

# **ST. NICHOLAS C.E. PRIMARY SCHOOL**

**School Road  
Hurst  
Berkshire RG10 ODR**

**Telephone: 0118 934 0727**

**E-mail: [admin@st-nicholas.wokingham.sch.uk](mailto:admin@st-nicholas.wokingham.sch.uk)**

## **PROSPECTUS**

**Headteacher  
Mrs. Christine Hyatt**

**Chairman of Governors  
Mrs. Kathy Tuggey**

**Director of Education  
Mr David Hawthorne  
Corporate Head of Education**

**Local Education Authority  
Wokingham District Council  
Department of Education and Cultural Services  
P O Box 156  
Wokingham RG41 IWN  
0118 974 6000**

**Church Authority  
Oxford Diocesan Council of Education  
Church House  
North Hinksey  
Oxford OX2 ONB  
0865 244 566**

## **LETTER FROM THE HEADTEACHER**

Dear Parents

A successful school is one that acknowledges the value of working together with home, the local community and the Church. It is a partnership of mutual support for the benefit of our children.

St. Nicholas welcomes all children from the village whatever their beliefs. It exerts no pressure to believe but Christian values are built into the ethos and teaching of the school.

At St. Nicholas we aim to direct the total educational resources of our school towards maintaining a Christian environment within which your child can develop into a confident, caring and adaptable learner, able to meet the challenges of the future and serve a fulfilling role in society.

I hope this prospectus, which is intended to give a general outline of life at St. Nicholas School, will help you to know and understand more about the education provided for our children. If you would like any additional information about topics mentioned, I am always happy to discuss these with you.

Parents and children are, of course, welcome to visit the school. An appointment is advisable so we can give you our undivided attention.

Christine Hyatt  
Headteacher

# WHOLE SCHOOL POLICY

*This policy is written in the spirit of our Mission Statement in which we state that we will help all of the children attending St. Nicholas School to achieve to the best of their ability.*

## **OUR FOUNDATION**

As a Church of England School, we give high priority to the spiritual development of our children, promoting attitudes of mutual respect and responsibility. These attitudes, and the Christian values we foster at St. Nicholas are at the heart of everything we do.

The teaching of Christianity is an integral part of our curriculum and acts of collective worship are celebrated daily. The children are also given many opportunities to study other faiths.

We work closely with our Diocese, which is the Diocese of Oxford.

## **CHILDREN**

At St. Nicholas we promote self-esteem in all our children so that they value themselves and are valued as part of the school community. They are expected to show consideration, respect and sensitivity to others and to others people's property.

Full coverage of the National Curriculum ensures that we provide our pupils with a broad and balanced curriculum. We further enrich their learning experience by providing a range of extra curricular activities such as choir, environment club, sports clubs, recorder classes, specialist music lessons as well as having visiting theatre, music and sports groups.

At St. Nicholas we pride ourselves in treating all children fairly and equally; work is differentiated in order to provide access to the curriculum by all children whilst taking account of their differing needs, abilities or disabilities.

## **STAFF**

The Governors seek to retain and recruit high quality staff who support the ethos of the school.

All staff are provided with the opportunities to use and enhance their personal and professional skills. Staff work closely together as a team, supporting each other and recognising their various skills and strengths. Our Performance Management procedures support professional development and, through this, the future growth of the school. Staff often work closely with colleagues from other primary schools as well as with those in the secondary sector.

## **PARENTS**

Parents are actively encouraged to be involved in their child's education and to liaise and communicate with us on all issues relating to the well being of their child.

Parents, Governors and members of the community are always welcome in school and their many, varying talents are encouraged and welcomed in support of the school.

The school works closely with an enthusiastic and active Parent Teacher Association.

## **SCHOOL**

The Governors and staff will preserve a small village school identity which provides a high standard of education, primarily for the children of Hurst. It is the Governors' objective to maintain class sizes of 30 pupils or less, wherever possible. This will be done by careful management and application of the Admissions Policy.

