



Purwell Primary School Prospectus



“We do our best all the time”

PURWELL SCHOOL STAFF

Headteacher	Mr R Cano
Assistant Headteacher SENco	Mrs H Lancaster Mrs S Mullan
Teaching Staff	Mr M Brazier Miss C Cooper Mrs E Nichol Mrs H Lancaster Mrs S Powers Mr L Smith
Teaching Assistants	Mrs N Eaves Mr P Hart Miss N Kerr Miss E Larking Miss M Hill Mrs R Morgan Miss T Plunkett Mrs L Rathbone Mr D Sears
Learning Support Assistants	Mrs L East Mrs S Rook Mrs S Walker
Sports Coach Sports Apprentice	Mr Hart Miss O Taylor
School Business Manager	Mrs A Sharp
Secretary	Mrs M Watson
Cleaners	May Harris Limited
Kitchen Staff	Mrs J Myles (Cook Manager)
Midday Supervisory Assistants	Mrs C Brewer Mrs J Hickling Mrs Y Swinnerton
Visiting Music Teachers	Mr J Day (piano) Mrs L Campbell (steel drums)

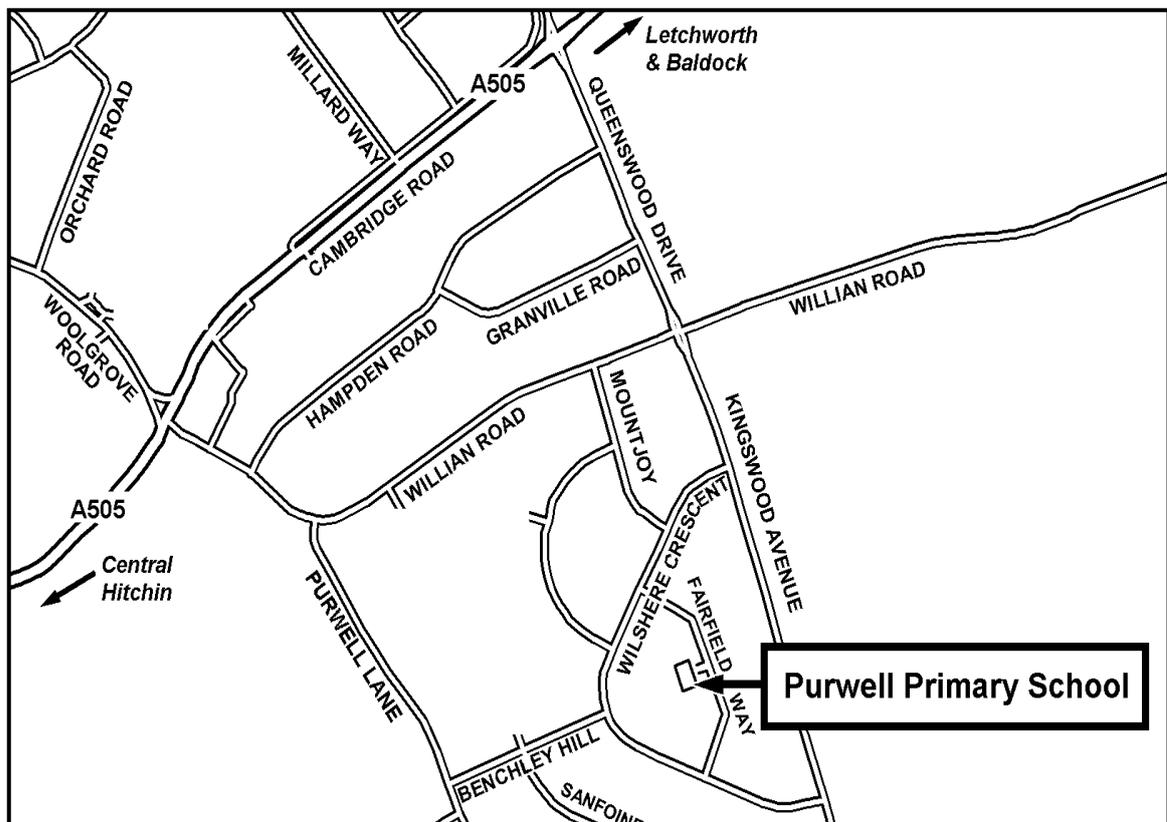
About Purwell School

Purwell School was built in 1958 on a hilltop overlooking Hitchin, within the community of Purwell. Purwell is a small nurturing, family orientated primary school (and we are being called the Hidden Gem of Hitchin).

