

Northwick Park Primary & Nursery Academy



School Prospectus

Welcome Letter

Welcome To Our School

Whether you are a visitor, parent/carer, or pupil, we hope that you will find a warm welcome at Northwick Park Primary and Nursery Academy.

Our aim is to promote excellence and enjoyment through teaching and learning enabling our children to achieve their potential and take a valuable and responsible role in the community.

Each child is made welcome as an individual with his or her unique talents, abilities and personality. We hope every child will feel welcomed, challenged and supported at Northwick Park.

Your support and encouragement is essential to your child's progress and development, so we look forward to your involvement and commitment in a partnership between the home and school.

This handbook contains useful information about the organisation of the school. We hope you find it helpful.

Yours sincerely

Mrs E. Lane
Headteacher

The School

Northwick Park was originally a separate Infant and Junior School that amalgamated in September 2006. The school based Nursery opened in September 1996. The breakfast and after school club opened in September 2003. This facility is run by the school and has expanded to include a holiday club and full day care for children aged two and over.

Northwick Park is a large primary school that caters for children between the ages of 2 and 11. The school is expanding so that it will eventually have 3 classes per year group, two Nursery classes, Preschool and full day-care for 2 year olds. It is a popular, well subscribed school that holds a good reputation within the local community. The school is part of the Northwick Park Academy Trust along with Leigh Beck Infant and Nursery Academy. Mrs Lane is the Executive Headteacher of Leigh Beck Infant and Nursery Academy.



Our outside areas have been designed to ensure the children have plenty to play. We have large play equipment, a bus, trim trail and a tyre park to occupy the children as well as smaller play equipment that is brought out daily. We also have grassed areas, and an all weather fenced Multi use games area.



Nursery and Pre-School have their own outside areas and we have a community playground that is available to use after school with parental supervision.



At the rear of the school is a Forest School area. This is used throughout the year by different groups of children completing Forest School activities with qualified members of our staff.



Busy Bears

Busy Bears is open 51 weeks of the year providing before and after school care and a holiday club. For more details please contact the manager Mrs Beverley Thompson on 01268 511863.

Day-care

Busy Bears is able to offer full day-care from 7:30a.m -6:00p.m for any child aged 2 or over. We offer paid and funded places for day-care and information can be obtained from Mrs Sarah Grant on 01268 511863.

Pre-School

Pre-school is in the main building attached to the school nursery and opens each January for the children who are 3 between September and December. The afternoon sessions opens in April for children who turn 3 between January and March. All of the pre-school children transfer to the school nursery in the September.

School Uniform

Our school uniform is intended to be smart, practical and economical. Our uniform consists of:

- Black trousers or shorts/skirt or pinafore dress
- Red polo shirt
- Red cardigan or jumper
- Red Checked summer dress
- Black shoes or black trainers

School sweatshirts, Nursery sweatshirts, Nursery t-shirts and book bags can be purchased from the office. **Please label all uniform and coats with your child's name.**

Jewellery is not permitted, apart from one small pair of stud ear-rings. However, children must not wear ear-rings for P.E. Children may wear a watch when they can tell the time.

Make-up and nail varnish is not permitted.

P.E Kit

On PE days children come to school wearing their PE kit.

Plain black shorts

Red or white round neck t-shirt

Trainers

Dark coloured tracksuits

Times of the School Day

Nursery and Pre-School Sessions

Morning 8:30a.m – 11:30a.m

Afternoon 12:30p.m – 3:30p.m

Reception

8:40– 2:55/3.00

Key Stage 1

8:35-3.00

Key Stage 2

8.30 -3.00

Lunch Time

Children can stay in school for school dinners, bring a packed lunch or go home for lunch.

All infant pupils (Reception and Key Stage 1) are entitled to a free school meal.

School dinner menus are sent home termly.

Pupils who have a packed lunch should bring their food in a named lunch box/bag. Please do not send in sweets or fizzy drinks. Small snack size biscuit based chocolate bars are allowed.

Children going home for lunch must be collected from the School office and should return at their allocated year group time.

Break Time Snacks

Northwick Park is proud of its Healthy School status. Children in Reception and Key Stage 1 are provided with a piece of fruit at playtime. In Key Stage 2 the children can bring in their own snack or can buy something from our healthy tuck shop trolley. Reception pupils also have milk during the afternoon session.



Nut Free School

We have pupils and staff with life threatening nut allergies. We endeavour to be a nut free school and encourage parents/carers/staff and pupils not to bring in knowingly, any food which may contain nuts.

Behaviour

Our school is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We have an agreed behaviour Policy which is available on the school website for parents to read.

News and Special Occasions

Information about forthcoming events, educational visits and diary dates can be viewed on our school website. Every fortnight we send home a newsletter also confirming dates and other key events. Individual class or year group letters are sent to parents/carers from time to time. Reminders and information is also texted to parents/carers, this is particularly beneficial when a club needs to be cancelled at short notice. Parents/carers are encouraged to attend a variety of special events, such as school plays and seasonal celebrations. Occasionally leaflets about external events and activities will be sent home; the school is not recommending this information, but making it available for parents/carers.