As St. Nicholas is a small school our children have to work in a variety of different class situations, which include working individually, in mixed age ranges as well as in single year groups.

The school is currently a Voluntary Controlled School. This means that we are funded by the local authority, which is Wokingham District Council.

## **COMMUNITY**

We see ourselves as an important part of the wider community, taking full advantage of local amenities, whilst sharing our own facilities and participating in local events. Members of the community are always welcome in school and we encourage the use of their many talents.

# **THE GOVERNORS**

All Wokingham schools have a Governing Body. The Governors meet at least six times a year. At least once a term the Headteacher provides the Governors with a report of the last term's activities and details the school's organisation.

Each year the Governors present a report to the parents at the Annual General Meeting for Parents in the autumn term. At the meeting the Governors' Annual General Report to Parents is considered by the parents who may, if they wish, propose and pass resolutions.

The Governing Body consists of fifteen Governors, who are appointed or elected by various bodies.

# **ADMISSIONS POLICY**

## **ADMISSIONS**

Parents who would like to enrol their children at St. Nicholas School should contact the Headteacher for an admission form, which must be completed to confirm a request for a place at the school. Visits to school are welcomed but it is advisable to ring for an appointment.

At present the school has a planned admission figure of 18.

Children are generally admitted at the start of the term in which they are five.

## **ADMISSION CRITERIA**

In cases where the number of requests exceeds the number of places available, reference will be made to the following criteria for admission in order of priority.

1. Children with statements of special educational needs that name the school in the statement.
2. Looked after children for whom Wokingham District Council acts as parent.
3. Children whose home address is in the area normally served by the school, i.e. the village of Hurst.
4. Children who have siblings attending the school.
5. Children whose parents choose the school on denominational grounds, i.e.
  - Children whose family regularly worships at the Parish Church of St. Nicholas, Hurst or St. Mary, Winnersh.
  - Children whose family regularly worships at their local parish church. A letter from their vicar may be requested.
6. Children who have strong medical or social grounds for admission.
7. Children whose parents choose the school on grounds other than those above.

In following these criteria, reference will be made to the distance from the school of the family home and the ultimate sanction of the Governors.

Parents who are not offered a place for their child at the school have the right of appeal.

# SCHOOL ORGANISATION

## **THE SCHOOL DAY**

Children arrive at school ready to enter at 8.45 a.m. Parents are expected to help their children to be punctual and to ensure they bring any equipment needed for the day.

The daily timetable is as follows:

Morning session	8.45 a.m. – 12 noon
Break	10.30 a.m. – 10.45 a.m.
Lunch	12 noon – 1.00 p.m.
Afternoon session	1.00 p.m. – 3.15 p.m.

A main school meal is provided each day. Children may bring a packed lunch to school if they wish.

## **CLASS STRUCTURE**

We have five classes, two infant and three junior classes. Our class groupings are flexible and may change depending on numbers in each year group. Our aim is to keep class groups under 30.

At present pupils are grouped as follows

### **Infants**

Class 1	Reception and Year 1
Class 2	Year 2

### **Juniors**

Class 3/4	Year 3/4
Class 4/5	Year 4/5
Class 6	Year 5/6

We have 23 teaching hours a week. These hours do not include time taken for registration, breaks and collective worship.

Our teaching style is a balance of traditional values with the best modern developments. Our practice is based on these assumptions:

1. Motivation and encouragement produce the best results.
2. Firm but fair discipline is essential.
3. Each child has challenging but attainable targets to achieve, based on regular review by the teacher using assessment and testing.
4. Every child has his or her own needs. We support these needs by knowing every child well.

The whole school is encouraged to be a caring community. Each individual is considered a respected and valued member of the school family. The class teacher is initially responsible for the general welfare of the group of children in her care but the services of the Education Welfare Officer, the Education Psychologist and the school nurse are also available when necessary.

### **DISCIPLINE**

We have a comprehensive behaviour policy written in consultation with our pupils. This is available on request from the school office.

We encourage self discipline. High standards of behaviour are expected, based on consideration for others and their property.

