



Curwen Primary School Together Everyone Achieves More

Prospectus 2016-2017



Welcome to Curwen Primary and Nursery School

Curwen Primary and Nursery School is based in Plaistow within the London Borough of Newham. We provide an excellent education for children from the ages of 3 to 11. We are very proud of our school and its many achievements and awards and believe that this is because we work in partnership with our pupils, families, staff and the local and wider communities as a TEAM. We also work in partnership with our federated school, Kensington Primary School, also in the London Borough of Newham.

Your child's time at Curwen Primary School is very precious and we are pleased that we are able to share this with you. We provide a curriculum that acknowledges the importance of the basic skills, but endeavours to teach those basic skills in an exciting way, as well as finding time to focus on more creative and artistic skills, and making sure we enjoy what we learn.

Curwen's vision is to encourage our children to embrace the challenges of learning, equipping them with the skills, confidence and drive to succeed throughout their lives.

Caring Cooperating Community

Promoting enjoyment in learning

Striving for success

In order to achieve our aims we strongly believe in working together as a TEAM -

Together

Everyone

Achieves

More

The school provides a modern, clean environment for our children to learn in. We recently undertook extensive building works which provides an extension to the school for our Upper Key Stage 2 pupils and this includes 8 new class rooms, group work rooms, a small dining area and teacher work space.

Please don't hesitate to make direct contact with the school if there's anything you need to ask. Our office staff will give you a warm welcome, and offer a wealth of information.

Yours Sincerely

Paul Harris, Executive Head Teacher, and the Curwen Team





SCHOOL DETAILS

Curwen Primary and Nursery School

Atlas Road

Plaistow

E13 OAG

School tel: 020 8472 0290

School Fax: 020 8503 5183

Executive Head Paul Harris

Head of School Alison Helm

e.mail: info@curwen.newham.sch.uk

School website: www.curwen.newham.sch.uk

Emergency Parent Hotline 08447 707 579 ID 51871



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THE CURWEN GOVERNING BODY

Staff Governor

Mrs S Wakefield

21st July 2019

Parent Governors

Mrs D. Higgins

4th June 2017

Ms. J Spencer

11th February 2020

Mr A Razzak

15th October 2019

Mr Hade Shoyemi

26th January 2020

Co-opted Governors

Mr A Smith (Chair)

29th June 2019

Mr S A N Ahmad

29th June 2019

Mr A Babalola

29th June 2019

Ms. Wilson (Vice- Chair)

12th October 2019

Miss A Helm

29th June 2019

Mr John Potter

29th February 2020

Mr David Ring

29th February 2020

Authority Governors

1 Vacancy

Executive Headteacher

Mr P Harris

Associate Member

Ms S Mahabeer

13th October 2016

Mrs L Miles (Resources Committee only)

(As July 2016)



STAFFING AT CURWEN PRIMARY SCHOOL

STAFFING AT CURWEN PRIMARY AND NURSERY SCHOOL

September 2016

Senior Management Team

Executive Headteacher

Mr. Paul Harris

Head of School (Monday)

Ms. Alison Helm

Acting Head of School

Ms. Jan Britton

Inclusion & Pastoral

Acting Head of School

Mrs Kate Mansfield

Curriculum & Standards

AHT

Ms. Mandy Sandhu

EYFS Lead, Designated Safeguarding Lead,

AHT KS1

Mr John Potter

Community Lead

AHT Lower KS2 (Y3/4)

Mrs Vivienne Marle

Maths Lead

AHT Upper KS2 (5/6)

Ms. Julie Horsington

Assessment Lead

AHT Staff Development

Daniel Mansfield

SLE, CPD

AHT

Ms. Emma White

Foundation Curriculum

Lead SENCO

Mr. John Boyce

Lead SENCO



Finance Manager

Mrs Lisa Miles

EYFS Team

Miss Kate Sawyer

EYFS Leader

Miss Montse Tome

Nursery Teacher

International Links

Miss Edel Temple (AM)

Support Teacher

Mrs Serena Young

Senior Nursery Nurse

Miss Virjinija Savukiene

Nursery Nurse

Mrs Rukshana Saleem

Support Assistant

Mrs Doinita Petre

Nursery Nurse

Miss Claire Anderson

Support Assistant

MFL Leader,

Cover Supervisor

Cover Supervisor

Cover Supervisor

6o'clock club Lead

Miss Charlene McLeod

Class Teacher RM

Miss Hannah Pell

Class Teacher RP

Miss Sonal Patel

Class Teacher RSP

Miss Kerry Baratinsky

Class Teacher RB

Mrs Belinda West

Support Assistant

Miss Leanne Osbourne

Support Assistant

Ms. Jade McClenaghan

Support Assistant

Miss Giulia Da Ros

Support Assistant

Mrs Paula Copeland (PT AM)

Support Assistant

Ms Aisha Manzoor (PT PM)

