



Family Guide 2026/27



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*The information in this guide is correct at the time of printing, but is subject to change.
All mentions of Parent are inclusive of carers/ guardians*

WELCOME FROM OUR HEADTEACHER

We are delighted to welcome you and your family to Chapelford Village Primary School. Becoming part of our school community is the beginning of a special journey, and we are thrilled to be sharing it with you.

At Chapelford Village, our core values – Learn, Achieve, Respect – shape everything we do. We are proud to be a supportive and inclusive school where strong relationships between home and school are at the heart of our approach.

We understand that starting a new school can bring a mix of excitement and uncertainty. Please know that we are here to support you and your child every step of the way.

This Family Guide has been created to give you helpful information about how things work at our school and what you can expect. It's a great starting point, offering insight into our daily routines, key policies and the many opportunities your child will have during their time with us.

For even more information about school life, including our curriculum, policies, vision and values please visit our website and follow us on our Facebook page for regular updates.

We look forward to building a strong partnership with you and celebrating the growth, achievements, and happiness your child will experience here. If you have any questions or need support at any time, please do not hesitate to get in touch.

Warm regards,



Mrs L Tottie
Headteacher

TERM DATES

Term	Opens	Closes
Autumn Half Term 1	Wednesday 2nd September 2026	Friday 23rd October 2026
Autumn Half Term 2	Monday 2nd November 2026	Friday 18h December 2026
Spring Half Term 1	Tuesday 5th January 2027	Friday 12th February 2027
Spring Half Term 2	Monday 22rd February 2027	Thursday 25th March 2027
Summer Half Term 1	Monday 12th April 2027	Friday 28th May 2027
May Day Bank Holiday (school closed for children)		Monday 3rd May 2027
Summer Half Term 2	Monday 7th June 2027	Friday 16th July 2027

SCHOOL DAY

8:40 AM	Classroom doors open
8:45 AM	Classroom doors close/ Registration
3:00 PM	Gates open for parents
3:15 PM	School finishes

Lunch and break times differ throughout the school, please see our school office if you would like details of individual year group times.

WRAP AROUND CARE

We work with independent providers for wrap around care provision. Details of all our wrap around care can be found on our website.

