



Charlesworth School Staff Handbook 2016



CHARLESWORTH SCHOOL

...from tiny acorns great oaks grow



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Welcome to Our School

We are a small church school with an ethos firmly rooted in Christian values. Each child is valued as an individual that we are privileged to help to achieve their full God-given potential. Our vision is one where the school is at the centre of village life. We work closely with our foundation churches and the local community; taking every opportunity to expand the children's knowledge of the area and their contribution to it.

Relationships are positive and pupils respond well to the caring, nurturing atmosphere and ethos of the school

OFSTED 2013

Teaching is consistently good.
All groups of pupils achieve well
They make good progress in all classes

OFSTED 2013

We are very proud that our children not only achieve excellent results but they also develop into thoughtful and creative individuals who respect each other and their environment. Within this environment, our children flourish, their confidence grows and they are prepared for the challenges ahead in the next stage of their learning.



We Believe that:

Every child is different.

They look different.

They behave differently.

They develop at different times and at different rates.

They learn at different times and in different ways.

We are delighted that you have shown interest in our school, and we hope that you will be happy here.

Neil Flint
Headteacher

Mission Statement

Charlesworth School welcomes all children and their families. We provide a caring and motivating environment, where each child is nurtured and valued as someone special.

In an atmosphere that is both caring and challenging the school provides good quality teaching and has high expectations. We promote high academic standards and positive behaviour. We work closely with parents to achieve these outcomes.

This is underpinned by an inter-denominational Christian foundation. We develop an ethos based on Christian values that promotes children's respect for others, themselves and their world and encourages social and emotional skills. The school readily welcomes the involvement of the different churches in Charlesworth, the local community and families, in the delivery of a rich curriculum that develops pupils' creativity and love of learning.

Church Foundation

Charlesworth School has a unique position in holding a shared Christian Foundation. This is the result of merging two Church Schools in the 1990's; these being St John's Church of England and 'Top Chapel' Independent Congregational. After the schools linked, Chisworth Methodists were invited to fill the remaining Foundation Governor position. These Churches are very happy that our school expresses a Christian ethos and encourages the positive involvement of churches within school.

Charlesworth School makes regular visits to all three Churches for Christian Festivals and members of the different churches play an active part in school life. Our collective goal is that each child should know they are unique, valued and cared for by the wider community.



Aims

Charlesworth School aims to provide an interesting and challenging range of learning experiences which enable all to:

- Be **successful**, independent individuals who enjoy learning, work hard, make good progress and achieve their best.
- Be **confident** individuals who feel secure, happy and know how to live safe, healthy and fulfilling lives.
- Be **responsible** individuals who make a valuable contribution to the local community and society.
- Be **considerate**, caring and respectful individuals who positively promote Christian Values.

School Creed

This is our school
Let peace live here
Let the rooms be full of happiness
Let love be all around
Love of one another
Love of all people
And the love of life and living

Golden Rules

We are gentle	We don't hurt others
We are kind and helpful	We don't hurt anyone's feelings
We listen	We don't interrupt
We are honest	We don't cover up the truth
We work hard	We don't waste our time or others' time
We look after property	We don't waste or damage things

Teaching Staff Organisation

Headteacher - Mr N Flint (Special Educational Needs Co-ordinator)

Teacher	Year Groups	No of Pupils
Miss K Barton	Reception/Year 1	21
Miss J Streeter	Year1/Year2	16
Mrs L Johnson	Year 3/Year 4	29
Ms B Howard (Senior Teacher)	Year 5/ Year6	31
Ms E Hampson	KS2 and PPA	N/A
Total Number of Pupils		99

Additional Staff Organisation

Staff Member	Position
Miss C Brennan	Teaching Assistant (SEN)
Mrs H Hobart	Teaching Assistant (SEN)
Mrs D Lloyd	Teaching Assistant (SEN)
Mrs S Mann	Teaching Assistant (SEN)
Mrs J Rayson	Teaching Assistant
Miss S Lee	Teaching Assistant
Mrs K Kells	Teaching Assistant
Mrs J Davies	Teaching Assistant
Mrs H James	Teaching Assistant
Mrs M Cahill	Cleaner-in-charge
Mr J Boardman	Cleaner-in-charge
Miss K Mooney	Kitchen Assistant
Mrs A Yates	Kitchen Assistant
Mrs E Copas	Senior Mid-Day Supervisor
Mrs S Woodworth	Senior Mid-Day Supervisor
Mrs P Moss	Mid-Day Supervisor
Mrs K Collier	Mid-Day Supervisor
Mrs E Copas	Breakfast Club Co-ordinator
Mrs P Moss	Breakfast Club Assistant
Mrs L Shaw	
Miss P Denton	Wildlife Assistant
Mrs C Whittaker	Therapeutic Support Worker
Mrs K Collier	School Crossing Patrol