Support Assistant

RE & Collective Worship Lead

DT /Art Lead

Cover Supervisor

Cover Supervisor

In house gardener

Year 1 Team

Miss Kate Miles

Year Leader /Class Teacher 1M

Assistant SENCO

Miss Giorgia Crosland

Class Teacher 1C

Mrs Shahina Khan

Class Teacher 1K

Miss Mubena Sardar

Class Teacher 1S

Mrs Daniella Sandu

Class Teacher

Miss Edel Temple (PM)

Support Teacher

Mrs Kusum Samji

Support Assistant

Miss Lauren Barber

Support Assistant

Ms. Nicoleta Drilea

Support Assistant

Miss Brooke Budge

Support Assistant

History Lead

Year 2 Team

Ms Emma White

Year Leader /Class Teacher 2W

Geography Lead

Miss Vinisha Kurup

Class Teacher 2K

Enabling Enterprise Lead

Miss Hazra Mehza

Class Teacher 2M

Miss Sophie Ingram

Class Teacher 2I



Mrs Sam Wakefield	School Direct Trainee	
Mrs Safanaz Dilmohamed	Support Assistant	Cover Supervisor
Miss Adaku Okoro	Support Assistant	Cover Supervisor
Mrs Pat Elliott	Support Assistant	Cover Supervisor
Mr Sam Turpin	Support Assistant	Cover Supervisor

Year 3 Team

Mrs Polly Hristova	Year Leader /Class Teacher 3H	
Ms. Kathleen Brand	Class Teacher 3B	
Mr Amirul Uddin	Class Teacher 3U	
Mr Sam Adejokun	Class Teacher 3A	Computing Lead
Mr Mark North	School Direct Trainee	
Mr Andrew Antwi	Support Assistant	Cover Supervisor
Mrs Celine Naganathan	Support Assistant	
Ms. Sam Griffin	Support Assistant	
Mr Rhys Sayers	Support Assistant	

Year 4 Team

Mrs Carly Ejem	Year Leader/Class Teacher 4E	Assistant SENCO
Miss Kathryn Brown	Class Teacher 4B	
Mr Ben Soper	Class Teacher 4S	
Miss Connie Montiel	Class Teacher 4M	
Mrs Tanya Riches	Support Assistant	Cover Supervisor
Mrs Karen Nicholls	Support Assistant	
Ms Coleen Rayney	Support Assistant	Cover Supervisor
Ms Jennifer Hearnshaw	Support Assistant	

Year 5 Team

Mr Perry Leeks	Year Leader /Class Teacher 5L	Literacy Lead
Mrs Charlenne Bryan	Class Teacher 5B	
Ms. Agnes Pawlak	Class Teacher 5P	
Mr Joseph Tressel	Class Teacher 5SA	
Miss Lydnsey Gherardi	School Direct Trainee	
Miss Olimpia Tissier	Support Assistant	Cover Supervisor /MFL Tutor
Mr Tom Drayton	Support Assistant	Drama Teacher/School
Council Lead		
Ms Rachel Cottis	Support Assistant	Cover Supervisor
Mr Rory Cullen	Support Assistant	Cover Supervisor
Mr Daniel Headley	Support Assistant	

Year 6 Team



Mr Mark Smale	Year Leader / Class Teacher 6S	MAST Lead
Ms. Kelly Kim Cranstoun	Class Teacher 6C	Performing Arts Lead
Mrs Helen De Los Rios	Class Teacher 6DLR	Science Lead
Mrs Giselle Sonnenschein	Class Teacher	Art Lead
Mrs Janette Taylor	Support Assistant	Cover Supervisor
Miss Lauren Carter	Support Assistant	Cover Supervisor

Other Staff Teachers/ Support

Ms. Eleanor Hulls	NQT /SD Mentor	
Ms. Swasthi Mahabeer	PPA Team Leader	Health & Safety Lead
Mrs Diane Said	PPA Teacher	
Ms Violetta Iwaniec	PPA Teacher	
Mr Paul Boyd	PPA Teacher	
Mr Paul Belcher	Sports Teacher	PE Lead
Ms. Carly Tully	Sports Teacher	Extended Schools Lead
Miss Venetia Stuart	Sports Coach Assistant	Cover Supervisor
Mr Aaron Greenidge	Sports Coach Assistant	
Mrs Pearl O'Hanlon	RML Manager /Early Literacy	KS1 Support Staff Leader
Ms Sonia Teixeira	EAL Assistant	
Ms. Sharon Fuller	Resources Lead/ Librarian	Cover Supervisor
Mrs Stacy Bragg	Resources	
Mr Matthew Gowdy	IT Technical Support	
Miss Tania Pereira	SEN Tutor	
Mrs Christine Smith	SEN Tutor	

