

PENDRAGON COMMUNITY PRIMARY SCHOOL



PROSPECTUS

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STATEMENT OF PURPOSE

At Pendragon Primary School we will develop children as learners.

Through strong positive partnerships between school, parents and the wider community: we will provide a stimulating, supportive and safe environment where all are happy, confident and committed to life-long learning.

This can be summarized by the school's motto: REACH

Respect

Effort

Achieve

Challenge


At Pendragon Community Primary School, we provide a stimulating, happy and safe environment where all our children learn, grow and develop through strong positive partnerships with parents and the wider community.

At Pendragon we will:

- Provide a welcoming, secure, structured and stimulating environment in which all our children can feel safe, accepted and valued
- Ensure that the children have a broad and balanced curriculum that will ensure that they are learning for life
- Value all individuals within our school community and ensure that they have equal opportunities
- Be welcoming and accessible to parents and members of the community.

The school council have discussed our school motto and it is now REACH.

Expectations

	Class Room	Hall	Toilets	Corridors	Library/ Computing Room	School Grounds
R	Respect equipment Tidy Away Walk Listen Raise hand to speak Look at teacher Be nice to friends Respect teacher	Don't drop food on floor Walk Talk quietly Look after equipment Polite to LTS Listen to others Keep it tidy Sensible with equipment	Keep it clean and tidy Flush the toilet Talk quietly Don't block sink/toilet Wash hands Go in the toilet	Walk sensibly Be quiet Look after displays Keep the corridor tidy Pick up litter Open & hold doors for others	Quiet voices Share computers fairly Put books back in the right place Turn/log off Leave the rooms tidy	Care for the environment Keep them tidy Play nicely Put litter in the bin Watch where you're going when running Play in the correct areas Take care of equipment Stick to rules of playground
E	Show good listening Try to do our best Stay on task Support others Work hard on presentation Keep trying - don't give up Try to beat goals	Try hardest at singing/PE Help adults Tidy up Listen, look and watch the teacher	Use the toilets when going out to play or during break/lunch Look after other people's things Tell an adult if you spot a problem Turn off taps	Walk sensibly Pay attention Keep hands to ourselves Show people around Quiet for other people's learning	Use the websites allowed No drinks	Try new games Play fairly Put toys away Walk on dragon before red line Be kind to others Stand still and no talking for hands up
A	HP for good effort/learning/behaviour Try hard to finish	Get HP for good work in PE Finish your food Get a Friday award Answer questions	Flush toilets Wash hands Turn off taps Hang up clothes			Have a happy playtime Everyone joins in Be kind to others Listen to adults
Ch	Challenge yourself Choose harder challenge Try something you can't already to	Sing louder Sing together Be more active Try new foods Beat personal bests Get better at singing Keep quite Never give up	Go quickly and quietly Keep cloakroom tidy Speed up when changing	Walk smartly	Read as many books as possible Challenge yourself to read something new/different	Make new friends Keep it tidy Play a different game with different people Beat your personal best for Golden Mile Think positively/ Don't give up

THE SCHOOL

Pendragon Community Primary School serves the village of Papworth Everard and most of our pupils come from the village.

The current school building was opened in September 1996 to accommodate 120 children. Since then the school has expended – three more classrooms and a community room were completed in spring 2003 enabling the school to accommodate 210 children. This was followed by 2 further building projects giving us additional classrooms, 2 built for purpose Foundation Stage classrooms, group spaces and an IT suite. The school can now grow to 420 to meet the needs of any new developments in the village.

The school is in an attractive setting with a large playing field as well as 2 internal courtyards. We also have access to a wildlife area which the children named 'The Haven'.

We currently have 14 classes which are all named after cats. The children are taught in single year group classes.

We welcome visits to the school and a telephone call prior to your visit helps us to make sure that someone is available to show you around. (01480 830267).

PRACTICAL INFORMATION

School Opening Times

Years 1-6 Morning

The main school gates are opened at 8.40am for children who are then welcomed into their classrooms by their teachers. The classroom doors and gates will be locked at 8.55am.