There are seven spacious classrooms, including a Foundation Stage Unit for children aged between three and five years, a computer suite, and a well-stocked library. The school has large playing fields with a football pitch, a wildlife garden and two playgrounds marked out with games.

Our admission numbers for each year group are 30 and we are a one form entry from Nursery to Year 6.

Being part of a community school is very exciting, as there are many opportunities for children, parents, governors, and staff to be an integral part of shaping the Purwell community.



Purwell's Vision

The Governors, Head Teacher and all the staff have a clear vision of Purwell Primary School being the best school it can. We offer the children an opportunity to reach their full potential in a safe and happy environment. We aim help them to understand themselves, and others, and to realise that they will achieve well in life if they always work to the best of their ability. The children are supported by staff who are both motivated and passionate about learning.

Our Aims & Ethos

Education is a partnership between home and school, and we place a great deal of emphasis on our partnership with parents. We believe that children learn best when home and school, work together for their benefit. Children coming into the school bring a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and promote a willingness and enthusiasm to learn more.

1. **Challenge** – We aim to build successful learners through high expectations of learning and behaviour to allow all pupils opportunities to fulfil their full potential, make good progress and learn lifelong skills.
2. **Creativity** – Is a strong focus, ensuring that school is fun! The school will be a bright, attractive, and stimulating place to learn.
3. **Community** – We value parents, governors, and friends of Purwell as our partners in education and will involve them, and the wider community, in the life of the school. We will enable all learners to become responsible citizens who will make a positive contribution to society and build economic well-being.
4. **Caring** – Children will be happy and secure, and their achievement will be celebrated and valued by all. They will learn to respect and be responsible for their environment.
5. **Consistency** – The school will grow and change, but we will remain true to our vision.
6. **Communication** – We realise the importance of efficient, effective communication. Everyone must feel that they have opportunities for consultation and be kept informed.
7. **Confidence** – To build independent and confident learners who can live safe, healthy and fulfilling lives, equipping them for future challenges.

Promoting British Values at Purwell School

The DfE has recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.” The Government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister. Through school life at Purwell, we reinforce these values in the way the children learn and the way they behave around the school.

Democracy

Democracy is a fundamental part of school life. Within classrooms, pupils are encouraged to voice and share their opinions, as well as to listen to and respect the opinions of others.

The Rule of Law

The importance of Laws, whether they be those that govern the class, the school, or the country, are consistently reinforced throughout the school day. Children are fully involved in the creation of class rules, and the pupils are taught the value and reasons behind laws, that govern and protect us, and the responsibilities involved and consequences when laws are broken.

Individual Liberty

Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school, we educate and provide boundaries for young pupils to make choices safely, through the provision of a safe environment and empowering education. Pupils are encouraged to know, understand, and exercise their rights and personal freedoms and advise, how to exercise these safely, for example through our E-Safety and PSHE/SEAL lessons. (PSHE – Personal, Social and Health Education/SEAL – Social and Emotional Aspects of Learning). Whether it be through choice of challenge or participation in extra-curricular activities, pupils are given the freedom to make choices.

Mutual Respect

Respect for each other is an essential part of our ethos at Purwell School. Pupils have been part of discussions and assemblies relating to what this means and how it is shown. Pupils are constantly reminded about showing respect to pupils and adults, whoever they are. This is carried right through to lessons where they are taught to respect the opinions of classmates during discussions, and when sharing their work with each other.

Tolerance of those of Different Faiths and Beliefs

This is achieved through enhancing pupils’ understanding of their place in a culturally diverse society and by giving them opportunities to experience such diversity. Collective worship and discussions involving prejudices are supported by learning in RE and PSHE. The school has a high-profile vocabulary around our core values which remain at the heart of all that we do. Members of different faiths or religions are encouraged to visit, to share their knowledge to enhance learning within classes.

Pupil Voice

Allowing children input into the decisions of the school is very important to Purwell School. Often, children will be asked their thoughts and feelings, whether it is through a particular group, club, circle of friends or just in class. By having some ownership, of what the children do, helps to motivate the children in what they do.

“Purwell School is a caring school. A school that takes pride in the things that they do. We have many fantastic opportunities and have amazing teachers who push us forward and make sure we produce the best of our ability in our work, by setting goals and challenges.”

“We love school because all the activities (whether in class or out of class) are great! There are a lot of indoor and outdoor clubs to join in with at lunchtimes and after school, such as: Chess Club, Netball, Gymnastics, Arts & Crafts, Textiles, Construction, Cookery, and many more, not forgetting Football.”

“Lessons are fun, and we learn in interesting ways.”

“Every two years, Y5 and Y6 go on a residential trip to Kingswood. It is fun, exciting, and very, very enjoyable.”

