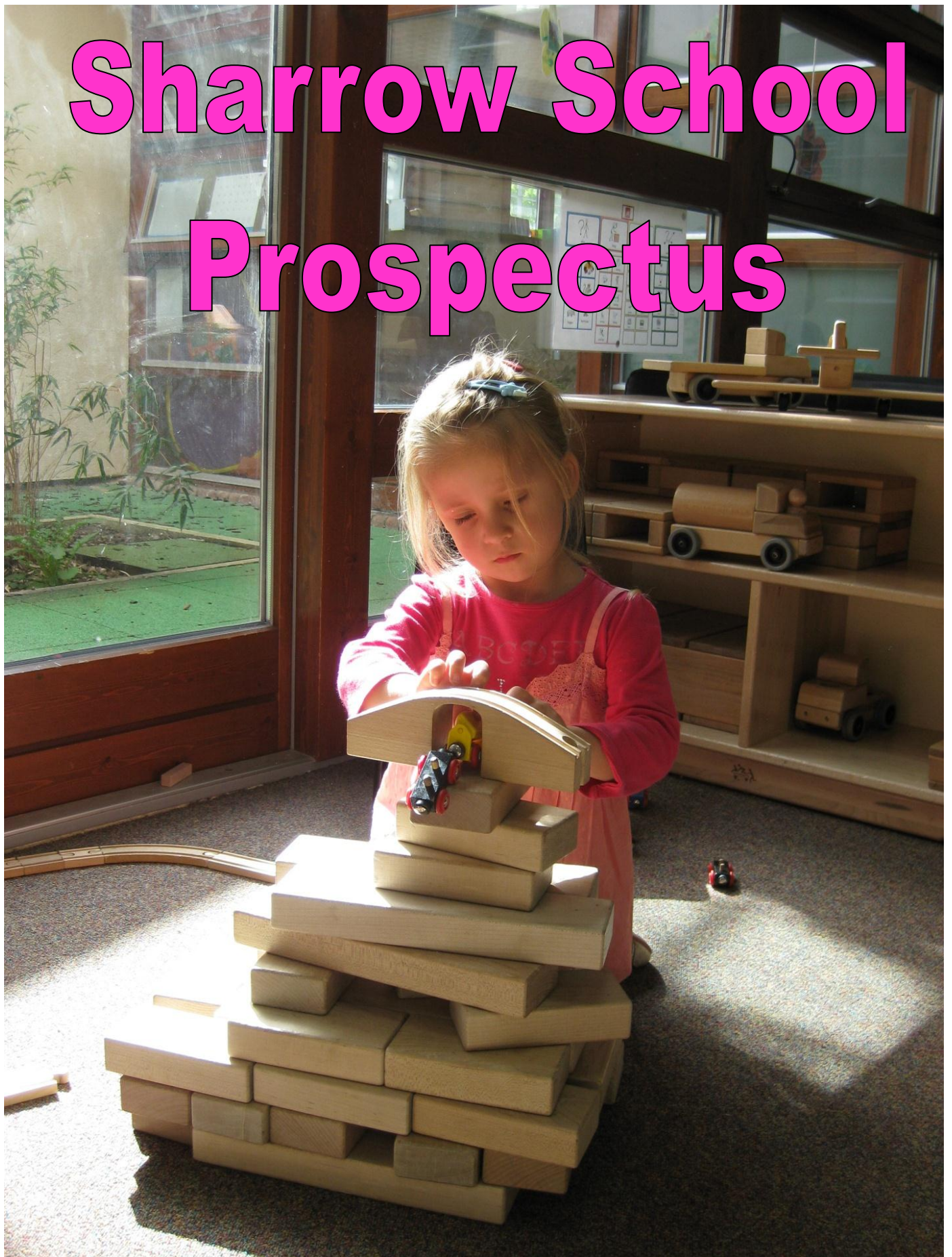


# Sharrow School Prospectus





# WELCOME

Hello, welcome to Sharrow School. We are a local authority maintained primary school, with a children's centre (which provides care for young children aged 3 months to 3 years). We welcome families from many cultures - and there are over 30 languages spoken throughout the school!

