

ABOUT THE SCHOOL

AIMS OF THE SCHOOL

At Griffe Field Primary School we aim to develop successful, fulfilled young people, well skilled, with enquiring minds and positive, responsible attitudes.

We are committed to equality of opportunity and the provision of the highest standard of education for all pupils. Our curriculum is broad, balanced and relevant to a changing society. Our children are actively engaged in learning.

Griffe Field Primary School offers continuity of personal growth and learning from age 3-11 within a welcoming and secure environment. We work with our partner secondary schools to extend that continuity still further. We ensure that parents receive relevant and up-to-date information about their children and the school. We aim to work closely with families and the local community.

Alongside skills in English, Mathematics, Science and Computing, our children learn about the changing world in which they live. Environmental and industrial awareness, the Arts, cultural and religious diversity will all contribute to developing intelligent, questioning young citizens. Good self-esteem, built upon academic and personal achievements, will foster their further success.



THE SCHOOL SITE

The school, part of Derby Diocesan Academy Trust (DDAT) since January 1st 2019, is situated on the southern side of Derby serving the Heatherton/Hollybrook community. The school opened in September 1999 and provides an excellent, brand new environment for teaching and learning.

In September 2004 the school accommodation expanded and now includes a nursery and fourteen main school classrooms as well as a hall, practical and group rooms and a library. We have our own playing field and three attractive outdoor play areas, in addition to the nursery garden. In 2009, the addition of our Family Room enabled us to develop community links and provide extended school provision. The school has full wheelchair access and disabled toilet facilities.



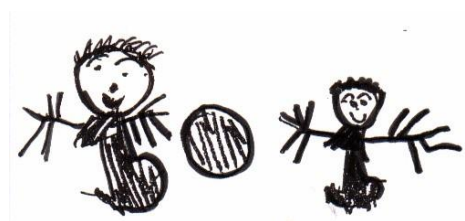
"Griffe Field" is named on the local Tithe Award map of 1848 and the school has been built upon it. The school badge was designed to incorporate two ancient meanings of the word "griffe" ie "a book" and "a deep valley" (in Norse dialect). In our badge the sun is rising upon the new learning day at Griffe Field.

STARTING AT GRIFFE FIELD

Admissions to the school are arranged by the Local Authority, Derby City Council. The Governors' Admission Policy offers places in Reception to the Standard Admission Number (60) as follows:

1. Children who are looked after – in care of or accommodated by – Derby City Council or another Local Authority.
2. Children living in the normal area of the school (priority to those with siblings at the school at the time of admission).
3. Children living outside the normal area of the school (priority to those with siblings at the school at the time of admission).

The Governors' full Admission Policy is available in school or on the website. You may ask for a copy.



Griffe Field Primary School is a popular school and unsuccessful requests for places can be taken to appeal.

THE SCHOOL GOVERNORS

The Governors take responsibility for the organisation and curriculum of the school, its finances, personnel and site. They work closely with the Headteacher as manager and meet together regularly throughout the school year.

The Governors each hold office for four years. They represent the Trust, the community, the parents and school staff. The staff and parent representatives are elected and the Governing Body is completed by the Headteacher.

You can find out more about the School Governors from the Chair or your representatives, the parent governors, under "The Governing Body & other Contacts" or on the school website.

THE FRIENDS OF GRIFFE FIELD PRIMARY SCHOOL (FOG)



Parents organise a variety of social events for the school and we hope you will come along and get involved. It is a good chance for parents and others just to get together and get to know one another with the added bonus that this support has a great impact on children's learning.

The children are fortunate that this group raises extra funds for school to further extend its resources.

THE COMMUNITY AND THE SCHOOL



We aim to be an open and welcoming school to children, their parents and other members of the community. There are evening activities for adults and for children - you will be made very welcome. A contact for Derby City Community Education can be found under "The Governing Body & other Contacts".

If you are part of a local group or have connections in a business that would be interested in getting involved in our school, please let us know. We are always on the look out for new ideas - the more the merrier!

ACTIVITIES FOR CHILDREN

Staff and a number of parents give time to provide a variety of activities out of class time. These do a great deal to widen the children's horizons. We want the children to develop lively minds - and to get involved. If someone in your family has a hobby they are willing to share with the children, please let us know.

KEEPING PARENTS INFORMED

There are formal "Parents' Evenings" each term, but the teachers are always willing to meet to talk about your child's progress. You are welcome to "pop in" but an appointment in advance will make sure the person you want is available. Families are also invited into school during the year on other occasions, such as workshops, open mornings and open evenings.