“Building Learning Power helps us to understand better how we learn best.”

Year 6, Oak Class

Admissions

Purwell Primary School operates a one-term entry system to both the nursery and reception classes. Children who will be four between 1st September and 31st August of any year will be admitted into the nursery class in the September of that year. The school admission number per year group is 30 children.

School Hours

Nursery

The Nursery session is from 8.50 – 11.50am.
If eligible for 30 hours, it will be from 8.50 – 3.15pm

Reception to Year 6

The hours of the remainder of the school are:

- ◆ 8.50am – 3.15pm

School Uniform

The school uniform should be worn by all children from Reception to Year 6, as it fosters a sense of belonging.

Items of school uniform can be purchased at BEAT (BSU) a local shop in Hitchin. These include sweatshirts, fleeces, cardigans, coats, PE kits, navy PE sweatshirts and jogging bottoms.

The school also holds good condition second-hand uniform, which is free, please speak to the office.

The uniform is as follows:

BOY'S UNIFORM

Long or short grey school trousers

White shirt or polo shirt

Purwell school sweatshirt

Black or grey socks

Optional, blue school fleece

Black trainers

Summer

Grey school shorts

Physical Education

Navy shorts and Purwell school white T-shirt. Trainers (these are to always remain in school).

Physical Education (winter, juniors)

Navy track suit or jogging pants.

GIRL'S UNIFORM

Grey skirt, pinafore, or grey trousers

White blouse or polo shirt

Purwell school cardigan or sweatshirt

Grey tights or white socks

Optional, blue school fleece

Black trainers

Summer

Blue/white dress

Physical Education

Navy shorts and Purwell school white T-shirt. Trainers (these are to always remain in school).

Physical Education (winter, juniors)

Navy track suit or jogging pants.

The Curriculum

Early Years Foundation Stage

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Early Years Foundation Stage is about developing key learning skills such as listening, speaking, leading to independent confident happy children.

The seven areas of learning that makeup the Foundation Stage curriculum are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design

Careful thought and planning go into the Early Years curriculum. Individual needs are catered for, and children's interests are considered. To maximise learning, children learn through a mix of adult led and child-initiated activities. The environment is very spacious, and our two outdoor environments are as equally important for learning as indoors.

Key Stage 1 (5 – 7 years) and Key Stage 2 (7 – 11 years)

At Key Stages 1 and 2, the children follow the programmes of study set down by the National Curriculum. These include the National Primary Frameworks for Literacy and Mathematics. Curriculum information for each year group is sent to parents early in the autumn term and is also available on the school website.

The core curriculum at Key Stages 1 and 2 comprises of:

- English,
- Mathematics,
- Science,
- Computing
- Religious Education.

Children also study the following subjects as part of the National Curriculum:

1. History
2. Geography
3. Physical Education (Games, Gymnastics and Dance)
4. Art and Design
5. Design and Technology
6. Music
7. PSHE (Personal, Social and Health Education) and Citizenship
8. **Reading** is taught through a variety of different structured schemes, supplemented with a wide range of other books. Books are organised in a structured way to allow children many opportunities for consolidation of key vocabulary. We encourage parents to work with their child at home, by hearing them read daily.



Educational Visits

Visits are made by classes to places of interest in support of work undertaken in school. These trips usually take place during school hours under the guidance of staff. Most of these visits and experiences are only possible with the financial assistance we receive from parents. Other areas of your child's education for which contributions may be sought include swimming and individual music lessons. Every two years, Years 5 and 6 pupils spend a week at a residential resort for schools.

In the school's policy for charging and remissions for educational activities the Governing Body embraces the principles of free school education and that, whenever possible, no pupil is excluded from an activity because of financial difficulty.

Religious Education

Religious Education will be taught as both single subject and as part of topic work, whichever is the most appropriate in the circumstances. The school adheres to the Hertfordshire Agreed Syllabus in Religious Education which covers the six main religions: Christianity, Islam, Hinduism, Sikhism, Judaism and Buddhism.

Religious Education also forms part of the daily school assembly. It is broadly Christian but completely non-denominational.

All parents have the right to withdraw their children from acts of worship and Religious Education. An alternative activity will be provided for these children. Parents who wish to withdraw their children need to inform the Headteacher, in writing.

Sex Education

Children's questions will be answered in a sensible and sympathetic manner as they arise. In Year 6, the class receives sex education lessons and use is made of an appropriate DVD to give children a systematic course of sex education. Parents will be informed before the course of lessons is due to take place and be given the opportunity to discuss any concerns, they may have with the class teacher.

