



School Prospectus



Moredon Primary & Nursery School
The White Horse Federation

Dear Parents/Carers,

Thank you for choosing Moredon Primary and Nursery School as the right place for your child. We are very pleased to welcome you to our school and we hope this is the beginning of a successful partnership between home and school.

Starting school is a daunting time for both children and parents and we aim to make the transition as smooth as possible.

In this prospectus you will find all that you need to know before your child starts with us. Use it as a guide but if you are ever unsure, please speak to the School Office or your child's Class Teacher.

Moredon Primary and Nursery School is a good school, we are a part of a wider federation of schools called The White Horse Federation. We continually strive for the very best and have maintained excellent attainment and progress year on year.

We are recognised as a Values Based School. We focus on key values each term teaching the children life skills and how to become responsible citizens. We ask that you work with the school to support your child with learning but also with behaviour, and I am sure you will find your child responds well to seeing school and home working as one.

I hope both you and your child will be very happy here at Moredon Primary and Nursery School. Our door is always open should you have any questions, concerns, or worries. I look forward to getting to know you and your child better.

Mrs Claire Leach
Principal

Contact Us

Principal: Mrs Claire Leach

Postal address

Moredon Primary and Nursery School
Moredon Road
Moredon
Swindon
Wiltshire
SN2 2JG



@moredonprimary

Email: admin@moredon.swindon.sch.uk

Telephone: 01793 600344

Office hours:

8:30am – 4:30pm Monday & Tuesday,
8:30am – 4:15pm Wednesday & Thursday
8.30am – 3.45pm Friday

Website address: www.moredonprimary.swindon.sch.uk

The Board of Local Governors

Elizabeth Wilson - Clerk
Claire Leach
David Maine
Natalie D'Rozario
Kath Carter
Jenny Hodge

Leadership Team

Claire Leach - Principal
Emma Preen - Assistant Principal, Early Years Lead
Fiona Prendergast – Assistant Principal, Year 5/6 Lead
Angie Harris - SENCO

School Hours

Doors open and children arrive at 8.30am.

Registration is at 8.35am.

Registers close at 8:35am (Arrival after this time will result in a 'late' mark being given).

All late arrivals must report to the School Office.

Safeguarding and Child Protection

In order to ensure the safety of all children in our care, we are required to follow the Child Protection Procedures as agreed by the Local Education Authority and adopted by all WHF Schools. We will

endeavour to share with parents/carers any concerns we may have regarding any injuries noted or other specific issues regarding the welfare of their child. We will keep a record of any concerns raised and will share them with the parents/carers if it is appropriate to do so.

We have a duty to refer to Family Contact Point if we suspect a child is at risk of significant harm. If we make a referral, we will inform the parents/carers concerned, unless to do so would place the child at increased risk of significant harm. Our first concern will always be the welfare of the child.

Our policies and procedures are on the WHF website. Our Designated Safeguarding Lead is Claire Leach. Our Deputy Designated Safeguarding Leads are Emma Preen, Fiona Prendergast and Angie Harris.

ParentPay

Once your child has started school, we will issue you with an activation code and instructions to enable you to set up a ParentPay account for your child/children. Once this has been done payment for dinner money, clubs, trips or events can then be made securely online. Help and information on using ParentPay is available on their website. Please speak to the school office if are having any difficulties.

If you are unable to access the internet and therefore are unable to make payments using ParentPay, please contact the school office to make alternative payment arrangements.

Lunchtime

Children are supervised in the dining hall, in their classrooms and on the playground by a team of excellent Midday Supervisors.

- School meals currently cost £2.30 per day.
- Parents must order and pay for meals online using ParentPay by the Wednesday before the week that they want to book for.
- There will be no option to purchase a meal on a daily basis.
- Parents must also order meals on ParentPay for children in receipt of Free School Meals / Universal Free School Meals. If meals are not ordered, then a home-made packed lunch must be provided.
- There is a choice of a hot main meal, jacket potato meal, hot vegetarian meal or a school made packed lunch.

Free School Meals are available for anyone who is eligible. If you are eligible, you will also be entitled to reduced costs for residential trips, so we actively encourage you to apply even if your child prefers to bring a packed lunch.

Application forms and details of eligibility for Free School Meals are included in the admission pack and are also available from the School Office. These are treated with complete confidentiality, so if you think you are eligible, please do not be afraid to ask.

A new application must be made for all children starting school, even if older siblings are currently entitled.

NB All applications must be made before your child stays for lunch. It is not possible to backdate applications.

All children in Foundation Stage 2 and Key Stage 1 are entitled to Universal Free School Meals as per Government directives.

If you prefer your child to have a packed lunch, please ensure their lunchbox is clearly labelled. You wouldn't believe how many identical lunchboxes can be on one trolley!

