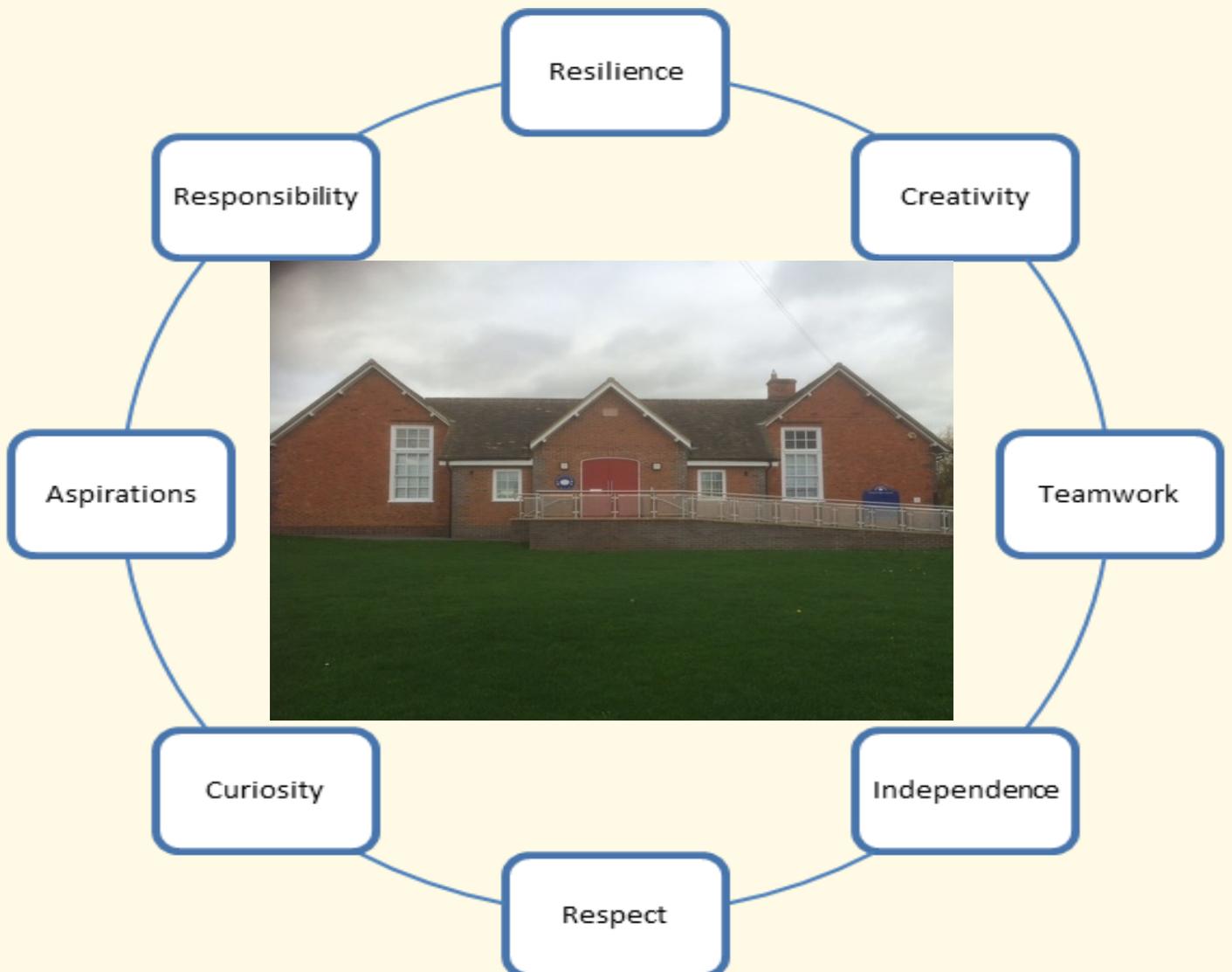




# Prospectus





September 2016

Dear Parent/Carer

It gives me great pleasure to welcome you to Cosgrove Village Primary School.

