

Welcome to
Ducklington CE Primary School
Enlightened learning, lasting friendships.



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Head teacher: Miss Sarah Nisbett
Chair of Governors: Mrs Sarah Varnom

Welcome to Ducklington CE Primary School

Ducklington Church of England Primary School is in the picturesque village of Ducklington, just outside the thriving market town of Witney in Oxfordshire. The school serves both the local village community and outlying villages. There are also children from many different areas of Witney who have chosen to come to our school.

Our mission statement was developed by all staff, pupils, Governors and parents and gives all stakeholders a summary of what our aims are:

At Ducklington CE Primary School our aspiration is that every child reaches their full potential in a happy, safe and stimulating environment. This vision is achieved through the Christian values of mutual respect, friendship, perseverance and responsibility.

We believe that we will achieve our vision through:

- A happy learning environment with a rich, broad and challenging curriculum
- Appropriate, agreed and consistently applied behaviour management policy
- Inspirational teaching which makes creative use of up to date resources
- A creative programme of enrichment and extracurricular activities
- A learning environment which encourages spiritual, physical and emotional development within a Christian framework
- Providing a safe, stimulating and welcoming school learning environment
- Continuously striving for improvement
- Collaborative working towards shared goals

Code of Conduct

Children and staff also worked together to decide what our school rules should be.

We all agreed that our rules should be:

- **Treat others as you would like to be treated**
- **Work hard and always try your best**
- **Show respect to everyone and everything in and around our school**

We promote our school vision and values through these rules. All staff model appropriate behaviour and respect through their conduct and we use positive praise and age appropriate reward systems to encourage all children not only to behave well but to go 'above and beyond' our expectations.

As a result, behaviour in our school is very good. In our last Ofsted Inspection (September 2012) inspectors said '*pupils are polite and have positive attitudes towards learning, readily taking responsibility for their own learning and always trying to improve.*' They also commented that '*Pupils benefit from these experiences and put them to good use when contributing to the school's vision statement and code of good conduct*' when describing the school's focus on values and the range of opportunities for the development of spiritual, moral, social and cultural issues.

Safeguarding Statement

All the governors and staff at Ducklington CE Primary School share an objective to help keep the children safe by contributing to:

- Providing a safe environment for them to learn
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

- Aim to prevent unsuitable people from working with the children
- Promote safe practice and challenge any poor or unsafe practice
- Identify instances where there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe
- Contribute to effective partnership working between all those involved in providing services for our children

'Pupils enjoy coming to school, attendance is high and behaviour is good. Pupils have positive attitudes to their learning and say they feel safe at all times.'
Ofsted, September 2012.

Admissions

Children are admitted into school full time in the September of the academic year in which they celebrate their fifth birthday. As a Church of England (controlled) Primary School all admissions in Oxfordshire are administered centrally; for more information please see the Oxfordshire County Council Learning and Culture Starting School booklet or visit the OCC website www.oxfordshire.gov.uk.

Making a decision about your child's education is probably one of the most important things you will do as a parent. We welcome visits to the school to support your decision making and also hold an annual Open Day during the Autumn Term when you are able to see the school on a normal working day, talk to the Headteacher, staff, Governors and children and get a feel for Ducklington CE Primary School.

If you would like to visit the school, please contact the school office on 01993 703651 or email office.3122@ducklington.oxon.sch.uk to arrange an appointment.



School and Community

Parents and communication

Although school has an important part to play in the development of each child's potential, parents will continue to be the greatest influence in a child's life. A child's education doesn't start and at school but is a continual process encompassing all aspects of life. At Ducklington CE Primary School we recognise the importance of good communication and close cooperation with parents.

We aim to develop a positive relationship between the school and parents/carers so that every child is able to meet their full potential. Parents are encouraged to talk with the teachers about the classroom activities and any concerns about their child; teachers are generally available after school for brief discussions. If more than a brief discussion is needed then we encourage parents to make an appointment to see the class teacher.

We hold formal parent consultation evenings twice a year, during the Autumn and Spring terms. A further opportunity to discuss your child's end of year report is made available at the end of the academic year. Teachers keep detailed records of your child's progress and these may be seen by parents at any time providing an appointment is made.

