

WELCOME

Vision and Ethos

Welcome to Smallwood Primary School and Language Unit. We hope you and your family will find the information contained in this handbook a useful introduction to our school.

Smallwood Primary School is a happy, vibrant and friendly inner-city school. We are an inclusive school where all children are treated equally. We celebrate their right to be different and to reach their potential in different ways.

Our school is dedicated to raising standards in teaching and learning and to this end we are committed to:

- Providing a safe, caring and welcoming and well resourced environment where all children are given opportunities to maximise their potential and to become independent learners.
- Providing an excellent and dedicated staff and an enriched and broad curriculum so that all children can perform to the highest level developing a desire to learn and to become life long learners.
- Creating an inclusive school where the unique diversity of pupils is both recognised and valued.
- Ensuring our children are equipped with the skills to become motivated and responsible citizens able to use the tools of a modern and challenging technological society.
- Celebrating all achievement, developing pupil confidence, self-belief and sense of worth.
- Creating a strong sense of community where its members each other, work together in partnership and encourage co-operation and a sense of purpose.

Our school motto 'Learning Together, Learners for Life' reflects our commitment to instilling a love of learning that we hope will stay with our children long after they leave Smallwood.

SCHOOL ORGANISATION

Smallwood Primary and Language Unit is a school for boys and girls from the age of 3 to 11 years. We are a Community Primary School in the London Borough of Wandsworth.

At the present time we have 12 classes. The Early Years Foundation Stage consists of a Nursery Class and two Reception Classes. Key Stage 1 consists of a Year 1 class and Year 2 class with approximately 30 children in each. In Key Stage 2 there is a Year 3, Year 4, Year 5 and Year 6 class. We also have 3 Language Unit classes which provide specialist teaching support for children with speech and language communication difficulties. We currently have 275 children on roll.

We are very fortunate to have excellent accommodation for our children. Our Reception classes are housed in a brand new state of the art building with a wonderful outdoor environment. Our classes are spread over 3 floors in our main building. We have two spacious halls, a brand new library and a dance and music studio. Our outside space is large, with plenty of playground space, an Environmental Garden and a wonderful sports field.

We also have a Children's Centre as part of our school which serves the needs of the diverse families within the local community.

ADMISSIONS

We follow the Wandsworth Policy and procedures for admissions following their set criteria.

Information booklets for parents on the procedures for starting a Nursery or Reception/Primary place are available. These booklets can be obtained from the School Office or from Wandsworth Council.

Information on Nursery Admissions:
Wandsworth Family Information Services (FIS)
www.wandsworth.gov.uk/fis

Information on Primary Admissions:
Pupil Services Section
www.wandsworth.gov.uk/admissions

THE SCHOOL COMMUNITY

OUR CHILDREN

Our children come from a diverse range of social, ethnic, religious, faith and cultural backgrounds. Around 26 languages are spoken in the school. Children in our school behave well. Pupil Voice is important to us and we are very proud of the role children play in making decisions. We have a School Council made up of children across the school who have been elected by their peers. The School Council meets regularly. The children's opinions are important to us and we support them in developing the confidence to speak up for what matters and the skills to be effective citizens of the future.

OUR STAFF

The Headteacher has overall responsibility for the day-to-day running of the school. He is assisted by the Assistant Headteacher for Inclusion and the Assistant Headteacher for Teaching, Learning and Curriculum.

The school has a high level of dedicated staff. There is a full-time teacher in each class with at least one Teaching Assistant in each. We have specialist teachers for Music, Dance and PE. Our pupils are supported by highly skilled support staff including Teaching Assistants, Learning Support Assistants, a Learning Mentor and a teacher responsible for pupils for whom English is an additional language. We are also very fortunate to have the support of Speech and Language Therapists and an Occupational Therapist.

The administrative staff in the office deal with a range of tasks including organising admissions and dealing with financial matters.

Our School Premises team are responsible for the upkeep, safety and security of the school buildings and grounds. (STAFF LIST TO BE INCLUDED)

OUR GOVERNORS

The Governing Body is responsible for the general oversight of the school. They meet on a termly basis and more regularly in smaller committees. The Governing Body has 18 members consisting of Parent Governors, Local Authority Governors, Community Governors and Staff Governors. (GOVERNOR LIST TO BE INCLUDED)

PARENTAL INVOLVEMENT

We place a high value on our relationships with parents and carers. Children learn best when school and parents work together. We work in partnership with parents and carers to support children. We hold regular Parent Consultation Meetings, Curriculum Workshops, themed events and community events throughout the school year. We welcome the support and skills that parents offer to help us provide the best education for their children.