Pastoral Team

Miss Lianne Welch	Attendance & Admissions Manager	
Mr Rodney Dee	Place2Be School Based Manager	
Mr Tyrone Cameron	Pastoral Lead	Cover Supervisor
Mr Luke Hearn	Pastoral Officer	Cover Supervisor
Mrs. Claire Twatchman	Pastoral Officer	
Mrs Angela Roberts	Senior Support Assistant	Cover Supervisor
Ms. Rabeya Khatun	Support Assistant	Cover Supervisor
Ms. Clarisse Fregiste	Support Assistant	
Mr Shazad Miah(PT)	Support Assistant	
Mrs Emma Bah (PT)	Support Assistant	
Miss Devika Rattu	Support Assistant	
Ms. Michelle Palfrey	Support Assistant	



Miss Safiyyah Isap	Support Assistant
Miss Arika Gustyte	Support Assistant
Ms. Nasrin Tarana (PT)	Support Assistant
Miss Katherine Lecomber	Support Assistant
Miss Victoria Vickers	Support Assistant
Miss Kayleigh Brooks	Support Assistant
Miss Kayla Morris	Support Assistant
Miss Jasmyn Garrido	Support Assistant

Lunchtime Supervisory Team

Mrs Sandra Hulme Lead Supervisor
 Mrs June Curtis, Mrs Romena Islam, Ms. Margaret White, Mrs Paula Copeland, Mrs Michelle Rabicano, Mrs Simona Baciuc, Ms. Aisha Manzoor, Mrs Irena Markeviciene, Mrs Sunja Yoo,
 Mrs Yasmin Hussain, Mrs Jennifer Macalital, Mrs Ina Stetco, Mrs Salma Khan, Ms Nicky Hira,
 Ms Rima Khanom, Mrs Shahnaz Sultana, Ms Daniela Omokarova, Mrs Fahmida Lisa, Mrs Mary Jennifer Fuertbella, Ms. Thuwaybah Mohammed, Mrs Noorun Rashid, Mrs Sabia Sultana

Administration Team

Mrs Karen Shirt	P.A. to the Executive Head Teacher
Mrs Sandra Hulme	Office Administrator
Ms. Sajeda Jumy	Finance & Business Officer
Ms Lianne Welch	Attendance Manager & Admissions
Miss Noori Khanom	Office Manager
Ms Hana Mehmet	Lead Receptionist
Mr Teodor Ion	Admin Apprentice

Site Supervisor

Mr Jeff Copeland	NCCS Management & Building Management
Mr Mark Wrench	Assistant Site Supervisor



GENERAL INFORMATION

Curwen Primary School is located in Plaistow, very near to Plaistow tube station. It is not affiliated to any religious denomination. It was built in 1981 and is a single storey building. The school was formed by the amalgamation of a separate infant and junior school.

The school has been remodelled and extended to improve the learning environment and to ensure it is a building fit for the 21st Century

Curwen is a large primary and nursery school providing for children from three to eleven years of age. Over the next several years the school will be increasing capacity up to 4 forms of entry per year group. In January 2016 *there were 626 children on the school roll and 104 children in the nursery.* Children in the nursery attend on a part time basis, either in the morning or the afternoon.

The school will have completed the 4th stage of building work for September 15

If you would like to register a child for nursery then you can do this through the school. If you would like to register a child of school age then this can be done through the local council service centres.

Parents are kept informed of up and coming events each week in the weekly newsletter given to every child and through our website.





SCHOOL TIMES

START OF SCHOOL	8.55 a.m.
MORNING BREAK	10.45- 11.00 a.m.
LUNCHTIME	12.00 - 1.00 p.m.
START OF AFTERNOON	1.00 p.m.
END OF SCHOOL	3.15 p.m.
Nursery A.M.	8.45-11.45 a.m.
Nursery P.M.	12.15-3.45 p.m.

The school gates are open early in the morning, however, the children should not arrive on the premises before 8.45 a.m. At 8.55 a.m. the children should line up outside the classroom door and they will be taken into the classroom by their teacher. In the case of bad weather the children will be let into their rooms by the teacher at 8:45 a.m.

Children are to arrive to school before the first bell at 8.55am a second bell will sound at 8.57am. The doors will close promptly at this time and children will need to go to the main office.



ADMISSIONS

Curwen follow the Newham Admissions Policy.

Details of this can be found on the school website.

Nursery

Children are admitted to the nursery, the term after their 3rd birthday. The admission criteria are laid down by the Borough of Newham. They are as follows:-

- 1) In catchment area, with brothers or sisters in the school.
- 2) In catchment area, without brothers or sisters in the school.
- 3) Out of catchment area, with brothers and sisters in the school.
- 4) Out of catchment area.
- 5) All other children

Children are admitted for either a morning or afternoon session. However, priority is given to all 4 year olds first. All parents should note that a place in the nursery does not guarantee a school place.