Parents have the right to withdraw children from Sex Education, except that which forms part of the National Curriculum. Please speak to the Headteacher if you have any concerns about this.

Drugs Education

Within their Science curriculum, Year 6 pupils will have lessons on the dangers of legal and illegal drugs as part of their Health Education Studies.

Homework

Children are set homework in all classes except nursery. Reading books should go home daily, with younger children taking their words to learn. Spellings are sent weekly, as are number tasks. Homework assignments increase as children progress through Key Stage 2. Details of each class's homework schedule are sent home at the start of the autumn term. All children in Key Stage 2 classes have homework diaries, which should be signed weekly by parents.

Extra-Curricular Activities

We offer a wide variety of clubs that take place during lunchtimes and after school. These are run by staff.

Special Educational Needs

Any child may have a special need in some part of their school life. This may be a health, learning or behaviour need.

Purwell is an inclusive school and support will be given to children during this time, sometimes in the form of a specific learning plan. This may be on a short or long-term basis, according to the needs of the individual child. In a few cases the school may need the support of outside agencies eg, speech therapist, doctor, or educational psychologist.

At all stages, parents are actively encouraged to be involved with their child's progress.

Child Protection

The school works in partnership with parents to support children in every way possible. However, the Children Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. As a result, if concerns are raised within the school or a child or parent reports a situation involving abuse, we would not be able to guarantee confidentiality. It would have to be referred to Social Services. This is in line with Government and Hertfordshire policy.

At Purwell School, the Headteacher is the member of staff responsible for child protection.

Pupil Premium

The Pupil Premium Grant is additional money that is allocated to schools. All schools have the freedom to spend the pupil premium, which is additional to the underlying school budget, in a way they think will best support the raising of attainment for their most vulnerable students.

At Purwell Primary School, we take very seriously the need to support all students to achieve well and have developed a range of strategies to ensure our students succeed.

Authorised and Unauthorised Absences

Schools are required by law to publish their authorised and unauthorised absence figures. These are published on the website.

Working alongside parents

The school believes that close consultation between parents and teacher is vital to the progress and wellbeing of the child, and teachers are available to discuss problems or difficulties after school or by appointment via the school office.

Consultation Evenings take place in the Autumn and Spring Terms when you may see your child's teacher about his/her work, and we urge you to make every effort to attend these important meetings.

Newsletter

A key communication tool for us to let you know what is happening is the school newsletter. This is sent to parents/carers via SchoolComms. The newsletter contains essential information and dates. The newsletter is also published on the school website.

Website

The website is a useful place for finding out about lots of school related matters, including curriculum information, school policies, events, statutory information, and the role of the Governing Body.

Twitter

The school operates a private secure Twitter account. Photos of events and work going on in school, along with sporting events are published on this closed site. Only parents of pupils currently on roll may be admitted to the membership. Parents will need to seek the Headteacher's permission to become a member.

Extended Schools Services/Study Support

We are part of the Hitchin Partnership and meet the full core offer for extended schools, which provides many services including family support workers, Cookie Club, and counselling.

The Community Room, on site, offers facilities for various groups such as: parenting classes, toddler groups and library service, along with many others.

The Department for Education (DfE) issues, from time to time, explanatory documents about aspects of the Government's educational policies. These documents can be accessed by the school, along with statements of the school's curriculum objectives, by prior appointment with the Headteacher.

From time to time, the school is asked by outside organisations to distribute to parents' information about activities of interest to children. It is important that parents are aware that, where the school agrees to distribute such information, this does not mean that the suitability of the organisation or the activity has been checked by the school. We would simply be acting as a distribution point for information that we feel may be of interest to parents.

Assessments

At the end of each term, children are teacher assessed and, at the end of the Summer Term, results are passed on to the next teacher. This is particularly useful for the transition into Key Stage 2 and for transitions to secondary school.

School Attendance

Please do not keep your child away from school without good reason. Regular attendance is of utmost importance to your child's education. This is of particular importance for Key Stage 1 and 2 children during the weeks designated for Standard Attainment Tasks and Tests (SATs) preparation. It is extremely helpful if parents can telephone school by 10 a.m. on the first day of sickness absence, as this ensures the school knows where the child is and it can provide useful medical information, particularly regarding viruses and infectious conditions. The school operates a first day response, so if parents do not contact us, we will contact them to provide a reason for their child's absence from school.

Children are not allowed to leave the premises during school hours for any reason unless accompanied by an adult. Any request for a child to leave school during school hours should be made in writing, in person or by telephone.

