

Caring Children Loving Learning

Burwash Church of England Primary School



Prospectus 2018

Burwash Church of England Primary School

School Hill

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Headteacher Debbie Gilbert
Chair of Governors Jan McKeever
East Sussex County Council


Ofsted
Outstanding



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Introduction from Debbie Gilbert, Headteacher

It gives me great pleasure to introduce you to Burwash CE Primary School. Here at Burwash we consider the school to be like the village - small and friendly with great community spirit.

The school sits in a beautiful location in the Dudwell Valley. The Victorian school has been fully refurbished with a large new extension, landscaped gardens, an adventure playground and a new Sports area.

I hope that you will find the information that you require from this prospectus. However I would encourage you to come and visit us. Daytime appointments can be made through the School office.



Debbie Gilbert
Headteacher



Jan McKeever
Chair of Governors

Outstanding OFSTED Inspection

The school received an OFSTED Inspection in October 2011. We are very proud that the school was judged to be Outstanding. Copies of the report are available upon request from the school office, on the OFSTED website www.ofsted.gov.uk or on the school website.

Admission Arrangements

The information given below is intended for parents who are considering their child's entry to primary school in 2018/2019. It is correct as of September 2017 and is subject to change.

The admission arrangements for schools changed in September 2011 so that all children eligible for Reception are admitted on a full-time basis. We have found this to be very successful. However (for parents of younger children), it is possible for you to request that the date your child is admitted to the school be deferred until later in the school year or until your child reaches compulsory school age (five years). You may also request that your child attends part-time until your child reaches compulsory school age.

We welcome all pupils to Burwash CEP and are committed to ensuring that no child is discriminated against. The school has been planned to enable all of the downstairs area to be accessible to all. We have two upstairs classrooms which cannot be accessed via a wheelchair. However we have flexibility in siting classes on the ground floor according to need.

Our outdoor areas are accessible to all, except for the school field, due to the geography of the Dudwell Valley. Our all weather Sports Area is accessible for pupils with disabilities via an evacuation chair. Our accessibility plan is available on request.





Vision Statement

We are proud to be a forward thinking village school. We are a community who works well together with a strong, trusting, family feel.

Our Christian ethos underpins all that we do.

We are a welcoming and inclusive school where everyone is valued and children's self-esteem, rights and responsibilities are promoted and dignity is respected.

Inspirational teaching promotes high aspirations for all children, both socially and academically.

A love of learning is nurtured through our vibrant, innovative curriculum.

Children and staff are confident, happy and independent learners.

Outdoor learning gives children the opportunity to develop an inquisitive and positive relationship with the natural world.

Children develop an awareness of the wider world through our work in local, national and global partnerships.

Strong governance and leadership ensure a safe and exciting learning environment.

Developed 2017





Accommodation

The building was extensively redeveloped in 1999 and 2000 to provide three new classrooms, a library, a new office and reception area to complement our existing three classrooms. The Reception class was completely refurbished in the Summer of 2012 and includes a play loft and an interactive screen that uses an eye-safe LCD touch-screen at child height.



Phonics in Reception
November 2017

Older accommodation has been modernised to provide an up-to-date, efficient environment and improved outside play areas. All accommodation is under one roof and children benefit from all new furniture and equipment, including interactive screens in all classrooms. Our kitchen provides hot meals at lunchtimes and the hall is used for dining, worship and events.

There is a hard-surfaced playground and a field to play on. The play area includes an adventure playground with a safety surface. In October 2009 our Sports Area was completed. This provides valuable extra space for the children for use during breaks and in PE. It is a level site that can be used in all weathers.



Location

The school is situated at the eastern end of the village of Burwash and is reached by road from School Hill. Alternatively visitors can walk through the lovely churchyard of the Parish Church of St Bartholomew and enter the rear playground overlooking the superb countryside of the Dudwell Valley. This is the entrance used by most of our children, mainly for reasons of safety, and the normally locked gate is controlled to allow access at the beginning and end of the school day.