LATENESS

It is very important that your child arrives on time, at 8.55am, for school. Being late is upsetting for the child, and disruptive for the class. If you are late, please take your child to the office where they will be given a late mark, and their lunch booked.

School ends at 3.15 p.m. and all children should be collected at that time by a responsible adult who is known to the class teacher.

If there are pupils who continue to be late arriving or being picked up after school late the Attendance Manager will be informed.

If your child has an appointment in the morning let us know and we can book your child a school lunch for when they return. Otherwise keep them at home for dinner and bring them back to school at 1 o'clock to the main office.

If your child is unwell in the morning but is able to return to school for the p.m. session then please bring them at 1 o'clock to the main office.





ATTENDANCE

Regular attendance is crucial to each child's educational development. The government have asked all schools to remind parents that

'They are under a legal duty to send their child to school regularly, and risk prosecution if they fail in this duty'.

If your child is unable to attend school because of ill health, medical or any other reason, please telephone the school on the first day of absence giving the nature of the illness or reason for absence. When your child returns to school a letter or proof of illness explaining the absence should be sent to the School Office.

If you fail to inform the school of your child's absence, or your child fails to attend on a regular basis, it is the statutory duty of the school to inform the Attendance Manager who will then investigate the absence.

If your child has a medical appointment or needs to leave school early for any reason you must inform the school office not the class teacher. Proof must be provided.

The school's attendance rate from September 2015 to May 2016 was 96%

Term Time Leave

As stated in the guidance from DfE, the Head Teacher no longer has the right to authorise holidays or leave, unless it is an exceptional circumstance. This is a change to the Education (Pupil Registration) Regulations 2006. All requests must be made in writing to our Attendance Manager.

Penalty Notices

The 2007 Regulations set out the procedure for issuing penalty notices to each parent who fails to ensure their children's regular attendance at school, or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents pay £60 if they pay within 21 days, or £120 if they pay within 28 days.





MEDICAL INFORMATION/ MEDICINES

If your child has a known illness or allergy which we need to know about e.g. fainting attacks, epileptic fits, then you must inform us in case of emergencies. In the case of asthma pumps, children who need the pump should be taught how to use it and they should carry it with them at all times.

Occasionally, a child may be well enough to return to school after an illness but may not have finished a course of medicine or antibiotics. In these circumstances the parent should bring the medicine to the school office. Parents will need to complete a 'medicines in schools' form. The medicine will be administered by a member of the Senior Management Team.

Children should not bring medicines to school themselves and medicines cannot be given to the class teacher to be kept in the classroom. Only medicines that have been prescribed by a doctor can be administered.



EMERGENCY CONTACTS

Occasionally a child may be involved in an accident at school or they may start to feel unwell and in these circumstances we telephone the parent and ask them to come to school to collect their child.

It is important that parents keep us informed of any changes to their address or phone numbers and inform the office.

We also need to have the telephone numbers of other friends or relatives who can be contacted in an emergency if we cannot contact a parent.



PARKING ON SCHOOL PREMISES

Unfortunately, the school car park is too small and there are no spaces available for visitors to the school at present. Parents should not park within the school grounds or on the approach way and should not drive through the car park when bringing or collecting the children from school. Access must be maintained at all times for emergency services. Please also take into consideration our local residents.



LUNCHTIME

Children may go home at lunchtime or they may stay at school and have a packed lunch or a school dinner. Children going home for lunch should leave the premises at 12:00 through the school office. Children should not return until 5 minutes before the start of afternoon school to the school office

Healthy Packed Lunch

If you wish your child to bring a healthy packed lunch the arrangement should be made on Monday morning and should be for the whole week. Please ensure that the meal is in a packed lunch box which is clearly labelled with your child's name and class.

School Lunch

All pupils are entitled to a free school meal as part of the Newham Pilot. The meals are provided by Newham Catering Service and Halal meat is used at all times. If your child has special dietary requirements please inform us and we will pass the details to the cook.

Free School Meals

Every primary child in Newham receives a free school meal.

Although all pupils now receive a free meal it is essential that parents continue to update their eligibility as this may affect other things such as when children go to Fair Play House.

All families need to complete the 'Eat For Free' form on the Newham Website at:

<http://www.newham.gov.uk/Pages/Services/Free-school-meals.aspx>



HEALTHY SCHOOLS

At Curwen we are very proud to be an accredited Healthy School Level 4. This is in recognition of the work we have done to promote Healthy lifestyle. This includes the provision of fruit snacks at morning playtime for Key stage 1 and encouraging children to bring in drinking water (in plastic bottles not glass) for use throughout the day. We have also worked closely with Newham Catering Services to ensure a healthy and balanced meal is provided. For more information regarding the menus please contact the school office.

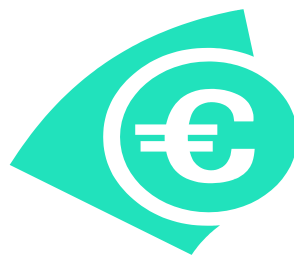
We also provide a large number of opportunities for extra sporting activities at the school during lunch times and at the end of the day. Please see our notice boards or speak to a member of staff if you are interested in sending your children.