This prospectus is to give you an idea about life at Sharrow School. If you have any questions which are not covered, please ask at reception or give us a ring. We are always happy to answer queries (0114 2551704).



Most of our children start in reception in September each year, where they will be in a class with one teacher and a teaching assistant. The majority of children will have attended our nursery before coming into school but if your child has not been in our nursery do not worry, we will ensure a smooth transition into reception.

## Our School

If you come and visit our school you will see how fantastic the building is. It has won several awards of which we are very proud. The staff are friendly and try to make learning fun.



The school can accommodate sixty children in each year group - and we have a fifty-two place nursery, as well as the children's centre care provision.

The Children's Centre provides high quality early years childcare from 0-3 years. The Children's Centre also includes an 'After School Club' up to 6.00 pm each day during term time and a Holiday club which runs throughout most school holidays. The care provision was inspected by OFSTED in June 2008 and achieved a very good report!

Attached to the school is a Performing Arts Space. This building is used by the

school and by community groups for a wide range of dance, drama, music and physical activities. It is available for lettings as are other spaces in the new school building.

## **SHARROW VISION**

Our vision is to establish a school community that values achievement, diversity and creativity in a safe, healthy and stimulating environment, recognising and providing for the individual needs of children and their families.

Children learn to treat everyone with respect. There are many children at our school with different needs. If someone needs help with their work or with getting about, there are adults to support them. All children are included in all



the activities wherever possible. We aim to create an atmosphere of care and enthusiasm, within which each child can feel valued and respected and be capable of becoming increasingly thoughtful and responsible.

To support our vision we have a **home/school agreement** that we ask parents/carers to sign each year (see page at back).

## **CURRICULUM**

The Education Act (2002) requires all maintained schools to provide a balanced and broadly based curriculum. Changes to the National Curriculum and more information can be found on the DFE website.

The Education Reform Act (1988) requires that the curriculum for all children shall be made up of core subjects, foundation subjects and religious education and these subjects are all statutory.

The **core subjects** are **English, Mathematics and Science**. It is really important that children become literate and numerate. On most days the children will be learning English and maths in specific English and maths lessons or through other national curriculum subjects. For example children can learn about writing reports through writing up a science experiment.

The **foundation subjects** are **History, Geography, Design Technology, Music, Art, Physical Education/Dance, Information Technology and Personal, Social & Health Education (PHSE)**.

We aim to ensure that all children have access to the Curriculum through structured and progressive work, which often integrates subjects.

## Arts at Sharrow

These are an important part of our curriculum and there are lots of chances for children to get involved in Arts activities at school. The arts lessons often include animation, film making, drama, and different crafts as well as dance, music and singing.

There are after school dance and drama projects - sometimes culminating in a theatre performance in the summer. All classes have music lessons and Year 4 children are involved in an ongoing music project, learning to play brass instruments.

## Religious Education

We teach religious education and not religious instruction so children are taught to think about religion but are not told what to think.

Spiritual and social education happens throughout the day. Teachers make use of situations that arise to help children learn about themselves and their world.

We are fortunate that our school is a multi-ethnic community. The children have many opportunities to learn about each other's faiths and cultures. We share traditions and festivals such as Christmas, Eid, Diwali, Chinese New Year, considering particularly, the family and community aspects of the occasions

Religious Education is taught in school as laid down by the Education Reform Act. We follow the Sheffield Local Education Authority 'Agreed Syllabus of Religious Education' - a handbook compiled by the Standard Advisory Council of Religious Education in Sheffield (SACRE). This document stresses developing children's understanding of the diversity of religious beliefs and the values common to all world religions. It is available in school for any parents/carers to look at. Although the law allows parents/carers the right to withdraw their children from RE very few parents choose to do so.

## Health/Sex and relationships education

In Foundation and KS1—Health and Sex education is taught through appropriate projects or curriculum areas, in a way that is very mindful of the young age of the children and with regard to parental and cultural concerns.

