



# Prospectus 2016/17

Stephen Freeman Primary School & Children's Centre

Freeman Road

DIDCOT

OX11 7BZ

Tel: 01235 814718

Headteacher : Miss Jess Butler BA (Hons) NPQH



Stephen Freeman School

Freeman Road

Didcot

OX11 7BZ

September 2016

Dear Parent,

Thank you for taking then time to read our prospectus. I hope that this will give you a flavour of Stephen Freeman School.

Stephen Freeman School is a happy school with a family ethos and a calm, friendly atmosphere. Our children are polite and hardworking and enjoy learning together in bright, colourful surroundings.

Our school motto "Darkness into Light" comes from our proximity to the power station which features on our badge and is all about creativity. Children are encouraged to be creative and to enjoy their learning following a topic based curriculum. We aim to make the primary school experience fun for the children and to create a healthy store of happy memories for the future. Learning which is fun is also memorable and should set the children up for a lifetime of learning. We want all our children to enjoy the experience of school and eventually head off to secondary school ready and excited to carry on learning.

If you would like to know more about our school, I would be delighted to speak to you. Please phone the office or email me: [head.2594@stephen-freeman.oxon.sch.uk](mailto:head.2594@stephen-freeman.oxon.sch.uk) to arrange a time to visit.

With very best wishes

Jess Butler

Headteacher

## **Staff 2016-2017**

Jess Butler  
Lyn Moore  
Stephanie Goldstein  
Jo Staples

Carolyn Hanwell

Penny Blow  
Sue Shaw  
Ann Greenaway

Headteacher  
Deputy Headteacher  
Key Stage 2 Leader  
Assessment Co-ordinator  
(Y2/3 Leader)  
Early Years Co-ordinator &  
Children's Centre Teacher  
SENCo  
Inclusion Support  
Business Manager

### **Upper Key Stage 2**

Stephanie Goldstein  
Polly Cheswick  
Annilee Angel-Murray  
Kerry Halsted / Sue Bell  
Lorna Bee

Magenta Class Teacher  
Violet Class Teacher  
Lilac Class Teacher  
Indigo Class Teacher  
Turquoise Class Teacher

Diane Pollard  
Joy Brinkley  
Michelle Ballantyne  
Scott Leader  
Sandra Howe  
Lavinia Knott  
Clare James  
Laura Craig  
Katie Arundel

TA  
TA  
TA  
TA  
TA  
TA  
TA  
TA  
TA

### **Middle Block**

Jo Staples  
Kezia Watson  
Carolyn Harrison  
Rebecca James / Sue Bell

Scarlet Class Teacher  
Blue Class teacher  
Yellow Class Teacher  
Green Class Teacher

Lyn Belton  
Rebecca Shaw  
Grant Shears  
Petra Massie  
Nadia Buzham

TA  
TA  
TA  
TA  
TA

### **EYU**

Carolyn Hanwell/Sarah  
Willmott  
Kerry Warren/Sandra Pell  
Holly Janes  
Jill Hazeldine  
Christina Montanheiro  
Sandra Speckels

Orange Class Teachers

Red Class Teachers  
Silver Class Teacher  
Gold Class Teacher  
Rainbow Class Teacher  
Rainbow Class Teacher

Debbie Bolton

Nursery Nurse

Rachel Macdonald

TA

Debra Wilson

TA

Taryn Kent

TA

Victoria Walton

TA

Tanya Nightingale

TA

Debbie Wright

TA

Terri De Silva

TA

Jenny Howard

TA

Charlotte Howes

TA

Sarah Hoare

TA

***Office Staff***

Ann Greenaway

Business Manager

Lousie Gee

Administrator

Ann Bates

Secretary

**Lunchtime Staff**

Val Couchman

Senior Lunchtime Supervisor

Gemma Pierce

Lunchtime Supervisor

Caroline Wilde

Lunchtime Supervisor

Carla Webb

Lunchtime Supervisor

Karan Marshall

Cook

Donna Manfredi

Kitchen Staff

Tracy Mee

Kitchen Staff

**Caretaking Staff**

Geoff Marshall

Caretaker

Karan Marshall

Cleaner

Val Couchman

Cleaner

Tracy Mee

Cleaner

Pauline Hines

Cleaner

In addition to this wealth of dedicated and talented staff, we have a number of regular volunteers who support our work in many different ways. If you would be interested in working as a volunteer in school, please speak to a member of staff.

## ***Board of Governors 2015-2016***

Chair

Mrs Sally Allum

Vice Chair

Mrs Lisa Robinson

Members

Mrs Hayley Munro

Mr John Rowan

Mr Damir Rajnovic

Mr Trevor House

Mr John Jueress

Mrs Linda Buckley

Headteacher

Miss Jess Butler

Staff Governor

Mrs Lyn Moore

Associate Governor

Mrs Ann Greenaway

Clerk

Mrs Jane Dymock

The Governors meet at least twice a term and discuss all aspects of school life. If parents have any matters they wish raised at a Governors' meeting they should contact the Parent Governors.

"The School provides outstanding care for its pupils." Ofsted, October 2012.