BEHAVIOUR

Good behaviour and discipline are essential to the successful teaching, learning and development of children in our school. We expect high standards and expectations from all our children.

The key principle of our Behaviour Policy is recognising that all children will adopt positive attitudes and values when they are encouraged and motivated to do so. The staff therefore use a wide range of positive strategies to praise and encourage children. When children do not meet the expected standard of behaviour, staff have a range of behaviour strategies to encourage better choices.

All children follow the Golden Rules:

- We are gentle
- We are kind and helpful
- We are honest
- We listen
- We work hard
- We look after property

We believe that it is important that everyone, both children and adults, should be treated with respect and courtesy. We also believe that achievement and progress should be consistently encouraged and rewarded with praise.

We hold a weekly celebration Achievement Assembly where outstanding effort, behaviour and achievement is awarded.

THE SCHOOL DAY

8.50am

The school gates open

9.00am

The school day begins

11.20am – 11.35am

Morning playtime

12.15pm – 1.30pm

Lunchtime – Reception and Key Stage 1

12.30pm – 1.30pm

Lunchtime – Key Stage 2

2.30pm – 2.45pm

Afternoon playtime for Key Stage 1

3.30pm

The school day ends

It is vitally important for your child to be at school and on time every day. If your child is late, they will miss the welcome and outline of the day's learning. It can be very disruptive when children arrive in class after the day has begun. Children who arrive after the school bell has rung are considered to be late.

If children are sick and are unable to attend school, we ask that parents ring and inform the school office of an absence. When no explanation is given the absence is recorded as unauthorised. We do not authorise term time holidays as any absence has a negative impact on a child's learning. We are required to publish the number of unauthorised absences each year. A high number reflects badly on the school and impacts on learning.

School ends at 3.30pm for all children. We ask that parents and carers are on time to collect your child. If you are delayed, please telephone the school office and inform us of this.

We expect that all children up to the end of Year 4 be collected by a responsible adult at the end of the school day. Please inform us if someone other than yourself is due to collect your child. With parental permission, children in Year 5 and Year 6 may walk home from school alone. Please inform us of this decision.

SCHOOL UNIFORM

We are proud of our school uniform and the sense of belonging it instils. We expect all children to wear school uniform every day and all parents and carers to support us in this matter.

Items with the Smallwood School Logo on can be purchased at the School Office on a Wednesday.

Boys Uniform

- dark grey or black school style trousers
- dark grey or black school style shorts can be worn in summer
- white polo shirt*
- navy blue sweatshirt with school logo*
- plain black/dark grey or white socks
- black school style shoes or black trainers (shoes preferred)

Girls Uniform

- dark grey or black school style skirt or trousers
- dark grey school style dress
- blue checked school style dress for summer
- white or polo shirt*
- navy blue sweatshirt with school logo*
- plain black/grey or white socks or tights
- black flat school style shoes or black trainers (shoes preferred. No boots please!)

Head Scarves which are worn for religious reasons are to be a plain dark colour (black or navy).

The only jewellery permitted in school is stud earrings and watches. Hooped or hanging earrings are potentially dangerous.

Hair accessories are to be kept to a minimum and are to be a plain dark colour.

P.E. Kit

- navy blue shorts or jogging bottoms
- plain white t-shirt *
- white trainers
- Plain long-sleeved sweatshirt for outdoor P.E.

Items marked with a * are available from the school office, including Smallwood P.E. Kits, fleeces and wet weather jackets.

Children are issued with a Smallwood Book Bag free of charge at the beginning of Reception.

All items of clothing, including shoes and bags should be clearly labelled with your child's name.

While we do our best to ensure all children's belongings, when found, are returned to their rightful owner, this is not always possible, particularly when these items are not clearly labelled. We do have a lost property box in the school office. This is emptied at the end of each term.

The children are given a free Smallwood water bottle and Home/School Reading Book. If these items are lost or damaged, we do offer a replacement at a small cost.