Older children will learn about their bodies through the Science Curriculum. They will be taught about the growth of humans, animals and plants. It is important for them to develop a good self-image, and feel confident about being



able to talk comfortably about things that may concern them. This work is taught in a caring and sensitive way in order that all children feel comfortable. We hope to develop and encourage children's positive attitudes towards their own bodies, relationships and health. If you have any concerns about any work in this area - please do come in and talk to us.

### Assessment & Tracking

Assessment is important at all stages of children's learning. They are continually assessed by their teachers and support staff. We monitor children's progress, review their targets and set new targets. Children are encouraged to understand their targets and be aware of their next steps particularly in English and maths.

There are three open evenings - one each term, and parents/carers will receive one written report outlining progress and targets, at the open evening in July.

Seven and eleven year olds (Y2 and Y6) are also involved in national assessments (SATs). Parents/carers are given information about the tests and informed of the results.

The children in Foundation Stage (0-5) follow the Foundation Stage Curriculum which covers the early years curriculum. Adults working with your young children will give you regular updates on their progress during open evenings.

### Making learning interesting

The adults in school try to make learning interesting. We use interactive whiteboards, laptops, films and video to support learning. Every year, groups of children go on trips out of school. We all feel that these are a really important part of the curriculum.



### Work At Home

At times children may be given work to do at home by teachers.

We particularly encourage parents/carers to share books with children, help them to learn alphabet sounds, spell key words and learn to count and learn the times tables. We encourage children to take reading books home and parents of younger children are shown how to help their children with reading. There are workshops for parents/carers on how to support children learn more at home.

### Small Group Work

Throughout the school day children are taught in a variety of different groups. At times they will be working as a whole class group, at other times they may be taught in small groups or even 1:1 occasionally. We do this to ensure children are receiving the specific support they need to make progress, particularly in



English and Maths. This is frequently described as personalised learning - ensuring children are taught at the appropriate level dependent on their individual needs.

## IT

We make considerable use of technology to support learning in school. We aim to give children both the skills and confidence to use computers (PCs and laptops) in all areas of their learning. We have networked computers which use the internet in all classrooms. Children also have access to digital cameras, video recorders and Wiis.

## Assemblies

We do not provide a daily act of collective worship that is wholly or mainly of a broadly Christian character as we believe that this would not meet the needs of the richly diverse communities and cultures represented at Sharrow. We have a programme of gatherings where different aspects of several beliefs and cultures are celebrated and where the ethos of the school can be promoted.

## Visits

Children at Sharrow have many opportunities to take part in visits out of school. All school visits are educational, fun and have a particular focus generally linked to curriculum work that the children are studying in the classroom. They are an important part of our work extending experiences and ideas. Many year groups have the opportunity to participate in residential visits. Some of our recent visits have included Dorset, London, Northumberland and Derbyshire.

Day visits have included Endcliffe Park, Graves Park, Filey, Art galleries and local farms, Western Park and activities organised by Sheffield universities.

## Charging Policy

Donations are requested to help cover the cost of visits out of school but no child will be excluded from a visit or activity due to inability to pay. School funds are used to subsidise visits. Children will not be asked to pay for any materials they use in school.



# THE SCHOOL DAY

The School Day is:

## Nursery

- Morning Session - 8.45 - 11.45 am
- Afternoon Session - 12.15 - 3.15pm

## Reception, KS1 & KS2

- Morning session: 8.50am to 12.00pm
- *Lunch: 12.00pm to 1.00pm*
- Afternoon session: 1.00pm to 3.15pm

Children attend school for 190 days over 3 terms. There are 5 staff training days when children do not come to school. These are taken throughout the year.

## Breakfast Club (8.10 - 8.40 am)

Every day starts with our breakfast club and fun activities in the hall. This facility is available for most children at no cost however there is a small cost for food and drinks. Families are welcome to share breakfast together. Please ask for more details.

## Lateness

We want all children in class ready to start their lessons at 8.50 am but please remember we would rather have your child arriving late in school than not at all. Thirty minutes late every day will mean your child misses 2.5 hours of school every week—just think what that adds up to over a year!

Lateness is monitored and checked up on, so please help your child to be here on time by ensuring he/she gets ready and leaves home early enough in the morning ready to start school at 8.50am.



