



CPS

CURWEN PRIMARY
SCHOOL

Welcome
to our school
2020/21



**The Tapscott
Learning
Trust**
*Working together,
achieving for all*

WELCOME TO CURWEN PRIMARY SCHOOL

Curwen Primary and Nursery School is a highly successful school, based in Plaistow within the London Borough of Newham. We provide an excellent education for children from the ages of 3 to 11 and our end of key stage results are consistently amongst the top 10% of schools in the country. 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.

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 these skills in an exciting way, as well as making time to focus on creative and artistic skills. We engage our pupils in an exciting and enriching curriculum that draws from our local and wider environments. We offer our pupils the best start in life and ensure that they are ready for the next steps in their education.

Please don't hesitate to contact us by phone **0208 472 0290** or by email info@curwen.tlft.academy if there is anything you need to ask. Our office staff will always give you a warm welcome and offer a wealth of information.



The school displays a restless ambition to do the best for its pupils and everyone who works there is determined that no one should be left behind.



Kate Mansfield
HEAD OF SCHOOL

Paul Harris
EXECUTIVE HEAD TEACHER



VISION

Supporting and promoting the development of the whole child with a learning journey that leads every child to be the best they can be, from all starting points, and ready for the next phase in their education.



AIMS

- S**UCCESSFUL
- H**EALTHY AND SAFE
- I**DENTITY
- N**URTURED
- E**NGAGED



ETHOS

In order to achieve our aims, we strongly believe in working together as a **TEAM...**

Together Everyone Achieves More

OUR CURRICULUM STATEMENT

Our intention at Curwen Primary School is to help each child to achieve their best, ensuring we are concentrating on the whole child through SHINE:

Successful; Healthy & Safe;
A strong sense of Identity;
Nurtured; Engaged.

In order to do this, we believe in creating a positive and secure environment in which children can learn. We place great emphasis on well-being, good manners, respect and consideration for others, through formal teaching in lessons, such as RE and PSHE, as well as throughout the school day and in assemblies.

We encourage children to become self-confident, resilient, mature and independent, with a strong sense of their own identity. We also support them to recognise the importance of making a positive contribution to the life of the school and the wider community.

Rich and varied experiences are at the heart of the Curwen curriculum. The experiences we offer our pupils include visits to the theatre, art galleries, places of worship, live music performances, residential visits, sporting events and competitions. Visitors from the wider world visit our school to share their experiences and to elevate our pupils' career aspirations and ensure they are engaged in their learning. We also run a huge range of extra-curricular activities to supplement our curriculum and to nurture our pupils' own individual interests and talents.

In order to achieve our intention, we ensure that we implement a broad and balanced curriculum throughout the school. This covers all areas of the national curriculum:

**English / Maths / Science / Computing /
History Geography / Physical Education /
Music / Art / Design Technology /
Religious Education / PSHE and RSE.**

We aim to ensure that each child achieves personal success, and develops the skills and confidence necessary for the next stage of their learning.

ASSESSMENT

At Curwen Primary School, carefully considered assessment ensures all of our pupils make good progress and helps to inform teachers in driving pupils forward towards their next steps in learning.

We have adapted statutory curriculum requirements to fit the needs of our school, pupils and community.

Each year group assesses children using 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 also has three levels, which are Emerging, Expected and Exceeding. As with the rest of the school, the majority of pupils should be working at the 'Expected level' by the end of Reception.

PHONICS

At Curwen, we view reading as a fundamental building block to learning and have therefore spent a lot of time developing our reading curriculum. To support the development of important strategies such as blending and decoding, we use the Read Write Inc. (RMI) system for the teaching of Reading and Phonics across Early Years and Key Stage 1. Where appropriate, some children continue to use phonics in KS2.



ENGLISH

We are committed to supporting our children to develop effective communication, whether that be orally or written. As part of this, we have a strong emphasis on collaborative learning and promoting a love of reading. We have a progressive English curriculum which ensures that knowledge and skills are taught and refined as pupils move through the school. Pupils use and embed their literacy skills across the curriculum linking them to 'real life' experiences and opportunities. At all stages in our reading curriculum, we strive to support our pupils to read accurately, fluently and with good comprehension.