School Travel Plan

At Curwen we have an emphasis on walking to school. Staff and children alike are encouraged to walk to school for health and environmental reasons. We participate in WOW, Walk On Wednesday, where pupils who regularly walk are rewarded with a class cup. We have a cycle shelter for people who wish to cycle to school. Cycling is taught and developed through our family cycling club and cycling proficiency classes. Road safety, health, environmental and traffic issues are taught through a cross curricular approach throughout the school. All these are planned for in our School Travel Plan which is kept in our school office.



SCHOOL CHARGING POLICY

The school will ask for voluntary contributions toward some trips and activities in school. However, this is only if there is a charge being made to the school. Charges may be made for extra curricular clubs after school hours, and for any residential activities outside school hours. A charge may be made for damage to school property or for lost books.

Please see The Charging Policy on the school website

Charges for 6 o'clock club are separate from this policy and information can be obtained from the office.

A copy of the policy can be found on the school website.



HOMEWORK

Homework is given to all children from the nursery onwards. All children have a folder in which they keep their completed homework sheets, and a homework bag. The amount of homework which is given depends upon the age of the child and increases as the child gets older.

- Year 1 and 2 1 hour a week
- Year 3 and 4 1.5 hours a week
- Year 5 and 6 2.5 hours a week

Parents are encouraged to help children to appreciate the importance of homework by checking that the homework is done, filed in the homework folders, and returned to the class teacher.



SCHOOL UNIFORM

At Curwen we have a Dress Code that we expect all children, apart from nursery to follow. This is based around the school colours.

	Girls	Boys
Winter	<p>Black, navy or grey knee length pinafore or skirt</p> <p>Black, navy or grey trousers but no jogging bottoms</p> <p>Leggings are allowed if worn under a skirt/pinafore</p> <p>White shirt or white polo shirt</p> <p>Navy sweatshirt, jumper, cardigan or navy fleece</p>	<p>Black, navy or grey trousers or shorts but no jogging bottoms</p> <p>White shirt or white polo shirt</p> <p>Navy sweatshirt, jumper, cardigan or navy fleece</p> <p>Navy, black, grey or white socks</p> <p>Flat shoes or trainers</p> <p>A proper coat, no tracksuit tops or hoodies</p>

	Navy, black, white or grey socks or tights Flat shoes or trainers A proper coat, no tracksuit tops or hoodies	
Summer	Blue gingham dresses (blue and white checks) Black, navy or grey pinafore or skirts White shirt or polo shirt	Black, navy or grey trousers or shorts White shirt or polo shirt

For religious purposes, girls are allowed a plain white, navy or black Hijab but these should not have any pins.

Hair bands/clips are allowed, but these must be plain and only navy, black, grey or white.

Wellington boots are allowed but bring a pair of shoes/trainers to change into.



PE KITS

P.E. Kit should be worn for all PE Lessons or sports clubs/activities. The P.E. Kit consists of a blue Curwen T-Shirt, a pair of shorts, which are not too long, or a leotard. For indoor P.E. children will need plimsolls. For outdoor P.E. children will be able to wear trainers and in the winter months jogging bottoms.

Some of our pupils have requested that they wear a head scarf during PE. This is allowed, however parents **must** write a letter of consent and follow the regulations of the school for the type of head scarf to be worn.



JEWELLERY

Due to Health and Safety reasons the school enforces a strict jewellery code. The only items of jewellery that are accepted are small studs or small sleepers and watches, **no hoops are allowed**. If children are wearing inappropriate jewellery they will be asked to remove it.

The school cannot accept any responsibility for any jewellery which is lost or damaged.



CURRICULUM STATEMENT

At Curwen Primary School every child matters, and we strive to help each and every child to achieve their best. In order to do this, we believe in creating a positive and secure environment in which children can learn. We place great emphasis on good manners, respect and consideration for others. In addition, we encourage children to become self-confident, mature and independent. We also support them in recognising the importance of making a positive contribution to the life of the school.

In order to achieve this aim, children are taught a broad and balanced curriculum covering all areas of the National Curriculum:-

English, Maths, Science, Computing, History, Geography, Physical Education, Music, Art, Design Technology, Religious Education, PSHCE (Personal, Social, Health and Citizenship Education.)

In Key Stage 2 children are also taught Spanish as part of our Modern Foreign Language Programme.

In the Foundation Stage this is covered by the seven areas of learning:-



Communication and Language, Literacy, Mathematics, Personal Social and Emotional Development, Understanding the World, Physical Development and Expressive Art and Design.