Afternoon

School finishes at 3.15pm. Parents collecting children should wait outside the school gates until 3.10pm and then are welcome to come into the playground to meet their children. Key stage 1 staff will not allow the children to leave unless they can see you!

Foundation Stage

The side gate by Foundation stage opens at 8.45am for parents to bring their children in. Foundation Stage finish at 3.10pm so that you have time to walk around to the main playground to pick up other family members.

Late Arrivals

Children arriving after 8.55am should report to the school reception where they will be required to sign into school as they will have missed registration.

Absence and Appointments

Parents are advised not to take children out of school during term time. In exceptional circumstances please contact the Head Teacher. Where possible all appointments with doctors, dentists, etc., should be made out of school hours. If this is not possible, please notify the class teacher in advance and when you collect your child please make sure that you sign the book in the office. If your child is ill, please notify the school office on the first day of your child's sickness, the contact number is 01480 830267.

School Uniform

The School uniform consists of a royal blue logo sweatshirt and a white or sky blue polo shirt, worn with grey trousers or skirt. Sweatshirts need to be purchased online or via the school office from Andrew Hyde. Other uniform items can also be purchased online or from any other clothing stores.

P.E. Kit

Children need to have separate T-shirt, a pair of shorts (cut-offs are not permitted) and a pair of trainers for outdoor P.E. This should be kept at school all week. In winter, the children should have tracksuits available for the colder weather.

We encourage the children to wear a t shirt on sports day representing their school house to which they are allocated on arrival. It is very useful for Foundation stage to have a house coloured t shirt from September.

Jewellery

Watches, sleeper and stud earrings are acceptable but are the responsibility of the children. All jewellery must be removed for P.E lessons unless there are medical or religious reasons where this is not possible, in which case it must be covered with tape provided from home.

Lunch Arrangements

All children in Foundation Stage, Year 1 and Year 2 are entitled to have a school dinner for free. School dinners are available at a cost of £2.30 per day for all other year groups. These can be paid for at the beginning of the week, on the day or half termly in advance using our online payment system, MCAS. Access arrangements for MCAS will be given once your child has started school.

Our school dinners are provided by Vertas – Eats menus are planned to meet new healthy eating standards set by the Government. Why not visit their website:

<https://www.vertas.co.uk/company/eats/>

As a health promoting school, we recommend that children who prefer to bring a packed lunch also eat a healthy balanced meal that will provide them with the energy and nutrition they need. Children should bring a drink to have with their lunch (fizzy drinks are not permitted). If you would like any suggestions for a healthy packed lunch why not visit the 'Change for life' website which has lots of healthy packed lunch ideas.

(www.nhs.uk/changeforlife)

Mid-morning Snacks

Children in Key Stage 2 are encouraged to bring in a healthy snack of fruit or vegetables. In Foundation and Key Stage 1 this is provided by the Government's fruit and vegetable scheme. Biscuits and sweets are not permitted.

Travelling to School

All children are encouraged to walk to school whenever possible. However, if you are bringing your child to school by car please do not use the staff car park or the disabled spaces. When you park your car on Varrier Jones Drive, please avoid pavement and the driveways of our neighbours.

Year 5 and 6 are encouraged to complete Bikeability training. Once this has been passed, they are issued with a bicycle licence and, with your permission, are able to cycle to school unaccompanied wearing their cycle helmet.

A child in any other year group who is accompanied on their bicycle by an adult may cycle to school. The school is not responsible for any bicycles left on the premises. All children cycling to school should be wearing a helmet.

Contact Details

Please ensure that the office has up to date contact numbers and addresses in case of emergencies. If you are not available on these numbers, please inform the office of a suitable alternative. These will be sent home every year for renewal at the 1st parental consultation or can be updated by yourself on your MCAS account.

Letters

Most school letters are distributed by e-mail through MCAS. Newsletters are sent out on a Friday. A paper copy of all letters sent can be seen in the school office – please ask.