**About Us** Stephen Freeman School is a growing primary school situated in the west of Didcot on the edge of the established Brasenose Road estate next to the Mendip Heights estate and the new Great Western Park development. We are the catchment school for the first phase of the new housing development.

The school was opened in 1970 with large classrooms and shared spaces and spacious grounds for outdoor work and play. Recent building and development work has ensured that our children and families have excellent space and facilities for learning. In addition to bright, well equipped classrooms we have art and craft areas, a good sized hall and a children's kitchen. Outside we have 2 all year round classroom areas in addition to our tepee which is used from April-October.

The 8 learning skills which are developed across the school encourage all children to be:

- *Responsible*
- *Self-motivated*
- *Purposeful*
- *Reflective*
- *Resilient*
- *Effective communicators*
- *Creative*
- *Risk takers*

Of course, we are human and from time to time we will make mistakes. If you have a concern or issue you wish to discuss, please come in and talk to a member of staff and we will all do our best to resolve any problems.

**Vision** At Stephen Freeman School, we nurture and empower everyone to aspire beyond their expectations, by cultivating curiosity, celebrating individuality and creating life-long learners to contribute positively to the wider community.

**Admissions** The school follows the admissions procedures of the local authority. Ann Bates, our secretary, will be happy to answer any admissions related questions you may have.

Children can be admitted into the Rainbow Class at the beginning of the term following their 3<sup>rd</sup> birthday if places are available. The nursery is popular and we operate a waiting list for places. There are 26 places available in each session and we are unable to exceed this number or to take children earlier than their 3<sup>rd</sup> birthday. **Please note that admission to the Rainbow Class does not automatically guarantee admission to full time school.**

Children are offered full time school places from the September after their 4<sup>th</sup> birthday. All these places are offered by the county admissions team. We currently offer 60 places in each year group.

When choosing a school for your child, it is worth taking the time to visit all the schools you are interested in to meet staff and ask questions. It is important that you feel happy with your choice and able to talk to the people who will be working with your child. School will be an important part of your family life for many years!

#### Secondary School

Children transfer to secondary school at the age of 11. You will be send information about transfer in the autumn term of Y6. The vast majority of our children transfer to the local secondary schools: Aureous, St Birinus or Didcot Girls' School. All of these schools have strong links with all Didcot primary schools and we work closely with them to ensure a smooth transfer for all children.

#### Curriculum

We have chosen to develop our curriculum in order to enhance opportunities for learning in varied and exciting ways. We recognise that there are certain skills which need to be learnt discretely and ensure that this is provided for through thoughtful planning and timetabling. Opportunities to use, develop and practise knowledge, skills and understanding are provided through careful cross-curricular planning, learning and teaching.

To achieve this, we recognise the value of a number of resources and documents including the National Curriculum. We do not use any single published scheme of work but draw from a variety of sources to support our planning.

Each subject has a lead teacher who will keep up to date with local and national developments, check planning and lessons for continuity and progression and ensure availability of resources.

Literacy and mathematics skills are vital skills. These will be developed both through discrete lessons and also through topic work and "real life" situations.

All children are given the opportunity to learn a musical instrument during their time with us. In Year 3 class lessons are given in violin or cello. These lessons are free of charge to the children. Children may then choose to carry on with their instruments in future years.

Stephen Freeman participates in competitive sports and team games with other local primary schools, including netball, football, cricket, rounders, athletics and swimming. We have often been successful in many of these activities, but promote participation and enjoyment, as well as a competitive spirit.

Religious Education is taught throughout the school, following the Oxfordshire Agreed Syllabus, which states that children are to be taught about Christianity and at least two other religions. We respect the legal right

of parents to withdraw their children from RE if they wish, however we encourage all pupils to participate in this important area of the curriculum.

In accord with the 1986 Education Act the School Governors, in consultation with the staff, have produced a school policy for sex and relationships education. A copy of this document is available in school, should you wish to see it.

We follow topics as a whole school and choose 6 main topics per year. These topics are then supplemented by shorter topics related to things such as religious festivals, major local, national or international events or ideas which have been raised by the children.

Each of these groups is led by a member of the Senior Leadership Team.

In the Early Years Unit children learn through play and first-hand experience both indoors and outdoors. Through observation and carefully planned support and intervention, our team of staff encourage children to develop skills in all areas of the Early Years Foundation Stage through to the national curriculum at the appropriate level for each child.

Assessment Assessment is viewed as essential to, and an integral part of, effective teaching and learning. The purpose of assessment is to provide information to enable teachers to decide upon next steps for children in order to make the best possible progress. This is assessment for learning, and supports the learning process in the short, medium and long term. The product of assessments and records of children's achievement over time form an essential part of the school self-evaluation process.

Through assessment at Stephen Freeman, we aim:

- To gather a range of information about the performance of individuals, groups of pupils, cohorts, phases, key stages and whole school information so that it can be used to inform target setting at a range of levels.
- To gather information to inform teachers as to what should be taught next.
- To ensure that assessment, recording and reporting is an integral part of the performance management system.
- To provide information to inform the school's self-evaluation process that will then be built into the school's termly improvement plan.
- To track the individual progress of every child.