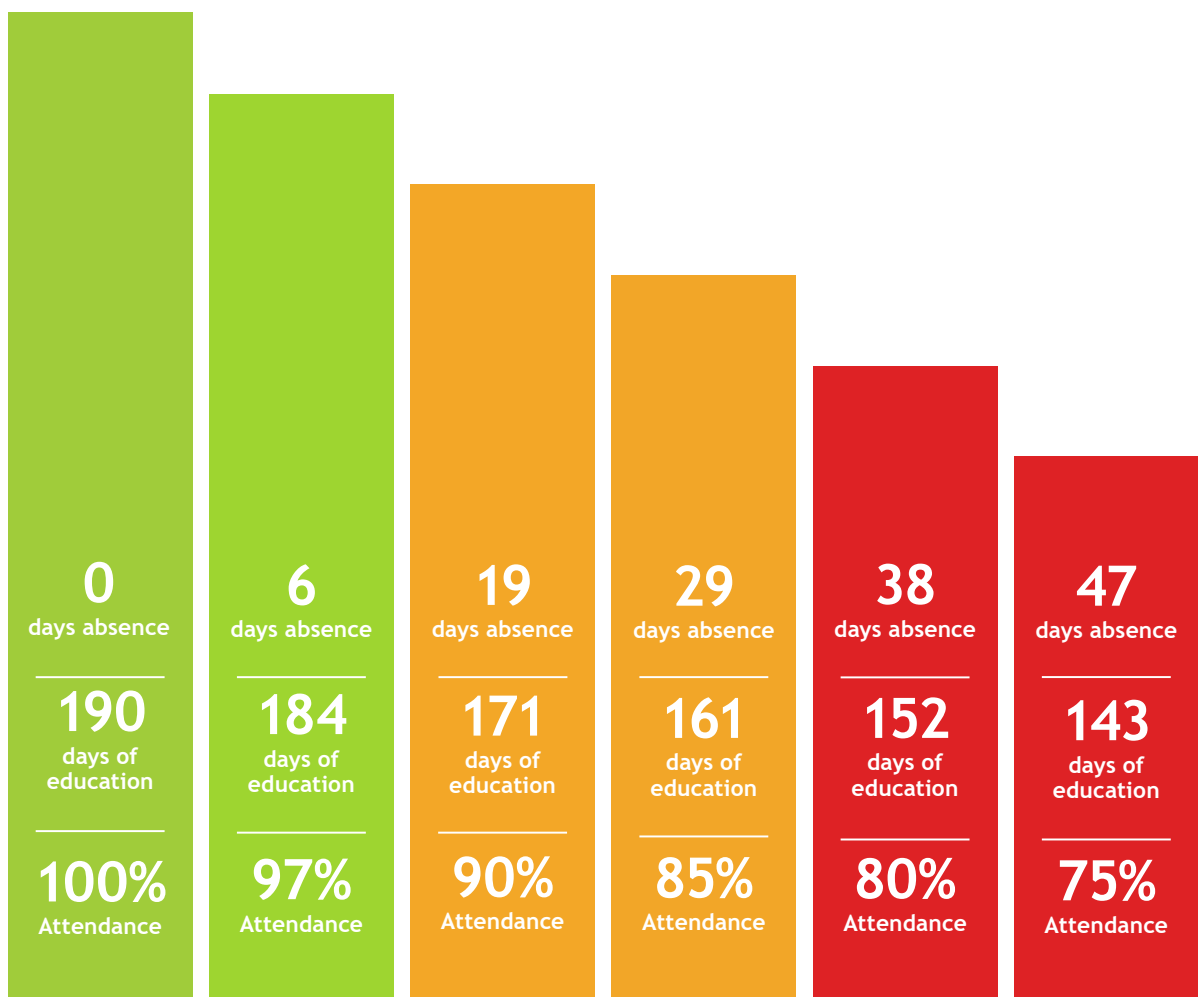
CHAPELFORD LEARNING CLUBS

We are extremely proud of our Learning Clubs which offer before and after school support and opportunities for our children. Our Learning Club sessions are run by school staff and are completely free. Children can access Learning Clubs on an adhoc basis, morning sessions run from 8:15am and the after school session is available until 4pm.

ATTENDANCE

Regular attendance at school is vital to help your child achieve and get the best possible start in life. There are 30 days in a six week half term and if your child has one and a half days off school, their attendance will be 95%.

Children's attendance is recorded and monitored and placed into one of the below traffic light bands. If we have concerns regarding your child's attendance, we will contact you to discuss it further.



GOOD
Best chance of success. Gets you off to a flying start. Well done!

WORRYING
Less chance of success. Makes it harder to progress. Concerning!

SERIOUS CONCERN
Serious impact on education & reduces life chances. Extremely concerning!

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means the number of lessons missed	Absence over five years
95%	9 days	2 weeks	50 lessons	1/4 year
90%	19 days	4 weeks	100 lessons	1/2 year
80%	38 days	8 weeks	200 lessons	1 year
70%	57 days	11 1/2 weeks	288 lessons	1 1/4 years
60%	80 days	16 weeks	400 lessons	2 years
50%	100 days	20 weeks	500 lessons	2 1/2 years

REPORTING ABSENCES

If your child cannot attend school, you must report their absence by contacting the school on 01925 712554, by using the report absence option on the Parent Mail App or by emailing office@chapelfordvillageprimary.co.uk

All medical appointments should ideally take place outside of school hours so your child does not miss any learning. If appointment times are not negotiable, the expectation is for children to attend school on the day of the appointment and leave site only for the required amount of time. Children will not be allowed to leave site without being collected by their parent or carer.

To inform us about time out of school for medical appointments, please contact the school office.

HOLIDAYS IN SCHOOL TIME

Holidays taken during term time will be classed as unauthorised absence.

HEALTH AND MEDICINE

If your child cannot attend school you must report their absence by contacting the school on 01925 712554 or by using the report absence option on the ParentMail App.

Children who are unwell and are suffering from infectious conditions should be kept at home until they have fully recovered (48 hours after the last episode of sickness or diarrhoea).

If your child suffers from a chronic condition that requires medication e.g. asthma, epilepsy, etc please inform the school office so that arrangements for administering medication can be made. A medicine form will need to be completed and this can be obtained from our school office.

School staff can only administer prescription medicine that requires four or more doses per day. All other medicines should be taken at home.

If your child becomes unwell during school time, we will contact you. Please ensure that you give work-place telephone numbers and that these are updated when appropriate.

ADULTS COLLECTING CHILDREN

Please make staff aware of who will be regularly collecting your child. Should there be a change in the person collecting your child, you must inform your child's class teacher on the day in person or by email.

We are however, aware that there are times when you could be delayed; in this instance, please telephone the school as soon as possible so that we know that someone will arrive shortly. Should children be left at school after pickup time, we will use the contact information to ring you.

For safety reasons, if someone unfamiliar arrives to collect your child and we have not been informed in advance, we will contact you or the named individuals on your child's contact list to confirm that permission has been given.

Please be patient with us over the first half term while we get used to all the new faces at home time. We will only send out children when we see the adult who is picking them up. Our main priority is sending the children home safely and over the first few weeks it may take a little longer until we become familiar with the adults collecting.

All children must be collected by an adult, with the exception of children in Year 5 and 6 who are able to walk home alone with written permission only. Contact the school office if you want to authorise this arrangement.

This also applies to after school clubs and activities outside of the school day.

MOBILE PHONES

Only pupils in Year 5 and 6 are permitted to bring a mobile phone to school to support safety issues if they come to school independently. Children's phones must be turned off before entering the school grounds and should be named and handed into the class teacher at the beginning of the day and collected at the end of the day. This is to ensure the safety of all of our children on site.