At Curwen we use the Read Write Inc (RMI) system for the teaching of Reading and Phonics across Early Years and Key Stage 1, and where appropriate in Key Stage 2. We have also introduced the Maths Makes Sense (MMS) Programme for the teaching of Maths in Early Years, Key Stage 1 and Years 3 and 4.

If you would like a copy of any of our school policies, please contact the office.

ASSESSMENT STATEMENT

Assessment at Curwen Primary School is changing. In 2014 the Government introduced a new and exciting curriculum that we at Curwen Primary School have adapted to fit the needs of our school, pupils and community. Together with this change in curriculum, also comes a change in the way we assess the children. Children are now assessed against end of year group expectations in each year group. For more information about this please see the assessment section of the website.

Child Protection

All staff and governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child. Though its emphasis on prevention and early intervention, this aims to minimise the risks of children being abused.

There are five aspects to safeguarding and promoting the welfare of children:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.



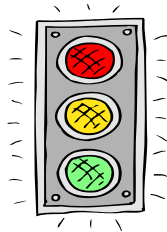
A complete version of the child protection policy is available on the school website and in the school office.

In October 2009 our school was inspected by OFSTED. From this inspection the school was identified as outstanding. You can see a copy of the report on the OFSTED website.

Over the last four years our results have improved year on year and we are now achieving SATs test results above the National Expectations. We are very proud of the accomplishments of the pupils in our school.

<http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=102715>





BEHAVIOUR

At Curwen we have implemented a new behaviour policy. This is central to our belief that "Together Everyone Achieves More". Our school rules are:-

We will try our best

We will be kind and helpful

We will be Sensible and polite at all times

We will look after Property

We will listen to others

We will be Caring and gentle

We will be honest

This is supported by our traffic light system for behaviour and House Points.

If you would like to learn more about our behaviour policy please speak to a member of staff.



INCLUSION

At Curwen Primary School we fully support the Newham Education Authority policy of inclusive education which aims to provide the opportunity for **all** children to work together in their local mainstream school.

Inclusion covers a wide range of areas including Special Educational Needs (physical, medical, learning and behavioural), English as an Additional Language, Gifted and Talented and Pastoral Support.

Inclusion at Curwen is set out in our policies and accessibility plan. Our Inclusion Policy has been written in September 2014. Copies of any policies or DCFS information can be obtained from Mr Boyce our Inclusion Manager.

THE EQUALITY POLICY

At Curwen we are committed to supporting ethnic, cultural, religious, linguistic, social diversity, gender and disability equality and will actively promote good community relationships and foster respect for all.

This is supported through our curriculum activities, and behaviour policies. If you would like to see our equality policy and our equality scheme please speak to our inclusion manager or they are available on line.

At Curwen we are proud that there is respect for each other and that we have high expectations for all. Any incidents are dealt with swiftly following procedures of the policy.

Our Equality policy and other documents can be found on the Website or you can request a copy from the main office.





SEX AND RELATIONSHIPS EDUCATION

The Sex and Relationships Education Policy was agreed and adopted by the Governing Body in July 2014. The aims of the policy are to ensure that all children:

- Develop confidence in talking, listening and thinking about feelings and relationships.
- Develop their self-esteem and sense of responsibility
- Are able to name parts of the body and describe how their bodies work
- Can protect themselves and ask for help and support
- Are prepared for puberty

In Years 5 and 6 some of the lessons may be taught in single sex classes. Parents have the right to withdraw their children from all or part of the Sex and Relationships Education provided at school with the exception for those parts included in the statutory National Curriculum.

RELIGIOUS EDUCATION

R.E. in school is based on the Newham Agreed Syllabus for Religious Education. The Agreed Syllabus is a programme of study which has been drawn up by members of the council, members of the education profession, and representatives of all the major faiths and denominations.

The Agreed Syllabus reflects the fact that the religious traditions in Great Britain are in the main Christian, whilst taking account of the teaching and practices of the other principal religions represented in Great Britain. The curriculum is designed to teach pupils about the world around them and how they can be part of it. It tries to develop a sense of personal identity and teaches children about relationships with other individuals and groups. It helps them to communicate and reflect on their thoughts and feelings and to approach the questions of ultimate values.

By law the school has to have a daily act of collective worship. These are usually referred to in school as "Assemblies". They last no more than fifteen minutes and, because of the limitations of space, the KS1 and the KS2 classes usually have separate assemblies. The majority of the assemblies have to reflect the "broad traditions of Christian belief", but they will make reference to the beliefs and traditions of other faiths.

Parents have a statutory right to withdraw their child from R.E. and from assemblies. Parents wishing to exercise this right must write to the Head Teacher.



EDUCATIONAL VISITS

The school regularly organises day visits to local places of educational interest in order to support the work which is being done in class. These visits frequently involve transport and admission charges. They can only go ahead if parents are willing to make a voluntary contribution towards the cost of the visit. The cost of visits is kept as low as possible. No child will be prevented from going on a visit in school time because they have not been able to make the voluntary contribution.