THE SMALLWOOD CURRICULUM

At Smallwood we offer an exciting broad and balanced curriculum where learning is at the heart of what we do. We promote the spiritual, moral, cultural and physical development of all our children and prepare them for the opportunities, responsibilities, experiences and basic skills needed for further education and a successful and satisfying life. The delivery and development of the curriculum is based on the following key principles of children's learning:

- All children will have ample opportunities to develop as independent learners
- The curriculum will encourage active learning and participation
- The curriculum will provide a broad and balanced variety of learning contexts
- The curriculum will reflect the diversity of the school community in terms of race, gender and range of abilities
- Positive encouragement and support will be given to all children to ensure equal access to the curriculum
- Positive role models will be provided to demonstrate, develop and extend skills and strategies
- All children will experience appropriate practical learning activities
- The school will provide a stimulating environment and encourage children to develop self-motivational skills
- All school members will be valued as individuals
- All school members are expected to do their best and to have high expectations of each other

Wherever possible we enhance and enrich the children's education by visiting places of interest that are linked to our topics, inviting in guest visitors and exploring our local community.

Each term the children learn through a cross-curricular topic that makes links to all subject areas within the curriculum.

THE EARLY YEARS FOUNDATION STAGE CURRICULUM

In Nursery and Reception the children follow the Early Years Foundation Stage Curriculum. This is organised into 6 areas of learning:

- Personal, Social and Emotional Development (PSED)
- Communication, Language and Literacy Development (CLLD)
- Problem Solving, Reasoning and Number (PSRN)
- Knowledge and Understanding of the World (KUW)
- Physical Development (PD)
- Creative Development (CD)

Each of the 6 areas has its own learning goals. During their time in the Foundation Stage, children have free access to learning inside and outside the classroom. Many activities are child-initiated/directed with highly trained adults facilitating learning. The children also take part in focused-group activities with adults working on particular skills. All activities are set up around the interests of the children. There are plenty of opportunities for play as it is through high quality play that children develop the social skills, attitudes and language required for their later learning.

THE PRIMARY CURRICULUM (Key Stage 1 and Key Stage 2)

The requirements of the National Curriculum is taught from Year 1 to Year 6 and includes the core subjects of English, Mathematics, Science and ICT (Information Communication Technology).

In addition, Design & Technology (DT), History, Geography, Religious Education (RE), Music, Dance, Physical Education (PE), Art and Personal, Social, Health, Citizenship Education (PSHCE) are taught in each year.

French is taught in Years 3 - 6. The children also have an opportunity for weekly swimming lessons at the Tooting Leisure Centre throughout their time in Key Stage 2.

We support the Every Child Matters agenda which aims to achieve the following outcomes for every child:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieve Economic Well-being

English

We want our children to develop as competent readers, writers, speakers and listeners. Following the Primary Literacy Framework our daily literacy lessons support the development of these skills. Literacy is at the heart of our learning and teaching, and essential to every area of the curriculum.

We give reading a high profile and use a range of methods to ensure children develop a love of books and are able to access learning across the curriculum.

We encourage parents to read with their children at home every day and record this in the Home/School Reading Book.

Mathematics

We follow the Primary Numeracy Framework to deliver daily mathematics lessons. The framework sets out what must be taught in each year group, with a particular focus on developing quick mental recall skills such as number bonds and times tables.

Children are given opportunities for problem solving and investigational activities to enable them to practice applying their mathematical knowledge.

Science

Science is concerned with our knowledge of the universe and all that is in it. Through practical investigations children are actively involved in learning about the world around them and are encouraged to test ideas, observe, experiment, records, analyse and make predictions.

Information & Communication Technology (ICT)

ICT is concerned with the handling and processing of information using electronic devices. As we now all live in an ever changing technological age, it is important that our children become familiar with a range of ICT applications and develop the necessary skills to use them.

We have an ICT Suite equipped with ? computers which allows for whole class teaching of ICT skills. We also have a bank of portable laptops that are used in the classroom during a range of subjects. All our classrooms have interactive whiteboards which can be used when teaching a whole class or a small group.

Design Technology (DT)

DT focuses on teaching children to develop capability through designing and making skills.

We give children opportunities to develop their DT skills through:

- activities in which they design and make products
- focussed practical skills in which particular skills and knowledge are practiced and developed
- activities in which they investigate and evaluate

History

Children are given the opportunity to develop awareness of the past by making use of historical sources and to make comparisons with the present.

We teach children to:

- problem solve and develop questioning skills
- develop their ability to analyse by asking them to examine evidence
- explain and interpret
- understand about time and chronology, change, cause and consequence

Visits to museums and other places of historical interest support the curriculum.