If you want your child to bring a phone it is on the understanding that you agree with the Acceptable Use of a Mobile Phone Statement which will be issued to you. Children in Reception through to Year 4 are not permitted to bring a mobile phone into school.

CHILD PROTECTION

We are committed to safeguarding and promoting the welfare of all our children. All our staff are committed to ensure that the safety and wellbeing of our children is paramount.

We provide the best possible learning opportunities by having a friendly, healthy and safe environment that caters for and respects all our children's physical, emotional, social and spiritual needs. In safeguarding our children.

We fulfil our legal obligations under the Children Act 1989 and the Education Act 2002 and in addition to these legal responsibilities, we believe in our pastoral duty towards our children and their right to be protected from harm.

All of our Child Protection & Safeguarding policies and procedures follow the Department for Education guidance (Working Together to Safeguard Children 2018; Keeping Children Safe in Education, 2023).

Our website offers a plethora of information which details our Child Protection & Safeguarding Policy in full, Early Help Information, Family Support Links and E-Safety guidance, amongst others.

Our dedicated Safeguarding Team is readily available to address any concerns or worries you have regarding child protection so please contact us if necessary.



Mrs L Tottie
Designated
Safeguarding Lead



Mrs K Rowe
Safeguarding Team



Mrs L McDavid
Deputy DSL



Mr P Duffy
Designated Safeguarding
Governor

SCHOOL UNIFORM

Children at Chapelford wear a school uniform and we believe this builds a close identity with the school and plays a valuable role in contributing to the ethos of our school. Our uniform is appropriate wear for the activities inside and outside of the classroom and offers a sense of belonging for all pupils.

Our full Uniform Policy is available to read on our website.

To support our families in ensuring our uniform remains affordable all branded items are optional. Branded items can be purchased from our uniform suppliers and non-branded items can be purchased from a range of retailers, our school pre-loved shop and Warrington Foodbank.

Our uniform suppliers:

Warrington Schoolwear Shop

alphaschoolwear.com

SG Embroidery

sg-embroidery.co.uk

Touchline Warrington

touchline-embroidery.com

PE KITS

In all year groups the children come into school in their PE kits on the PE days which are shared with parents each term.

JEWELLERY

A single earring in the lobe of each ear i.e. a single pair of small studs may be worn. These must be covered with tape during PE sessions to comply with Health and Safety regulations. We request parents provide the tape to cover earrings or children remove earrings themselves for the purpose of physical activity. No other jewellery is permitted to be worn by children.

LABELLING

All clothing and footwear must be clearly labelled with their name. The school cannot be held responsible for lost items of school clothing. Any lost clothing is be taken to the lost property box in each year group which will be available to parents/ carers to review weekly.



ITEM	SCHOOL LOGO
School uniform	
Royal blue jumper, cardigan or fleece (no hoods)	Optional
Branded items available from school suppliers and second hand from our school pre loved shop or Warrington foodbank. Non branded items can be bought from regular retailers.	
Royal blue polo shirt	Optional
Branded items available from school suppliers and second hand from our school pre loved shop or Warrington foodbank. Non branded items can be bought from regular retailers.	
Grey trousers/ shorts or grey skirt/pinafore	NA
Blue gingham summer dress (summer term)	NA
White/grey/black school socks	NA
Sensible, plain flat black shoes (no crocs, boots, sandals, trainers, Ugg boots)	NA
PE kit	
Royal blue round neck t-shirt	Optional
Branded items available from school suppliers and second hand from our school pre loved shop or Warrington foodbank. Non branded items can be bought from regular retailers.	
Plain black or navy blue shorts (mid length), leggings or joggers	NA
All black or white trainers (discrete logo with minimal colouring or non branded)	NA
Royal blue school jumper, cardigan, sports jacket or fleece (no hoods)	Optional
Accessories	
School book bag (available from our school office or uniform suppliers)	Optional
School drawstring PE bag (Reception only)	Optional
School water bottle (available from our school office or uniform suppliers)	Optional
Optional items	
Royal blue waterproof jacket (available from our school office or uniform suppliers)	Optional



For more information and our full uniform policy please visit the school uniform page of our website.

chapelfordvillageprimary.co.uk/parents/school-uniform

SNACK AND DRINKS

We take part in The School Fruit and Vegetable Scheme which encourages children to eat a piece of fruit or veg every day in an attempt to promote lifelong healthy eating. Children in Reception, Year 1 and Year 2 are offered a free piece of fresh fruit or vegetable daily. Children in Years 3 to 6 are able to order a choice of snack which must be paid for via Parent Pay, or they can bring their own healthy snack from home for breaktimes.

Your child will require a water bottle in school every day. All children have access to fresh drinking water to refill their bottle during the day.

Please ensure your child's name is clearly visible on their water bottle at all times. It is our school policy that children are to have water in their bottles and not juice or fizzy drinks.