Reception Class
The Play Loft
November 2017



Class Organisation

The school currently operates with 6 classes. Classes are arranged so that the total number of children in the school is as evenly distributed as possible. However, not only does the size of age groups vary from year to year, but also the needs of individual children vary with each new intake. Our organisation of class sizes and teaching support therefore has to reflect a wide variety of circumstances and needs. Children will move on to their next class in strictly chronological order. We have found this organisation to be highly effective.



School Sessions Times

08.50	09.00	Registration and class activities
09.00	09.20	Assembly
09.20	10.30	Session 1
10.30	10.45	Break
10.45	12.00	Session 2
12.00	13.10	Lunch
13.10	14.15	Session 3
14.15	14.30	Break
14.30	15.25	Session 4

End of Day	Key Stage 1 (KS 1)	15.25
	Key Stage 2 (KS 2)	15.30

Term Dates and Holidays 2018/19

Term 1	04.09.18– 19.10.18
Autumn Holiday	20.10.18 – 28.10.18
Term 2	29.10.18 – 19.12.18
Christmas Holiday	20.12.18 – 02.01.19
Term 3	03.01.19 – 15.02.19
February Holiday	16.02.19 – 24.02.19
Term 4	25.02.19 – 05.04.19
Easter Holiday	06.04.19 – 22.04.19
Term 5	23.04.19 – 24.05.19
May Holiday	25.05.19 – 02.06.19
Term 6	03.06.19 – 23.07.19



School Uniform

The school uniform consists of a navy v-neck sweatshirt or fleece and yellow polo shirt. These can be purchased from High Street retailers or are available online at www.swfl.co.uk with embroidered school logos. Children also wear grey trousers or skirt/pinafore. All children are expected to wear uniform to school. There is a summer uniform of grey shorts or blue and white dresses.

Trainers/plimsolls are to be worn only during PE lessons. Navy blue shorts and a white school t-shirt are worn for PE. Children may wear a navy track suit for outside winter team games.

It is essential that all articles of clothing are marked very clearly with the child's name. Long hair needs to be tied back.

School Meals

We are very proud of the school meals produced by our kitchen staff. Children are offered a set meal each day with a healthy nutritional balance. Special dietary needs are successfully catered for on application. Children currently pay £2.10 each day for their meals. However currently all children are entitled to a free school meal until they begin KS2 or Year 3. Children are also able to bring their own packed lunches. We have a number of children with nut allergies; therefore, no nuts are allowed in school. Meals are generally eaten in the school hall, although when it is warm children may eat packed lunches outside.

At break times children are encouraged to eat fruit. This is provided free of charge for KS1 and Foundation stage; in KS2 there is an option to buy fruit at school or to bring it from home.

Homework

Children are set simple homework by their teachers according to age and ability. At Burwash we consider reading to be the most important homework in the primary phase, so we encourage all children to read on a daily basis at home and this forms the majority of our homework.

Home/School books give details of reading and parents are encouraged to support and comment upon their child's learning.





The Curriculum

In common with all Primary Schools, we deliver the National Curriculum for Key Stages 1 and 2. Children in the Reception Class work from the Foundation Stage curriculum. The curriculum we offer at KS1 & KS2 includes:

English, Mathematics, Science,
Computing,
History, Geography,
Design Technology,
Music, Art, PE, Mfl
Religious Education.

Through cross-curricular dimensions, children are taught: Global Awareness; Equal Opportunities; Personal, Social and Health Education and Citizenship. These cross-curricular dimensions are an integral part of our curriculum and the life of the school.

Topic Work



Winners of the Group and Individual 'Beadle Award for History 2017' - The Great Fire of London Topic.

Many areas of the curriculum are delivered through topics to increase pupil motivation. Topics are reviewed annually. Each topic is designed to deliver agreed and planned elements of the National Curriculum and school policies in each subject. The school follows six termly whole-school topics with units of work covering aspects of learning appropriate to different age groups. This gives a community feel to work covered.