Curriculum

We offer a broad, balanced, relevant curriculum accessible to all children, based on the 2014 National Curriculum. We aim to develop knowledge, understanding and experience of the World including promoting British values. Our curriculum is designed to develop our pupil's intellectual, social, emotional and physical skills through a creative approach. We strive to enable our pupils to develop into happy, confident, independent learners and creative thinkers who are prepared for the next stage in their Education and for modern society. Our curriculum is designed to promote skills based learning through cross-curricular themes. Details of our curriculum and individual subject policies can be viewed on the school website.

Homework

As a school, we have a strong commitment to parental involvement and see homework as one way of developing this partnership but we do not expect homework to dominate home life. We accept that not every activity will capture children and parents imagination and that weekends can sometimes be busy. We appreciate that children gain valuable experience and life skills through clubs, activities and family outings. We believe that homework should be enjoyable and manageable for all concerned and that if it becomes a burden or source of conflict it ceases to be a constructive. We do not specify amounts of time that must be spent on a task, preferring children and families to set their own routines. Our Homework policy can be viewed on the school website.

School Council

At Northwick Park, we believe that our children should have a say on matters that affect them and their education. Each year classes elect two children to become members of our school Council, to represent the views of their class at the meetings

Staff Council

We have a Staff Council which includes a cross section of members from within our school. The council members meet to discuss school matters, issues and ways of constantly improving all aspects of our school.

Governing Body

Northwick Park Primary and Nursery Academy comes under the umbrella of Northwick Park Academy Trust. The trust is run by a board of trustees. The school has its own governing body.

Canvey Schools Partnership

We work closely with other schools on Canvey Island through the Canvey Schools Partnership in order to provide extended services as well as opportunities such as the Children's University. Children can collect hours in their passport by attending both school and outside clubs. They then have the opportunity to graduate and attend an awards ceremony.

School Security and Vehicle Access

The safety of all children is our greatest concern. Vehicular access to the site is therefore only granted to members of staff or to parents in an emergency. The vehicle gates are locked between 8:25 and 9:00a.m and again between 2:50p.m and 3:10p.m.

The pedestrian gate is only open at specific times of the day to grant easier access to parents when dropping off and collecting their children from the school or nursery. At all other times, parents/carers and visitors to the school will have to buzz the office to open the gate.

Please consider the safety of all children when parking outside of the school. Please do not park in front of the gates as access for emergency services must be available at all times.

Safeguarding

The school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share their commitment. All staff receive annual Child Protection training. The Head teacher is the school's designated person for all related matters. Our governors also monitor the school's safeguarding procedures.

Attendance

At Northwick Park we believe that 'Every School Day Counts'. Children are expected to attend school unless they are too ill to do so. We regularly reward children for improved attendance as well as those with good attendance.

Our designated attendance officer monitors attendance and will contact you if your child's attendance falls below 95%. Children with attendance of 90% or less are deemed a 'persistent absentee' and the Missing Education and Child Employment Service (MECES) will be informed.

All requests for term time holidays (except under exceptional circumstances) will be unauthorised and the Local Authority (MECES) informed. They may then choose to enforce a penalty notice.

Punctuality

It is important that your child arrives in school for the start of the day. Children will be marked late if they arrive after the registration period.

Absence, Accidents and Sickness

If your child is going to be absent please contact the school office, preferably before the start of the day. If your child is absent for 3 or more days, medical evidence will be required. If this is not produced the absence will be recorded as an unauthorised absence.

The school can only administer prescription medicine if advised by a parent/carer in writing. Asthma pumps can be kept in school.

The school follows the Health Protection Agency (HPA) guidance regarding recommended absences from school for common illnesses. Children are required to be absent from school for 24 hours following their last bout of sickness or diarrhoea.

Our attendance policy is available on the school website.

Complaints Procedure

Under the regulations of the Education Act (2001), parents/carers have the right to make representations to the school, the Governing Body and the Local Authority. In practise, we hope that all complaints can be resolved by the class teacher or by the Deputy Head teacher or Head teacher. Serious concerns should be addressed in writing to the Chair of Governors. If this fails to satisfy the grievance, it should be submitted to the Governor's Complaints Panel. Appeals can be made to the local authority if the complaint concerns the National Curriculum, Collective Worship or religious Education.

Contact Information

Northwick Park Primary and Nursery Academy

Third Avenue

Canvey Island

Essex

SS8 9SU

School Office Hours: 8:00a.m – 4:30p.m

Tel: 01268 684554

Email: admin@northwickpark.essex.sch.uk

Admission Arrangements

Please visit our website to access the latest news and information about our school.

Admissions apart from into Reception in September are administered by the school. An application form is available on the school website or contact the school office:

Please email

Email: admin@northwickpark.essex.sch.uk

Tel: 01268 684554