LUNCH

Children can choose from a daily hot dinner or a packed lunch. You may choose from the following arrangements:

- Cold packed lunch brought to school in a named lunch box.
- Children in Reception, Year 1 and Year 2 are entitled to a universal infant free school meal provided by the school kitchen.
- Children in Years 3 to 6 can order a hot dinner from the school kitchen, this must be paid for via Parent Pay.
- Children in Years 3 to 6 may be eligible for free school meals if you receive certain benefits. You can check your eligibility on the school meals section of our website.

We cater for a wide range of dietary needs, if your child requires a specific meal, for example for: religious reasons, food intolerance, allergy, coeliac, vegetarian etc please contact the school office who will be able to support you.

To see our weekly menus and how to order meals please visit our website

chapelfordvillageprimary.co.uk/parents/school-meals



ALLERGIES

We have several children in school with severe allergies to peanuts. For these children, even a small trace can cause a serious – and potentially life-threatening – reaction.

To keep everyone safe, Chapelford Village is a nut-free school. We ask for your support in helping us maintain this policy by not sending any food items that contain peanuts or traces of nuts, including:

- Peanut butter or Nutella sandwiches
- M&Ms, Snickers, or similar chocolate and sweets
- Cakes or snacks containing nuts

We understand that children may want to celebrate special occasions, such as birthdays, by sharing a treat with their classmates. If you would like to do this, we kindly ask that you send in individually wrapped, pre-packaged treats, which will be given out at the end of the day. This helps us manage allergy risks safely and ensures no child is put in danger.

Thank you for helping us keep all our children safe and included.



PARENT COMMUNICATION

Regular communication between parents and teaching staff is one of the most positive ways in which children can be supported through their school years and we seek to encourage this dialogue wherever possible.

We value home- school communication and we hope you will always feel comfortable about approaching staff with any problems or queries but we do ask that you respect that priority must be given to the children at the beginning of the day. If you need to speak with your child's teacher, please make an appointment by contacting your child's teacher directly by email or by contacting the school office. You will be given a direct email address to your child's class teacher and we encourage you to use this as a contact method. Please see our website "Our Staff" page (link below) for staff contact details.

We use ParentMail to communicate with our parents and carers. The app can be used for bookings and payment for extra curricular clubs, school trips, purchases of school book bags, water bottles, PE bags and reporting children's absence. You will receive an email link to set up your Parent Mail account, please speak to our school office if you have any problems setting up your account.

You will also receive letters and emails via Parent Mail to keep you informed about events in school, including newsletters which are specifically designed to inform you of what will be happening within our school.

Each term you will receive a written progress report alongside an invitation to attend a parent Teacher consultation, where you will be able to talk about your child's progress and discuss ways in which you can help them to develop further.

We appreciate how busy family lives can be and are committed to giving at least two weeks notice for upcoming events.

chapelfordvillageprimary.co.uk/our-school/our-staff



CHAPELFORD PARENT TEACHER ASSOCIATION (CHAPTA)

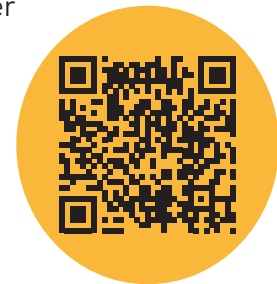
CHAPTA is a supportive community of parents and teachers who work hard throughout the year fundraising and organising social events for children and families within our school community.

Popular events include School Discos, Summer Fair, Stay and Play Chocolate Bingo, Treasure Hunt to name just a few.

We are extremely proud of our amazing outdoor play areas. Over the last 18 months CHAPTA has funded an exciting scooter track, sand pit and climbing frame which have helped make break and lunch times more fun and engaging.

We are always keen to welcome new members. Membership is open to all parents, friends and relatives and is a great way to meet other parents. Details about how to join can be found on our website.

chapelfordvillageprimary.co.uk/parents/Ourpta





OUR CURRICULUM



At Chapelford Village Primary School we believe that every child has the right to an inclusive and diverse curriculum that is ambitious and that will equip children with the knowledge that they need to be successful in life. As a school, we monitor, evaluate and review our curriculum to enable us to design it to ensure that children are achieving depth to their learning and are able to apply their knowledge, skills and understanding in all subjects.

Our Signature Curriculum brings together English and Maths with other areas of our curriculum, including Science, Geography, History, Art, Design Technology and elements of Religious Education. We have designed our Signature Curriculum to develop pupils' interests through enquiry and rich learning experiences. The spiral curriculum approach allows opportunity to revisit prior learning and build on this to acquire a wide range of knowledge, vocabulary and skills.

We understand that pupils learn best when they are enjoying their learning, are curious about the World around them and are provided with many opportunities to experience learning first-hand. Through trips, residential visits and visitors to school, we bring learning to life. Our children have a desire to learn which is driven by curiosity and a thirst for knowledge.

MATHEMATICS

Mathematics is a journey that requires exploration, practice, and application over time. Children should aim to develop a deep conceptual understanding of each topic and build upon it as they progress. To support their confidence and ability in mathematics we provide a high-quality and challenging curriculum. We use a variety of engaging resources and games to stimulate learning, offer diverse mathematical opportunities to foster connections and greater depth of understanding and encourage children to take risks without fear. Our goal is to fully develop independent learners with inquisitive minds, secure mathematical foundations, and a drive for self-improvement.