Parents and carers receive a newsletter fortnightly either through Parentmail or by a hard copy in your child's book bag. Newsletters contain lots of useful information; diary dates, reminders, Governor's news and feedback, articles by the School Council or other groups of children, lunch menus and much more! We also send out information about events in school, FODS (Friends of Ducklington School) newsletters and other information via Parentmail or hard copy from time to time.

Many parents are actively involved in school life, either through supporting FODS events or by supporting children in the classroom. We encourage parents to become involved in school and if you have any special areas of expertise which you could use to benefit the children we welcome your skills.

We also encourage parents to become involved in school through our weekly 'Celebration Assemblies' and class assemblies. Celebration assemblies are held on Fridays at 2.30pm and are an opportunity for children across the school to

share something they are proud of - this can be something they have achieved in school or something they have achieved at home or at a club. Each class also presents an assembly once a year where the children share aspects of their learning.

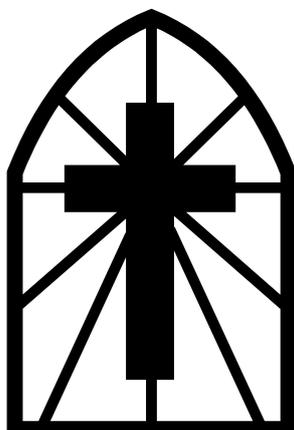
We value parents' views and encourage feedback on all aspects of school through an annual parents' questionnaire or through more informal channels - the Head teacher is usually in the playground in the morning or we welcome your views by email.



St Bartholomew's Church

We have strong relationships with St Bartholomew's Church which is in the village just the other side of the duck pond, and work closely with Rev Paul to ensure that all children attend school services and celebrations at St Bartholomew's during the school year. Representatives from the Church also visit school regularly for instance to lead Collective Worship and support our RE curriculum. We celebrate key times of the Church year at the St Bartholomew's - Harvest, Christmas, Easter, and we also hold a Leavers' Service at the Church to reflect on our eldest children's time with us and to wish them well in the next stage of their education.

Members of the Church community also support our Easter Celebration, 'The Easter Experience' and have also contributed to our School Vision and Values initiative where all sections of the school community worked together to agree our school mission statement and core values.



The Global Community

This year we held a 'Fair Trade Harvest' where children in all classes investigated what Fair Trade means. They then presented their research and ideas in our Harvest Service. The children were so knowledgeable and enthusiastic about this topic and as a result we are going to continue working on this aspect of Global Learning and aim to become a Fair Trade School.

We also regularly support other national and global charities such as Operation Christmas Child, Red Nose Day, Besom, Sports' relief and Children in Need.



Our Curriculum

'The creative curriculum excites and motivates pupils while providing a secure framework for them to practise and build their skills in reading, writing and mathematics.' Ofsted September 2012.

At Ducklington CE Primary School we teach through a thematic curriculum because we strongly believe this is the best way for children to learn. We believe that a thematic approach gives;

- Increased opportunities for creativity
- Access for a wider range of learning styles so that individual learning styles are met
- Greater use of new technologies
- Relevant and practical, hands-on learning for children
- A more enjoyable and fun learning experience for children

We have termly themes through which children learn in a practical and relevant way. The themes encompass all curriculum areas, sometimes discreetly taught, and sometimes linked. Learning is carefully planned by class teachers to ensure progression, taking children's starting points into consideration. On-going assessment informs planning and ensures further progress. We include WOW days in all our topics where children may go on a trip, have an in-school workshop or visitor which helps to enthuse excite them about the topic and their learning.

'WOW days at the start of term ignite pupils' enthusiasm. Large pieces of high-quality art work are a testament to their thirst for learning and desire to do well.' Ofsted September 2012.

Literacy and Maths skills are taught discreetly and further opportunities to practice and use these skills are given through the thematic curriculum.

Focus Weeks

Each term we have a focus week to broaden our curriculum still further. These vary each term and give children enrichment opportunities through visits, visiting specialists, and opportunities for children to work together with different age groups

Extracurricular opportunities

We have a range of extracurricular clubs and activities which we vary over the year to encompass the interests of all children. Clubs are led either by staff and outside providers and can include Piano, Recorders, Choir, Gardening, Multi Sports, Football, Dance and Art. Over the course of the year we aim to provide clubs for all age groups and interests.



