

# Curwen Primary School

## Together Everyone Achieves More

# Prospectus

# 2019-2020



## Welcome to Curwen Primary and Nursery School

From 1<sup>st</sup> September 2017 our school become part of The Tapscott Learning Trust. This is a trust based on partnership ensuring the best possible quality education for our children meeting the needs of our local community.

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**

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 Kate Mansfield

e.mail: [info@curwen.ttl.academy](mailto:info@curwen.ttl.academy)

School website: [www.curwen.newham.sch.uk](http://www.curwen.newham.sch.uk)

Trust website: [www.ttl.academy](http://www.ttl.academy)

Emergency Parent Hotline 08447 707 579 ID 51871



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## Local Advisory Board Members

### **Staff Governor**

Miss Carly Tully

### **Parent Governors**

Ms. Joan Spencer

Mr Luthfur Miah- Vice Chair

### **Co-opted Governors**

Mr Nazre Ahmad - Chair of Governors

Ms. Rachael Gregory

### **Board Appointed Governors**

Ms Swashti Mahabeer

Mrs Jasmine Barker

### **Head Teacher (one vote)**

Mr Paul Harris/Mrs Kate Mansfield

(As of September 2019)





# STAFFING AT CURWEN PRIMARY SCHOOL

## STAFFING AT CURWEN PRIMARY AND NURSERY SCHOOL

September 2019

### Senior Management Team

#### Executive Headteacher

Mr. Paul Harris

#### Head of School

Mrs Kate Mansfield

#### Deputy Head Teacher

Ms. Jan Britton

Inclusion & Pastoral

#### Deputy Headteacher

Ms. Emma White

Curriculum & Standards

#### AHT

Ms. Mandy Sandhu

Designated Safeguarding Lead,

#### AHT EYFS & KS1

Mr John Potter

KS1 Lead & Community Lead

#### AHT Lower KS2 (Y3/4)

Mrs Vivienne Marle

LKS2 Lead & Maths Lead

#### AHT Upper KS2 (5/6)

Ms. Julie Horsington

UKS2 Lead & Assessment Lead

#### AHT SEND Co

Miss Kate Miles

Lead SENCO

#### Finance Manager

Mrs Lisa Miles



**EYFS Team**

Miss Kate Sawyer	EYFS Leader	Lead Practitioner For EYFS & NQT's
Miss Montse Tome	Nursery Teacher	MFL Leader, International Links
Mrs Serena Young	Support Teacher	Cover Supervisor
Miss Virginija Savukiene	Nursery Nurse	Cover Supervisor
Mrs Rukshana Saleem	Nursery Nurse	Cover Supervisor
Mrs Belinda West	Nursery Nurse	Cover Supervisor
Ms Kayleigh Brooks	Support Assistant (SEND)	
Mrs Sunja Yoo	Support Assistant	
Mrs Sonal Gandesha	Year Leader /Class Teacher RG	
Miss Gulia Da Ros	Class Teacher RDR	
Mrs Daniela Sandu	Class Teacher RS	
Miss Melissa Nea	Class Teacher RN	
Miss Aminatta Mbaye	Trainee Teacher	
Miss Unzila Omer	Nursery Nurse	Cover Supervisor
Mrs Doinita Petre	Nursery Nurse	Cover Supervisor
Mrs Kellie Abbott	Support Assistant	
Ms. Jade McClenaghan	Support Assistant	Cover Supervisor
Mrs Paula Copeland (PT AM)	Support Assistant	

## Year 1 Team

Mrs Shahina Khan	Year Leader /Class Teacher 1K	
Ms Charlene McLeod	Class Teacher 1M	RE & Collective Worship Lead
Ms Stephanie Lam	Class Teacher 1L	
Miss Samiha Chowdhury	Class Teacher 1C	
Mrs Kusum Samji	Support Assistant	
Miss Lauren Barber	Support Assistant	Cover Supervisor
Ms. Nicoleta Drilea	Support Assistant	Cover Supervisor
Ms. Clarisse Fregiste	Support Assistant	
Ms Aisha Manzoor (PT PM)	Support Assistant	In house gardener

## Year 2 Team

Mrs Hannah Richards	Year Leader /Class Teacher 2P	
Miss Connie Montiel	Class Teacher 2M	Pupil Voice Lead
Mr Scott Burrows	Class Teacher 2B	
Mr Mark North	Class Teacher 2N	
Miss Samantha Green	Trainee Teacher	
Mrs Pat Elliott	Support Assistant	Cover Supervisor
Mr Sam Turpin (AM)	Support Assistant	Cover Supervisor
Mrs Jennifer Macalintal	Support Assistant	