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English



Dressing up as book characters
World Book Day—March 2017

A wide range of learning experiences enables the children to develop their skills in reading, writing, speaking, listening and drama. We view home/ school partnership as essential in the teaching of reading and books will be sent home for you to share with your child. Children are taught literacy in a focused daily lesson and staff are all committed to raising standards through this approach. At Burwash we use a number of different reading schemes to help the children learn to read. However, our core reading scheme is 'The Oxford Reading Tree'. We also use 'Jolly Phonics' and 'Letters and Sounds' to support Phonics teaching.





Mathematics

All children are taught within a dedicated daily lesson. From the time that children enter our school, we aim to give them a positive experience of mathematics from which they derive pleasure and enjoyment. We promote understanding through enquiry and experience, from which the children have opportunities for discovery and to develop an awareness of the use of mathematics in the world beyond the classroom.

Science

Science is timetabled to provide a variety of 'hands-on' experiences and a chance to acquire new skills and knowledge. All children develop their investigative skills and find out about conducting experiments and predicting results.



Reversible and Irreversible changes in Science
February 2017



Computing

The school has new computer hardware and software to aid learning in all areas of the National Curriculum. In addition to this, all classrooms have interactive Plasma Screens fitted to enhance teaching and learning. The skills required to make the best use of Computing are developed in line with National Curriculum requirements and the use of computers is integrated into the teaching of all subjects.

Through the East Sussex Next Generation Network we have secure and private access to the National Education Network via the South East Grid for Learning. Children are able to research and interact with the Internet, but the school carefully selects sites and open internet access is not available through our secure and monitored system. All children are taught to keep themselves safe online.



Music

The children receive a weekly music lesson that generally relates to the school theme. There are opportunities for children to learn to play the guitar, flute, fife, clarinet, keyboard or violin whilst at Burwash with the East Sussex Music Service. There is also an opportunity to play the recorder in KS2, this is taught by a teacher at the school.

Art and Design Technology



Winner and runner up of the 'Puck of Pook's Hill Illustration Competition' 2017.

A wide variety of creative work is undertaken throughout the school. Displays of Art and Design Technology work around the school help to provide a stimulating environment and encourage a sense of pride in creative achievement. All children are encouraged to work in a variety of media and are helped to develop their artistic and design skills in a wide range of tasks. Art and Design Technology work often relates to topic-based study, and the teaching of concepts and skills is undertaken at all levels.

Modern Foreign Languages

Children are taught some basic French in KS1 and Spanish, from KS2 in line with National Curriculum requirements.

History and Geography



Skills in these subjects are developed in line with the National Curriculum. The skills are developed within the context of topic work, which generally lasts a term. Whenever possible first-hand experience and visits are used to make learning more stimulating.

Religious Education

The school is a Church of England Primary School and its ethos is shaped by the importance it gives to moral and spiritual development.

Collective Worship is held every day. Religious education is delivered to all pupils in accordance with the Education Reform Act 1998 and East Sussex syllabus for Religious Education. The syllabus covers world religions, with worship being Christian but non-denominational. If parents do not wish their child to be taught the agreed syllabus, or take part in the short acts of worship which are held at the school, they should let us know so that the child can be excused and suitable alternative arrangements made.



Personal , Social and Health Education and Citizenship

Health Education is taught as a topic both within the wider science and PE syllabus and as part of PSHE. Personal and social education is taught to give pupils information and encourage responsible, informed decision making.

Sex & Relationships Education is taught through a progressive programme from Key Stage 1 to 2. Care is taken to ensure that we teach in such a way as to encourage the pupils to have due regard to moral considerations. It is set in the context of a secure family relationship.



Assessment

Staff also regularly assess pupils to ensure that work planned for each child is appropriate for their needs and abilities.

At the end of KS1 and KS2 children sit statutory tests in line with the National Curriculum. Staff regularly assess pupils to ensure that work planned for each child is appropriate for their needs and abilities. Statutory test scores are made available to parents in the annual summary record to parents in Term 6.



Each class takes part in 'circle time' when relationships and behaviour are discussed to develop social awareness and skills for talking appropriately in social situations. Citizenship is taught and actively used through both class work and the School Council. The school achieved the International award in 2016 for work on global awareness and understanding.