Your child's progress is monitored at school to make sure the right teaching is given. Each child keeps a "Record of Achievement" which many parents enjoy too. At the end of Year 1 the children have a Phonics Assessment and at the end of Year 4 they have a Times Tables Assessment. In addition to this, at the end of Year 2 and Year 6 children's work and ability in Maths and English is assessed formally against National Standards. These "SATs" take the form of teacher assessments for Year 2 and externally marked tests for Year 6. A written report is given for all children at the end of each school year.



Any concern we have about your child's progress or behaviour will be discussed with you at one of the Parents' Evenings or earlier if necessary. This works both ways and you should voice any worries you may have as soon as possible.

The best education for your child will be achieved when home and school work together.

We have a number of booklets available eg about supporting reading at home – just ask!

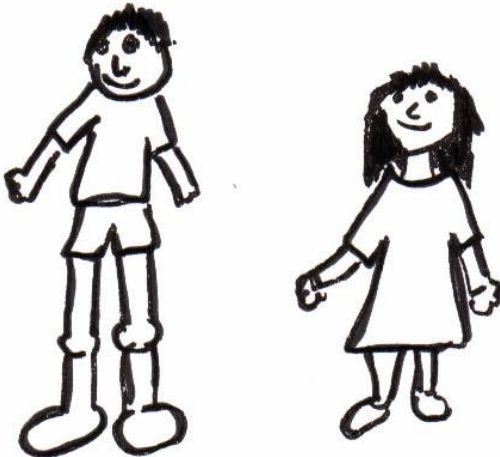
GOOD BEHAVIOUR

We want children at our school to develop into considerate, thoughtful and courteous young people who behave well towards other children and adults. Our aim is to provide an atmosphere of respect where there is a strong and consistent expectation of good behaviour. Standards are clear and we work to develop self-discipline because it stands on its own and will sustain your child in any situation, including the new situations they meet as they grow older. A good “work habit” is established within the rules of the school’s “Policy for Good Order” which incorporates clear rewards and sanctions.

We may enforce sanctions upon children whose behaviour is unacceptable and these are consistent and part of the school's agreed policy. If we become concerned about persistent problems we will talk to you, as the child’s parents, to try to help the child to change - school and home working together.

Bullying, if it occurs, is taken very seriously and careful enquiries about any accusation are made. Children are encouraged to tell an adult if they are unhappy and our policy makes sure that the bully is helped to understand the hurt caused. Parents may be contacted.

Parents should be assured that any problem brought to our attention will be looked into and appropriate action taken. We aim to make the school a place where children, parents and staff want to be!



THE SCHOOL CURRICULUM

THE NATIONAL CURRICULUM The National Curriculum ensures good continuity of learning, particularly if your family has to move. Most children at Griffe Field Primary School start with us and stay until they are 11. That continuity serves them well, it helps the child to feel secure and ensures that each individual is known well by the staff.

Our lessons aim to challenge and encourage each child and achievement records will be kept to monitor continuous progress. We believe that “active learning” is most effective. Investigation, “finding out”, alongside direct teaching ensures progress!

NATIONAL CURRICULUM SUBJECTS

Core Subjects

English/Literacy
Mathematics/Numeracy
Science
Computing
Religious Education

Foundation Subjects

Geography
Design/Technology
History
Art/Design
Music
PE
Personal Social & Health Education



Office for Standards
in Education

Curriculum summaries are published on the website each term to encourage parents' involvement in what their children will learn. Please talk to your child's teacher if you or your family have any questions – and if you have artefacts or personal skills and experiences to offer, please let us know.

ENGLISH/LITERACY

English skills are taught daily. Fluent reading is a priority for all children and we use a variety of ways to enable the children to become able and enthusiastic readers. This includes teaching phonics using Little Wandle and “group reading” lessons in class each week. Books and other texts are all around school to stimulate children’s interest - reading scheme books, fiction and non-fiction, library books, displays and notices. Your own involvement in your child’s reading (one to one) is invaluable.

Parents are asked to encourage their child by hearing him/her read - your time will pay great dividends and we can help you to do this well with hints and tips in a booklet we have produced. Please give lots of praise and tell us quietly if you think your child is struggling. If you can give time to help in school we would be very grateful. All the children benefit from parent volunteers in school.

Children are taught to write for a variety of purposes and in a variety of ways, for example, stories, poems, descriptions, and lists. High standards of presentation are expected and spelling and handwriting is taught. Your help will be needed working on spellings at home.