Complaints

The staff, Headteacher and governors aim to do their utmost to make sure your child feels safe and enjoys their time at Purwell School. However, if you do have concerns about your child's work or something happening in school, then please approach their class teacher. If you remain concerned, you should then make an appointment to see the Headteacher.

Complaints about other matters should be addressed to the Headteacher, in the first instance, with procedures available to take the complaint to the Governing Body, if appropriate.

The school's complaints procedure is available on the school website. If, however, you do not have access to the internet, you may ask for a copy from the school office.

School Meals

HCL provide meals for our pupils. Pupils are not restricted to having home packed lunches or just school dinners, parents can opt for their child to have a school meal at any time.

For packed lunches we insist that uneaten food is returned home so that you may be satisfied as to what your child has eaten.

The school kitchen operates a pupil choice extra menu. Pupils can choose from four daily options, two hot lunch selections (one of which is a vegetarian option), a Jacket Potato option and a cold packed lunch. A rolling three-week menu is used. Copies of the menu are issued to parents and there is also a link to the Herts Catering website for the menu, and on the school website.

1. All pupils in Reception – Year 2 receive a free meal each day, through the Government's Universal Infant Free School Meals scheme (UIFSM). Meals for pupils in Years 3 – 6 need to be paid for.
 2. If you are in receipt of benefits your child may be eligible for Free School Meals (FSM). Applications can be made online at <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx> . All enquiries are dealt with in the strictest confidence. Even if your child is in one of the classes receiving UIFSM, if you believe that they may be eligible for FSM, based on family income, you should apply.
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Milk and Fruit

Milk is available to all pupils. If you wish your child to have milk, this must be ordered and paid for in advance. Nursery children are not charged for milk. Key Stage 1 and 2 children whose families are in receipt of FSM are not charged for milk. Letters containing further information are sent out towards the end of each term.

The Government provides all Nursery and Infant pupils with a free piece of fruit or vegetable each day for morning snack. Junior pupils may purchase fruit for a small sum of money, payable by the term. Morning snack should be fruit or vegetable only.

Health and Welfare

It is important that we are kept fully informed of your child's medical history.

Infectious Diseases

Please notify the school of infectious diseases.

First Aid

If your child has an accident, he/she will be given first aid at school, and more serious accidents will be reported to the parent.

1. Please keep the school informed of changes of telephone number (work and home) so that you can be reached quickly in an emergency.

Inhalers

The school must be informed of your child's need to use an inhaler during the school day. All inhalers must be clearly labelled with the child's name.

Purwell School Governing Body

Governing bodies of schools are made up of several categories of governor to give breadth of expertise, background, and a balanced perspective to the management of a school.

Our school's current Governing Body is as follows:

Mr G Bates (Chair)	Co-opted Governor
Mr R Cano	Headteacher/Governor
Mrs H Lancaster	Staff Governor
Mrs A Sharp	Associate Governor
Mrs H Haslam	Co-opted Governor
Mr M Nash	Parent Governor
Mr J Wright	LEA Governor
Mrs A Abbott	Parent Governor
Mrs C Johnson	LEA Governor
Mr G Bonthron	Parent Governor
Mrs M Squires	Parent Governor
Mrs A Lincoln	Clerk

What Does the Governing Body Do?

Recent legislation has significantly widened the responsibilities of school governors who work with the headteacher and are concerned with the following areas:

1. Monitoring the implementation of the National Curriculum and religious education.
2. Monitoring the provisions made for children with special educational needs.
3. Deciding how the annual school budget will be apportioned.
4. Setting and monitoring the school's annual development plan.
5. Responsibility for health, safety, and security within school.
6. The recruitment of staff.
7. Deciding how the school is to be used outside the teaching hours.
8. Contributing to good relations between the school, the community it serves and the Local Authority (LA).

Purwell School Association

The school is fortunate to have an active Purwell School Association (PSA), which organises events and money-raising activities. Membership of the association is made up from parents, staff, and governors. The association's aims are to advance the education of pupils in the school by:

1. Developing more extended relationships between staff, parents, governors, and others associated with the school.
2. Engaging in activities that support the school.
3. Providing and assisting in the provision of facilities for education at the school not normally provided through the school's budget.

Among the events organised by the PSA are the Christmas and Summer Fayres, family discos and barbeques, quiz nights and pamper evenings. To date, these events have allowed the PSA to donate money to purchase computers, playground equipment, PE equipment, extra storage space and many classroom items for the benefit of the children.

The PSA warmly welcomes innovative ideas and volunteers. All parents are welcome to attend the regular PSA meetings, dates of which are posted on the notice boards in both the playgrounds and in newsletters. Parents can make their views known by speaking to members of the PSA committee.