*It is the entitlement of every child at Stephen Freeman to be given an education that builds on their strengths, addresses their individual needs and ensures progression. Assessment is an essential tool in the delivery of this entitlement.*

**Homework** Home Learning menus are given to the children at the start of every new topic. Home Learning is designed to be fun and to create opportunities to share learning experiences with siblings and family members.

You can also support your child at home is through reading to and with them, practising spelling patterns, playing games and learning number bonds and times tables. Your child's teacher can help with ideas of ways to do this.

**Special Needs** At Stephen Freeman School the aims for special needs children are the same as for all children. Special Needs covers the whole range of abilities and it may be necessary to make special provision for some children, in order that they may receive full access to the National Curriculum. All children with special needs are integrated into the mainstream school receiving extra help from our Teaching Assistants. Where appropriate the Schools' Educational Psychologist can be called upon to make an assessment and suggest appropriate support, if necessary.

Children with special needs have targets, which are reviewed termly. Parents are welcomed into school to discuss their child's progress and are encouraged to view the provision for their children's individual needs as a partnership.

At Stephen Freeman we have implemented the "Code of Practice for the Identification and Assessment of Pupils with Special Educational Needs". The Special Needs Policy is available in the school office for all to read. Mrs Penny Blow is the Special Educational Needs Co-ordinator.

**Safeguarding** Parents and carers need to be aware that, should any member of school staff suspect that a pupil might have been deliberately harmed or neglected by their parent or carers, the school has a duty to inform the local Social Services Department. It is then the Social Services Department's duty to decide the best way of proceeding with the investigation.

The decision about when and how the child's parents or carers are informed about any investigation is made by the Social Services Department and the Police, not by the School.

This procedure accords with Oxfordshire's Area Child Protection Committee's Child Protection Procedures, a copy of which is available for you to look at in School.

We feel sure that you realise that these safeguards are necessary to ensure the welfare of all children, and that referrals have to be made in all cases where harm to a child is suspected.

Extra-Curricular A variety of extra-curricular activities are offered each year depending on the skills and interests of current staff. Clubs and activities include: netball, football, EY Club, art, cookery, DT. Parents or carers who wish to run a club or activity would be most welcome. Please speak to your child's teacher.

School Meals School meals are provided by Carillion who have recently taken over from Food with Thought. Mrs Karan Marshall, the cook and her trusty team ensure high standards are kept and that meals are nutritious and delicious. A menu is sent home at the start of each term.

Dinners cost £2.10 per day or £10.50 per week. Children can choose which days they have a school dinner but we ask that the office is informed on Monday of each week so that the kitchen can prepare.

Money should be sent in to school in clearly named envelopes.

Free school meals are available for children of parents in receipt of specific allowances. Please come and speak to Ann Bates in the office if your child may be entitled to this and she will be happy to help.

Packed lunches may be brought to school instead of school dinners. As a healthy school, we ask that these are kept reasonably healthy and free of sweets and fizzy drinks.

Healthy snacks such as fruit and milk can be purchased during morning break.

Attendance If your child is unable to attend school please notify the class teacher by sending a note. It is essential that we are kept informed. If your child is taken ill during the school day we will contact you to make arrangements for him/her to go home. Please ensure that we have an emergency contact telephone number, with an alternative adult to go to, if we cannot contact you.

Oxfordshire Local Education Authority states that teachers shall not be required to administer medicine to children. The school Health and Safety Policy recommends that where necessary parents may come into school to administer their children's medicine.

Good attendance at school is vital to your child's learning and progress. 95% attendance is the equivalent of half a day out of school per week – nearly 4 weeks out of a whole school year! Please try to aim for higher than 95%! Should your child's attendance cause concern, we will contact you to see what support we can offer.

Complaints      The majority of complaints are simply and effectively dealt with in discussion with teaching staff and parents should always approach through this avenue as their first option. If you are still concerned, a senior member of staff will become involved in the process.

Any complaints about the school should be addressed to the Headteacher or the Chair of Governors. Complaints of a serious nature may involve the LA in which case discussion would take place with a County Officer, the Governors and the Headteacher. A document containing Oxfordshire's procedure for dealing with further complaints is available at school for anyone wishing to see it. The document sets out how complaints will be handled, covering performance of duties and exercise of powers by the LA.

Term dates  
2016-2017:

TERM 1

5 September 2016 – 21 October 2016

October holiday 24 October 2016 – 31 October 2016

(Children back in on Tuesday 1st November)

TERM 2

1 November 2016 – 16 December 2016

Christmas Holiday 19 December 2016 – 3 January 2017

TERM 3

4 January 2017 – 10 February 2017

February Holiday 13 February – 17 February 2017

TERM 4

20 February 2017- 7 April 2017

Easter Holiday 10 April 2017 – 21 April 2017

TERM 5

24 April 2017 – 26 May 2017

(May Day 1 May 2017 – School closed)

Late Spring Holiday 29 May 2017 – 5 June 2017

TERM 6

6 June 2017 – 21 July 2017