Most importantly, the children must be able to speak clearly and listen well. This is taught in group work in all subjects and through drama and in the children’s daily life at school. The best way of learning a language is to use it!

MATHEMATICS/NUMERACY

Maths includes shape, measurement and algebra, as well as the number work covered in daily lessons.

Multiplication tables and basic number bonds continue to be taught and need to be practised at home - with your help, we hope. Maths is linked to real life situations and practical learning to support mathematical development.



COMPUTING

Griffe Field Primary School is well resourced in ICT with laptops, iPads and interactive whiteboards in every classroom. All classrooms, including the Nursery, have internet access. Staff and children alike enjoy the open horizons that IT offers and learning in other subjects is achieved using educational computer software.

This is an expensive area to resource. Parents are encouraged to get involved with fund raising and if you have technical skills or useful contacts, please let us know!

SCIENCE, HISTORY, GEOGRAPHY, DESIGN TECHNOLOGY

Enquiry is an important component of learning. Skills of enquiry are developed through research, investigation, experiment, first hand experience and sometimes field trips out of school. We want to develop the children's ability to ask good questions and the skills to find the answers that will build a body of knowledge that feed a love of learning.

RELATIONSHIPS & SEX EDUCATION



A programme of health education include lessons which will help children to prepare for "growing up", carefully linked to their age and stage of development. Our health education programme includes learning about personal hygiene, diet and healthy living (smoking, exercise, road and personal safety). An annual meeting is also held for parents, sharing clear learning objectives for each year group.

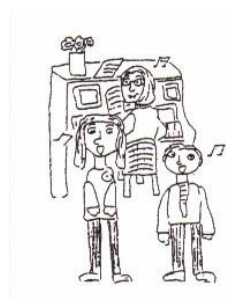
RELIGIOUS EDUCATION AND THE DAILY ACT OF WORSHIP



Religious Education in school may be part of a "topic" or presented separately. Each child takes part in a daily act of worship, either with the whole school or with their class and these have a Christian basis. Within our RE, our assemblies and our other work in school, we reflect and celebrate the richness of cultural and faith diversity in our school and in British society. The children will learn about the world's major religions and visit different places of worship and British values are promoted throughout the curriculum.

Parents are entitled to exclude their child from RE and/or the act of worship (assembly) at school and, if they wish to do so, should talk to the Headteacher.

ART/DESIGN, MUSIC



The Arts offer other means by which children can communicate and learning can be expressed in a variety of means - painting, drawing, construction, sewing, weaving, modelling, sound, movement etc. We aim to teach the children skills and to encourage their creativity and enjoyment. They will learn about the work of other artists and musicians.

PHYSICAL EDUCATION

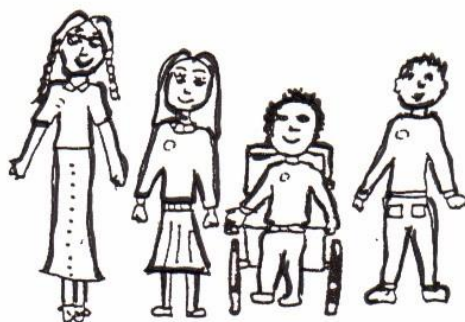
We have a dedicated sports coach who leads PE in school. PE, games, dance and swimming play an important part in the children's development. Social as well as physical skills are learned. Children take swimming lessons with school at a local pool in Year 4. (PE kit is described in "DAY TO DAY INFORMATION").

MEETING THE NEEDS OF ALL CHILDREN

Classes are organised by age. Expectations of each child's achievement are high, according to ability. We celebrate effort and achievement at all levels. Each child's level of achievement in Reading, Writing, Maths and Science are tracked and their progress monitored against national expectations.

If your child is having difficulty making progress then we will discuss with you how the Code of Practice for Special Educational Needs might help. A Personal Learning Plan (PLP) might be devised by the class teacher and the school's Special Needs Co-ordinator and this would be discussed with you.

Similarly, we track the progress and achievement of the most able children to ensure that their particular needs are met as well. All children should be challenged and stimulated by their school work. All children deserve to share in a joy of learning and the pleasure of success.



Targets for achievement are set carefully and all pupils should have an understanding of what those targets are and, by degrees, be able to talk about them. Those targets will form the basis of curriculum planning and are made known to parents.