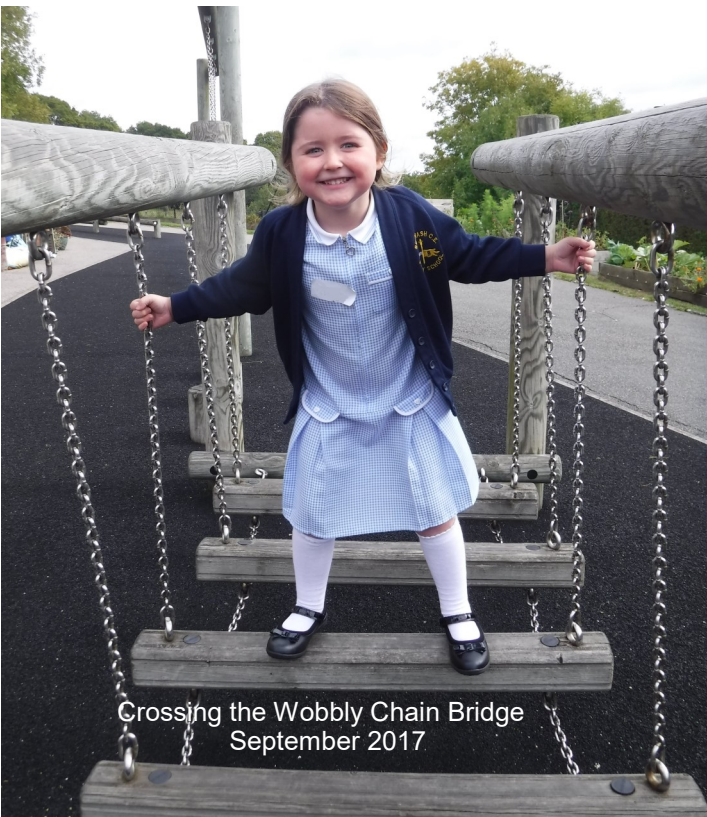




Celebrating Achievement

At Burwash we try to give the children every encouragement. The teachers, in praising the children's work, will say why the work is good, where it has improved on previous efforts and what the next challenge is. Acts of kindness and thoughtfulness are celebrated alongside academic achievement and exceptional effort. We also like to share in children's successes out of school and ensure that achievement is recognised.

Our Friday assembly offers the opportunity for children to share their class successes with the rest of the school. Parents are invited attend these assemblies. In Term 6 we hold an Open Morning when all parents can visit the school and see the school at work.





Extra-Curricular Activities

There are after-school activities in which the children can take part depending on their age. Currently the school offers football/rugby, netball, judo, gardening, nature club, film, card making, newspaper, mindfulness. Clubs vary, depending on the season, staff commitments and pupils' interests.

Educational Visits

The school organises residential trips for pupils in Years 5 and 6. This year children are visiting Mallydams Education centre (Year 5) and Bewl Residential Centre (Year 6).

A wide range of day and local visits for all ages link directly to the school's teaching strategy and offer variety and richness to the curriculum. For example, there have been recent trips to Kent Life, Sealife Centre, Batemans and The Seven Sisters Country Park. We have also held skipping, e-safety and circus workshops within school.



Windsurfing at Bewl Water June 2017



Sailing at Bewl Water - June 2017



Mallydams - October 2017



Children with Special Education Needs and Inclusion

'Special Educational Needs' means that a child has noticeably more difficulty learning what most children of a similar age learn successfully. In order to meet children's needs, it is our policy to work within the following guidelines:

- every effort is made to maintain full integration of all pupils within mainstream classes. We also offer opportunities for children to work on a one-to-one basis where appropriate;
- we will make every effort to provide appropriate support and guidance for pupils having special educational needs, including emotional and behavioural problems;
- we will liaise and co-operate with outside support agencies on matters of special needs education;
- we will seek the views and assistance of parents as part of any scheme that implements individual teaching programmes;
- we ensure children have equal access to the curriculum and that disabilities are catered for wherever necessary;
- we will ensure that all children, whatever their ability, are provided with an education to help them reach their potential.