The school cannot take children on educational visits or sporting events if permission slips are not returned to school by the deadline or morning registration identified by school. We will not ring parents to ask permission unless in exceptional circumstances.



MUSIC

At Curwen, all pupils from EYFS upwards partake in class music lessons as part of their weekly curriculum; this includes weekly recorder classes for pupils in years 2 and 3. KS1 and KS2 also have weekly singing lessons with a music specialist. All year 5 and 6 children were offered an opportunity to join in with the Every Child a Musician project, funded by the Mayor of Newham, through which they have the choice to learn the flute, guitar or keyboard. These children are provided with an instrument in order for them to practise more regularly at home. Through the Newham Music Academy our KS2 children have the option of additional weekly violin lessons and charges are made for this tuition. We have termly celebration concerts in which our pupils are able to demonstrate their musical skills to the rest of the school and their parents/carers.

PE

We provide a broad range of physical activities from Reception to Year 6 so that all pupils can develop their fundamental movement skills. All pupils in Year 1 - Year 6 have two hours of P.E allocated per week with additional Sporty / Active After School Clubs offered.

In Key Stage 1 pupils master basic movements including running, jumping, throwing and catching, as well as developing balance, agility and co-ordination (ABC's).

In Key Stage 2 pupils continue to apply and develop a broader range of skills, learning how to use them in different ways and to link them to make actions and sequences of movement.

These fundamental skills will be developed through teaching Gymnastics, Dance, multi-skills and Games.

Curwen School employs two sports specialists and use professional Sports Coaches to ensure that high quality P.E lessons are delivered.

In Year 4 pupils will visit Stubbers Outdoor Adventure Centre, then in Year 5 they stay overnight at Lee Valley Water Sports Centre, culminating with Year 6 visiting Fairplay House for three days / two nights. Exciting activities such as Caving, Orienteering, water sports and High Ropes help improve Teamwork, Communication and build self-esteem.

Year 5 will again be kayaking and sailing with the Sea Cadets at the London Regatta centre whilst Year 6 will have two weeks of intensive swimming lessons in May 2017. All pupils will have the opportunity to learn to ride a bike, and pass their Bikeability Level 1, some their Level 2.

We are part of the Cumberland School Sports Partnership and enter a variety of Competitions and Festivals throughout the Year. We aim to give all pupils the opportunity to represent their school in at least one competition each year and all pupils will have the opportunity to experience INTER and INTRA School Competition as they progress through the School.

Further information can be found at www.yourschoolgames.com (TYPE IN E13 OAG)

Follow us on twitter @curwen_pe_sport



EXTENDED SCHOOLS

The extended schools provision at Curwen is fully embedded into the whole school ethos of TEAM and RESPECT and is an integral part of the school's future direction.

Our extended schools objectives are:

- To increase our children's feeling of wellbeing leading to improved attendance, motivation, attitude and attainment.
- To improve our parents engagement with their children's learning and with our school.
- To increase personalised learning to meet the needs of our children and their families thus allowing our entire community to have more opportunities to achieve personal goals.

Over the past five years we have developed from having one year six football club a week to now having over thirty weekly clubs including before and after school sessions, lunchtime groups and family learning sessions. The children are given the choice of breakfast club, sports clubs, performing arts groups, study support sessions and family groups where the entire family are welcome to attend together. Along with this expansion we have witnessed a significant improvement in our end of Key Stage 2 results, a decrease in incidents of unacceptable behaviour (within the classroom and in the playground) and an increase in parental involvement within our school.

We also provide a successful Breakfast Club which runs from 8 o'clock. The charge is 60p, and for this your child can have a choice of cereal, toast with jam or beans, fruit. This is supported with the help of funding from outside providers.

We are continuing to monitor our extended schools provision to ensure it fully meets the needs of our whole school learning community.

6 O'CLOCK CLUB

The school has an after school club that is run by members of our staff.

This runs from 3:15 to 6pm and offers a wide range of activities for your child to take part in and includes a snack.

If you would like more information, please ask for a leaflet at the office. You can also register your child by speaking to Mrs Miles or Miss Khanom.



CURWEN PRIMARY SCHOOL COMPLAINTS PROCEDURE

SCHOOL COMPLAINTS PROCEDURE

From time to time parents, and others connected with the school, may become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a 'Complaints Procedure'. The school will deal with all complaints in a sensitive, impartial and confidential manner and ask that any complainant do the same.

Any person, including members of the public, may make a complaint about any provision of facilities or services that a school provides, unless statutory procedures apply (such as exclusions or admissions).

Stage 1a – Talk to the Class Teacher (informal)

First of all make an appointment to see the class teacher. The class teacher will know your child well and may already know the details of any incident about which you may have a concern. Please do not try to see the teacher during the school day when lessons are occurring. It is hoped that you can reach an agreement that satisfies you but on some occasions the concern raised may require investigation, or discussion with others, in which case the complainant should allow at least 5 days for a response. The majority of concerns are dealt with in this way, however, if this is not the case, please see Stage 1b.