MATHS

We have developed a Maths Curriculum based on the 'Maths Makes Sense' programme, which places an emphasis on pupils using concrete resources to understand key ideas and concepts. Children's achievements are recognised and encouraged by a range of competitions and challenges, to help them develop the key building blocks of Maths such as number facts and times tables. We support children to understand the importance of Maths in the real world, and to develop their mathematical thinking and language. Our maths curriculum aims to build pupils' resilience through an engaging curriculum which challenges pupils appropriately and gives children the skills to problem solve.

CREATIVE ARTS

We see Creativity as a fantastic opportunity for children to explore the world around them as well as their own identity. As well as having timetabled opportunities for the arts, we also ensure that pupils have the opportunity to take part in Drama, Music, Dance and Art & Design throughout the curriculum as well as in a range of after school clubs.

FOREST SCHOOL AND SCIENCE

Our vision in Science is to encourage curiosity in children so that they ask questions that fuel explorations and investigations about the universe we live in. In our school, it is about developing children's ideas and ways of working that enable them to make sense of the world through investigation. We have carefully planned themes and topics, including lots of opportunities for practical exploration as well as outdoor learning with our Forest Schools provision.

Forest School is run by qualified Forest School practitioners and involves child-led sessions in a woodland or natural environment, primarily using natural resources. It aims to promote resilient, confident, independent and creative learners.



PE

Why is Physical Education important?

A high-quality Physical Education curriculum inspires all pupils to succeed and excel in competitive sport and other physical activities. It provides opportunities for pupils to become physically confident in a way which supports their health and fitness. Opportunities to compete in sport and other activities build character and help to embed values, such as fairness and respect.

At Curwen, children from EYFS onwards learn to:

- Master basic physical skills, such as coordination, flexibility and balance
- Play team sports
- Compete in sporting events
- Develop water confidence and attend swimming lessons
- Participate in outdoor pursuits



SAFEGUARDING

Curwen Primary School is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- All children have the right to be protected from harm;
- Children need to be safe and to feel safe in school;
- Children need support which matches their individual needs, including those who may have experienced abuse;
- All children have the right to speak freely and voice their values and beliefs;
- All children must be encouraged to respect each other's values and support each other;
- All children have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy healthy sociable child will achieve better educationally;
- Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, radicalisation, extreme behaviours, discriminatory views and risk taking behaviours; and
- All staff and visitors have an important role to play in safeguarding children and protecting them from abuse.



RULES/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 **P**roperty

We will **listE**n to others

We will be **Caring** and gentle

We will be **honest**

This is supported by our traffic light system for behaviour. We are committed to celebrating positive behaviour in a variety of ways. For example, house points, team points, Star badges, gold tokens, sharing of work and Pupil of the Week.

We place a strong emphasis on children taking responsibility for themselves and supporting each other. This is achieved through:

- A buddy system
- Peer mentors
- Circle time
- Place to Talk.

MENTAL WELL-BEING AWARD

We are very proud to be undertaking our first ever Mental Well-being Award; this is a reflection of the importance we place on this area if our pupils are to achieve their academic potential and if our staff are going to be able to work most effectively. Through this award, we have reflected on our curriculum to ensure there are enough opportunities for our pupils to learn about their feelings and emotions, and also to give them the skills they need to be able to ask for help and to support each other. Within Curwen, we are very fortunate to be working alongside a number of specialists who support us in this area. These include a music therapist, Place2Be and the Newham HeadStart programme.

THE EQUALITY POLICY

Curwen Primary School is dedicated to ensuring that all members of the school community and the wider community are treated equally, fairly and with respect by the school and by each other. Prejudice, discrimination and victimisation are not tolerated and we work hard to instil in our pupils a strong understanding of right and wrong, including the importance of inclusion, acceptance, and compassion towards others.

For further information, you can find our Full Equality Policy on our website.