## Support Assistant

Mrs Polly Hristova  
Miss Rachel Cottis  
Ms Kathleen Brand  
Miss Tina Leung  
Mrs Safinaz Dilmohamed  
Ms. Sam Griffin  
Mr Rory Cullen (AM)  
Mrs Karen Nicholls

Year Leader /Class Teacher 3H  
Class Teacher 3C  
Class Teacher 3B  
Class Teacher 3L  
Support Assistant  
Support Assistant  
Support Assistant  
Support Assistant

## Cover Supervisor

## Cover Supervisor

Mr Fernando Leyenda  
Mrs Charlynnne Bryan  
Mr Amirul Uddin  
Miss Melanie Adjekum  
Mr Andrew Antwi  
Mrs Celine Naganathan  
Mrs Adaku Oppong-Manu

Year Leader/Class Teacher 4L  
Class Teacher 4B  
Class Teacher 4U  
Class Teacher 4A  
Support Assistant  
Support Assistant  
Support Assistant

## History Lead

## Cover Supervisor

## Cover Supervisor

Miss Kathryn Brown  
Miss Lyndsey Gherardi  
Miss Annabel Robertson  
Mr Chris Woolstencroft  
Ms Paige Feldman  
Mrs Moneesha Dhar

Year Leader/ Class Teacher 5B  
Class Teacher 5G  
Class Teacher 5R  
Class Teacher 5W  
Support Assistant  
Support Assistant

## Music Lead

DT Lead

## Cover Supervisor

## Cover Supervisor

Mr Mark Smale  
Ms. Kelly Kim Cranstoun  
Miss Giorgia Crosland  
Mr Ben Soper  
Miss Berivan Koyuncu  
Mrs Janette Taylor  
Miss Lauren Carter

Year Leader  
Class Teacher 6C  
Class Teacher 6C  
Class Teacher 6S  
Class Teacher 6K  
Support Assistant  
Support Assistant

Lead Practitioner- English

## Performing Arts Lead

### Computing Lead

MAST Lead

## Cover Supervisor

## Cover Supervisor





### Other Staff Teachers/ Support

Ms. Swasthi Mahabeer	PPA Team Leader	Health & Safety Lead
Mrs Helen De Los Rios	PPA Teacher	Science Lead
Mr Paul Boyd	PPA Teacher	

Ms Samantha Dykes	Learning Support Teacher (M/L)
Ms Grace Woodcock	Learning Support Teacher

### Lead Intervention Officers

Mr Rory Cullen	Pastoral	Cover Supervisor/ 6 o'clock club lead
Mrs Tanya Riches	OT /Physical	Cover Supervisor
Mrs Christine Smith	ASD /Communication	Cover Supervisor
Miss Rabeya Khatun	ASD /Communication	Cover Supervisor
Ms Sonia Teixeira	EAL	Cover Supervisor
Mrs Jahanara Sharif	Interventions	Cover Supervisor

### PE Team

Miss Catherine Slater	PE Teacher	PE Lead
Ms. Carly Tully	Sports Teacher	Extended Schools Lead
Miss Venetia Stuart	Sports Coach Assistant	Cover Supervisor
Mr Joseph Belcher	Sports Coach Assistant	
Mr Ahmed Turay	Sports Apprentice	

Ms. Sharon Fuller	Resources Lead/ Librarian	Cover Supervisor
Mrs Stacy Bragg	Resources	

Mr Matthew Gowdy	IT Technical Support
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### Pastoral Team

Ms. Mandy Sandhu	Designated Safeguarding Lead	
Mr Tyrone Cameron	Pastoral Lead	Assistant DSL

Miss Lianne Welch	Attendance & Admissions Manager	
Mr Rodney Dee	Place2Be School Based Manager	
Mr Luke Hearn	Pastoral Officer	Cover Supervisor
Mrs. Claire Twatchman	Pastoral Officer	
Mrs Pearl O' Hanlon	Pastoral Officer	

### Inclusion Team

Mrs Angela Roberts	Senior Support Assistant	Cover Supervisor
Ms. Rabeya Khatun	Support Assistant	Cover Supervisor
Mrs Emma Bah (P/T)	Support Assistant	
Miss Devika Rattu (P/T)	Support Assistant	
Mrs Michelle Jaw	Support Assistant	Cover Supervisor



Miss Safiyyah Isap	Support Assistant (M/L)
Ms. Nasrin Tarana (P/T)	Support Assistant
Miss Katherine Lecomber	Support Assistant
Miss Nikki Roberts	Support Assistant
Miss Tanjuma Chowdhury	Support Assistant
Miss Zaira Ahmed	Support Assistant
Mr Shazad Miah (P/T)	Support Assistant
Mr Mark Ashcroft	Support Assistant
Miss Reba Begum	Support Assistant
Miss Nicki-Lee Johnson	Support Assistant
Miss Chelsea Toole	Support Assistant
Miss Alia Kassam	Support Assistant