Safeguarding (Child Protection)

All staff in the school receive regular training in safeguarding policy and procedure. The designated safeguarding lead is the Headteacher, with the SENCO acting as her Deputy. The school's Safeguarding Policy can be viewed on the school website and can also be viewed by parents on request, as can all other school policies.

Pupil Premium

The school receives money for pupils, who are in receipt of free school meals. This money is called 'pupil premium'. Our website gives further information about pupil premium and how it is spent at Burwash.





Absences and Illness

Parents should inform the school of absences by letter or telephone call on the first day of illness. The school has a dedicated absence line for parents to use before 9.15am. Details of procedures are given in our attendance policy.

Parents may apply for the Headteacher's permission to withdraw their children from school in exceptional circumstances. Such requests are considered on an individual basis in line with our 'Absence in Term-time' Policy (available on request). Government and East Sussex policy is that we do not routinely authorise absences for holiday during the term, as these adversely affect a child's normal progress.

Children who are generally unwell should be kept at home and we would request that all children are kept at home for at least 48 hours after occasions of vomiting or diarrhoea.

There is no requirement for school staff to administer medicines and staff doing so are acting in a voluntary capacity. By arrangement our staff will administer short-term prescribed medication, e.g. antibiotics; these should be brought to the office by an adult and the appropriate form signed. The school will also administer medication to pupils whose medical condition, if not managed, could limit their access to education; this includes the use of inhalers, which are usually stored in the child's classroom. Parents/carers will be required to provide medication and complete the consent form. Staff have been trained in the use of epi-pens, which can be used in an emergency if the appropriate form has been completed.

Parents must ensure that all medication kept in school is up-to-date and, where necessary, arrange for its disposal themselves.

Communication with Parents

We place great importance on easy communication between school and parents, as we both share responsibility for the children in our care. Parents are very welcome to arrange to discuss matters of concern with the school at any time.

We arrange an opportunity for parents to see their child's work or discuss progress with their child's class teacher three times per year. We will not hesitate to contact parents at any other times should there be concern over their child. Regular sharing assemblies are open to parents and occasional open sessions encourage parents to view their child's work in progress. Letters containing information for parents are regularly issued and sent home via Parentmail.

Parents are fully represented on the school's Governing Body and elections for Parent Governors are held as places become vacant.

The Parent Teacher and Friends Association organises an extensive programme of social and fund-raising events in support of the school and its help is invaluable in increasing opportunities for our pupils.

We are most grateful for all the help that we receive from parents on both a regular and an occasional basis.



School Discipline

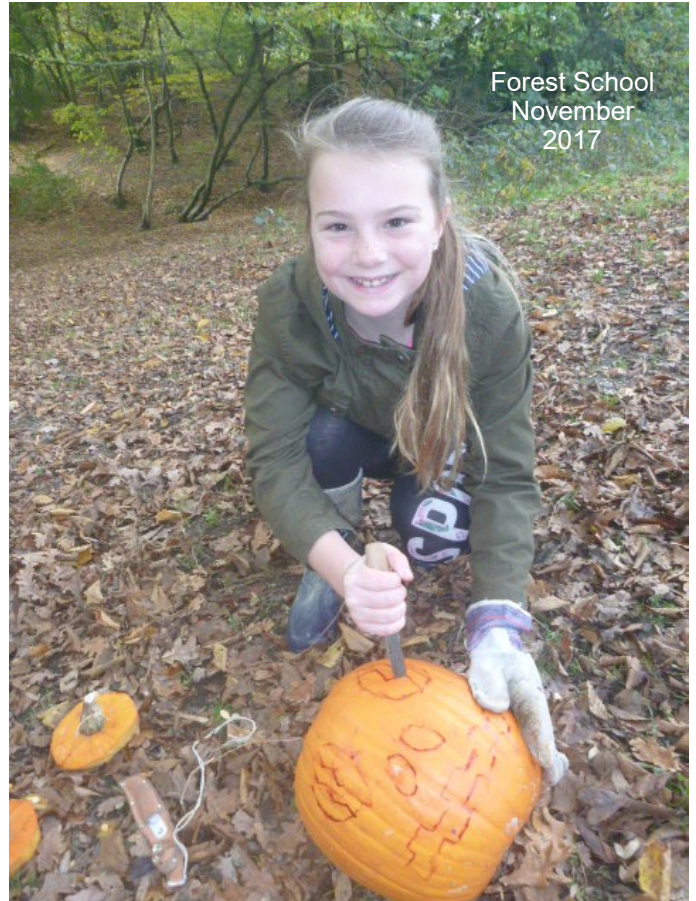
We believe very strongly in good and considerate behaviour by all pupils. We prefer always to encourage rather than punish. Children are rewarded for good behaviour, with points for their house point team and stickers, which are issued as an extra incentive. If a child's behaviour is a serious cause for concern, we will contact the parents and if the behaviour continues this will be logged by the school. The school uses Golden Rules and Golden Time to encourage good behaviour.

