

OUR SCHOOL

MISSION STATEMENT

“Children at the heart of our school. School at the heart of our community.”

AIMS OF THE SCHOOL

Cottam Primary School seeks to provide a broad and balanced curriculum with the opportunity for children to widen their experiences and talents through extra-curricular activities. Everyone is treated with respect as individuals, learning to tolerate and value others and their environment.

Cottam is a place where:-

- ◆ children want to learn, within a safe and caring environment
- ◆ children are encouraged to push back the boundaries of learning by taking risks without fear of ridicule
- ◆ the standard of education is high
- ◆ everyone is challenged to always achieve their best
- ◆ we reward good behaviour and work, so encouraging children to reach their full potential
- ◆ everyone works together to build a strong partnership between home and school
- ◆ the school plays a significant role in the local and wider communities

CURRENT STAFF

Teaching Staff: Senior Leadership Team
Mrs L Timms (Headteacher)
Mrs S Wright (Acting Deputy Headteacher, SENCo)
Miss C Booth

Teaching Staff
Miss T Armer
Miss N Charlesworth
Mr M Chipchase
Mrs K. Deluce
Mrs J Drinkall
Mrs H Grayson
Mrs R Harrison
Mrs C Sanders
Mrs A Tagg
Mrs R Wightman

Teaching Assistants:

Mrs K Caton	Ms G Meldrum
Mrs B Harper	Mrs J Mortimer
Mrs J Griffin	Mrs E Warnock
Mrs M Dawson	Mrs Y S Lee
Mrs A Harper	Mrs H Milne
Mrs M Ker	

Bursar/Office Manager: Mrs A Ball
Office Clerk: Mrs E Warnock

Site Supervisor: Miss L Crook

Welfare Staff:

Mrs J Askam	Miss L Crook
Mrs L Entwistle	Mrs A Harper
Mr D Higgins	Mrs Y Lewis
Mrs E Milne	Mrs H Milne
Mrs J Young	

Catering Manager: Mrs P Groundwater
Asst Manager: Mrs S Forrester
Kitchen Staff: Mrs G Iddon
Mrs J Bayley

SCHOOL CLOTHING

Our school colours are navy and jade green and we ask the children to wear the following:

BOYS

Navy Trousers.

White polo shirt with collar.

Grey socks.

Black shoes.

Jade green sweatshirt or pullover.

Either navy trousers or navy shorts for summer.

Jade green sweatshirts and cardigans, white school polo shirts, PE shirts, sun hats and junior tracksuits printed with the school badge are available from school.

Please mark all items of clothing and footwear with your child's name. This ensures that lost items are easily returned to their owner. We have nearly new items of clothing at the end of each term which are not claimed. We do try to trace owners of items of clothing or equipment as soon as possible, but items of lost property will be stored and if not claimed will be disposed of at the end of term.



GIRLS

Navy skirt, navy pinafore dress or navy tailored trousers

White polo shirt with collar.

White socks. Tights for winter may be white, navy or black.

Flat black shoes - shoes with heels are not suitable for playtime. Sandals with a solid foot may be worn in the summer

Jade green sweatshirt or cardigan.

Summer dresses should be navy and white. Girls may continue to wear navy skirts and white shirts if they wish.

For reasons of safety the children do not wear jewellery in school. A watch may be worn. If your child wishes to have their ears pierced, please could this be done at the beginning of the summer holidays so that they have a chance to heal before they return to school. Any earrings worn to school must be covered with tape.

PE UNIFORM

All children should wear the school PE kit - a white 'T' shirt and navy shorts and black pumps. T-shirts and jogging suits (for winter), printed with the school badge are available from the office. Junior children may wear plain trainers for outside PE. Kit and pumps in school should be stored in a drawstring bag with the child's name clearly visible. If for any reason your child cannot take part in physical activities please write and let us know the reason as PE is an essential part of the curriculum. Please ensure your child has their PE kits in school for the beginning of each week.

THE SCHOOL DAY

8:50 am	Registration & morning lessons
11:55 am	Infant lunchtime begins
12:10 pm	Junior lunchtime begins
12:55 pm	Registration & afternoon lessons
3:15 pm	End of school day

A member of staff is on duty from 8:40 am in each playground. We would ask that parents do not leave children unattended before this time as there is no adult supervision. From 8:40 am, parents are free to leave their children under staff supervision or to stay with them until the whistle is blown and they line up at 8:50 am ready to start the school day.

SPECIAL EDUCATIONAL NEEDS

(including children with a Statement of Special Educational Needs)

Each child in our school is treated as an individual and any child (with or without a statement) may have a special need at some time in his/her school career. We aim for early intervention where a child needs learning support in any aspect of education this includes provision for gifted children. This may be in class or with a support teacher who works with an individual child or small groups of children. Outside agencies will be involved when appropriate. Parents will always be consulted.

Cottam Primary School is a modern building with easy access for children/parents and staff with any disability or impairment. The school has an Accessibility Plan which is reviewed on a three yearly basis, this Plan informs Governors of any potential issues which may occur during redecoration or alterations to the building and grounds.