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. Curwen has been awarded **Flagship Status**. This accolade was awarded by IQM, a body which recognises schools who demonstrate outstanding inclusion, promoting equal opportunities for all pupils, whatever their age, gender, ethnicity, attainment and background. They said of the school: **'Staff at Curwen Primary school demonstrate an unwavering commitment to inclusion in its broadest sense as well as a very clear focus on the individual needs of every child in the school.'** February 2020.

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, which can be found on our website.



STAFF

Our Senior	Management Team
Mr. Paul Harris	Executive Headteacher
Mrs Kate Mansfield	Head of School
Ms. Jan Britton	Deputy Headteacher - Inclusion & Pastoral
Ms. Emma White	Deputy Headteacher - Curriculum & Standards
Ms. Mandy Sandhu	AHT - Designated Safeguarding Lead
Ms Kate Sawyer	AHT - EYFS (Nursery/Reception), ITT & NQTs
Mr John Potter	AHT - KS1 (Y1/Y2) - Community Lead
Mr Mark Smale	AHT - Lower KS2 (Y3/4) - English Lead
Mrs Vivienne Marle	AHT - SMSC Development & Identity
Ms. Julie Horsington	AHT - Upper KS2 (5/6) - Assessment Lead
Miss Kate Miles	AHT - SENDCO
Mrs Lisa Miles	School Business Manager

THE SCHOOL DAY

START OF SCHOOL	8.54 am
MORNING BREAK	10.45- 11.00 am
LUNCHTIME	12.00 - 1.00 pm
START OF AFTERNOON	1.00 pm
END OF SCHOOL	3.15 pm
Nursery A.M.	8.45-11.45 am
Nursery P.M.	12.15-3.15 pm

The school gates are open early in the morning, however, the children should not arrive on the premises before 8.45am unless they attend breakfast club. At 8.54am, 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 their teacher at 8:45am.

Children are to arrive at school before the first bell at 8.54am. A second bell will sound at 8.57am. The doors will close promptly at this time.



LATENESS



For your child to make the best of their day, it is important that they arrive on time by 8.54am. If you are late, please take your child to the office where they will be given a late mark and book their lunch.

School ends at 3.15pm 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, the Attendance Manager will be informed.

TERM TIME LEAVE

As stated in the guidance from the Department for Education, the headteacher no longer has the right to authorise holidays or leave, except in exceptional circumstances. This is a change to the Education (Pupil Registration) Regulations 2006. All requests must be made in writing to our Attendance Manager, Ms. Welch.

ATTENDANCE



Regular attendance is crucial to each child's educational development. As a school, we do all we can to support our pupils in attending school every day so that they can reach their full potential.

If your child is unable to attend school because of ill health, medical or any other reason, please contact us via Studybugs 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 do not inform the school of your child's absence, or if your child does not attend school 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.

ADMISSIONS

Curwen follows the London Borough of Newham Admissions Policy. Details of this can be found on our school website:

<https://www.curwen.newham.sch.uk/page/?title=Admissions&pid=65>

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:-

- 01 In catchment area, with brothers or sisters in the school.
- 02 In catchment area, without brothers or sisters in the school.
- 03 Out of catchment area, with brothers and sisters in the school.
- 04 Out of catchment area.
- 05 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.



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 should be taught how to use it and should have it in school 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, parents 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. If children have sustained injuries which mean that special care must be taken in school (e.g. broken bones), then they should come to school via the main office to complete a form and speak to a member of staff about daily procedures.

Children should not bring medicine to school themselves and medicine 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.

Our full medical policy can be found on our website.

EMERGENCY CONTACTS

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

It is important that we hold contact details to use in these circumstances and that parents keep us informed of any changes to address or phone number. Please inform the office of any changes immediately.

We also need to have the telephone numbers of other friends or relatives who can be contacted in an emergency if we are unable to contact a parent.

School hotline number: **08447 707 576 – ID 51871**

COMPLAINTS AND CONCERNS

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 Tapscott Learning Trust has adopted a Concerns and Complaints Policy & Procedure.

You can find this policy on our website. The school will deal with all concerns or complaints in a sensitive, impartial and confidential manner and ask that any complainant do the same. Members of staff are available on the playground every day before and after school to discuss any concerns you may have. We will be happy to listen and do our utmost to ensure that our parents and children are cared for in the best way possible.