Pupil Care

Pupils are well cared for by staff at school and the school has measures in place to ensure pupils are safe at all times. There is a very comprehensive Health & Safety Policy in place that is available to all interested parents/carers from the office. We try to ensure that whilst pupils are in our care they know how to seek help at all times if they have any worries or concerns. The school attained an outstanding grade from OFSTED for pupil care in 2011.

Complaints Procedure

If there are any complaints, parents are able to discuss the issue with the class teacher or Headteacher. It is hoped that any difficulties can then be quickly resolved. Should it be necessary, there is a formal complaints procedure, details of which are available on request from the school.





Links with Secondary Schools

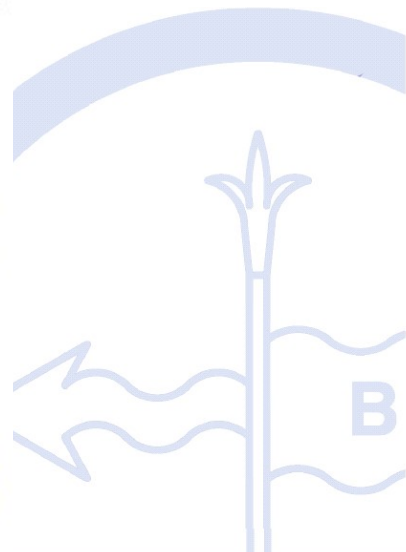
We have close links with the schools to which our children normally transfer at the age of eleven. We organise a programme of familiarisation visits by teachers and pupils in the term before transfer. We offer a ready welcome to our former pupils who are often keen to come back to see us.

Working with Other Primary Schools

Burwash CE Primary School is proud to be a member of the Heathfield Area Schools' Partnership (HASP). HASP is a learning network with representation from the local schools listed below. All schools take part in a number of joint activities each year to benefit all children and teachers within the Heathfield Area Partnership.

Heathfield Area Schools' Partnership

"We will move our schools forward by working together through innovative approaches"





Charging and Remissions Policy

We recognise the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education. We therefore aim to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils, and as additional optional activities.

We reserve the right to make a charge for activities organised by the school, including school journeys in school time and residential trips for older pupils.

We may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions towards the cost of providing education for pupils.

Where the parents of a pupil are in receipt of free school meals, we will if requested to, remit the full cost of any residential activity which is deemed to have taken place in school hours; however, we will retain the right to charge for board and lodging for pupils on residential trips. In other circumstances there may be cases of family hardship which make it difficult for some children to take part in particular activities for which a charge is made. When arranging a chargeable activity, we will invite parents to apply in confidence for the remission of charges in part or in full. The Headteacher, in consultation with the Governors, will make authorisation of remissions.



School Governors

The Governing Body comprises 14 Governors; some are drawn from the local community and Staff and some are elected as Parent Governors. The main function is to help raise and maintain standards of achievement. The Governors are also keen to ensure that our trend of high academic performance is complemented by a nurturing and caring environment and in this respect, are both supportive and proud of the staff.