Geography

Children are given the opportunity to develop knowledge of their immediate locality, the country in which they live in, Europe and the wider world.

Children will learn about the human and physical processes which shape those places and about the people who live in them.

Class outings are used as stimuli for developing geographical skills.

Religious Education (RE)

RE is taught to all children in accordance with the Wandsworth Agreed Syllabus for Religious Education. We aim to help children achieve a knowledge and understanding of different religious insights, beliefs and practices. We also aim to enable children to explore their own beliefs and values and to respect the right of other people to hold beliefs different from their own.

The school's intention is not to take on a role of indoctrination. We focus on all the world's main religions, particularly those represented within our school community. Visits to local places of worship help deepen the children's understanding of the differences and similarities between the religious faiths.

RE lessons and assemblies make a contribution to pupils spiritual, moral and cultural development encouraging children to reflect and develop an understanding of the world around them.

If you feel that on religious grounds you would prefer your child to be withdrawn for the RE Curriculum, please talk to the Headteacher.

Music

We seek to develop in each child an appreciation of music. Children throughout the school are given the opportunity to perform and create music.

Within music lessons, children sing, compose, listen to and appraise a variety of musical styles. They use a wide range of percussion instruments to learn about different rhythms and simple notation.

Children in Key Stage 2 have the opportunity to learn a tuned musical instrument such as the clarinet and to join the Smallwood School Choir, otherwise known as 'Glee Club!'

Physical Education (PE)

Children are taught to develop skills to extend and improve their body control, co-ordination and personal physical performance through enjoyable physical activities - dance, games, gymnastic activities, swimming, athletics and outdoor adventurous activities. The children benefit from specialist teaching in PE and Dance. Children are taught the importance of physical activity in order to promote a healthy lifestyle.

Art

The art curriculum at Smallwood aims to give children the opportunity to learn how to handle and use a wide variety of tools and materials skilfully and to provide quality experiences of the work of artists, craft workers and designers.

We regularly have Artists in Residence and expose our children to a wide range of medium which encourages creativity and extends children's confidence and ability.

Personal, Social, Health, Citizenship Education (PSHCE) and Social & Emotional Aspects of Learning (SEAL)

Our PSHCE curriculum involves children in learning to keep themselves safe, fit and healthy as well as developing a set of values and beliefs, including respect for self, for others and the environment. This includes drug education aimed at encouraging children to recognise the dangers of drugs and how to recognise helpful and harmful substances.

Citizenship is taught mainly through class discussion and through a range of whole school charity events. We work on developing children's knowledge and understanding of their roles and responsibilities and how to make a positive contribution to their community. Year 5 pupils attend the annual Wandsworth Junior Citizen Scheme during the Spring Term.

SEAL

Social and Emotional Aspects of Learning (SEAL) is taught through assemblies and class activities and prepares the children for the opportunities, responsibilities and experiences of life through:

- helping children to be responsible citizens
- promoting equal opportunities
- promoting self esteem and emotional well-being
- helping children form successful relationships
- equipping them with the means to make informed choices and decisions
- promoting and developing spiritual, moral, social and cultural development

Sex and Relationship Education (SRE)

We have developed a successful programme of sex and relationship education across the school called the 'Growing Up Programme'. This is done at an age-appropriate level and involves children learning about themselves, noticing changes as they grow, building positive relationships and raising self-confidence and esteem.

The school works closely with our school nurse to support the delivery of the programme and to provide parents with information and support in this area.

Modern Foreign Languages (MFL)

Children in Years 3 to 6 have weekly French lessons. The aim is to equip children with everyday conversational skills that may be helpful in a range of situations.

Extra Curricular Activities

Smallwood offers a wide range of very popular after school clubs run by teachers and outside professionals. All coaches and tutors give their time to develop children's skills, interests and enthusiasm. A termly clubs booklet is sent home to inform parents of the wide variety of clubs on offer. We are currently pleased to be able to offer these clubs free of charge.

Afterschool Care is available from 3.30pm to 5.45pm and is provided by Wandsworth Play Services. Children are well cared for and provided with a variety of educational activities. For further information, please contact The Manager on 020 8672 2469.

From January 2012 we plan to offer a Breakfast Club which will run from 8.00am onwards.

Homework Learning

The best home learning a child can do is to spend time reading. This will develop their reading skills and will foster a love for books. We would recommend that children read on a daily basis.