All children who are late **must go to the school office to be registered and order lunch.** Registers are taken electronically in the classroom and if your child comes late - they will be given a green card to hand to the teacher.

At the end of the day, please make sure that you collect your child on time.

## Absence

Please let school know if your child is unable to come to school, even if the absence is only half a day. We will phone you if we do not have a reason for the absence. There are times when the Education Welfare Officer, who monitors our attendance, will be asked to visit families.

We understand that children are sometimes going to be ill during the school year (though we do have a few who manage 100% attendance!) but please ensure your children come to school regularly unless they are ill. Children who miss school regularly, struggle to keep up with their work and find it difficult to keep friendships.

If your child becomes ill at school we will always contact parents/carers. (Please let us know if your phone number changes).



## Holidays in term time

While we understand the difficulties of living away from families, we must point out the disadvantages of children being out of school to travel abroad for any length of time. If you are considering taking your child out of school in term time, you must come and talk to your child's teacher or the Headteacher. Forms to request holidays in term time must be filled in. School places can only be held for a limited time and children may then be taken off our register. However, we would always request that you take extended holidays during the long summer holidays. Children who miss

school, frequently fail to make expected progress. Children in Y6 will not be given permission to take holidays in term time.

## OFSTED

Schools are regularly inspected by a team of inspectors appointed by the government. The inspections follow a rigorous process laid down in the 'Inspection Framework'. Parents/Carers have the opportunity to contribute their views on the school during the inspection process. Following the inspection a report is provided for governors and parents/carers.



## **CHILDREN'S WELL BEING**

### **Feeling safe**

The children at Sharrow are friendly and helpful, but they still have to deal with bullying sometimes. Every year school has an anti-bullying week to remind children of what they should do if they are bullied or if they see any bullying. We say "NO" to bullies.

Every classroom has its own voice box where anybody who is upset or worried can write a note and put it in the box. Nobody is allowed to open the box and see what's inside except for teachers. The Teachers will then deal with the problem.

If children are unhappy on the playground there are playground leaders who will be there to help them join in with games as well as lunchtime supervisors, teaching assistants and teachers. The children say ..... 'There is not much bullying in the school at all and when there is, it is sorted straight away.'

In every class there is a fire alarm and we have regular practices to make sure we can get out of the building quickly and safely if necessary.

All visitors go to reception and sign in before they can get into school.

### **Behaviour**

Behaviour is very important at Sharrow School - all children must feel happy and safe. Most children are well behaved and polite to all adults in school.

There are school rules to support positive behaviour. If a child is badly behaved there are a series of actions that may be taken by adults.

More information is available for parents/carers in our behaviour policy.



### **Clothes & property**

There are lots of children at Sharrow and sometimes coats and bags can easily get lost. It is important that all property is labelled with children's names and that children learn to take responsibility for their property.

Property does sometimes get lost or damaged so children are encouraged not to bring toys to school. This is to avoid arguments and disappointment if things disappear!

Sometimes, children are asked to bring money to school for trips etc. When this happens they are encouraged to give the money to an adult to look after so that it doesn't get lost.

The children are also asked not bring other money or jewellery to school. The only jewellery that children can wear are stud earrings, wrist watches and taweez. These all have to be taken off for P.E.

### **Illness & accidents**

Many staff in school are First Aid trained. You can feel confident that any child unfortunate enough to have an accident in school will be well looked after until we can contact you and help you get the right medical attention.

If a child is taken ill or injured in school it is important that we are able to contact a parent/carer as quickly as possible so we ask families to make sure we have up to date phone numbers and addresses. We are unable to give medicines in school other than in exceptional cases but for those children who require medicines for asthma — all inhalers must be labelled with the child's name. They must be available in school at all times.

### **Medicals**

The Sheffield School Nursing Service regularly visits all schools. We have a qualified nurse who is available to help with any health concerns. She has close links with community paediatricians, GPs, health visitors and other professionals who care for children. Screening of children's height, weight and hearing is offered to all children within the first year of school. Vision is also checked. Where any problems are indentified, parents/carers will be contacted.