This prospectus outlines the aims and general organisation of our school. It will also help you as a parent of a child in our school to feel confident and knowledgeable about the journey your child is taking with us.

#### Our School Mission Statement

In our school community, we work together, to provide every child with an inclusive, creative, enjoyable learning experience where success is celebrated and each child feels valued.

***Educating the whole child!***

It is a pleasure to meet all our new families in our Cosgrove Village community. My staff and I value the importance of excellent working relationships with parents. We aim for you to feel welcomed, valued and supported at all times.

If there are any questions that you have regarding your child coming to our school that are either not answered in this prospectus or as part of your tour around the school then please do not hesitate to contact me.

Kind regards

**Mrs R Osborne**  
**Executive Head Teacher**



## School Information

**Address:** 3 Bridge Road  
Cosgrove  
Northamptonshire  
MK19 7JH

**Telephone:** (01908) 562641

**Website:** [www.cosgroveprimary.org.uk](http://www.cosgroveprimary.org.uk)

**Twitter:** @CosgrovePrimary

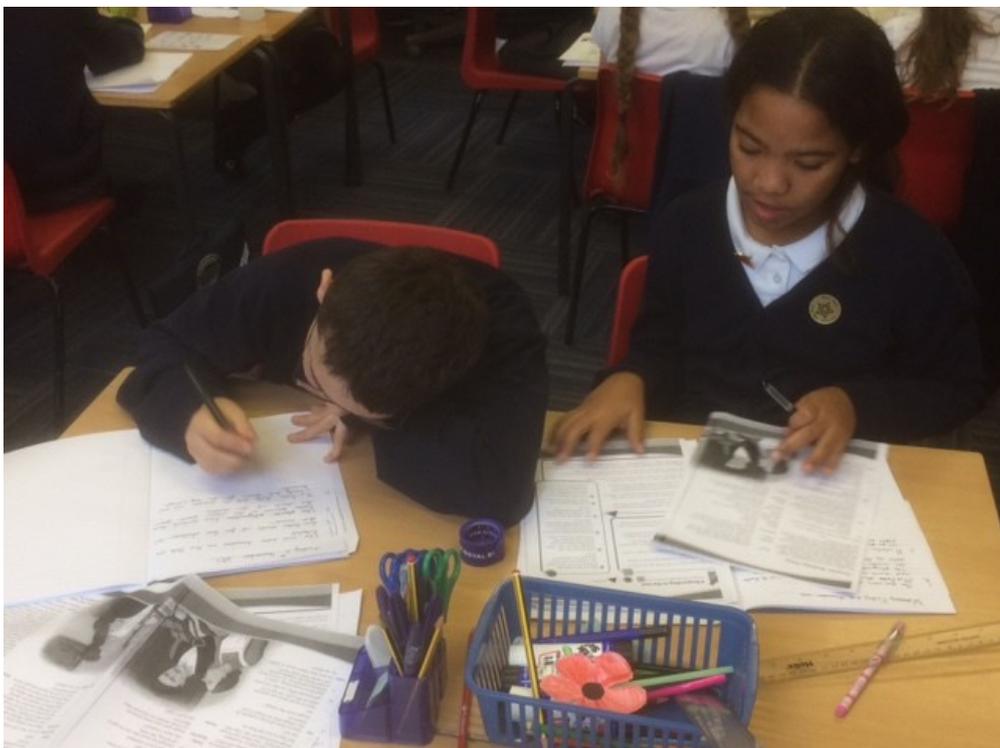
**Pupils on roll:** 62

**Type and age range:** Mixed primary school 4-11 years

**Executive Head Teacher:** Mrs Rebecca Osborne - BEd Hons with QTS, NPQH

**Chair of Governors:** Mr Colin Swindale

**School Hours:** 8.50am - 3:15pm



## **Class organisation**

Our published admission number each year is 9 pupils. The school has capacity for 63 pupils. Aqua class consists of reception and year 1 pupils, Terra class is for year 2 and 3 pupils and Ignis class is made of year 4, 5 and 6 pupils.