Breakfast Club

We run a Breakfast Club daily for a small charge of £3 per child to include a range of activities and breakfast (cereals, toast, fruit, milk or juice). Places at Breakfast Club are limited so we ask that you book in advance for the term to avoid disappointment.



School Council and Playground Leaders

Each year two children from each class from years 1 to 6 are elected as School Council members. The School Council meet weekly and agree their action plan for the year.

All year 6 children receive Playground Leader training. This is an accredited course where children learn to support younger children's play through organised games and activities. Each day two playground leaders set up activities for the younger children at lunch times and make sure that they are happy and active during their play time.



Special Educational Needs

At Ducklington CE Primary School we aim to make all areas of school life accessible to all pupils. Teachers have a responsibility to meet the needs of all pupils through adapting the way the curriculum is delivered and through individual or small group support where needed.

The school has a Special Educational Needs and Disabilities coordinator (SENDCo) who oversees provision for those children who are experiencing difficulties in accessing the curriculum, or who are particularly able. Children with special needs are identified through informal and formal assessment and appropriate support and learning programmed are organised through a personalised pupil profile for the child. Outside agencies may also be involved as necessary. Parents are kept informed and consulted at all stages.

'Children who are disabled and those who have Special Educational Needs make good progress. This is because of the high priority the school gives to meeting their needs.' Ofsted September 2012

Sex and Relationships Education

Sex and relationships education is delivered through a range of topics taught progressively through the school. Appropriate and responsible sex and relationships education is important element in the work of the school in preparing children for adult life.

The older children follow a programme of work which includes videos and talks from the school nurse. Parents are welcome to view the materials and talk to the relevant teachers. The school will accept requests from parents to withdraw their child from any sex and relationship education to which they object apart from that which is required as part of the National Curriculum.

The School Day



The school day begins at 8.40am. Children are welcome in the school playground from 8.30am where a member of staff will be supervising. The school bell rings at 8.40am and children are expected to line up and wait until the class teacher comes to collect them. Please do not leave children unattended on the school playground before 8.30am.

In order to safeguard your child we ask that you complete the collection sheet on the classroom door if someone different from usual is collecting your child. If this sheet is not completed then we will not be able to let your child go without speaking with you. We appreciate your cooperation in this.

All children have a morning break. Lunch time is from 12 to 1pm. Children may choose either school dinners, school packed lunches or bring a packed lunch and they all eat in the school hall in two sittings. As a 'Healthy School' we encourage children to bring a healthy packed lunch and respectfully ask that children do not bring sweets or fizzy drinks.

The school day finishes at 3.05pm and parents are asked to wait in the playground to meet their children.

Parents should complete the data collection sheet annually to ensure all contact information is up to date. Please ensure that if you change your address or phone number during the school year you inform the school office. It is very important that we are able to contact you at all times.

Illness

If your child is ill and unable to attend school you should inform the school office before 9.00am. Please be aware that if your child has a tummy bug then he/she should not return to school until 48 hours after the last episode of diarrhoea or vomiting.

Complaints

Complaints of a minor nature can usually be dealt with quickly by talking with a member of staff. More serious issues should be referred directly to the Head teacher. Parents may contact any of the *Governors* if they feel their complaint has not been dealt with to their satisfaction.

Policies

All policies are available from the school office. Many policies are also available on our *School Website*.

School Uniform Policy



We ask all parents who send their children to Ducklington CE Primary School to respect the school uniform policy. We believe that children should come to school correctly dressed and ready for their school work and that the wearing of school uniform is very important to help children to gain a sense of identity with the school and to encourage them to take pride in their appearance.

Boys

- Dark grey/black trousers/shorts
- White collared polo shirt or plain white shirt
- Navy blue sweatshirt with the Ducklington logo
- Black/grey/navy socks
- Black school shoes

Girls

- Dark/grey skirt/trousers/shorts or pinafore
- White collared polo shirt or plain white shirt
- Navy blue sweatshirt or cardigan with the Ducklington logo
- White/grey/black/navy socks or grey/black/navy tights
- Black school shoes
- Blue and white checked dress.

All children will be required to bring a PE kit for physical activities, including after school sports clubs:

- Plain black/blue shorts
- Plain white t-shirt
- Suitable sports trainers. (For children who are too young to tie laces we recommend 'slip-ons' or Velcro fastenings.)
- Outdoor PE kit for winter - blue/black tracksuit bottoms and sweatshirt

No football kits are permitted for PE activities.