### **Lunchtime Supervisory Team**

Mrs Sandra Hulme      Lead Supervisor

Mrs June Curtis, Ms. Margaret White, Mrs Paula Copeland, Mrs Michelle Rabicano, Mrs Simona Baci, Ms. Aisha Manzoor, Mrs Irena Markeviciene, Mrs Sunja Yoo, Mrs Yasmin Hussain, Mrs Salma Khan, Ms Rima Khanom, Mrs Shahnaz Sultana, Mrs Fahmida Lisa, Mrs Mary Jennifer Fuertbella, Ms. Thuwaybah Mohammed, Mrs Noorun Rashid, Mrs Sabia Sultana, Miss Louisa Racher, Mrs Ilona Avram

### **Administration Team**

Mrs Hana Mehmet      Office Manager

Mrs Sandra Hulme      Office Administrator  
 Ms. Sajeda Jumy      Finance & Business Officer  
 Ms Lianne Welch      Attendance Manager & Admissions  
 Mr Teodor Ion      Office Administrator  
 Miss Nazmin Choudhury      Office Administrator

### **Site Supervisor**

Mr Jeff Copeland      NCCS Management & Building Management  
 Mr Jack Kelleher      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 21<sup>st</sup> Century

Curwen is a large primary and nursery school providing for children from three to eleven years of age. The school is now 4 forms of entry per year group. In January 2019 there were **827** children on the school roll and **101** children in the nursery. Children in the nursery attend on a part time basis, either in the morning or the afternoon.

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 Newham Council website [www.newham.gov.uk](http://www.newham.gov.uk)

Parents are kept informed of up and coming events each week in the weekly newsletter which is published on line and through our app 'Study Bugs'





## 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. unless attending Breakfast Club. 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 that are late will need to go to the main office.





## ADMISSIONS

Curwen follows 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 1.00pm to the main office. Please ensure you bring the appointment card with you.

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 1.00 pm 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 report via our 'Study Bugs' app or 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 **2018-19 was 96%**

## Term Time Leave

As stated in the guidance from DfE, the Head of School 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 for leave 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 must have it with them in class at all times and on educational visits.

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 or a qualified first aider.

Children must 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 or carer 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, 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 Mayor of Newham's initiative. The meals are provided by Juniper Ventures 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 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 Juniper Ventures 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.

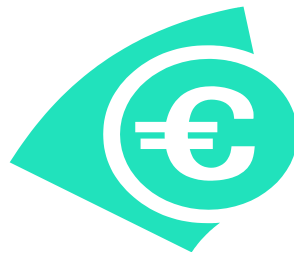




## School Travel Plan

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.







## HOMWORK

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.

<b>Winter</b>	Dark Grey or Navy trousers/ Dark Grey or Navy pinafores or skirts White shirt or polo shirt Navy Sweatshirt or Navy Fleece
<b>Summer</b>	Dark Grey or Navy shorts or trousers/ Dark Grey or Navy pinafores or skirts White shirt or polo shirt/ Blue gingham dresses



For religious purposes, a plain white, navy or black Hijab can be worn but this 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 P.E. 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 the 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 changed with the government's introduction of a new and exciting curriculum in 2014. At Curwen Primary School, we have adapted this to fit the needs of our school, pupils and community. Together with this change in curriculum, also came a change in the way we assess the children. Each year group now has 3 'levels' that a child can achieve: **Working Towards**

**(WT), Expected/Working At (WA) and Greater Depth (GD)**. The majority of pupils should be working within the 'Expected level' as this means that they have a secure knowledge and understanding of the curriculum of the year group they are in.

Reception levels: **Emerging, Expected, Exceeding**

## 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.

At Curwen School our Designated Safeguarding Leads are Mandy Sandhu and Tyrone Cameron.

A complete version of the Safeguarding Policy and Keeping Children Safe in Education are available on the school website and in the school office.

## School Standards

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.





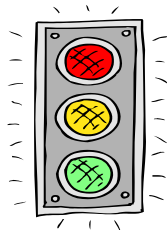
At all key assessment points (end of Reception, year1, year2, and year 6) our children achieve test results above the National Expectations. We are very proud of the accomplishments of the pupils in our school.

More information can be obtained from the DFE website:-

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







## BEHAVIOUR

At Curwen we have a firmly embedded 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 Team Points.