A teacher will initially deal with discipline but if a child persistently has poor behaviour, or if a major incident occurs the child will be sent to the Headteacher.

Parents may be invited to discuss the situation, as the child needs to see that the teachers and parents support each other. Whatever steps are then taken will always be to improve behaviour not simply punish the child.

Corporal punishment is not practised in the school, but privileges may be withdrawn.

Bullying is not acceptable. We have an anti-bullying policy which is available on request from the school.

### **UNIFORM**

We like all children to wear school uniform. The uniform helps a child to feel that s/he belongs to the school and that feeling of belonging is fundamental to his/her attitude to school and therefore his/her performance.

Our uniform consists of a royal blue sweatshirt or cardigan with gold lettering, a white shirt or blouse with grey trousers or skirts. In the summer girls may wear pale blue checked (gingham) dresses. The PE strip is a white T-shirt with blue lettering and navy shorts. Trainers or plimsolls are worn only for outside PE lessons and games lessons.

### **VISITS**

During the school year children and teachers visit places of interest to enhance, enrich and bring relevance to their work. In year 6 we try to offer a residential stay for all the children in that age group in order to develop their social awareness and provide a different and stimulating environment.

### **HOMEWORK**

Children are expected to read at home for an appropriate time each day. Children will also be given other tasks and assignments to be learnt or completed at home. Please help and encourage your child with all their homework tasks. If they have committed to learning an instrument they will be expected to practise daily.

## **EXTRA CURRICULAR ACTIVITIES**

We are fortunate that our staff and parent helpers are willing to offer a wide range of activities after school and in the lunch hour.

The school has facilities for indoor and outdoor physical education. We are able to offer netball, football, athletics, environment club, craft club and maypole dancing as extra-curricular activities at different times in the school year.

We have a strong tradition of music within the school so in addition to music lessons we offer choir and recorders during the lunch hour. Chess is very strong in the school.

It is possible for the older children who are interested and prepared to make a commitment, to receive tuition in guitar, violin or a brass instrument. Parents who are interested in such lessons should contact the headteacher.

Year 6 children who wish are trained in Cycling Proficiency.

## **SPECIAL NEEDS**

The term 'Special Needs' refers to a wide range of abilities and difficulties. We believe we should offer every child challenges leading to the highest standards of personal achievement through recognition of individual needs according to ability and aptitude. Our aim is to develop the potential of more able pupils whatever their gifts or talents and to support the less able to achieve the best possible progress. We are able to co-ordinate support and guidance from the Educational Psychologist, School Medical Officer, Speech and Language therapist, Child Guidance, Social Services and Education Welfare.

Teachers continually monitor and assess the progress being made by our children to ensure that the work they undertake is suitable to their learning needs at all stages of their development. If there is an area of concern within this development then the parents are informed and a plan is formulated to address the area of specific need. A partnership between parents and class teacher must be firmly established when a need is identified.

We pay for special needs assistance from our own school budget to give regular individual or small group tuition. Children can receive extra help, in most cases with reading, writing, spelling and a few with maths.

In addition Wokingham District Council funds assistance for named children who have gone through the process of statementing, that is to say those who have received an official 'Statement of Special Educational Needs'.

## **ASSESSMENT, TESTING AND REPORTING**

Children will be tested towards the end of Key Stage 1, i.e. the year in which the children are seven, and at the end of Key Stage 2, i.e. the year in which the children are eleven, in accordance with the provisions of the National Curriculum.

These national tests will take the form of standard assessment tests and teacher assessment. Moderators will ensure that fair assessments are taking place.

At the age of seven the average child should be working at Level 2 of the 10 Level scale, and by the age of eleven the average child should be working on Level 4.

Standardised tests in Maths, Reading and Comprehension continue to be part of reviewing children's progress and are carried out annually. The results can vary from one day to another and only provide a 'snapshot' of a child's performance. They do, however, provide a guide that enables teachers to pinpoint strengths and weaknesses for future programmes of work.