All Foundation Stage children will need wellies in school at all times.

Jewellery, Ear-rings, Ear-studs

Ear-rings are permitted but children should only wear small stud ear-rings or sleepers. All ear-rings must be removed (not taped) for PE lessons for health and safety reasons.

Hair

We politely request that all long hair (boys or girls) should be tied back for Health and safety reasons. 'Alice' bands should be black or navy and any hair ties used plain to avoid distraction to other children.

Please ensure that the owner's name is clearly marked on every item!

If there are any serious reasons, for example on religious grounds, why parents want their child to wear clothes which differ from the school uniform, the school will look sympathetically at such requests.

All uniform is available from Simply School wear www.simplyschoolwear.co.uk.

Attendance for Learning Policy summary for parents



It is vital that your child attends school every day so that they build on their previous learning. It is also extremely important that children arrive at school on time. Registers are taken promptly and if children arrive after 8.50am the registers are closed and the child will be registered as late.

If your child is absent it is important that you inform the school office as soon as possible. Please let us know the reason for their absence and when you expect them to be back at school.

Holidays in term time are not encouraged, following DfE guidance and will generally be classed as unauthorised. Thank you for your cooperation.

First Aid & The Management of Medicines in School Policy

Summary for Parents



The Full Governing Body at Ducklington C of E School has adopted a First Aid and Management of Medicines in School Policy. This is a summary document for parents and provides information on what you can expect from the school and what your responsibilities are if your child requires medicines during the school day. The full policy is available to all parents and carers via the school office or school website.

First Aid

At Ducklington C of E all staff are first aid trained and at least two members of staff have paediatric first aid training. The names of all staff trained in first aid are clearly listed by the two first aid boxes at school. The school holds two full first aid kits and two portable kits which are carried by staff organising off site activities. All kits are maintained in good condition, ready for use and prominently displayed. A record of all first aid given is kept by completing the schools accident record sheet and a copy of this will be sent home with child at the end of school day. In the event of an emergency you, as the child's parent will be contacted immediately. Please ensure that the school holds all up to date contact numbers and medical details for your child. In the event of any changes please inform the school office immediately.

Management of Medicines in School

Ducklington CE Primary School is committed to reducing the barriers to sharing in school life and learning for all its pupils. The full policy sets out the steps the school will take to ensure full access to learning and school life for all its children that require medication.

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the

child going home during the lunch break or by the parent visiting the establishment. Timings of medication should be discussed with the child's GP to avoid the school day when possible. However, we recognise that this might not always be practicable and in such cases parents may make a request for medication to be administered to the child at the school.

There is no legal obligation that requires school staff to administer medicines and any agreement will be voluntary and may be following advice and training from health professionals. The school will only agree to take on this responsibility after receiving a completed form detailing medication requirements and giving parental consent. Parents are required to discuss the need for long term medication administration with Head teacher and the child's class teacher. Forms required for requesting medicine administration can be collected from the school office.

Medications will only be administered if prescribed by a Doctor, dentist or nurse prescriber, in original packaging and with the pharmacist's label with child's full name and prescriber's instructions. Parents have responsibility to ensure all medication is in date. All medicines need to be brought to the school office by parents at the start of the school day and collected by parent at the end via the school office. Medicines must not be brought in, or collected by pupils with the exception of asthma inhalers (when agreement has been made that the child needs to keep these with them at all times).

Medication will be stored locked cupboard or fridge following storage instructions. Emergency medicines such as inhalers and epipens will be readily available and kept centrally in labelled boxes containing child's photograph.

If a Child refuses to take medicine the refusal will be recorded and parents informed. If necessary the school will contact emergency services.

No over the counter remedies, analgesics (paracetamol, aspirin) or cough / cold sweets should be brought into school unless prescribed. Sun cream, clearly labelled with child's name may be brought into school if the child is able to apply it themselves. Children cannot share sun cream.

Charging Policy

Summary for parents

At Ducklington CE Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extracurricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by Governors, sets out what we charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes. The full, detailed policy is available from the school office.

Voluntary contributions

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for **voluntary** contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- ✓ Transport to swimming sessions
- ✓ Transport on trips
- ✓ Admission charges
- ✓ After school activities (clubs)
- ✓

Why do we need to ask for voluntary contributions?