- Please try to give your child a healthy packed meal
- No fizzy drinks
- No chocolate bars

Playtime Snack

As we are a healthy school we ask that children do not bring crisps or chocolate bars. We encourage fruit, cereal bars and other healthy options. Children in Reception and Key Stage 1 have fruit provided each break time.

Breakfast and After School Club

Breakfast Club runs from 7:45am – 8:30am every day for the academic year. There is a charge of £2.00 per child per day, including breakfast, and numbers are limited to 60. Breakfast Club is also booked and paid for online using ParentPay in a similar way to lunches.

After School club runs from 3.30pm until 5.00pm Mon-Thurs and 1.30pm-3pm Friday. Children will be involved in games, crafts and other fun activities during this club. The charge for this service is £4.00 per day. It can be booked and paid through parent pay.

School Uniform

The Governors, staff and parents/carers fully advocate a uniform policy for the children of Moredon Primary & Nursery School. We believe that a school uniform helps pupils to see themselves as part of a community which is proud of itself and its reputation.

* All official items of school uniform bearing the school logo can be purchased online from the school's official uniform supplier at www.michaelhope.co.uk. PE bags and Bookbags, as well as other uniform items that have the school logo are also available from Michael Hope.

Trousers, skirts, shirts and polo shirts can be purchased from high street shops where they are cheaper.

Please note that there is a strict no trainers policy. If your child has to wear alternative footwear for any reason a note must be sent to their Class Teacher and new shoes must be bought as soon as possible.

	Boys	Girls
Foundation: Nursery and Reception	Black sensible shoes	Black sensible shoes
	Black trousers(jogging bottoms-nursery only)	Black skirt/*pinafore or trousers(jogging bottoms-nursery only)
	*Black sweatshirt with school logo	*Black sweatshirt or cardigan with school logo
	Red polo shirt	Red polo shirt
	Black, white or red socks	Black, white or red socks or tights
	Summer option – tailored shorts	Summer option - red check dress.
Key Stage 1: Year 1 - 2	Black sensible shoes	Black sensible shoes
	Black trousers	Black skirt/*pinafore or trousers
	*Black sweatshirt with school logo	*Black sweatshirt or cardigan with school logo
	Red polo shirt	Red polo shirt
	Black, white or red socks.	Black, white or red socks or tights
	Summer option –tailored shorts	Summer option - red check dress

Key Stage 2: Years 3 - 6	Black sensible shoes	Black sensible shoes
	Black trousers	Black skirt, *pinafore or trousers
	White shirt	White shirt
	*Red and black striped tie	*Red and black striped tie
	*Black sweatshirt with school logo	*Black cardigan or black school logo
	Black, white or red socks	White, black, red socks or tights
	Summer option –tailored shorts	Summer option – red check dress

PE Kit

All children will be expected to bring a suitable PE kit to school each week. This should consist of:

- Plain dark shorts or tracksuit/jogging bottoms
- Plain T - Shirt
- Daps/trainers
- A named drawstring bag to store these items

We suggest that Foundation Stage 2 and Key Stage 1 pupils also bring a change of underwear with them to school.

Jewellery

Small stud earrings are permitted.

Watches are permitted.

No other form of jewellery is permitted unless it is worn for religious or cultural reasons.

Make up is not permitted.

Class Dojo

We use the class dojo app to communicate with parents. When your child starts you will be given a log in. This will allow access to the class page where you can see updates from the teacher. We send all letters via class dojo.

Your child can earn dojo points for good behaviour, good work or demonstrating our values. Dojo points are counted up and shared to earn rewards both in class and whole school.

Attendance at School

For your child's schooling to be successful and happy, it is important that they attend regularly and on time. The Governors and Principal ask you to plan your holidays in school holiday time. Taking them during term time is disruptive to their learning and sets bad patterns for the future. It may also incur a fine. Please refer to the Absence from School policy for advice on applying to take your child out of school during term time, should it prove absolutely essential.

A form needs to be filled in asking for permission for a child to be absent from school in term time and these can be collected from the School Office.

Medical appointments should be made out of school hours and evidence of appointment cards and letters must be shared with school if the appointment takes place within school hours.

Details of our Attendance policy can be found on the school website or enquire in the School Office.

Leaving School at the end of the day

We expect parents to collect their children at the end of the day or to make arrangements for their children to be collected by someone else. Please make sure that the school is notified in writing, in advance of the name of any person authorised to collect your child or any changes in these arrangements. Reception, Y1, Y2 and Y3 children will not be allowed out of the building until the teacher has seen you or the person collecting your child. If an older brother or sister is collecting, please make sure that the school is notified in writing. In the event of an emergency, we will release your child to an unlisted person so long as they know your "safeguarding phrase". This phrase should be chosen by you and detailed on the admission form.