ASSESSMENT AND MONITORING



Assessment and monitoring are a vital element of the teaching and learning at Griffe Field. We believe that focused and meaningful assessments enable both children and staff to reach their full potential. With this in mind, we aim to foster relationships based around mutual trust and support leading from guidance and honesty in all assessments and monitoring.

We aim to assess and monitor the whole child through focusing on:

- The child's physical, emotional and intellectual skills
- Their attitude and application
- Their behaviour and social development
- Their ability, performance, memory recall and understanding.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The aims of Griffe Field Primary School are guided by the Code of Practice for Special Educational Needs and Disabilities and link with those values derived from the Statement of Principles adopted by the Local Education Authority:

- To reach high levels of achievement for all
- To be an inclusive school
- To ensure the identification of all pupils requiring SEND provision as early as possible in their school career
- To meet individual needs through a wide range of provision
- To attain high levels of satisfaction and participation from pupils, parents and carers
- To share a common vision and understanding with all stakeholders
- To give transparent resourcing to SEND
- To provide curriculum access for all
- To work towards inclusion in partnership with other agencies and schools
- To achieve a level of staff expertise to meet pupil need.

We recognise that many pupils will have special needs at some time during their school life. In implementing this policy, we believe pupils will be helped to overcome their difficulties.

Inclusion statement

We endeavour to make every effort to achieve maximum inclusion of all pupils whilst meeting pupils' individual needs.

This policy builds on our School Inclusion Policy, which recognises the entitlement of all pupils to a balanced, broadly based curriculum. Our SEND policy reinforces the need for teaching that is fully inclusive. The Governing Body will ensure that appropriate provision will be made for all pupils with SEND.

LOOKED AFTER CHILDREN (LAC)



The governing body is committed to providing quality education for all its pupils based on equality of access, opportunity and outcomes. This policy includes requirements set out in "Statutory guidance on the duty on local authorities to promote the educational achievement of children looked after under section 52 of the Children Act 2004" (Nov 2005) and associated guidance on the education of LAC. We aim to contribute towards achieving the five outcomes of Every Child Matters, which is the Government's aim for every child, whatever their background or their circumstances:

Stay safe

Be healthy

Enjoy and achieve

Make a positive contribution

Achieve economic well being

The aims of the school are to:

- Ensure that school policies and procedures are followed for LAC as for all children
- Ensure that all LAC have access to a broad and balanced curriculum
- Provide a differentiated curriculum appropriate to the individual's needs and ability
- Ensure that LAC pupils take as full a part as possible in all school activities
- Ensure that carers and social workers of LAC pupils are kept fully informed of their child's progress and attainment
- Ensure that LAC pupils are involved, where practicable, in decisions affecting their future provision.

ACCESSIBILITY INFORMATION

The school continuously reviews policies and procedures to:

- Increase access for disabled pupils to the curriculum
- Improve access to the school's physical environment
- Improve written information for disabled pupils
- Liaise with parents re the admission of pupils with disabilities and identified special needs, which includes promoting British values.

PERSONAL, SOCIAL & HEALTH EDUCATION



“PSHE” helps ensure the children develop positive attitudes towards themselves and to one another, with a considerate and thoughtful approach to friendships and disagreements. Sometimes PSHE is a separate lesson, and is developed within the “ethos” of the school.

Our understanding of how children grow and develop as people, and how you and we can influence that, is described in the poem below. These words have influenced our school ethos and our PSHE curriculum.

CHILDREN LEARN WHAT THEY LIVE

*Children who live with criticism, learn to condemn
Children who live with hostility, learn to fight
Children who live with ridicule, learn to be shy
Children who live with shame, learn to feel guilt
Children who live with tolerance, learn to be patient
Children who live with encouragement, learn confidence
Children who live with praise, learn to appreciate
Children who live with fairness, learn justice
Children who live with security, learn to have faith
Children who live with approval, learn to like themselves
Children who live with acceptance and friendship, learn to find love in the world.*

From the full poem by Dorothy Law Nolt.

HOW YOU CAN HELP YOUR CHILD DO WELL AT SCHOOL



Children's lives are enriched in families that "do things together". The best way you can help (and the cheapest) is to show an interest in what your child does at school, what they achieve and what they find difficult. Plenty of positive, loving encouragement.

You can help your child by:

- Listening to them when they get home from school.
- Reading to them, and listening to them read to you.
- Encouraging them to join in activities and clubs in and out of school (like Brownies, Cubs, Sports etc).