We want to offer a broad range of activities to broaden your child's experience but we can't do everything we would wish without help from parents.

What happens if I am unwilling to pay?

Your contribution is voluntary and your child will not be excluded from the activity if you do not contribute. **However, if we do not receive enough voluntary contributions we may have to cancel the activity.**

What happens if I am unable to pay?

Parents in certain financial circumstances will not be expected to make voluntary contributions.

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

We promise that:

We will tell you at the outset if the activity cannot be funded without voluntary contributions.

We can charge for optional extras

We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means we will make a charge for:

- ✓ Materials used in technology if your child is expecting to bring the finished product home
- ✓ Cookery products if your child will bring the result home
- ✓ Trips which are not part of the school curriculum and outside the school date g: some theatre trips, football matches, music concerts.

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups of up to four pupils.

We promise that:

The charge will not exceed the actual cost of providing the optional extra.

Charging for residential visits

We believe that every child has an entitlement to a residential visit during their time at Ducklington CE Primary School. This will be built into the school curriculum. We can't charge for transport although we will usually need to request voluntary contributions. We may charge for board and lodging (unless

parents are in receipt of one or more of the benefits listed). The charge will not exceed the actual cost.

We promise to help you plan for these costs by:

- ✓ Issuing a calendar of visits/activities to ensure that you have as much notice as possible
- ✓ Having clear procedures to enable you to pay by instalments
- ✓ Publishing a fair, objective and transparent procedure for allocating place in case of over-subscription (we shall avoid 'first-come, first-served' which favours some pupils.)
- ✓

Special financial arrangements

Parents who are in receipt of any of the benefits listed below or experiencing temporary financial difficulties may be entitled to assistance with the following:

- ✓ Board and lodging on residential visits
- ✓ Transport to out of school activities

Benefits required to qualify:

- ✓ Income support
- ✓ Income-based Jobseekers Allowance
- ✓ Support under part VI of the Immigration and Asylum Act 1999
- ✓ Child Tax Credit, provided Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,190 (as at April 2010)
- ✓ Guaranteed state Pension Credit
- ✓ Income related employment and support allowance (introduced October 27th 2008)

Confidential advice and further information can be obtained from the school office.

Home School Agreement

At Ducklington CE Primary School we strongly believe that the education of your child is a partnership between home and school. As part of this partnership we expect all parents and children to sign our home school agreement which clearly sets out expectations from home and school.

We expect children to help themselves at school by doing their best to:

- ✓ Follow the school rules
- ✓ Be a good friend
- ✓ Be polite and helpful to others
- ✓ Try hard and do my best in all of my lessons
- ✓ Talk at home about the things I learn at school
- ✓ Read my book at home every night and do my home learning
- ✓ Bring my book bag and anything else I need for my learning to school every day
- ✓ Talk to a trusted grown up if I am unhappy or worried about anything
- ✓ Always try to enjoy school and help other children do the same

We expect families to help their child at school by doing their best to:

- ✓ Ensure that our child arrives at school on time and is collected promptly at the end of the day
- ✓ Ensure that our child has all that he/she needs for school
- ✓ Support our child at home as he/she completes his/her home learning activities
- ✓ Talk to our child about what he/she has been learning
- ✓ Make sure that our child follows the school uniform policy
- ✓ Attend parents evenings and discussions about our child's learning and progress
- ✓ Support meetings based upon the work of the school
- ✓ Work with school to ensure that our child behaves well
- ✓ Keep the school informed of any circumstances which may affect our child

And, to help your child at school we will try to:

- ✓ Keep your child safe
- ✓ Deliver a broad and balanced curriculum which meets the needs of your child

- ✓ Set a planned programme of home learning activities
- ✓ Contact you as soon as possible if we have any concerns about your child's punctuality, attendance or behaviour
- ✓ Keep you fully informed of your child's progress through regular meetings
- ✓ Keep you informed about school matters and the curriculum
- ✓ Provide a range of enrichment activities and experiences
- ✓ Make your child's life at school as enjoyable as possible

Thank you for reading our prospectus. We hope you found it useful and informative.

If you have any further questions please do not hesitate to contact the school office:

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Ducklington
Witney
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Email: Office.3122@ducklington.oxon.sch.uk

Or visit our website:

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