Medicines

We will only administer oral medicines in liquid / tablet form that have been prescribed by a medical practitioner, and are required 4 x day (3 x can be organised around the school day). Medicines must be in the prescribed container, clearly marked with the child's name, the date, the type of medicine and the quantity and frequency of the dose. We will only accept responsibility for administering medicines during the school day upon completion of an Administration of Medicines Consent Form. Medicines such as asthma inhalers that the child needs to have closely at hand during the day can be stored in an agreed place in the classroom. In these cases, we request that an Asthma form be completed. If your child requires any long term medication, please can you contact Mrs Dailly our SENCO to arrange a meeting.

Trained first aiders at available at the school.

Safeguarding and Children protection

Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children.

Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible seek their consent to a referral to Social Care. This will only be done where such discussions will not place the children at increased risk of significant harm.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm.

Occasionally, concerns are passed on which are later shown to be unfounded.

Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

CURRICULUM

The school follows the Governments National Curriculum which means that the children are taught the following subjects: English (Literacy), Maths, Science, Computing (IT), History, Geography, Design and Technology, Art and Design, Music and Physical Education.

Children also study Personal, Social, Health and Citizenship Education (PSHCE) which includes Sex Education. For Religious Education we follow the Cambridgeshire Agreed Syllabus. Classes have a daily act of collective worship. If you wish your child to be withdrawn from RE please contact the Head Teacher. Policy documents are available for all of the subjects listed above, please ask at the school office if you wish to see them. The school curriculum is published on the school website.

The children are encouraged to learn through first-hand experience. Visits and visitors form an integral part of the curriculum. Children in year 4 can stay for two nights at Burwell House. Children in Year 6 are invited to go to Hilltop for 4 nights in the Autumn term.

Contributions and payments for all visits and trips are via MCAS.

Children in Years 2 and 6 are assessed through Statutory Assessment Tasks/Tests (SATs).

Teachers are always available before or after school for a quick chat. For a longer appointment please contact the teacher directly through e-mail or via the school office if it is more urgent.

Parents have the opportunity to attend two parent's evenings each school year. All are invited to an open evening in the summer term. In addition, there are 2 summary reports and an end of year report given to parents.

INCLUSION

Our school aims to be an inclusive school. We hope to make all our children welcome and want them to look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves. We are a culturally learning school and have good links to all areas of the community.

We welcome applications from children with a disability and we will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in school life. The accessibility plan is available from the school office.

The school has a policy for supporting children with special educational needs which is revised each year. This policy is available on the website and in the school office. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

In order for effective partnership working between home and school to take place, we anticipate that parents will want to:

- Inform the school at the earliest opportunity if their child has a disability and the exact nature of it;
- provide the information school needs to plan effectively for the child to be a full member of the school community;
- acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Head Teacher must consider is the effect of the proposed change on all members of the school community;
- recognise the importance of school and home working in partnership.

ADMISSIONS

All admissions are handled by the Cambridgeshire Admissions Office. Please contact the school office if you have any questions. Foundation stage children are provided with a number of opportunities to visit the school prior to starting.

Home-School Agreement

The Home-School agreement aims to promote a three-way partnership between you, your child and the school. A copy is enclosed in the brochure pack.

Pendragon Pre School

Pendragon Pre School is managed by the Governors of Pendragon Primary School. The children visit the Foundation stage classrooms at the Primary School every week, all year round.

We also have excellent relationships with the other settings and child minders in the Village.

Secondary School Transfer

All Pendragon pupils who live in Papworth Everard and who apply before the Autumn deadline, should be offered a place at Swavesey Village College. Induction days and visits are arranged in the summer term.

Attendance

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Head Teachers should determine the number of school days a child can be away from school if the leave is granted. If leave of absence for exceptional circumstances has been denied and you take the child out of school, you may be subject to a Penalty Notice or face prosecution in court.

If leave is taken after permission has been withheld then this will be recorded as 'unauthorised absence'. This will appear both in the school register and in your child's report.

A Penalty Notice involves a fine of £60 per parent, per child, if paid within 21 days. This rises to £120 per parent, per child if paid within 28 days.

Should a parent/carer, on whom a Penalty Notice is served fail to pay the full amount of the fine within the specified time, he/she will be liable to prosecution in a Magistrates' Court where, on conviction, a fine of up to £2,500 and/or a sentence of up to three months in prison may be imposed.

PENDRAGON COMMUNITY
PRIMARY SCHOOL

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