## **School session times**

Children enter the school playground at the start of the day via the gate which is on Yardley Road. School will begin with a bell at 8:50am. Lunchtime is from 12:00pm until 1:15pm for children in class 1 and from 12:15pm until 1:15pm for classes 2 and 3.

The afternoon session ends at 3:15pm. We ask that parents of children in class 1 collect their child from the outdoor learning area gate and the parents of children in classes 2 and 3 from the main playground.

## **The school community**

Our school community is made up of children, parents, teachers, support staff and governors. Everyone has their part to play and this brings with it certain responsibilities.

### **Children**

- Come to school with their parents and friends
- Always try their best in everything they do
- Are Independent in managing their own possessions
- Understand and follow the school rules
- Follow the class routines

### **Parents**

- Bring their children to school and collect them on time
- Ensure that their children attend school
- Support their children by hearing them read and encouraging them to complete any tasks that their teachers ask them to do at home
- Keep the school informed of any concerns they may have about their child's welfare

### **Teachers**

- Take responsibility for the children
- Work closely with parents
- Provide the highest quality of education and care at all times

### **Governors**

- Support and assist the Executive Head Teacher in the strategic direction of the school

## **Your child's learning**

### High expectations, high achievements



**The broad and balanced curriculum will stimulate your child to acquire knowledge and develop individual skills.**

**Children's achievements are celebrated and everyone enjoys success and praise regularly during their time in school. We encourage children to develop life-long learning skills through our school values which are: independence, aspirations, respect, creativity, teamwork, resilience, curiosity and responsibility.**

**The children are taught by their own class teacher in mixed age and ability classes. The staffing complement for each class is a fully qualified teacher and a trained teaching assistant.**

**Every classroom is fully furnished and equipped with the highest quality learning resources. The class teacher will get to know your child very well and will be pleased to involve you in his/her life at school. Children make progress at their own rates and in their own ways. It is important to value them as individuals and to provide learning opportunities that will build on their strengths and overcome their weaknesses. The curriculum is broad and balanced and provides for the academic, moral, physical, creative and personal and social development of every child.**

**In our schools today we recognise that learning consists of:**

- **Acquiring knowledge**
- **Understanding ideas**
- **Perfecting skills**
- **Developing good attitudes**

**In order for this to take place the children must:**

- **Become involved in things that interest them**
- **Be active in their learning**
- **Be encouraged to work with each other**
- **Make progress and be challenged in each area of learning**
- **Be encouraged to think and act for themselves and become independent**

## What is learning like in the foundation stage?

The foundation stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The foundation stage is about developing key learning skills such as listening, communicating, concentrating, persisting and learning to work and co-operate with others.

The six areas of learning that make up the foundation stage are;

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and literacy
- Knowledge and understanding of the world
- Physical development
- Creative development

The outdoor environment is also a very special part of the foundation stage curriculum. As such it is carefully planned for and available each day. Class 1 has it's own specially equipped outdoor area.

The teacher and teaching assistant will keep records on children's experiences and attainments. Assessments of development and learning needs will be ongoing throughout the school year. During the first weeks in the autumn term the teacher will carry out thorough baseline assessments for every child. This will establish where they are in aspects of their learning and development and help future planning. Regular meetings will be held with parents to discuss children's progress. By the end of the year, the teacher will have built up an accurate profile of each child's development.

We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this earlier learning is achieved through carefully structured play. It is an important way of developing new skills and building up relationships with other children both individually and in groups.

Reading is taught using the Read, Write Inc phonic resources and there is a link on our school website to help you with the pronunciation of the pure phonic sounds that your child will be taught. We encourage parents to work with their child at home by hearing them read on a daily basis.

We are always pleased to discuss ways in which parents can help their child at each stage of their child's development. We actively encourage parents to share information with us, about the learning which takes place at home.



## **Key Stage 1 (ages 5-7 years) and 2 (ages 8-11 years)**

The core curriculum at key stages 1 and 2 comprises of:

- English
- Mathematics
- Science
- Computing

Children also study the subject below as part of the National Curriculum. These are called foundation subjects.