Maths is taught daily with one lesson each week dedicated to fluency and application of basic skills from which to build on in other areas of maths. Times tables are introduced in Year 2 with the aim that all pupils are able to recall all twelve times tables by the end of Year 4.

You can support your child at home, with their maths skills by:

- Playing board games involving counting on and back
- Counting objects or weighing produce in the supermarket
- Playing shop at home or involving your child in working out change, price reductions and offers or paying with coins for low cost items
- Learning to tell the time on an analogue and digital clock and working out how many minutes to get somewhere, how long an event lasts or using bus or train timetables to plan a journey
- Baking or cooking as this a great way to incorporate maths as there are lots of opportunities to weigh, count and use time
- Knowing number bonds to 10 and associated facts i.e. $7 + 3 = 10$ therefore $70 + 30 = 100$

Homework is shared weekly by the class teacher and you are welcome to share concerns or ask for advice, so please always speak with your child's class teacher if you would like support to help your child's maths learning.



READING

In our school, we are passionate about creating a love of reading. In order to do this, we strive to ensure our reading areas are a place where children want to go and read, with comfy seating, a wide range of books and a celebration of authors.

In every classroom children will find a basket of books matched to their reading ability, which include a wide range of genres. This allows every child to be able to pick a book that they will enjoy, but also will challenge them at the appropriate level. In addition to this, there are a range of books available for reading for pleasure including: fiction, non-fiction and poetry.

In recent years we have invested heavily a high quality books across the school and curriculum, we are confident that this will inspire even the most reluctant of readers.

Every half term, an author is chosen for each year group and is someone who the children can learn about and be inspired by. The author is celebrated within the reading area, with a range of their books available to read.

We ensure that a range of topics and information books are incorporated into other areas of the curriculum such as Geography and History. This encourages children to further broaden their knowledge and reading of a particular topic or subject area. Classroom reading environments are print-rich and stimulating with a wide range of books displayed creatively and imaginatively. Working walls display rich and varied vocabulary. Reading areas display recommended books, author studies and prompts to support children to read.



EARLY YEARS FOUNDATION STAGE

Children enter Reception class in their final year of the Early Years Foundation Stage (EYFS). An ongoing assessment process from entry in September involves classroom practitioners observing children whilst working alongside them in both child led and adult directed activities, in all areas of learning. This results in a children's EYFS profile (a statutory requirement at the end of the Foundation Stage in the summer term). These observations help us to recognise children's strengths and abilities and the opportunity to plan for the next steps needed in their learning.

CURRICULUM IN RECEPTION

Children will be gaining an understanding of the Early Learning Goals across the following seven areas of learning:

Prime Areas:

- Communication and Language (listening, attention and understanding and speaking)
- Personal, social, emotional development (self-regulation, managing self, building relationships)
- Physical development (gross motor skills and fine motor skills)

Specific Areas:

- Literacy (comprehension, word reading and writing)
- Mathematics (number and numerical patterns)
- Understanding the World (past and present, people, culture and communities, and the natural world)
- Expressive Arts and Design (creating with materials, being imaginative and expressive)

In addition, the revised EYFS refers to the different ways that children learn as Characteristics of Effective Learning:

- Playing and Exploring - children investigate and experience things and 'have a go'
- Active Learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievement
- Creating and Thinking Critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

A carefully designed signature curriculum has been developed to incorporate a wide range of quality texts, first-hand practical experiences and high-quality learning opportunities both indoors and outdoors. They provide opportunity for children to practise, consolidate and apply ongoing and new learning.

EARLY READING AND PHONICS



We want to give children the best start to their education. We believe that reading is at the heart of learning and when children leave school, they should be confident, fluent readers. Early reading is taught using phonics. Teachers are skilled in delivering phonics using the Read Write Inc (RWI) complete literacy programme. This helps children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary and spelling.

Once your child is settled into school and started our Read Write Inc phonics programme they will bring home a book that is carefully matched to their reading ability. We do expect that you read with your child 3 times a week and write a comment in your child's reading diary which they will be given.

You can include comments about other books they may enjoy reading at home. You will be provided with a school book bag and water bottle and it is important that our children learn to value and care for books from an early age, a book bag is a valuable part of this training. We also use your child's book bag to send home any letters from school, therefore, we ask that you do not put your child's water bottle in their book bag. This ensures our reading books are kept safe and dry and you do not get soggy letters!

Please visit the phonics and early reading section on our website to view our parent support videos.



RECEPTION YEARS

LEARNING ENVIRONMENT

With recent significant investment in both indoor and outdoor provision, the exceptional range of high-quality resources which are accessible throughout the school day capture the imagination, develop self-confidence, resilience to learning and independence.

Through play, your child will extend their vocabulary and develop effective communication skills. It is through both child-led play and play guided by an adult that your child will develop confidence and relationships with others.