Stage 1b – Meet a Senior Teacher (informal)

This can only happen if you have been through Stage 1a. Please contact the school office to arrange to meet with a senior member of staff who will investigate the complaint and reply within 5 working school days. If you are not happy with the outcome at this stage, please see Stage 2.

Stage 2 – Complaint goes to Head of School or Executive Head Teacher

This can only happen if you have been through the previous two stages. If your concern or complaint is not resolved at the informal stage please write to the Head of School or Executive Head Teacher detailing why you are still dissatisfied and what action you would like to resolve the complaint. A complaint form is attached to assist with this. An acknowledgement of the complaint will be sent by the school within 5 school working days. Once we have all the necessary information, a decision will then be taken about the need for further investigation and the appropriate outcome and this may involve additional meetings with you to obtain further information. The school aims to resolve any complaint within 20 school working days. If you are not happy with the outcome at this stage, please see Stage 3.

Stage 3 – Complaint goes to the Chair of Governors



If you are dissatisfied with the response Stage 2, you are invited to put your complaint in writing within ten days to the Chair of Governors, Mr. Andi Smith, via the school office. You will receive an acknowledgement of the complaint within 5 working school days. The Chair of Governors will look at all the information from yourself and the school and may wish to discuss the matter further with you. Once the Chair of Governors is satisfied that the investigation has been concluded and a decision has been reached on the complaint, you will be notified in writing of the conclusion.

Stage 4 - Final Stage - Complaint is heard by the Governing Body.

If you are dissatisfied with the response from the Chair of Governors at Stage 3 you are advised to put your complaint in writing to the School's Governing Body, which can be done via the school office, ensuring that you include details of why you are dissatisfied with the decision. This complaint will be acknowledged within 10 days of receipt by the Governing Body and a review will follow and be conducted by a panel of members of the Governing Body. An outcome letter will be sent to you within 20 school days of this meeting.

Further Information

The school recognises that some complaints will need to go straight to the Head of School because of the nature or seriousness of them.

If your complaint is about the Head of School or Executive Head Teacher, please address your complaint to the Chair of the Governing Body, who may be contacted through the school office.

The Governors' appeal hearing is the last school-based stage of the complaints process.

No complaints should be made through parent governors, as they have no role as communicators between parents and the school.

Anonymous complaints will not be investigated under this procedure unless there are exceptional circumstances.

If the complaint is about an event that happened over 12 months ago the school is not obliged to investigate further.

All complaints about a member of staff must be made in writing.

If you are still dissatisfied with the outcome you may contact The Department for Education, The School Complaints Unit (SCU), 2nd Floor, Piccadilly Gate, Manchester M1 2WD. The SCU will examine the school's complaints policy to determine if they adhere to education legislation. However, the SCU will not re-investigate the substance of the complaint and will not overturn the school's decision about a complaint.

April 2016



COMMITMENT TO PERSONAL SAFETY OF STAFF

At Curwen our staff are here to help and they will endeavour to provide the highest quality service possible and will act courteously towards all parents/pupils they have contact with.

However we and the Local Authority and school will not tolerate the behaviour of any parent, carer or pupil who may become abusive and threatening or actually assault a member of our staff.

The School and Local Authority will take the appropriate action necessary to protect and ensure the safety of staff.



Holiday dates 2016 /2017

SCHOOL TERMS	PUPIL HOLIDAYS
<u>Autumn</u> Thursday 1 September INSET 2016 Friday 2 September INSET Monday 5 th September Children Back to Friday 21 October 2016	<u>Half Term</u> Monday 24 October 2016 to Friday 28 October 2016
<u>Autumn</u> Monday 31 October 2016 to Friday 16 th December	<u>Christmas Break</u> Monday 19 th December 2016 to Tuesday 3 rd January 2017 Christmas Day and New Year's Day fall within the Christmas Break
<u>Spring</u> Wednesday 4 th Jan January 2017 INSET Day Thursday 5 th Jan – Children Back to Friday 10 February 2017	<u>Half Term</u> Monday 13 February 2017 to Friday 17 February 2017
<u>Spring</u> Monday 20 February 2017 to Friday 31 March 2017	<u>Spring Break</u> Monday 3 April 2017 to Monday 17 April 2017 The Easter religious festival falls within the spring break
<u>Summer</u> Tuesday 18 April INSET Day Wednesday 19 th April – Children Back Friday 26 May 2017	<u>Half Term</u> Monday 29 May 2017 to Friday 2 June 2017 <u>May Day</u> Monday 1 May 2017
<u>Summer</u> Monday 5 June 2017 to Tuesday 25 July 2017	<u>Summer Break</u> Wednesday 25 July 2017 to <i>To be advised</i>