- Art and design
- Design Technology
- History
- Geography
- Music
- Physical Education
- Modern Foreign Languages - At Cosgrove Village Primary the children are taught French from year 3 upwards

Children are also taught Personal, Social, Health and Citizenship Education. This includes Sex and Relationship Education, Drug awareness and wellbeing.

The school governors are responsible for the nature of this education within the school.

## **Religious Education**

Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with local agreed Northamptonshire RE syllabus. Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature due consideration is given to the multicultural society in which we live.

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish for their child to be taught the agreed syllabus or take part in short acts of collective worship then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

## **Extra-curricular activities**

We offer a wide variety of clubs that take place after school. These are run by members of staff and outside agencies. Some of the clubs we offer are:

- Quick sticks hockey
- Multi-skills sports
- Fitness
- Homework
- Dance
- Mad science
- Magic maths
- Film club

## **Educational visits**

Visits play an essential role in our work and take place on a regular basis. These vary from a place in the locality, for instance the canal, trips to museums and a residential every 2 years for key stage 2 pupils.

## **SATs**

In the summer term of years 2 and 6, the children carry out the required Standards Assessment Tests (SATs).

The class teacher assess each child's development in speaking and listening, reading and writing, mathematics and science. In addition, each child undertakes a test in reading, writing, punctuation, spelling and grammar and mathematics. Parents are informed of how their child has done at the end of the summer term as part of their child's annual school report.

## **Teaching methods**

We use a variety of teaching methods according to the needs of the children and the nature of the activity. They include whole class, small group and individual teaching.

Children will usually be grouped according to ability and experience. The groups may be different according to the task and will be flexible to reflect individual strengths.

## Special Educational Needs

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that a child does not make the progress we expect. If this were the case parents would be consulted and appropriate steps to support the child taken.

A provision map may be made by the class teacher and special needs coordinator to show programmes and support systems that are being implemented for a particular child. If targets set by school continue not to be met, outside agencies such as Educational Psychologists, Speech and Language Therapists or Behaviour Specialists may be called upon for extra support. After further consultation with parents, the Local Authority may have to make a statutory assessment based on specialist advice. The Local Authority may then draw up an Educational Health Care Plan (EHCP). This describes all of the child's need and all the special help that should be provided.

Parents will always be consulted and kept fully informed at every stage once we have identified that their child could benefit from some extra help. This could be for educational, personal or social needs.

Our assessment procedures will also identify children of very high academic ability and work will be planned to meet the learning requirements of these children.

Our Special Educational Needs Coordinator is Mrs Hallis.

## Pupil Welfare

The health and welfare of your child is our first priority. We will always contact you if we have any concerns.

### Medical care

Once your child reaches five, his or her weight, height, hearing and sight are checked by the school nurse and their general health is discussed with you, if it is felt appropriate.

Any child who becomes ill in school will be cared for and comforted until you can be contacted. ***We will need your telephone number and numbers of other emergency contacts in school. You will need to ensure these are kept up to date.***

Should your child require the administration of prescribed medicine, we are only able to do so if properly instructed by the parents. The school will not give your child medicine unless you complete and sign a medicine administration form.

### Safeguarding

The designated safeguarding leads in school are Mrs Osborne and Mrs Steel. Keeping children safe is everyone's business and if you have any concerns about the welfare of a child you must report this immediately to one of the above safeguarding leads.

## Starting school

### Admissions

The arrangements for the admission of children into the reception year are made by the admissions sections of the Local Authority. All children are able to apply for a place in the academic year of their fifth birthday.

The admissions procedure to county schools is clearly explained on the Northamptonshire County Council website page under applying for a primary school place. All applications for reception year are made online.

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/school-admissions/primary-school-place/Pages/default.aspx>

### Oversubscription admission criteria

Places will be allocated to pupils who have a statement of special educational needs that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to adoption, residence or special guardianship order.
2. Pupils who live in the linked area of Cosgrove Village.
3. Pupils with an older brother or sister continuing at the school at the time of admission of the younger child
4. Other pupils

### Tiebreaker

If the admission number is exceeded within criterion (2) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school.



## Uniform and belongings

Uniform is worn at Cosgrove Village Primary School to develop a sense of pride in being a member of the school community.