School Hours

Infants	
Activity	Times
Teaching Session 1	9.10am - 10.45am
Morning Break	10.45am - 11.00am
Teaching Session 2	11.00am - 12.00pm
Lunch	12.00pm - 1.00pm
Teaching Session 3	1.00pm - 2.30pm
Afternoon Break	2.30pm - 2.45pm
Teaching Session 4	2.45pm - 3.15pm

Arrival Routines

At the beginning of the day, children and parents should gather on the playground behind the school building. A bell will be rung when the children need to line up at door to be collected by a member of staff. On entering the building they should put their lunchboxes on the bench in the hall and hang up their own coats.

Collection Routines

Children must be collected at 3.15pm, please ensure that you have planned enough time for this to be done promptly. A member of staff will bring the children to the door and release them when their parent or carer has been identified.

Juniors	
Activity	Times
Teaching Session 1	8.55am - 10.35am
Morning Break	10.35am - 10.55am
Teaching Session 2	10.55am - 12.00pm
Lunch	12.00pm - 1.00pm
Teaching Session 3	1.00pm - 2.00pm
Afternoon Break	2.00pm - 2.15pm
Teaching Session 4	2.15pm - 3.30pm

Arrival Routines

At the beginning of the day, children and parents should gather on the playground at the bottom of the ramp. A teacher will arrive and blow a whistle when the children need to line up in their classes. They will then be sent into the school building. On entering they should put their lunchboxes and hang their coats in the appropriate cloak area.

Collection Routines

The children are released at 3.30pm, please ensure that you have planned enough time for

this to be done promptly. In Y5/6, the children are taken to the hall from where they are dismissed. The teacher then remains in the hall to supervise and ensure that all children have left the building.

In Y3/4 children are led out by a member of staff to the playground and supervised going down the ramp. The teacher then remains until all the children have been collected.

Older children are allowed to walk home on their own if there is written permission from the parent. If a child cannot find their parent, they are instructed to return to the teacher.

Please Note:

Occasionally concerns are raised relating to children who arrive at school unsupervised before the time when the school accepts responsibility for supervision of children. The Local Authority have asked us to make it clear to parents that our playground will be supervised only from these times:

Infants	9.10am
Juniors	8.50am

Any children arriving before these times will be unsupervised until the stated time and the safety of the children remains the responsibility of parents/carers.

In the interests of health and safety children are only allowed on the trim trail located at Junior site during the school day therefore **no children are allowed on the trim trail before or after school.**

Attendance

Attendance at Charlesworth School is consistently above the national average and we work hard to promote this through a range of rewards and prizes. Regular attendance of children at school is crucial to their progress in learning and any absence mean a loss of important learning opportunities.

If your child is unable to attend school due to illness or medical reasons, please ensure that the school is advised as soon as possible. Any medical absences may require evidence (e.g., Appointment Card) in order to authorise the absence.

The Government state that Headteachers **may not** grant any leave of absence for holidays during the term time unless there are **exceptional circumstances**. Exceptional circumstances **cannot** be granted for:-

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for **exceptional circumstances** should complete a form at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

Collective Worship

We have acts of daily worship where we share many things including stories, special events and topics of interest. Worship is led by teachers, children and visitors. We follow a 'Values for Life Programme' where each month a specific value that underpins the school ethos forms the focus for all acts of Collective Worship. We also enjoy celebrating children's achievements (both within and outside of school) in our 'Leaves' Assembly.

Parents are invited to join us for Open Worship once a week (on each site) and when we celebrate Harvest, Christmas and Easter. These seasonal celebrations are held in local churches.

Day	KS1/EYFS	KS2
Monday	Values 9.30-9.50	Values 1.00-1.20
Tuesday	KS1 Assembly 2.45-3.10	KS2 Assembly 1.00-1.20
Wednesday	Open Worship 9.30-9.50	Leaves 1.00-1.20
Thursday	Leaves 2.45-3.05	Hymn Practice 1.00-1.20
Friday	Hymn Practice 2.45-3.10	Open Worship 9.00-9.20

If parents wish to withdraw their children from Collective Worship or Religious Education lessons they are asked to come and see the Headteacher or put their request in writing.

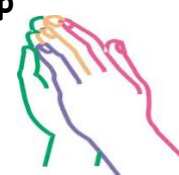
Values: Story-based reflection on Christian Values led by teachers.