We plan activities to cater for all abilities including children within classes who find a particular subject easy to learn and need further extension. Parents are encouraged to come into school to discuss their child's progress and will be advised how they can help at home.

HOMEWORK

Homework is an important part of the children's education. Initially this will be in the form of parents sharing in their children's reading. A 'Home Reading Book' will be given to every child from R - Y6 and parents are asked to spend at least ten minutes a day either sharing a story, listening to their child read or discussing a book. Please fill in the Home Reading Book regularly. In addition children will be given work to do at home. This may be a spelling list, multiplication tables or finding out about a topic to help with class work. School is very much a partnership between teachers and parents and we would encourage you to spend time helping your child with any work they are doing at home. Junior children may be asked to do some research at home. Whatever it is we hope you will encourage and help. Homework Club is available

Tuesday and Wednesday lunchtimes to enable pupils to complete Homework in school if required.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities form an essential part of school life. We have teams for tag rugby, football, cricket, netball and cross country. Other activities available to pupils are:-

Games Clubs (Board games)

Tag Rugby

Netball

Football

Choir

Recorders

Dance/drama

Cricket

Rounders



EDUCATIONAL VISITS

School visits are an integral part of school life and help to bring topics to life. Their purpose is to educate, inform and allow children to gain wide and varied experiences outside the classroom. It is necessary to ask parents to make a voluntary contribution towards the cost of visits, and dependent on the parents' response, a decision will be made as to the viability of each visit. No child will be barred from these visits if a contribution is not made but where insufficient funding is received, the activity may not be able to take place.

It is school policy to use transport with seatbelts for all excursions with the specific exception of public transport provided for curricular activities such as swimming, where the provision of such contracted service is beyond the control of the school.

HEALTH, WELFARE AND ATTENDANCE

HEALTH AND WELFARE

Please keep us up to date with your emergency contact number. If your child is ill in school we will do the best we can to inform you. Only medicines prescribed by a doctor can be given in school, **parents must complete an administration of medicines form available from the school office for this to happen.** Parents are requested not to send children to school when they are unwell.

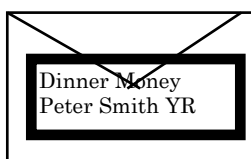
When a child is absent from school parents are asked to let us know the cause as soon as possible prior to 9.00 am on the first day of absence and when the child returns, to send a letter for us to keep on our files when the child returns.

The School Nurse, will visit regularly to carry out routine checks on vision, weight and general health. It is no longer the responsibility of the School Nurse to check for head lice. Parents should check their children's hair regularly. If head lice are suspected lotion and shampoo are available from the doctor.

Health and sex education will be provided in a manner suitable for the age of the child. We will do this as part of a wider teaching programme which stresses the importance of family life and personal development. Parents will always be informed of any topics which involve specific sex education.

MEALS

Lunches are freshly cooked on the premises and all the children have a choice of menu, including salads and fresh fruit. Vegetarian and other specific diets are catered for - please let us know about your requirements. At the moment they cost £1.80 per day, payable in advance on Friday. A drink is provided with school dinners. Please send dinner money to school in an envelope clearly marked with your child's name and class, e.g.



PACKED LUNCHES

Glass bottles, breakable flasks and metal cans have proved to be unsuitable containers for children's drinks. Please provide your child with a plastic container and a cup or straw for use at lunch times. "Fizzy drinks" often explode and leak leaving pupils with a very soggy packed lunch! Please could you provide your child with a drink that is not "fizzy".

PLAYTIME SNACKS AND MILK

We foster a healthy eating policy in school. All infant children are given a piece of fresh fruit on a daily basis as part of a government initiative. School milk is provided for all infants on request at a subsidised cost of £6 for the term.

Children may bring a healthy snack for morning break. This could be a piece of fruit, carrot/celery, healthy fruit bar etc. Sweets, chocolate, biscuits etc for playtime are not considered a healthy option. Toast or a piece of fruit can be purchased in school for 10p per item. Every child has access to drinking water throughout the day. At the beginning of every school year we ask that they are given their own 'see through' drinks bottle, clearly labeled to use in school.

ATTENDANCE

We expect and have a very high standard of behaviour and courtesy from all our children both in and out of school. **In continuing to achieve this we ask you to ensure your child arrives at school in good time for lessons between 8.40 am and 8.50 am. This makes the start of the day easier for all.** If at any time you are concerned about any aspect of school-life please let your child's class teacher know as soon as possible and we will ensure that appropriate measures are taken to solve the difficulty.

BEHAVIOUR EXPECTATIONS

Children are expected to:

- always give their best
- show respect to staff and each other
- walk around school when moving between lessons or going out to play
- talk not shout
- care for the school equipment and the grounds

We will encourage good behaviour and reward children for their efforts rather than punish them. However, sometimes school rules are broken and then sanctions are used. If a serious behaviour problem arises, parents will be informed immediately.

BULLYING

At Cottam, we operate a 'go and tell' policy regarding bullying. All teachers are fully aware of what constitutes bullying and the signs which indicate a child is being bullied.