Joining in with some of the family events at school shows how much you value school. We are very lucky to have an enthusiastic group – The Friends of Griffie Field (FOG) – who organise fun events that families enjoy – and raise huge sums to develop our school's resources.

HOMEWORK



After a hard day's work, primary age children should spend their time in the evening being with friends and family, and perhaps taking part in one of the many activities organised for young people beyond school e.g. Brownies, Cubs, Sports, Music and Dance Clubs etc. However we do set a certain amount of homework, according to your child's age and they will be encouraged to read at home regularly. You can help your child make good progress by getting involved.

Each child has a "Homework Folder" & "Reading Diary" which, completed weekly, will tell you what your child should be doing. We hope you will find some time to listen to your child read in the evenings, to practice basic number skills (often multiplication tables) and spellings for that week.

DAY TO DAY INFORMATION

THE SCHOOL DAY



Reception: 8.50am - 3:10pm

KS 1: 9.00am – 3:15pm

KS 2: 9:00am – 3:20pm

Children should arrive at school between 8.45 and 9.00am when a member of staff will be available.

ATTENDANCE



Regular and punctual attendance allows your child maximum benefit from their school years. Illness and medical appointments should be the only reason for absence. If you have to take your child out of school for an appointment, please send a note beforehand naming the adult who will collect your child. Children will not be allowed to leave school during the day without an adult.

If your child is away from school we are obliged, by law, to ask for and record the reason why. Please send a note or telephone the school before 9am. Alternatively email C19@griffefield.derby.sch.uk. Unauthorised absences are scrutinised by the Education Welfare Service of the Local Authority.

The Minister for Education announced that from September 1st 2013 schools can no longer grant leave of absence during term time unless there are explicit exceptional circumstances such as;

- *Significant family bereavement, i.e. Mother (step), Father (step) principal carer or sibling,*
- *Significant family illness to Mother (step), Father (step), sibling or principal carer.*
- *Disclosure of significant abuse where a short leave of absence may be beneficial to recovery*
- *Involvement in court proceedings, either in the family courts or in criminal proceedings.*

Family requests for holidays for family weddings or to see relatives are not deemed to be exceptional circumstances, the availability of cheap flights or holidays are also not deemed to be exceptional circumstances.

Lateness doesn't help your child's learning - but we would rather s/he came late than not at all that day. Children arriving late after the gate is shut need to the School office to "report in".

ACCIDENT OR ILLNESS

Parents must keep us up to date with changed telephone numbers so that we can contact you if your child is hurt or ill at school. It will be distressing for your child if we can't track you down.

Medicines in school can be dangerous. No "over the counter" medicines should be brought to school and the doctor may advise how to avoid having to give a dose during the school day. Necessary, prescribed medicines only will be given at 12.00pm, if the original container with the label containing the child's name, information about the medicine and the dosage is brought straight to the school office in the morning and collected by an adult at the end of each school day. If your child's condition means that it would be dangerous to his/her health to miss a dose then you must discuss the situation with the Headteacher first. Inhalers (named) are kept in the child's classroom.

SAFE ROUTES TO SCHOOL

Griffe Field is a neighbourhood school which will enable some of our older pupils to enjoy some independence. The school benefits from a Travel Plan and parents are asked to walk to school for reasons of safety and of good health! Older children have opportunities to take safe cycle training. If it is necessary to use a car, please park away from the school, with due regard for our neighbours. There should be as few moving vehicles as possible where children are coming and going to school.



CHILD PROTECTION

Parents will be aware that we are as concerned with the children's welfare as their education. We hope this is reflected in our policies for health and safety. We also teach "ways to keep safe" in our Personal, Social & Health Education work. The school will take any reasonable action to ensure the safety of its pupils. In cases where there is a reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, we are obliged to follow Derby City Council Child Protection Procedures and will talk to Social Care about that concern. This avenue is pursued for the child's sake.



LUNCHES AND SNACKS

Cooked lunches with plenty of choice are served daily. Menus are available online. Lunches must be paid for on the first day of the week using our cashless school payment system. The government has introduced a new initiative to offer free school meals to children in Reception, Year 1 and Year 2, but your child may still bring a packed lunch if they wish. Children in families receiving certain benefits may be entitled to free school meals. You are encouraged to at least apply if you think you may be eligible as school also received important funding, you may receive activities and trips at a reduced price and food vouchers during school holidays. Forms are available from the school office.



If your child has any food allergies or dietary requirements you will be asked to complete a Medical Diet Form. Without this our caterers cannot provide meals for your child.