PARENT COMMUNICATION IN RECEPTION

We value the contribution that our parents and carers make to their child's learning and take every opportunity to work in collaboration with them. In EYFS as well as ParentMail, all parents have access to Tapestry the online learning journey.

This enables us to share your child's learning journey and allows you to see photographs and videos to celebrate their achievements. Parents will receive regular observations of their children completing and taking part in a range of activities. This allows you to have a fantastic insight into all the fun and learning taking place every day. Parents can also add their own observations and photographs to the online learning journey to celebrate home-learning. You will be set up with an account using your email address provided at registration.



HOME LEARNING

We ask parents to support children's reading to develop a passion that will last a lifetime. Children should be encouraged to read at least five times a week at home, with an adult, or independently as they progress through the year groups.

You will be asked to comment and sign your child's reading diary each week. To foster a love of reading, pupils earn raffle tickets by reading at home — the more they read, the more chances to win! Alongside this, children move along a reading journey road, collecting points toward milestone rewards like bookmarks, certificates, and even a golden token for our book vending machine!

Home learning will also include comprehension tasks, spelling, grammar and maths tasks which are set throughout each term. Please support your child by organising suitable times to complete home learning tasks so they are finished in a timely manner.

The benefit of home learning is to present opportunities to revisit and practise activities which children should all be able to complete independently, with perhaps a little encouragement at times.

We have a full 'Home Learning Support' section on our website which gives details on what your child should be learning at home, in each year group.

chapelfordvillageprimary.co.uk/education/home-learning-support

You will also have access to a variety of online learning tools that can support with home learning. You will be sent details of how to access these where relevant.



Letter-join 

Mathletics

Mathsees 

Reading
eggs

TIMES TABLES
ROCK STARS



EXTRA-CURRICULAR

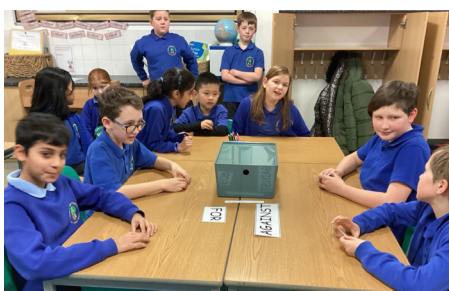
At Chapelford, we believe that learning doesn't stop at the end of the school day. Our after-school clubs are designed to support children's personal development, build confidence, and give them opportunities to meet new friends and discover new talents and interests. We are proud to offer a wide range of extra-curricular clubs, delivered by both our passionate school staff and trusted external providers. These clubs run from Monday to Thursday, and include a balance of sporting, academic, and creative activities. From football to art club, coding to karaoke - there's something for everyone!

Additionally, our free learning club which takes place from 8:15am every morning until 4pm every afternoon, provides a quiet, calm space to complete homework with adult supervision or access a range of extra learning opportunities.

All our clubs are booked through ParentMail. You will receive an email each term with details of the clubs on offer and instructions on how to book a place for your child.

To see our current club offer please visit our website.

chapelfordvillageprimary.co.uk/education/after-school-clubs



EDUCATIONAL VISITS

At Chapelford Village Primary School, we are passionate about providing meaningful experiences that go beyond the classroom. Our educational visits and residential trips are designed to spark curiosity, deepen understanding, and support the all-round development of every child.

All year groups take part in carefully planned day trips that link directly to the curriculum – from theatre visits and museum tours to nature walks and animal encounters. From Year 2 onwards, children also enjoy the opportunity to take part in residential stays, building independence, confidence, and lasting memories. Residential visits provide exciting opportunities for activities such as building, campfires, immersive detective adventures and even scooter safaris to learn orienteering skills

These enrichment opportunities are regularly reviewed with input from our school council and student voice to ensure they remain exciting, purposeful, and inclusive for all.

At Chapelford, we believe learning should be an adventure, and we are proud to offer experiences that help our children thrive.



SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

We recognise our responsibility for ensuring all children with additional needs achieve their full potential and have an inclusive ethos for all members of our school community. Chapelford is a barrier free school and we constantly monitor the needs of our children and families to ensure potential obstacles to learning and/or physical access are minimised.

We have a Lead Teacher for Inclusion who is a qualified SENDCo with many years experience, working alongside class teachers to make adjustments for children, adapting styles of teaching and incorporating advice from professional agencies so we can provide the best education for each individual child to ensure they receive the support and their learning needs are met and fulfilled.

We have a clear approach to identifying and responding to special educational needs and recognise that early identification and effective provision improves long-term outcomes for our children.

If you require further information and would like to discuss any requirements in detail please contact your child's class teacher in the first instance.



ANTI-BULLYING

At Chapelford Village Primary School, every child has the right to feel safe, included, and respected. We are committed to creating a school environment where kindness, acceptance, and diversity are celebrated—and where bullying is never tolerated.