The nurse will also provide information, advice and support on health issues to teachers, children and families. This can be offered individually or in groups as part of health education.

You can contact the School Nurse at any time during your child's school life. Contact details are available through the school office.



## Child Protection

The Children Act (1989) insists that school staff have a duty to report any concerns they have about any child who may be suffering harm, possibly as a result of abuse. All staff receive special training and can be trusted to deal with issues professionally and confidentially. Every school has a teacher who has specific responsibility for child. This person is called the Child Protection Liaison Teacher (CPLT). At Sharrow the co-ordinator is the Headteacher.



The school has a policy on Child Protection, which has been agreed by the Governing Body and is available for families to read. This is required by the Children Act (1989), and the DFES. We have close contacts with Sheffield's Health Services, Social Care and the Police - any or all of whom may become involved if abuse, physical or emotional is alleged or strongly suspected.

The school also has a duty to keep basic information such as who has parental responsibility for a child etc., and to pass this information to the statutory agencies (Police and Social Care) if requested. We will always try to work in partnership with the parents/carers and try to ensure that they are fully informed of, and participate in any action concerning the child. However, if there is a conflict of interest, the welfare of the child must be the paramount consideration.



## SEN

The law requires all children to have access to a broad and balanced curriculum. If a child has a special educational need, e.g. learning difficulty, it is our aim to meet their needs to promote successful learning. Children with outstanding ability similarly need to be identified and helped to maintain good progress. Children's needs are regularly monitored through our assessment processes.

The school has adopted the *Code of Practice on the Identification and Assessment of Special Educational Needs (Education Act 1993)* and *Code of Practice 2002*. Early identification is very



important and initial concerns can be raised by parents, carers or staff.

Sometimes children may experience difficulties in learning or behaviour. If this is the case we talk to parents/carers about how best to overcome the difficulties and develop individual programmes of work, where tasks are presented in smaller steps often using specialist resources. We are also able to ask for help and advice from specialist teachers outside school such as the learning support Service for children with learning difficulties, or the School Psychologist. If the school feels outside help for a child is required - the matter would be discussed first with the parent/carer. Occasionally some pupils may have a Statement of Special Education Needs.



### After school club

At the end of the day children can go to After School Club. The club provides care that has to be paid for. This is available everyday between 3.15 and 6pm. and there are a range of activities ( IT, Cooking, Craft activities and games)

We also have other after school activities such as sports, girls groups, film club, singing and yoga for specific groups of children. **The Holiday club** also provides paid for care during most school holidays.

## Food at School

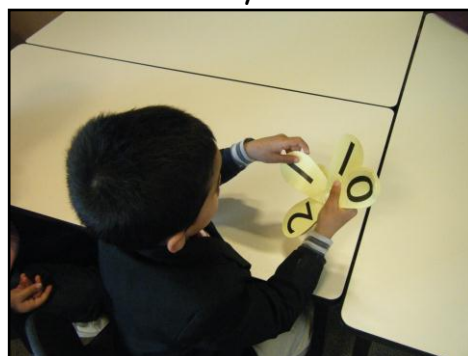
### School Milk

Free school milk is available for children up to their fifth birthday and for those children in receipt of free school meals. Milk is available to all other children but a charge is made.

### School meals

The majority of children in school have school dinners, which are cooked on the premises and served in the classroom for Reception and nursery children and the dining room for Y1-Y6 children. Meat, non-meat eaters and halal meat eaters are catered for. Children can also bring a packed lunch.

Lunchtime Supervisors and Teaching assistants care for the children during the lunch break and children are usually in the playground for some time after dinner



Many families are entitled to free school meals for their children, and parents/carers wanting further information about their entitlement, should ask at the office.

If you pay for dinners, it is helpful if dinner money is sent to school on Monday. Children going home for lunch should not arrive back until 1.00pm.

### **Free Fruit for all foundation & KS1 children**

The Government introduced a scheme providing all nursery & KS1 children with a free piece of fruit each day. (This is part of their aim to encourage everyone to eat 5 pieces of fruit and veg a day).