A healthy packed lunch may be brought in a single plastic box labelled on the outside with your child's name and class. Drinks should be in a plastic screw-topped bottle or a plastic flask (with a straw or cup). No glass bottles, fizzy drinks or cans please!

Children are encouraged to drink water throughout the day. They should bring water only in a clear plastic drinking bottle with a sports lid.

The children in KS2 may bring a mid-morning snack of fresh fruit. Children in Reception and KS1 are provided with a fruit snack within the Government's Healthy Living campaign.. (Fridays are "free choice" when any suitable snack may be brought).

CLOTHING

We expect the children to come to school looking smart, well prepared for work and proud of their school. School uniform reinforces our school identity.

School uniform suppliers are :

Uniform Direct, 54 Babington Lane, Tel 01522 510016 www.uniform-direct.com

Morleys, Unit 2, 446 Nottingham Road, Chaddesden, Derby DE21 6PE
Tel 281311 www.schoolwearsolutions.co.uk
Password: Uniform.

Uniformity, 21-23 Nottingham Road, Borrowash
Tel 677498 www.uniformity.co.uk



School uniform with our school logo is also available to order online at www.myclothing.com

Plain garments in the same colours are quite acceptable.

The uniform for a normal day is as follows:

- Red or dark navy blue jumper or cardigan
- White, red or navy polo shirt
- Grey or black school trousers or skirt
- Trousers or a skirt in a dark plain colour.
- Plain black school shoes (without heels).

A striped or checked dress in the school colours or smart (not sports-style) shorts may be preferred for summer.

For a day when your child has PE they should come to school in their PE kit as follows;

- Red/dark navy jumper/cardigan
- White, red or navy polo shirt
- Dark navy blue shorts/jogging bottoms
- Sensible plain trainers.

A school book bag (no backpack) should be brought to school.

General Uniform Rules;

- No nail varnish or makeup
- No extreme/shaved hairstyles/ brightly coloured hair.
- Long hair must be tied back for PE
- No jewellery

JEWELLERY AND VALUABLES

All items must be clearly marked. Jewellery, watches and costly toys are easily broken or mislaid and should never be brought to school - we can take no responsibility for them. Jewellery is not allowed for safety reasons; only stud earrings and the Sikh Kara may be worn and must be removed or taped over by your child his/herself for PE.

SCHOOL JOURNEYS AND CHARGING FOR ACTIVITIES

Part of the ethos of the school is to broaden the children's horizons by offering a wide range of experiences. Field trips out of school and, for example, theatre visits to school serve to widen the children's horizons. You will be aware that, by law, schools cannot enforce charges for activities that take place during the school day but clearly our normal budget cannot completely cover the cost of these "extras". Parents' voluntary contributions will be requested to continue to support such opportunities, which are all subsidised by school. The parents' FOG group generously support children entitled to Free School Meals so that they too can join in with instrumental lessons and residential trips.

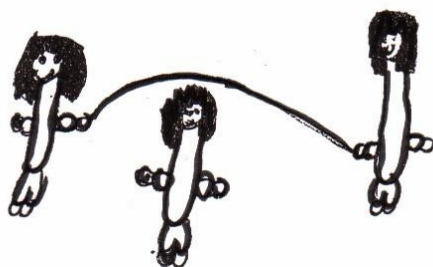


All this is formally written into the Governors Policy for charging.

The Headteacher is always willing to talk, in confidence, to parents who find it hard to make a contribution.

COMPLAINTS PROCEDURE

Throughout this booklet you will have read that school aims to work with parents to best benefit each child. Should any parents feel unhappy about any aspect of their child's life at school, they should first talk to their child's classteacher or the Head. Time will always be found as soon as possible to deal with any problems at school.



Having done so, parents may still wish to contact the Chair of Governors and later the Local Authority (Derby City Council). Contact details are given at the rear of this brochure. Most problems at school can be resolved through discussion and openness. All policy statements for the school are available to parents. Please ask.

DATA PROTECTION

The school and Governors are registered under the 1984 Data Protection Act. In accordance with this and new GDPR laws introduced in May 2018 we will only disclose information to certain organisations such as the Local Education Authority, Social Services or the medical profession, but only in exceptional circumstances. This is subject of course to any law which imposes a duty of disclosure on the Governors or Derby Diocesan Academy Trust (DDAT).



**Our aim is to work with all children to achieve, to do so in partnership
with their families and to ensure that there is a good reason
for the children, their families and the community
to be proud of
Griffe Field Primary School.**