Our School Anti-Bullying Pledge

“At Chapelford Village Primary, we believe that everyone has the right to live in a community where they feel safe, included, valued, and accepted—regardless of their differences. We have a zero-tolerance policy for bullying. We don’t suffer in silence—we always tell someone. We are kind to everyone and respect and love each other’s differences. We appreciate diversity. We stand up against bullying wherever and whenever we see it. Hate crime is not accepted, and we understand the importance of tackling it within our community.”

Our Commitment

- We address and challenge all forms of bullying—verbal, physical, emotional, and online.
- We actively promote respect, inclusion, and positive relationships throughout the school.
- All staff are trained to recognise and respond to bullying whenever it is encountered.
- We take every reported incident seriously, responding quickly and appropriately, always considering the individual needs of the children involved.

Chapelford is proud to be a **TELLING** school. We encourage children to speak up if they are worried or see bullying happening. We use the acronym **STOP**, which stands for:

S T O P
START TELLING OTHER PEOPLE

Our full Anti-Bullying Policy is available on the school website. It outlines our approach, objectives, and how we define and respond to bullying in school.

ZERO TOLERANCE ATTITUDE

BEHAVIOUR

At Chapelford Village Primary School, our vision is rooted in our core values: **Learn, Achieve, Respect**. We aim to be an exceptional school where every child feels valued, safe, and happy—and where our whole community works together to support each child’s development.

We believe that a positive and respectful school culture is essential for children to thrive. That’s why we create a secure, inclusive environment where all children are given equal opportunities to succeed. We set high expectations for behaviour and achievement and believe that promoting good behaviour is a shared responsibility. A well-ordered, calm school environment depends not only on consistent routines and well-organised classrooms, but also on strong, positive relationships between children, staff, and parents.

Rather than focusing on mistakes, we place a strong emphasis on recognising and rewarding positive behaviour. We know that rewards are motivating and support children to understand that their efforts and actions are appreciated. We use a wide range of rewards—including praise (both public and private), certificates, and group recognition—to reinforce and celebrate good behaviour.

Our behaviour strategy goes beyond maintaining order. We aim to develop the whole child—supporting their spiritual, social, emotional, physical, and cultural development. We recognise that a variety of factors influence behaviour, and we strive to create a supportive environment that nurtures growth and wellbeing in every child.

For full details on our expectations and approaches to behaviour, please refer to our Behaviour Management Policy, available in the School Policies section of our website under Key Information.

Together, we can ensure that Chapelford remains a respectful, inclusive, and high-achieving learning community for all.



BEHAVIOUR REWARDS

At Chapelford, we believe that positive motivation is key to helping children make the right choices. Our approach to behaviour is rooted in encouragement, consistency and celebration.

We are proud of our inclusive rewards system, which recognises and celebrates the achievements and positive behaviour of all children, across all areas of school life. Whether it's academic progress, kindness towards others, or meaningful contributions to our school community, staff are always looking for opportunities, both in and out of the classroom, to acknowledge and celebrate success. Our Positive Behaviour System ensures that recognition is regular, fair and meaningful. Children receive individual rewards for their efforts and actions, which also contribute towards class rewards. This encourages a sense of shared responsibility and teamwork, reinforcing the idea that individual success helps the whole group thrive.

We aim to create a culture where positive choices are celebrated, and every child feels motivated, valued and proud of their achievements.

Type	Reward	Details
Individual Awards	Dojo Points	Class Dojos are awarded to children who demonstrate our school values: Learn, Achieve, Respect. Each point comes with specific praise to reinforce positive behaviour. Children can choose to spend their Dojos weekly on small rewards or save them for bigger ones, promoting both motivation and goal setting.
Collective Rewards	House Points	All children at Chapelford are part of a house team. House points are awarded for showing positive values across school and for receiving weekly achievement certificates in assembly. They can also be awarded to children who demonstrate good behaviour at lunch times. Points are counted weekly, with a termly reward for the house. These rewards have included winter activities, Easter hunt and a beach party.
Collective Rewards	Dojo Treat	When a class earns 300 combined Dojos, they receive a class reward. To take part, each child must have earned at least 5 individual Dojos. The reward activity is chosen by the class at the start of the week, so everyone knows what they're working towards.
Weekly Certificates	Star Learner Demonstrating Our Values Always Bear or Always Lanyard for the Always Child Times tables Wristbands Headteachers Certificate	At Chapelford, we recognise and celebrate all types of positive behaviour and achievements. Each week, children are celebrated in our Celebration Assembly, where we acknowledge their efforts both in and out of the classroom. We also take pride in recognising achievements outside of school, including sporting, musical, and other personal successes.
Special Awards	Postcards home Head of School's tea party Ambassador awards Headboy and Headgirl awards	Special awards are offered to selected children who have gone above and beyond and are awarded with unique opportunities.

BEHAVIOUR SANCTIONS & CONSEQUENCES

At Chapelford Village, we believe in helping children make the right choices by setting clear expectations and supporting them every step of the way.

While our focus is always on encouragement and positive relationships, there are times when consequences are necessary. As a school, we do have the authority to give reasonable sanctions when a child's behaviour goes against our rules. These are always used fairly and consistently to help reinforce positive behaviour and keep our school a safe, calm and respectful place to learn.