Our uniform, books bags, PE bags and fleeces can be purchased from:

**Tesco online school uniforms:**

<https://121811.schoople.com/uniformeasy>

**Karen Harvey** – parent at Cosgrove, [Karen@littlecupcakedesigns.co.uk](mailto:Karen@littlecupcakedesigns.co.uk)

### **Maises School Outfitters**

60-64 Church St,

Wolverton,

Milton Keynes

MK12 5JW

Telephone: 01908 313313

Or online at [www.school-kit.co.uk](http://www.school-kit.co.uk)

<b>Boys:</b> Navy blue school sweatshirt White polo shirt or shirt Grey trousers Grey or black socks  <i>Summer</i> As above or Grey shorts	<b>Girls:</b> Navy blue sweatshirt or cardigan White polo shirt or blouse Grey skirt or trousers White, grey or black socks or tights  <i>Summer</i> As above or Blue/white gingham dress
<b>Boys and girls:</b> <b>Shoes - Black.</b> Pupils may not wear trainers (except for PE), flip flops or beach shoes. <b>Navy fleeces</b> for outdoor wear are also available from the online Tesco supplier	
<b>PE kit:</b> Navy shorts and a pale blue t-shirt, plimsolls/trainers. A navy blue tracksuit for outdoor PE in colder weather.  During swimming, boys should wear swimming trunks and girls, an all-in-one swim suit.	

Hair should be worn in a reasonable conventional style and long hair must be tied back for health and safety reasons. No extreme hair styles please and this includes un-natural colours.

No jewellery must be worn in school. However, if your child has pierced ears, small studs are permitted. However these **MUST** be removed or 'taped up' by the child for PE. Also children are permitted to wear a watch. **Mobile phones are not permitted in school.** Please label all clothing and equipment with your child's name.

## **Behaviour**

Within a school 'family' some rules are essential; these are mostly matters of common sense to ensure the safety of our children. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community.

We have a behaviour policy which is consistently applied by all adults who work in school and is briefly outlined below.

### **Aims and Expectations**

- The school is committed to providing an environment where all people can feel safe, happy, accepted and included. It is a primary aim of our school that every member of our community feels valued and respected, where values are built on mutual trust.
- The primary aim of the behaviour policy is to promote good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy is therefore designed to support the way in which all members of the school can live and work together positively. It aims to promote a learning environment where everyone is happy, safe and secure.
- All children are treated fairly and all staff apply this behaviour policy in a consistent way.
- This policy aims to help children to grow in a safe, secure and happy environment and to become positive, responsible and increasingly independent members of the school community.
- The school rewards good behaviour as it believes that this will develop an ethos of kindness and co-operation.
- Staff will implement the behaviour policy in a way that is applicable to the developmental stage of the individual child.

### **The school rules**

Everybody at our school has the right to feel SAFE and the responsibility to follow these rules

Show honesty, kindness and respect to everybody in our school

Always do your best and follow instructions

Feet and hands – keep them to yourself

Equipment – look after it and use it correctly

Rewards and consequences are used throughout the school and applied fairly.

We will always try to work with parents. Good behaviour is the result of a partnership between home and school and standards set at home and school should complement each other. If any pupil lets his or her standards of behaviour fall, we will inform parents and discuss it with them. It may be that sanctions outside school can help reinforce sanctions being used in school.

## **Attendance**

The governors of Cosgrove Village Primary School encourage regular attendance in the following ways:

- **Providing a caring and welcoming learning environment and learning that is such fun that children will not want to miss it.**
- **Responding promptly to a child's or parent's concerns about the school or other pupils; marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register (9:15am) a late mark will be recorded. If a child arrives late after 9:30am it will be recorded as late absence and counted as unauthorised absence. The pupils name is recorded in the late book in case of an emergency.**
- **Monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings between them if necessary and referring the family to the Education Entitlement Team if the irregular attendance continues.**