Teachers also use many small tests to monitor progress in spelling, tables etc. This type of testing usually begins in Class 3, i.e. at the age of seven.

### **SECONDARY EDUCATION**

The usual age for transfer from Primary to Secondary School is eleven years.

Children from St. Nicholas transfer to schools including:

- The Forest School, Winnersh – boys
- The Holt School, Wokingham – girls
- The Piggott School, Wargrave – mixed
- Ranelagh C. E. Comprehensive, Bracknell – mixed

The school maintains close links with these schools and prior to transfer, schools arrange for parents and children to visit. Consultative meetings are held with the staff from these schools to enable as smooth a transfer as possible for our children.

## **PARENTS AND THE SCHOOL**

### **PARENTS IN SCHOOL**

As the ethos of the school recognises that there is a partnership between the school and the home, parents are welcome to help in the school where this could be beneficial to the school and the well-being of the children. Just a visit to the Headteacher or class teacher at the end of the day to make arrangements will suffice.

At present, parents help us in the library and with cooking, reading, football, netball, chess, sewing, craft and cycling proficiency.

Many parents also help us by providing us with materials such as off-cuts of card, paper and odds and ends useful in craft activities. If you feel you can help in any way please do not hesitate to contact us.

### **PARENTS' EVENINGS**

Parents' evenings are held in the autumn and spring terms when children's progress can be discussed with the teachers and the Headteacher. In the final term a report on your child's progress and achievements is sent home. An interview can be arranged to discuss the report with your child's teacher.

Teachers are happy to meet with parents at other times but it is advisable to make an appointment.

## **ST. NICHOLAS SCHOOL ASSOCIATION**

All parents are automatically members of St. Nicholas School Association. We have a thriving committee that organises at least one social event each term. Funds raised from these events are spent on books, equipment, furnishings and other resources to improve the children's learning environment.

## **INFORMATION**

We have a schedule of documents which the school holds and which are available to be seen under the Freedom of Information Act. The schedule is available from the school. The documents include the National Curriculum, the Governors' annual report to parents and the current School Development Plan.

## **CURRICULUM**

The school bases its curriculum upon the framework provided by the National Curriculum and expects the highest standards. We undertake to deliver a broad and balanced curriculum that promotes the spiritual, moral, cultural, mental and physical development of each pupil. It must also be relevant to the needs of each pupil.

The three core subjects are English, Mathematics and Science; the foundation subjects are Religious Education, History, Geography, Art, Music, P.E. Design Technology and I.C.T.

Literacy and Numeracy hours take place daily in accordance with Government recommendations. Science and the foundation subjects are all taught regularly, usually through a carefully planned topic approach but as subject based lessons when necessary.

Teachers work to a long-term plan, which avoids duplication of work in the different year groups. However as children move through the school they can revisit a topic but this will obviously be at a different level and depth of understanding. Teachers consult and plan together to achieve full coverage of the National Curriculum, to ensure continuity and progression and to maintain consistent moderation and effective record keeping.

## **MATHEMATICS**

Our Mathematics teaching, particularly in the early years, has a strong practical bias and is designed to give children a grounding in the elementary principles of mathematics. We use a wide variety of apparatus in different situations in order to develop an awareness of the various ways in which mathematics and mathematical tools are used to solve problems in every day life.

The children follow the National Numeracy Strategy which is extended by the use of other resources at the teacher's own discretion.

We consider it important that children know simple number additions and subtractions and their multiplication tables and we often ask parents to reinforce this teaching at home.

## **ENGLISH**

The school aims to enable all pupils to develop fully their ability to use and understand spoken and written English. Free creative composition is encouraged in both poetry and prose. Neat handwriting and correct spelling are encouraged throughout the school, as are correct punctuation and grammar.

The school provides an ethos which encourages a love of literature.

## **READING**

Reading is the most important skill children learn.

In the early years we teach reading using various core reading schemes supplemented with a wide variety of other books.