We use a clear and structured system to manage behaviour, giving children time to reflect and learn from their actions. Every child is different, so we always consider individual circumstances and work closely with families to put the right support in place.

By working together, we aim to help all children grow, make good choices, and succeed.

Step	Early Years Learning Time	Years 1 - 6 Learning Time	Breaktimes/Lunchtimes
1	Warning	Discreet warning	Speak to the child discretely
2	Two minutes 'time out' in the classroom with a staff member.	Spend a dojo point	If the child continues with the same behaviour, then they must stand with the staff member for two minutes.
3	Relocation to another space within the classroom.	Relocation to another space within the classroom.	If the behaviour continues, then the child stands with the staff member for a further two minutes.
4	Relocation to another classroom in the year above to complete an independent task for ten minutes. Work missed in class during this time to be completed during break time. This will be communicated with parents at the end of the school day.	Relocation to the classroom of the Year Group Lead of the next year group to complete an independent task for ten minutes. Work missed in class during this time to be completed during break time. This will be communicated with parents at the end of the school day.	If a child's behaviour does not improve after initial support and reminders, the Year Group Lead or a member of the Senior Leadership Team (SLT) will step in to speak with the child. They will discuss the school's behaviour expectations—particularly around break and lunchtimes—and help the child reflect on their choices. Parents will be informed so that we can work together to support the child in making positive changes.
5	Learning seclusion is used in consultation with the Senior Leadership Team. Wherever possible, parents will be informed in advance, or by the end of the school day at the latest.	Learning seclusion is used in consultation with the Senior Leadership Team. Wherever possible, parents will be informed in advance, or by the end of the school day at the latest.	
6	Referral to senior leader. Parents will be invited into school to meet with staff involved with the child to discuss next steps in supporting the child in school.	Referral to senior leader. Parents will be invited into school to meet with staff involved with the child to discuss next steps in supporting the child in school.	

PREPARATION FOR ALL CHILDREN

To help your child settle quickly and take care of their belongings, please follow the guidance below:

- **Label everything:** Please clearly label all items of clothing, including coats, shoes, PE kits, hats, gloves, book bags, and water bottles.
- **Lunchboxes:** Ensure your child's name and class number are clearly visible on the outside of their packed lunch box.
- **Name recognition:** Help your child learn to recognise their name so they can identify their own belongings.
- **Book bags only:** Book bags should be used to carry reading books and letters. Please avoid sending other bags or backpacks, as we have limited space in school.
- **Water bottles:** Keep water bottles separate from book bags to avoid damaging reading books and letters.
- **Daily routine:** Book bags should be brought to school every day.
- **PE kits:** Children in Reception should bring their PE kit into school, these should stay in school and will be sent home at the end of each half term to be washed.
- **Weather-ready:** Please ensure your child is dressed appropriately for the weather (e.g. coat, hat, scarf, sun hat) as outdoor learning takes place in all seasons.
- **No toys from home:** Toys should not be brought into school as they can get lost or broken, which may cause upset.

Thank you for your support in helping children be organised, independent, and ready for a great day at school!



JOINING SCHOOL IN RECEPTION- WHAT CAN PARENTS DO?

As parents you are your child's first educators. At Chapelford we want to work in partnership with you to make sure children get a good start to their educational career through our school.

The government have created the 'Starting Reception' definition which sets out the personal, social, emotional and physical skills that most children will develop by the time they start school. The definition has been created to help parents, caregivers, and the early years professionals involved in looking after young children get them ready to start school.

We understand that all children develop at their own pace, and that we're all learning from birth. When it's time to start school, some children will need more help than others. There are key skills that schools expect children to be learning before their first day. Practising these will make your child's journey to Reception as positive as possible.

If your child is already at nursery, in pre-school, or with a childminder, those professionals will work with you and your child to help get them ready. There's lots you can do at home to build your child's confidence and independence, helping them feel emotionally and practically prepared to start school.

startingreception.co.uk



CONTACT US

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Website: www.chapelfordvillageprimary.co.uk

KEY CONTACTS

Headteacher: Mrs L Tottie

SENDCO: Mrs L McDavid

Chair of Governors: Mrs H Da Luz Viera

Omega Multi- Academy Trust CEO: Mr C Wilcocks

You will be sent your child's class teacher email address directly, these are also available in the school website.

We invite you to follow our school's social media account. These platforms offer an interactive and real-time glimpse into the daily happenings, achievements and celebrations within our school community.



facebook.com/chapelfordvillageprimary



omega
MULTI-ACADEMY TRUST

Chapelford Village Primary School is part of Omega Multi-Academy Trust.

The Trust educate over 5000 children, students and young people across Warrington and Liverpool in five primary schools and two large secondary schools, with their associated sixth forms.

Schools are firmly rooted in their communities and respond to their needs, with local understanding and knowledge, retaining their unique identities.

Their mission is to provide the best school experience possible for every child from early years through to post-16. Schools work together and grow together, learning from the very best, so that every child can thrive.

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