### **Healthy Tuck Shop**

For KS2 children we have fruit available everyday at a cost of 10p.

### **Sweets & Crisps**

Unless your child has special dietary needs, we ask you not to send sweet snacks or drinks to school. Water is available for children throughout the day.



### **SUPPORT FOR PARENTS/CARERS**

Parents and carers are welcome in school. We really value your interest and support and we know that it is important for all the adults working with children to have confidence in each other and work together. We welcome your comments and ideas.

We have a **Learning Mentor** to support children and their families. As well as working in classes, providing small group and individual support for children our learning mentor can provide support for individual parents/carers. She also coordinates a range of groups for parents/carers.

These currently include English and Maths groups, sewing and cycling. The **Parents Council** provides an opportunity for parents/carers to meet together socially and to discuss issues/plans/hopes related to the school and feed these thoughts and ideas directly to the governing body.

## Complaints

If you wish to make a complaint, please contact the Headteacher or Chair of Governors.

Parent governors can be approached through the school office staff. If the complaint cannot be resolved informally, there is a formal complaints procedure. Details of this procedure are available in school or from the local authority.

## Policies

The school produces policies, which cover all areas of National Curriculum, and other aspects of running a locally financed and managed school. Copies are available in the school office: we also have copies of LA policies. All these are available for parents/carers to see.

## CHILDREN'S CENTRE

The Children's Centre is open every day and offers a range of services including:

- Full day care for children 0 - 3 years (8am - 6pm)
- Extended care for children aged 3-4 years (8am - 6pm)
- Term time (39 weeks) or full times contracts
- Breakfast club for children (8am - 8.45am)
- After school club for school children (3.15pm - 6pm)
- Holiday club during school holidays for children 3-11 years (10am - 3pm)
- Childcare available during curriculum days for children 3-11 years.
- Full day care available during school holidays for children 3-11 years (8am - 6pm)

Please ask in school for more details and prices.





## THE GOVERNING BODY

### Governor's roles

The Governing Body is made up of:

- Parent representatives
- Local Authority representatives
- Co-opted members
- A teacher representative
- A support staff representative
- The Headteacher
- The Clerk to the Governors (the Director of Education's representative)



Sharrow School Governors have an important job to do as critical friends of the school. The Governing Body works with the Headteacher and Staff. The Headteacher makes termly reports to the Governing body.

Governors are appointed to serve for a term of four years. When a vacancy occurs for a parents' governor, information is sent out to parents/carers and an election is held in which parents who have a child attending school at the time of the election have the opportunity to stand as a candidate and to cast their vote.



The Governors share responsibility for:

- The general conduct of the school
- The delivery of a broad and balanced curriculum that satisfies the requirements of the National Curriculum and the Local Authority
- Compliance with the law regarding religious education
- The appointment of staff
- The school budget
- Outings, trips and ensuring the visits are risk assessed
- Health and safety

The Governing Body always meets at least once a term. Frequently however, there are additional meetings. Governors want to hear parents'/carer's views and talk about any concerns. Governors can be contacted via the Parents Council,

the school office or through: [sharrowgovernors@gmail.com](mailto:sharrowgovernors@gmail.com). They are often in school and welcome discussions with you.

## Visitors

The school building is fitted with a security system. This ensures visitors must report to the reception before they can have access to the school. Office staff will welcome and ask all visitors to sign in. Volunteers are not allowed to work alone with children unless they have had the necessary checks.

## Damage to school property

The school reserves the right to make a charge for any deliberate damage to school property or equipment.

## Disclaimer

The information contained in this booklet was correct at the time of publication in January 2012. Any difference in policy or practice within the school in the Academic year to which it refers and the information contained in this booklet will have been made necessary by changes in circumstances that were not operative at the time of publication.

## **SATS RESULTS**

Please see the insert at the back of this booklet

## **DATES OF TERMS & HALF TERMS**

Please see the insert at the back of this booklet.

## **LIST OF CURRENT STAFF**

Please see the insert at the back of this booklet

## **ATTENDANCE ANALYSIS**

Please see the insert at the back of this booklet