Leaves Assembly: Celebration of achievements and attitudes led by the Headteacher

Open Worship: Led by invited guests and open to all community members.

Hymn Practice: Led by teachers to develop confidence in singing worship songs.

**The School Creed is said at the end of all acts of Collective Worship
Prayers are also said before lunch and at the end of the day**



Partnerships with Parents

We hope parents always feel welcome and are able to become active members of the school family. We feel that it is essential for parents and teachers to know each other well and to work together to benefit the child. Our parents are encouraged and supported to help their children with home learning activities.

Before children start school parents are invited to come and hear about the school, the learning opportunities the children will engage with and to meet the medical and school meals services. Your child will also be invited to make three visits to school.

During the school year there are many opportunities for parents to join in with the children to celebrate and learn. These include class assemblies, family learning events, visits to our partner churches to celebrate Christian Festivals, Sports Day and school productions. Twice a week, we invite local people to lead Open Worship and invite families to join with us as often as possible.

Friends of Charlesworth School

In addition, we have a very successful Friends of Charlesworth School group who organise social events throughout the year to celebrate our place in the local community and to raise additional funds for the school. Recently funds have paid for coaches for us to visit the pantomime at Buxton Opera House, sports kits, the provision of a super wildlife area at Junior site, Infant gardening equipment and books for the library.

Child Protection and Safeguarding

Charlesworth School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and be responsible for promoting safeguarding and the welfare of all children in our school. The school operates a Safer Recruitment Policy to ensure that all staff and volunteers working with children are thoroughly vetted.

Parents should also be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to physical, emotional or sexual abuse or neglect, staff have no alternative but to follow the County's Child Protection procedures and inform Social Care of their concern.

Special Educational Needs

Charlesworth School has an excellent reputation in the field of Special Educational Needs

and over recent years has created increasingly effective procedures for identifying and supporting children with learning needs in mainstream classes.

Children with specific barriers to learning are catered for through in-school resources and support. Specialist agencies are involved as necessary.

Children with an Education and Health Care Plan (provision formerly known as a Statement of Special Educational Needs) have additional resources often in the form of an allocated teaching assistant. Other children are catered for through careful differentiation of class activities and sometimes an adapted curriculum that better meets their needs. The school is involved in working with many outside agencies who offer excellent support.

Children who demonstrate significantly higher than expected attainment may also be identified by the Special Educational Needs Co-ordinator to ensure that they make at least as much progress as other pupils in the school and are equally challenged.

Behaviour Management

Rewards

Rewards play an important role. Children constantly receive rewards for good work and behaviour. As well as verbal praise and smiles they receive house points, stars, stickers, stamps, positive letters and phone calls home.

Each week children are nominated for good work, being helpful, being polite, listening, trying hard, smart dress/attitude, Numeracy and Literacy. A special award from the Headteacher is presented to children who display all of the above. Children's names are printed on leaves and added to the Charlesworth School tree. Children receiving the Headteacher's award will have their name on acorns on the trunk of the tree.

Children know that they are valued whether individually or as part of a class.

Sanctions

The school operates the 'Good to be Green' reward scheme where all children are encouraged to follow the school rules and display their 'Good to be Green' card on the class chart.

If a child chooses to break the rule a verbal warning will be given, the child is expected to reflect on their behaviour, apologise and make amends. The second time a rule is broken the process is repeated and the child will receive a yellow card on the class chart.

If a school rule is broken a third time, the child will receive a red card and will lose a minute of 'Golden Time' (KS2) or playtime (KS1) for that incident and any further poor behaviour choices. If the child loses more than 3 minutes of 'Golden Time'/playtime in one day they will be sent to another class for 10 minutes. The red card will remain on the board for the whole

day in Y1 - Y6 (half a day for children in Reception).

Each day (am or pm session for Reception) will be a fresh start where children are encouraged to 'be green'. Parents or Carers will be informed through the home/school diary about any loss of 'Golden Time' (KS2) or playtime (KS1).

If there are more serious incidents that put the child or others at risk of injury or lead to damage to property this will result in extended isolation from their peers and the parent being asked to discuss the issue with the teacher (or, if necessary, the Headteacher).

Anti-Bullying

Whilst incidents of bullying, particularly the more serious types, are rare in our school, we are not complacent. It must be made clear to everyone - children, parents, and staff - that bullying will not be tolerated in this school

If you feel any incidents of bullying have occurred please bring this to the attention of the teacher before you leave school.

The school is proud to have achieved the ABC Award (Anti-Bullying Commitment). We provide a secure and happy environment for the children. We aim to minimise the occurrence of bullying and effective procedures to deal with bullying incidents are established.