In addition we will work hard to educate the children through the curriculum, eg social, moral and religious education, and collective worship will often be used as a vehicle for conveying attitudes and beliefs. If any incidents of bullying occur we can assure you we will deal with them immediately. Please help us in this way by telling us if your child talks to you about a problem. Please do not try and resolve situations yourself, small children are intimidated by adults they do not know questioning them and this in itself is a form of bullying. We operate a 'buddying' system whereby older pupils support younger pupils and support others in their class should the need arise. If bullying occurs when children are going to and from school we will not ignore it. In these cases please inform the Headteacher as soon as possible.

PARENTS AND SCHOOL

We all firmly believe that education is a partnership between parents, school and the community, and if you have any worries please do come in and see us at any time, we want to help.

We hold formal and informal Parents' Evenings and Parents' Information Evenings.

We often ask parents to help in school, indeed many things we do in school would be impossible without the assistance of mums, dads, grandmas, grandads and friends. If you think you have an expertise or could help in any way on a regular or occasional basis, please offer, we really are grateful for all the help we receive.

The PTFA (Parent, Teachers and Friends Association) meet regularly throughout the school year. All parents are automatically members of this group and you will be made very welcome at any of our meetings. In a new area it is very important to get out and meet new people and this is an ideal opportunity. Some of the events already held have been, Valentine's Disco, Christmas Fair, Fashion Show, Pirate Games Night and Auction of Promises.

Newsletters are sent home fortnightly. Please search school bags or coat pockets to find them!! They will keep you up-to-date with things taking place in school. They are also available on the school website www.cottamprimaryschool.co.uk.

An After School Club specifically for Cottam Primary School is run by Discovery Vine Childcare Services at Cottam Sports Arena, Cottam. The pupils are picked up from school at either 3.30 pm or after extra curricular activities. For further details please ring Mrs Garbutt or Mrs Shepherd on 07814 893854.

COTTAM PRIMARY SCHOOL

SCHOOL TERM AND HOLIDAY PATTERN 2009/2010

Autumn Term 2009

School re-opens for children	Thursday 3 rd September 2009
Half Term	Monday 26 October - Friday 30 October 2009 (inclusive)
Closure at 2 pm	Friday 18 December 2009

Spring Term 2010

Inset Day school closed for children	Monday 4 th January 2010
School re-opens for children	Tuesday 5 January 2010
Half Term	Monday 15 February - Friday 19 February 2010 (inclusive)
Closure at 2 pm	Thursday 1 st April 2010

Summer Term 2010

School re-opens for children	Monday 19 April 2010
May Day Closure	Monday 3 May 2010
Inset Day school closed for children	Friday 28 th May 2010
Half Term	Monday 31 May - Friday 4 th June 2010 (inclusive)
Inset Day school closed for children	Monday 7 th June 2010
Closure at 2 pm	Wednesday 21 July 2010
Inset Day school closed for children	Thursday 22 July & Friday 23 rd July 2010

COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2009) and nationally (2008) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 26

Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT										
Percentage at each level										
		W	1	2	2C	2B	2A	3 or above	Disapplied Children	Absent Children
Speaking and listening	Boys	6	12	65				18	0	0
	Girls	0	11	78				11	0	0
	Whole School	4	12	69				15	0	0
	National	2	11	65				21	0	0
Reading	Boys	6	6		18	24	6	41	0	0
	Girls	0	0		22	11	56	11	0	0
	Whole School	4	4		19	19	23	31	0	0
	National	3	13		13	22	24	25	0	0
Writing	Boys	6	18		24	18	29	6	0	0
	Girls	0	0		44	33	22	0	0	0
	Whole School	4	12		31	23	27	4	0	0
	National	5	15		22	27	19	12	0	0
Mathematics	Boys	6	0		24	29	0	41	0	0
	Girls	0	0		22	33	33	11	0	0
	Whole School	4	0		23	31	12	31	0	0
	National	2	8		16	25	27	21	0	0
		W	1	2	2C	2B	2A	3 or above	U	
Science	Boys	6	0	59				35	0	
	Girls	0	11	67				22	0	
	Whole School	4	4	62				31	0	
	National	2	9	67				22	0	

W represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.

U represents children for whom it is not possible to determine a level.

SUMMARY REPORT

These tables show a summary of the National Curriculum results of pupils in the school (2009) as a percentage of those eligible for assessment.

The number of eligible children is: 39

Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT 2009									
	Percentage at each level								
	W	1	2	3	4	5	6	Pupils disappplied	Pupils absent
English	0	0	0	8	49	44	0	0	0
Mathematics	0	0	3	10	46	41	0	0	0
Science	0	0	0	8	36	56	0	0	0

TEST RESULTS 2009						
	Percentage at each level					
	Below level 3*	3	4	5	Pupils not entered [#]	Pupils absent
English	0	8	36	54	0	3
Reading	3	5	26	64	0	3
Writing	0	8	46	44	0	3
Mathematics	3	10	44	41	0	3
Science	0	3	41	56	0	0

W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

* represents pupils who were not entered for the tests because they were working below level 3 in English, mathematics or science; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

represents pupils working at the levels of the tests, but unable to access them, formally referred to as disapplied.