Leaving School early

Children who have appointments with the doctor or dentist in school time may need to leave early. No child will be allowed to leave school during school hours unless a note has been previously sent to the Principal or the Class Teacher, asking that the child should be allowed to leave at a specified time. Children must be collected personally on such occasions. The school records all late arrivals and children who leave early as part of our Absence Policy.

Leaving School at the end of School Clubs

We expect parents to collect their children personally from clubs at the appropriate finish times. Children should be met at the main reception foyer doors. Older children may walk home alone if the school has received written permission.

Emergency Contact: Illnesses and Absences

It is essential that we have an up-to-date home or work telephone numbers so that parents can be contacted quickly in case of illness or accident. When your child first comes to school, we need details of your family doctor and where either parent can be contacted during school hours. We must also have two emergency contacts, in addition to yourself, in case we cannot contact either parent. A friend or relative would be suitable. If you decide to take a job or change your job after filling in the form, please let us know of the change immediately.

Absence

Please telephone the school on the morning of the first day of absence to let us know why your child is absent. Please contact the School Office on 600344

If the school does not receive notification of your child's absence, you will receive a phone call/text from the school for an explanation as to why your child is not in school. If we do not hear from you in 3 days, we will complete a home visit.

Authorised Absence (Those allowed by law)

- Absence for educational purposes.
- Absence with permission of the school (e.g. day of religious observance or other approved circumstances).
- Absence because of illness, medical or dental treatment. Where possible however, appointments should be made out of school hours.
- Absence because of exceptional circumstances. Applications should be made to the Principal using the official school form, available from the School Office.

- Absence because the child has been excluded temporarily or indefinitely.

Lateness counts as unauthorised absence. Persistent lateness and any other absences not included in the categories above may result in a visit from the Education Welfare Officer or a meeting in school. **Parents of any children who have below 95% attendance will receive a letter from the Principal in the first instance and this will then be followed up by a meeting with the Principal and Attendance Officer. Continued poor attendance will result in a fine.**

Medicines at School

If your child suffers from asthma and needs to use an inhaler during the school day, please ask your doctor to prescribe a second inhaler that can be left at school during term time. Exact details of your child's medication must be entered on the SIMS form which is kept in the School Office. **Please ensure that all inhalers/spacer and boxes of capsules/disks are clearly marked with your child's name and exact dosage. All inhalers will be kept in the classrooms.**

If your child has a complaint which needs regular medication during the day or as treatment for an emergency allergic reaction, please see the Principal to make special arrangements and for the school nurse to draw up a Care Plan.

Please ring the School Office or School Nurse for advice on absence for other illnesses.

Our Learning Policy

I have great pleasure in sharing with you our vision for Moredon Primary and Nursery School. This policy is represented by the logo on the front of this prospectus and also on the school uniform.

The Learning Policy was developed with staff, parents and Governors on a TD Day in May 2006 and although it may seem like a long time ago, we review its meaning and relevance and if it remains for purpose every year. Everyone contributed to the ideas and principles around the policy, and we hope that you can support the school in its aims. The children will come to learn this policy by heart and be able to discuss in detail what each part of the picture represents. We are excited that our Learning Policy is not a written document but part of the everyday fabric of the school.

- The globe as a balloon represents the achievements and aspirations we hope to instil in our children as citizens of the world. It also represents the breadth we offer in our curriculum and the wide range of experiences we will give to enhance the children's learning.
- The basket of the balloon represents the school. You are safe in the basket whilst being able to explore new ideas, concepts and experiences. The balloon is tethered by the word MOREDON, just as our school is tethered in the community. We want to celebrate Moredon as a community and develop learning in the community by making the school accessible.
- The flames represent the support your children receive in school. Imagine you are in a balloon. Sometimes you will need a great deal of heat to make a journey, to go higher, sometimes you don't need any heat at all and you cruise along at a speed suitable to your chosen journey. Sometimes you really need a short burst to get you somewhere. The level of support is always available in school through the teaching, the differentiated curriculum, teaching assistant support, intervention programmes and gifted and talented work. The support needed will be tailored to meet the individual needs of the children just as the flames are used to continue the journey of the balloon.
- On the side of the balloon there are 3 sacks. These sacks represent the 3 main elements for successful learning. The heart represents self-esteem. If you believe in yourself and value your own talents you are likely to succeed. The tick represents the children's willingness to learn. The question mark represents the knowledge, skills and understanding we hope to develop in every child. As parents, children and teachers work together, the children's potential is released and the balloon continues higher on its journey.
- The 5 stars are symbolic of the Every Child Matters Agenda.

