialist training through in-service courses.

## **Discipline**

We aim to foster in our pupils a sense of responsibility for their actions and a positive self-image. We expect all members of the school community to act with courtesy and consideration towards others at all times. We believe that praise and recognition of good behaviour, effort and achievement promotes a positive school ethos in which all feel confident and secure. The school's behaviour policy is available on request.

## Rewards

We use a variety of rewards including badges and certificates. We give public recognition of children's efforts and achievements in our weekly merits assembly.

## Anti-Bullying Policy

The school has a policy on bullying. Serious or repeated incidents of bullying may result in exclusion from school. Any parents concerned about an incident of bullying should speak to the child's teacher in the first instance. The headteacher will be pleased to discuss an incident if a parent feels it has not been adequately dealt with.

## Complaints Procedure

Any parent, who has a question or complaint about the curriculum, religious education or collective worship offered by the school, should first speak to the headteacher, who will be happy to discuss the matter. If the parent wishes to take the matter further, details of how to do this can be obtained from the headteacher or the Director of Children's Services & Lifelong Learning, Civic Centre, Lampton Road, Hounslow TW3 4DN.

Other complaints must be resolved in school. We have a complaints procedure, a copy of which is available on request.

## Extra Curricular Activities

The school recognises the importance of providing additional activities: currently children are able to participate in the following range of activities: football, homework, dance, art, ICT clubs, netball, music and choir

Year 6 pupils have the opportunity to undertake a residential school journey.

## Religious Education

Collective Worship takes place daily. We have been granted a Determination by SACRE (Standing Advisory Committee for Religious Education) and so our acts of worship no longer have to be of a mainly Christian nature. Our Collective Worship reflects the variety of faiths within our community. This is renewed every 5 years.

Parents have the right to withdraw their children from RE and/or Collective Worship but not from assemblies.

## Sex Education

Parents will be kept informed of when sex education has been planned and the teachers will take opportunities to discuss with parents any areas that cause concern.

## The School Curriculum

At Wellington Primary School the curriculum comprises of all the activities that take place within the school. By taking part in these activities the children are able to grow intellectually, personally, spiritually, morally, culturally and physically.

It is understood that the curriculum does not just refer to aspects of The National Curriculum, which we recognise there is a legal requirement to teach at the appropriate stage, but also to the ethos of the school, the cross curricular links such as Equal Opportunities, Personal Social and Health Education and Information Technology, and teaching and learning styles.

Within the Foundation Stage children follow a carefully designed Foundation Stage curriculum based on Early Learning Goals as recommended by the Department for Education and Employment. From Year One pupils follow The National Curriculum.

We offer a broad, balanced, relevant and differentiated curriculum with pace and vigour. As often as possible we will start from the experiences that the child brings with them. We match the work with the abilities of the child so that individual needs are met. Through providing appropriate resources every child is enabled to reach their full potential in learning irrespective of their race, gender, disability, class or background.

## School Council

We have a School Council to give the pupils a voice in the development of our school.

Each class from Year 1 to Year 6 elects a representative to attend council meetings. Before each meeting teachers arrange for their classes to discuss issues or put ideas forward.

A full version of this document may be obtained from the school office