We are committed to celebrating positive behaviour in a variety of ways.

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, More Able Students (MAST) and Pastoral Support.

Inclusion at Curwen is set out in our policies and accessibility plan. Our Inclusion Policy has been written in July 2018. Copies of any policies or DCFS information can be obtained from Miss Miles, 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 EqualityP 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 detailed in 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 2018. 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 of School.





## 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. KS2 children participate in the Every Child a Musician project, funded by the Mayor of Newham. This includes; flutaphones in year 3; ukulele in year 4; guitar or keyboard in year 5&6; and regular singing assemblies. Children in year 5&6 are provided with an instrument in order for them to practise more regularly at home. 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 agility, balance 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 sports specialists and uses 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 undergo a swimming assessment, Year 6 will have two weeks of intensive swimming lessons in May 2018. 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 TTLT Sports Hub through which we take part in 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.

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 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.





We also provide a successful Breakfast Club which runs from 7.45 a.m. The charge is 70p, and for this your child can have a choice of cereal, toast with jam or beans, and fruit.

## 6 O'CLOCK CLUB

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.

## CURWEN PRIMARY SCHOOL COMPLAINTS PROCEDURE

## SCHOOL COMPLAINTS PROCEDURE

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 or SENCO (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 (Formal)**

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 investigation and the appropriate outcome and this may involve additional meetings with you to obtain further information. All notes relating to any investigation will be kept on file. The school aims to resolve any complaint within 20 school working days, and will notify the complainant in writing of the conclusion and any actions that will be taken as a result. If you are not happy with the outcome at this stage, please see Stage 3.

### **Stage 3 - Complaint goes to the Chair of the Advisory Board (Formal)**

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 the Local Advisory Board (LAB), via the school office. This should include details of why you are still dissatisfied with the decision, the recommendations and actions of the Stage 2 complaint and what you require to resolve the issue. You will receive an acknowledgement of the complaint within 5 working school days, and the CEO will be informed. The Chair, or Vice-Chair of the LAB will look at all the information from yourself and the school and may wish to discuss the matter further with you. Once the Chair, or Vice-Chair of the LAB 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.



If you are dissatisfied with the response from the Chair or Vice-Chair of the LAB at Stage 3 you are advised to put your complaint in writing to the School's Trustees, which can be done via the school office, ensuring that you include details of why you

## Further Information

If your complaint is about the Head of School, you should address your complaint to the Executive Head. If it is about the Executive Head Teacher, please address your complaint to the Chair of the LAB.

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), 2<sup>nd</sup> 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.

September 2018



## 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 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 Trust will take the appropriate action necessary to protect and ensure the safety of staff.





## Holiday Dates 2019-20

SCHOOL TERMS	PUPIL HOLIDAYS
<p><b>Autumn</b>  Monday 2 September 2019 to  Friday 18 October 2019  Monday 2<sup>nd</sup> Sept- INSET DAY  Tuesday 3<sup>rd</sup> Sept- INSET DAY  <b>Wednesday 4<sup>th</sup> September- ALL CHILDREN RETURN</b></p>	<p><b>Half Term</b>  Monday 21 October 2019  to  Friday 25 October 2019</p>
<p><b>Autumn</b>  Monday 28 October 2019 to  Friday 20 December 2019</p>	<p><b>Christmas Break</b>  Monday 23 December  2019 to  Friday 3 January 2020</p> <p>Christmas Day and New Year's Day fall within the Christmas Break</p>
<p><b>Spring</b>  Monday 6 January 2020 to  Friday 14 February 2020  Monday 6<sup>th</sup> January- INSET DAY  <b>Tuesday 7<sup>th</sup> January- ALL CHILDREN RETURN</b></p>	<p><b>Half Term</b>  Monday 17 February 2020  to  Friday 21 February 2020</p>
<p><b>Spring</b>  Monday 24 February 2020 to  Friday 3 April 2020</p>	<p><b>Spring Break</b>  Monday 6 April 2020 to  Friday 17 April 2020</p> <p>The Easter religious festival falls within the spring break</p>
<p><b>Summer</b>  Monday 20 April 2020 to  Friday 22 May 2020  Monday 20<sup>th</sup> April- INSET DAY  <b>Tuesday 21<sup>st</sup> April- ALL CHILDREN RETURN</b></p>	<p><b>Half Term</b>  Monday 25 May 2020 to  Friday 29 May 2020</p> <p><b>May Day</b>  Friday 8 May 2020</p>
<p><b>Summer</b>  Monday 1 June 2020 to  Friday 17 July 2020</p>	<p><b>Summer Break</b>  Monday 20 July  2020 to <i>To be advised</i></p>