❖ Yellow	Enjoy and achieve all that you can be
❖ Green	Be healthy and lead a healthy lifestyle
❖ Red	Stay safe
❖ Orange	Make a positive contribution now and in the future
❖ Blue	Economic well being

This is all encapsulated with the words: *Your learning journey to new horizons.*

We are continuously working to develop a curriculum that inspires and challenges the children and allows them to have a range of experiences, trips and visits. The vision shows clearly our promise to children that we will make learning interesting and challenging, and it will make sense to them and help them to grow.

Reporting Progress to Parents

Throughout the year we will meet with parents on 3 occasions. There will be Parents Evenings in the Autumn and Spring term where you will have a 1:1 meeting with your child's Class Teacher.

In the Summer term an open evening will be held where you can come and view your child's work from throughout the year. You will also be given an end of year report which will give you information about your child's successes throughout the year and areas for development.

At any point you are welcome to request a meeting with the Principal or your child's Class Teacher to discuss any concerns or worries you may have.

Homework

We encourage the children to establish a clear routine for homework. We ask that the children read on a daily basis and record this in their reading diary. Children in Reception are encouraged to take home story sacks and number games to share. In Key Stage 1 the children will bring home reading books to share and read and sounds, words and spellings to learn. The children will have a choice of homework activities to complete over the term all linked to the class topic.

At KS2 spellings are sent home at the start of each half term in order for the children to learn them over a longer period of time. All children are tested on these spellings at the end of the half term. Weekly spellings are also sent home. The children will have a choice of homework activities to complete over the term all linked to the class topic.

Times Tables will be taught in school, but we ask that they are also be learned at home. These are published in the homework diaries.

Reading Prizes

When a child has read 50 times, they can come to the principal to receive a special prize. They choose from a wide range of books.

Parents working in school

Parents are invited to volunteer to help in school and are encouraged to work within the classrooms with language and maths games, reading, cooking, sewing and a wide variety of other activities. Please contact your child's teacher if you would like to help in any way and they will book an appointment for you to speak to the Principal. All helpers must have full DBS (Disclosure and Barring Check) clearance before being allowed to help in school and all visitors to the school are required to sign in at the School Office. The safety of all children is our highest priority. All volunteers are subject to the same high standards of conduct and policies as for staff.

Special Educational Needs

All children are taught in mainstream classes. Learning is differentiated to suit the needs of individual children. If a child is assessed to have Special Educational Need, then parents will be informed and a plan discussed with them for supporting their child. This forms a partnership between home and school where support will be provided through personalised learning and targets.

If it is deemed that a child requires additional support, then it may be necessary to ask the Local Authority to carry out a Statutory Assessment. If this is agreed then the child may be supported further with an Education, Health and Care Plan (EHCP). This may lead to additional funding being provided to school in which more specialist resources can be sought to support the individual needs of the child.

At school, we may ask external professionals to come in and assess your child, with parental permission. A full list of these external agencies can be found in our SEN Information report on our website.

Included in the support offered are intervention programmes. These range from programmes set by external agencies to our own 'key skills' interventions which aim to narrow the gaps in learning from children with learning difficulties to their peers. This is done through reinforcing the key skills of learning as well as building confidence and motivation.

If at any time you are concerned about your child and their learning, then please speak to their Class Teacher in the first instance. If you have further concerns then our Special Educational Needs Co-ordinator is Angie Harris, who will be happy to discuss your concerns with you.

Our full SEN policy is on our website if you require further information.

Health Education

Health Education is part of Science and PSHE & C. In accordance with the 1993 Education Act, the Governors and staff have considered and decided to include Sex and Relationships education as an integral part of the school curriculum. Our aim is to present the facts in an objective and balanced manner, set within a clear moral framework with due regard to the values of family life, whatever the make up of that family might be.

We see our role as a supportive and complementary one to parents, helping your child to cope with the physical and emotional aspects of growing up. As parent, you have the right to withdraw your child from Sex Education. We ask for our records, this request is made in writing to the Principal.

Our aim in delivering a Sex Education programme in Year 6, as well as aiming to prepare pupils to cope with the challenges of growing up, is to give them elementary understanding of human reproduction. Pupils questions are answered sensitively and with due consideration for any particular religious or cultural factors bearing on the discussion of sexual issues.

The Moredon NEST (Nurture, Educate, Support Team) is made up of:

- Miss Harris, SENCO
- Mrs Townsend, Learning Mentor
- Mrs Mapstone-Davies, Family Support Worker

The NEST are non-teaching staff that offer support to both the children and the parents of our school. We do our best to ensure that Moredon children are ready and willing to learn. We run free courses for our parents, such as our Family Links programme.

We help support children and parents through transitions to ensure continual engagement within school. We are the voice of children to the parents and school staff and we help children talk through their worries and celebrate their achievements.