**We expect that you will:**

- **ALWAYS encourage regular school attendance and be aware of your legal responsibilities**
- **ALWAYS ensure that your child arrives at school punctually and fully prepared for the school day**
- **Ensure that you contact the school whenever your child is unwell and unable to attend school**
- **Contact the school by 9:00am on the first day of the child's absence and telephone every day thereafter unless your child has a doctor's certificate**
- **Contact us promptly whenever any problem occurs that may keep your child away from school**

## Attendance continued

### Responding to non-attendance

When a pupil does not attend school we will respond in a the following manner:

- On the first day of absence, if we have not heard from your by 9:15am we will telephone you.
- If by the end of the second day, there has still been no contact made we will send a letter of concern and invite you into the school to discuss your child's absence. You will be notified that is the absence persists a referral will be made to the Educational Entitlement Services (EES) at the county council.
- Failure to comply with the expectations set out by EES may result in further action, an application for an Education Supervision Order, or court prosecution.

### Grant for leave of absence in very exceptional circumstances

The school term dates are published a year in advance and we therefore do not see any reason for parents to need to take their child out of school during term time. If a family feels leave in term time is unavoidable, a letter must be written to the head teacher requesting a grant for leave of absence in very exceptional circumstances at least 2 weeks in advance of the leave date.

The head teacher will then consult with the governors and make a decision as to whether to grant the leave of absence. No parents can demand leave of absence for their child as a right. The governors and head teacher will decide whether or not to authorise the absence having considered:

- Your child's record of attendance which must be 95% or above
- If leave is granted it shall not exceed 10 school days in any one year
- The time of leave, ensuring that it would not prevent the child from missing any important assessments/school events.



## **Parents and the school**

You are your child's first and most important educator. At Cosgrove Village Primary School we value and appreciate the role you have to play in supporting your child and developing a positive attitude to school and learning.

Research has shown that children learn best when home and school work in partnership. At Cosgrove Village Primary School we offer a wide range of opportunities for parents to actively participate in supporting their children in school.

**Cosgrove School Association** - all parents are eligible to become members of the school association. The association will organise various functions throughout the year. These events will raise money that will enable the association to provide equipment that might not otherwise be available to the school.

**Parent/teacher consultation evenings** - a chance to find out how your child is doing in school. There are consultation evenings in the autumn and spring terms.

**Open afternoons** - once a year, parents are invited into school to have a good look around their child's classroom and see their work.

**School newsletter** - we distribute a school newsletter with all the latest news and information every fortnight on a Friday.

Teachers are at the school gate at the start and end of every day and can discuss any immediate concerns with parents on an informal basis, however, if a brief chat is not what is needed, please make an appointment to meet at a mutually convenient date and time.

## **And finally**

We would be delighted to welcome you on a visit to our fantastic school.

We hold an open afternoon for parents/carers who are seeking a place in our reception class every November. This gives you the opportunity to meet with staff and children.

If you are looking for a school place for an older child please telephone to establish if we have any vacancies in the appropriate year group.

**NB The information in this prospectus was correct at the time of going to print.**

## **Staff list**

**Mrs R Osborne - Executive Head Teacher, Assessment, English and Science leader**

**Mrs T Steel - Assistant Head Teacher, Class 1 teacher, EYFS, RE and technology leader (part time)**

**Mrs C Bird - Class 3 teacher, Maths and Creative leader**

**Miss H Major - Class 2 teacher, PE and Knowledge and Understanding leader**

**Mrs F Hallis - Class 1 teacher, SENCo, Health and Well-being leader (part time)**

**Mrs C Cragg - School Business Manager (part time)**

**Mrs E Horseman - Clerical Assistant (part time)**

**Mrs S Arkle - Higher level teaching assistant - art specialist**

**Mrs T Caple - Higher level teaching assistant**

**Mrs J Storey - Teaching assistant class 3/lunchtime supervisor, breakfast club assistant**

**Mrs J Leech - Teaching assistant class 2/lunchtime supervisor, breakfast club assistant**

**Miss L Ashley - Teaching assistant class 1**

**Miss L Beechey - Breakfast club assistant, lunchtime supervisor**

**Mrs A Simkins - Kingswood catering assistant**

**Miss E Ledster - Premises support**