We have a 'buddy system' in the infants and juniors where older children are teamed up with younger children for playtimes. We also have a buddy bench and playground friends.

Health and Safety/Pastoral Needs

Small Injuries (trips, scratches, bumps etc)

All staff have been trained to administer basic first aid and both sites have access to first aid kits both inside the building and during outdoor activities. If a first aid report has been completed a note will be put in the child's reading record book and if possible the parent will be informed at the end of the day.

Head injuries/Serious Injuries

Parents will be informed of all head injuries and given the choice about whether to come to school to check their child. In all significant injuries, parents will be advised to get assistance from a medically qualified person.

Pastoral Care

The pastoral care of the pupils is the concern of all class teachers and support staff, with the Headteacher having overall responsibility. In the event of a pupil being taken ill, contact will be made with the parents (or nominated adult) as soon as possible in order for the child to be returned to the home and to remain there until well enough to return to school.

Medicines

Medicines can only be administered on completion of a written and signed consent form, this includes inhalers. Inhalers are kept in the teacher's drawer or cupboard for easy access.

Allergies and Medical Needs

Please make sure that school are made aware of any serious allergies or medical needs and provide appropriate medical advice to the school. The kitchen and any relevant staff will be informed and there is a note in front of the register of any children who have illness or allergies. The school holds an overall register of children with medical needs and appropriate actions are detailed on this register.

Curriculum



The curriculum is the sum of all the learning experiences provided by the school for your child. We aim to provide a broad, balanced curriculum at all stages of your child's development through which your child will be able to reach their full potential and develop their individual talents, interests and skills. This aim is underpinned by an agreed vision for what our curriculum should provide for the children at Charlesworth School:-

We want our pupils to **develop a sense of awe and wonder** for the world around them. Therefore our curriculum will provide opportunities for independent exploration and activities that encourage them to reflect, ask questions and become self-motivated learners.

We want our pupils **to be articulate** in communicating their ideas and in listening to and considering the ideas of those around them. Therefore our curriculum will provide frequent and effective opportunities for dialogue and cooperative learning. It will ensure that will learners are happy and secure in expressing their own opinions in a safe and supported environment.

We want our pupils **to be able to take informed risks in their learning**. Therefore our curriculum will promote spiritual, moral, social and cultural aspects that develop resilience in the face of challenge. It will promote cooperation, shared responsibility and help children to understand how to deal with failure in order to achieve their God-given potential.

We want our pupils **to develop the wisdom to constructively challenge** perceptions, opinions and actions in order to embed their learning. Therefore our curriculum will encourage pupils to question the viewpoints and values of others in order to take ownership for their decisions and actions. It will provide opportunities for pupils to see life as a partnership in which they share responsibility for the future.

We want our pupils **to have a secure understanding of, and actively practice values promoted by the Christian faith**. These will promote respect and responsibility for each

other and the world around them in the context of a diverse and inclusive British society. Therefore our curriculum will provide opportunities to develop a sense of citizenship within the context of the school, the local community and the wider world. It will promote empathy with others and encourage pupils to become actively involved in the local community and develop opportunities to support and promote charitable organisations.

Curriculum Overview – Cycle A (2016/17)

Year	Autumn		Spring	Summer
R/1	It's All About Me	Emergency 999	It's Only Natural	To Infinity and Beyond
1/2	Houses and Homes		Oceans and Seas	Famous People
3/4	Stone Age To Iron Age		Tudors	Space
5/6	The Mayans		Vikings and Anglo-Saxons	Local Study

Curriculum Overview – Cycle B (2017/18)

Year	Autumn	Spring	Summer
R/1	Here, There and Everywhere ...	Quests and Adventures	From the Tiny Ant...
1/2	Why do we need Fire?	Around the World	Yesterday, Today and Tomorrow.
3/4	Manchester	Ancient Egyptians	Rainforests
5/6	World War II	Ancient Greece	Crime and Punishment

Staff use the programmes of study laid down in the National Curriculum and the Early Years Foundation Stage Curriculum as the basis for planning a meaningful curriculum. We use a topic or themed approach to make links between different subjects as we believe that this makes learning relevant and enjoyable. We also use the local environment and educational visits to enhance the children's engagement and understanding. We are committed to developing children's skills for learning alongside personal and social skills.

Assessment

Recent changes in the National Curriculum have meant that the way children's achievement is assessed has changed. At Charlesworth, we believe that careful monitoring of progress ensures that the challenge is matched to the child and appropriate targets are set in reading, writing and maths to ensure that all children make good progress. These targets are then discussed with the children so that they can play a full part in their own learning.