Research shows that when parents spend time reading with their children and teach them that reading is important and enjoyable, their children improve their reading skills faster than others who do not receive this kind of support.

From Year 1 upwards your child will bring work home that supports their learning in class. Please encourage and support your child with their homework by establishing routines and providing a quiet place to work. Homework is sent home on a Monday and is to be handed in to the class teacher on a Friday.

Educational Trips and Visits

Educational visits contribute significantly to children's learning and enrich their whole school experience. All educational visits are linked to class topics. You will receive notice beforehand outlining the nature and purpose of the visit and any costs that may be involved. The payment for any outing during the school day is on a voluntary basis. However, if insufficient money is collected the school visit might have to be cancelled.

We often take children on short walks around our local community or to place of interest which are in walking distance to the school. We have a consent form which we will ask you to sign for the duration of your child's time with us.

In Year 6 the children have the opportunity to attend our annual residential journey. This takes place towards the end of the school year. Once a suitable destination has been decided upon and meeting is arranged for all parents where detailed information is supplied. A payment scheme is set up at the beginning of the school year allowing families to spread the cost of the trip over the year. Where we can, we do our best to find ways of fundraising to support families who find the cost of this trip difficult.

Your child's well-being is always important to us therefore we ensure that we always have an adequate number of adults to supervise educational visits.

Record Keeping and Assessment

We keep records of your child's achievement and progress from the time she/he enters the school. Children undergo statutory assessments (SATs) at the end of Reception, Year 2 and Year 6.

Children in Years 3 – 5 take QCA tests towards the end of the Summer Term and the results of these are used to inform teacher assessments. Parents are informed of their child's levels through Parent Consultation Meetings and the end of year report.

Children in Year 6 sit the Wandsworth Year 6 Tests in November as part of the secondary transfer process.

Lunchtime Arrangements

Children may purchase a hot meal prepared and cooked by our school kitchen. The menu is sent home each term and always contains vegetarian and healthy food options.

Details of obtaining free school meals can be obtained from the School Office.

Due to the food being ordered in advance by the school kitchen, children can only change from school dinners to packed lunch or vice versa at the beginning of a half term. Please notify the School Office of any change to lunchtime arrangements.

Children may also bring their own packed lunch, which is eaten with the other children in our dining room. As we are a Healthy School, we ask that parents and carers support us in providing a healthy balanced lunch which does not include sweets, chocolates, crisps or fizzy drinks.

Child Protection

We have a duty to ensure that our children are not at risk from any kind of harm or abuse.

It is Wandsworth's policy that any kind of physical injury to a child that is thought to be or disclosed to be non-accidental is reported to Social Services.

The safety of our children is of paramount importance to us.

Equal Opportunities and Inclusion

We provide equal opportunities for all members of our school community regardless of religion, race, gender and physical ability. We ensure that our agreed equal opportunities policy is incorporated into every aspect of our daily life at school.

We recognise that many children have special educational needs (SEN), that these may be short or long term 'special needs'. In meeting children's needs the school follows the nationally described code of practice. Where a need is identified, in consultation with parents and carers, appropriate strategies and support are put in place to help the child progress. This may be in the form of support within the classroom, work within small intervention groups, individually, or a combination of approaches. If needed, specific learning resources and materials will be used and adaptations made to the learning environment. We also have access to a wide range of external services to which we can offer additional advice or support, eg: Speech and Language Therapists, Literacy Support Services, Catch 22.

At Smallwood pupils are recognised and valued as individuals and are supported to reach their full potential and we consider the inclusive character of our school something to be proud of.

Parent Consultations

You are welcome to discuss any concerns you may have about your child's progress with the class teacher in the first instance. This can be arranged at a mutually convenient time. The Headteacher is also available to discuss any concerns with you. An appointment can be made to see the Headteacher or class teacher via the school office. We will contact you if we have any concerns about your child. It is vital that we work together to support your child's learning and that you support all school policies.

Parent Consultation Meetings are held each term during which you can discuss your child's work and progress with their class teacher. At the end of the Summer Term you will receive your child's end of year report which summarises his/her achievements in all curriculum areas.

FORMAL COMPLAINTS PROCEDURE

If parents have anxieties or concerns regarding any aspect of school life, we hope that you will let us know before the problem develops. Should you wish to make a formal complaint we do have a Complaints Policy. A copy of this can be obtained from the School Office.