WALK ON WEDNESDAY

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.

PARKING

Unfortunately, there are no spaces available for visitors to the school at present as the car park is too small. 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.

LUNCHTIMES



Healthy schools

At Curwen we are very proud to be an accredited Healthy School, Level 4.

This is in recognition of the work we do to promote healthy lifestyles.

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 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 child.

At lunch time, children may go home or stay at school and have a packed lunch or school dinner. Children going home for lunch should leave the premises at 12:00pm through the school office. Children should not return until 12.55pm.

SCHOOL LUNCH

Free School Meals

Every primary child in Newham receives a free meal at lunchtime. Although all pupils now receive a free meal, it is essential that parents continue to update their eligibility for Free School Meals entitlement, as this may affect other things such as when children go to Fair Play House or other educational visits. All families should complete the 'Eat For Free' form on the Newham Website at:

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

The meals are provided by Juniper 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 our cook.

Healthy Packed Lunch

Your child may 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.

PUPIL PREMIUM

Some children are eligible for Pupil Premium funding. This enables the school to provide additional opportunities and support their learning. Our Pupil Premium Plan can be found on our website. To see if your child is eligible to receive additional funding, please complete this online form. https://newham-self.achieveservice.com/service/Application_for_Free_School_Meals

If you require any support in completing these forms, please feel free to drop into the school office where one of our office staff will be happy to help.



SCHOOL CHARGING POLICY

Curwen Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences, can make towards pupils' personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that no child should have their access to the curriculum limited by charges. Therefore, pupils will not be charged for activities that support the broad and balanced curriculum provided by the school. The school, from time to time, will ask parents to make a voluntary contribution to activities or school trips. This will only happen if the school has itself incurred a charge. Pupils will not be discriminated against if they do not contribute. However, if enough contributions are not received, this may result in the activity or trip being cancelled. Our full charging policy can be found on our website.



BEFORE AND AFTER SCHOOL CARE

Clubs

We run over sixty 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.

Breakfast Club

We also provide a successful Breakfast Club which runs from 7:45am. The charge is 70p, and for this your child can have toast with jam, baked beans, cereal and/or 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

Curwen offers an after school club that is run by members of our staff. This runs from 3:15pm to 6pm and offers a wide range of activities for your child to take part in. It also includes a tasty, healthy snack.



PARTNERSHIP WITH PARENTS

We believe that developing positive relationships with parents and carers is vital in all that we do. We work hard through parent meetings, open sessions, workshops and events, such as International Week and Family Week, to include families in the life of the school.

We have an active PTA, 'Friends of Curwen', who support us in fundraising and communicating with our community. As a parent commented, they are...

'Proud to be part of it.'

HOME LEARNING

We provide opportunities for pupils to continue their learning at home through weekly homework and reading, online games, websites and activities and regular projects and competitions which we encourage pupils to participate in alongside their families. We recognise the importance of parental support at home, and therefore offer numerous opportunities for parents and carers to come into school and learn more about our curriculum.



SCHOOL UNIFORM

At Curwen we have a Dress Code that we expect all children from Reception age to follow. This is based on our school colours. Uniform is sold daily from the school office from 10am onwards.

Winter

- Dark Grey or Navy trousers
Dark Grey or Navy pinafore or skirts
- White shirt or polo shirt
- Navy sweatshirt or Navy fleece

Summer

- Dark Grey or Navy shorts or trousers
Dark Grey or Navy pinafore or skirts
- White shirt or polo shirt/ Blue gingham dress
- For religious purposes, a plain white, navy or black Hijab can be worn, but please ensure these do not have pins.
- Plain hair bands and clips are allowed in navy, black, grey or white.
- Wellington boots are allowed for wet days, but please bring a pair of shoes/trainers to change into.
- Please ensure all items are clearly labelled with children's names.

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.

PE KITS

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

Some of our pupils have requested that they wear a headscarf during PE. This is allowed, however parents must write a letter of consent.





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Kate Mansfield

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