The current Governors are:

Mrs Jackie Ashdown
Mrs Jo Brown
Mrs Debbie Gilbert
Mr Richard Maude-Roxby
Mrs Jan McKeever (Chair)
Mrs Bernadette Spencer
Mrs Vicky Patterson
Reverend Sally Epps
Mr Martin Sharp
Mrs Sarah Walker
Mrs Linda Webb
Miss Katy Willis
Mr Chris Woodburn
Mrs Carrie Collins

Mrs Fiona Hosein (Clerk to the Governors)





School Staff (October 2017)

	Headteacher	Mrs Debbie Gilbert	
Teaching Staff	Assistant Headteacher	Mr Martin Sharp	
	Special Educational Needs Co-ordinator	Miss Katy Willis	
	Language & Literacy Coordinator	Mr Robert Blackler	
		Mrs Karen Hopkins (part-time)	
		Miss Laura Jones (part-time)	
		Mrs Paula Baker (part-time)	
		Mrs Sophie Ricca (part-time)	
		Mrs Natalie Richmond (part-time)	
Office Staff	School Secretary / Clerk to Governors	Mrs Rebecca Savage	
	Bursar	Mrs Fiona Hosein	
	Cook Supervisor	Mrs Judith Martin	
	Assistant cook	Mrs Kate Waters	
	Teaching Assistants		Miss Sam Goldsmith
			Mrs Jayne Baitup
			Mrs Frances Austin
			Mrs Wendy McDonagh
			Mrs Heather McKelvie-Seth
	Midday Supervisors		Mrs Emma Lewis
		Mrs Linda Webb	
		Mrs Fiona Hosein	
		Mrs Jayne Baitup	
		Mrs Frances Austin	
Visiting Teachers		Mrs Linda Webb	
		Mrs Emma Lewis	
		Mr Christopher Hamlin (Violin & Guitar)	
		Ms Theresa Jackson (Fife & Flute)	
		Mr Paul Leaney (Judo)	
		Mrs Juliette Humphreys (Clarinet & Key-board)	



APPENDIX A

Performance Tables

SATs Results

Key Stage 1 2017

This table shows the percentage of Year 2 children achieving the Nationally expected standard in 2017 for the school, in East Sussex and Nationally, in Reading, Writing and Maths. Each child in our small cohort was worth approximately 4.2% in 2017.

	School results	East Sussex	National
Reading	72	77	76
Writing	68	71	68
Mathematics	76	77	75

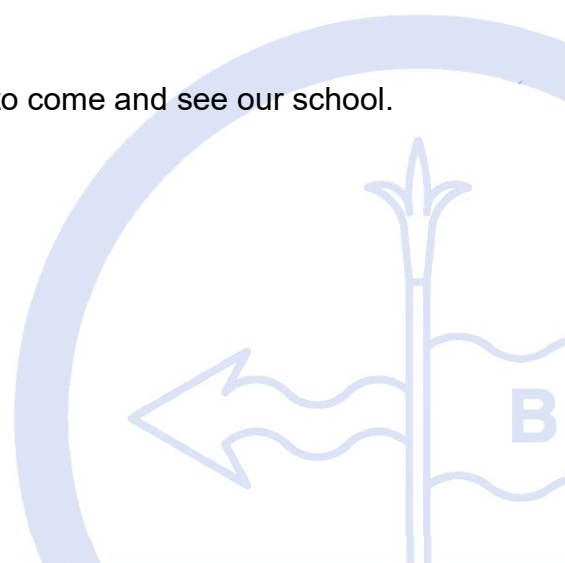


Key Stage 2 (KS2) 2017 SATs Results for Burwash School

This table shows the percentage of Year 6 children achieving the Nationally expected standard in 2017 for the school, in East Sussex and Nationally, in Reading, Writing, Mathematics and Grammar, punctuation and spelling. Each child in our small cohort was worth approximately 4.3% in 2017.

	School results	East Sussex	National
Reading test	83	71	71
Writing	87	75	76
Mathematics test	78	70	75
Grammar, Punctuation and Spelling test	61	71	77

If you want to find out any more, we would encourage you to come and see our school.





APPENDIX B: School Motto

The school motto was created by a pupil at the school, and we feel it reflects our vision statement perfectly:

Caring Children Loving Learning



Caring Children Loving Learning