Formal assessments take place during the first half of Autumn and Spring terms will help us to ensure that we have a clear understanding of pupils' achievements and future learning needs. These can then be considered in the planning and delivery of a curriculum that challenges all learners. This will be accompanied by on-going teacher assessments against a specific set of learning objectives for each year group. The expectation is that each child can demonstrate that they are secure in those objectives by the end of the academic year.

Children are assessed on entry to the school and at the end of Reception class. Statutory assessment tests (SATs) are taken at the end of Year 2 and Year 6 to report on end of Key Stage attainment and pupil progress. End of year formal assessments are also carried out for all other pupils to determine whether pupils are on track to meet the expected standard.

Educational Visits

Recently our children have enjoyed visits to local places of interest as well as The Bridgewater Hall, Buxton Opera House, The Chestnut Centre, Manchester Museum, Stockport Air Raid Shelters and Eureka. Our Year 5 and 6 children also go on a multi-activity residential visit each year. Parents are requested to contribute towards school and class outings. In addition, the residential trip is kindly subsidised by the Friends of Charlesworth School through some of the funds raised throughout the year. Please note that although these contributions are voluntary, the visits can only take place if enough people contribute to ensure that the costs for the visit can be covered. Parents are frequently invited to join us on educational visits.

School Council

The aim of the School Council is to engage all children in discussing issues within school. It

allows pupils to communicate their feelings, views and opinions on a variety of subjects and it consists of two children from each year group who are democratically elected by their peers. The representatives are responsible for seeking the views of other pupils, attending meetings and taking minutes which are recorded in the School Council book. School and Class Council Meetings are held regularly throughout the year and are valued by both children and staff alike.

The primary schools in Glossop run a School Forum, each school is able to send two children as representatives. They discuss a variety of issues such as parking around school sites, school lunch and litter. There is also an ECO-Team that promotes environmentally sustainable practices in the school.

Healthy Eating

Our mid-day meal is supplied by St Margaret's School kitchen and served by our Senior Dining Room Assistants. Menus are sent out by Derbyshire County Council each term. The main course does not generally have a choice and is usually a meat or fish dish, unless the child is a vegetarian. A salad bar is always available. They have a choice of dessert and drinks.



The cost of a school lunch is £2.00 per day.

Currently all children in Key Stage One are eligible for a free school meal. If parents/carers of pupils in Key Stage Two believe they are eligible, it is easy to apply; school can provide you with an application form to complete or contact Catering Services by e-mail catering@derbyshire.gov.uk or telephone 01629 536704. On return of the completed form you will be advised on eligibility.

The Infant children are provided with a piece of fruit each day through the National Fruit for Schools scheme, which compliments the school's healthy eating policy. Water fountains are available for children to use at lunchtimes and playtimes, and, if needed, during lesson time.

Extended Provision

Learning beyond the school day is a crucial part of the child's development. Staff work hard to provide a range of lunchtime and after school learning opportunities for example dance, choir, musical instruments and sports teams. This includes a well-attended multi-sports clubs run by a local provider on the junior site. There may be a small charge for these activities to cover the coaching or tuition costs and provide additional resources where needed.

The school runs a very successful Breakfast Club (Breakfast Buddies) so that children can arrive at school early and be well prepared for the day ahead. We concentrate on providing a healthy balanced diet to fit in with the school's healthy eating policy but we do try different foods when we have our special days such as Pancake Day, Saints days, French day and

American Independence Day. The children interact well with each other, which improves their social skills and they become more confident and independent by helping to choose their own food and helping to clear away after breakfast. Please join us, we open every morning at 8.00am. **The cost is £3.25 per day.**

School Uniform

Every child is expected to wear school uniform to school every day. School uniform can be purchased from the infant site or from the website: www.yourschooluniform.com. Blue is the school's colour. Children should not wear makeup in school and should wear suitable shoes with heels no bigger than 1" and these should be a full shoe and not sandals. Apart from sleepers and a watch, no other jewellery should be worn.

For PE indoors children are expected to wear shorts, T shirt (a change of T shirt not one that has been worn in class) and indoor pumps. It is important that children wear shorts especially when apparatus is being used. Outdoor kit should consist of a change of T-shirt, jogging bottoms, warm top and outdoor trainers. All kits should be kept in a drawstring bag.

All clothing including coats and wellingtons should be clearly labelled and pupils are expected to be responsible for looking after their own belongings.

School Policies

All school policies are available on request from the school office. Many are available for download from the school website. The contact details and web address are on the back cover of this document.

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