Reading is no less important with the older children. We provide the children with the advanced reading skills that a modern society demands. They are encouraged to read widely and to use their reading skills as broadly as possible. We recommend that all children take home their reading books so that parents can encourage and join in their reading too.

## **RELIGIOUS EDUCATION**

As a Church of England controlled school we seek to develop attitudes that are Christian in nature. These attitudes fostered in Religious Education are at the heart of our whole school ethos. R.E. is presented as an integral part of the whole body of knowledge, attitudes and skills in accordance with the agreed Syllabus for Religious Education. It is the right of parents to withdraw their child from Religious Education if they so wish.

## **COLLECTIVE WORSHIP**

Although obligatory by law, Collective Worship is seen positively as a very important part of the life of our school and we have a short Christian service for all the children each day. The aim is to create an occasion of meaning and worth within the school day which gives an opportunity for worship and reflection. It provides the children with a moral and spiritual insight into the lives of themselves and others, and gives the school unity. It is the right of parents to withdraw their child from Collective Worship if they so desire.

The vicar of Hurst leads the worship once a week.

## **SEX EDUCATION**

The school nurse talks to children in Year 6 about Sex Education which is introduced as part of a topic concerned with 'Myself' or 'Health for Life'. Parents will be invited to view any videos that are shown to the children. Parents have the right to withdraw their children from Sex Education lessons.

## **SPECIAL NEEDS**

Children who are designated as having special needs may receive a modified version of the National Curriculum for a period of time, with regular review. In this case parents will be immediately contacted and consulted about an alternative curriculum. Any child requiring this will be notified to the Governors by the Headteacher.

However, the National Curriculum is for all children. We are able to provide extra support for some children in Maths and English without altering the National Curriculum content. There is very careful planning and liaison between the support assistant and the normal class teacher, and each child working with the support assistant has an individual scheme of work. The class teacher is responsible for monitoring the progress of these children and the parents are updated on their child's progress through regular review meetings with all parties concerned.

We also take care to cater for the particular needs of more able children.

The Educational Psychologist is available for support and guidance when we think necessary.

### **INFORMATION TECHNOLOGY**

Each class has a number of computers which are used daily in various areas of the curriculum. Through specific software programmes the children's learning is reinforced or extended. Word processing, data handling and basic programming are also skills the curriculum develops.

### **PHYSICAL EDUCATION**

We aim to develop confidence, physical skills, teamwork and a sense of fair play. Children are introduced to apparatus, ball skills, teamwork and a sense of fair play. Gymnastics and dance take place in the hall. Outside we use the playgrounds and playing field to teach skills with large and small balls and teamwork in netball, football, hockey, rounders and cricket. We have netball, football and athletic clubs after school and our teams compete with other local schools.

Children in Year 3 have swimming tuition in the summer at a local school pool.

**ST NICHOLAS SCHOOL GOVERNING BODY September 2005**

<b>NAME</b>	<b>TYPE OF GOV</b>	<b>RESPONSIBILITIES</b>
Kathy Tuggey	Foundation	Governors' Chair Chair Admissions
John Edwards	Community	Governors' Vice Chair Chair Premises Committee
Tony Ive	Parent	Chair Staffing Committee Chair Performance Management
Duncan Kendall	Parent	Website
Annette Drake	LEA	
Anita Leigh	Staff	Cleaning contract
The Rev Paul Parks	Foundation	
Christine Hyatt	Staff - Headteacher	
John Penney	LEA	Chair Finance Committee
Jo Shell	Staff	
Elaine Timmins	LEA	
Kevin Lancaster	Parent	
Martin Kearsley	Parent	ICT Governor
Ann Paterson	Foundation	Literacy Governor, Special Needs Governor
Angela Crook	Parent	Chair Curriculum, Science Governor
Andrew Hearne	Community	

Sue Corcoran

Clerk

If you would like any more information on the school please contact the Headteacher Mrs Christine Hyatt or Secretary and Clerk to the Governors Mrs Sue Corcoran who will be pleased to help. We can put you in touch with them via the school office.

St Nicholas CE Primary School, School Road, Hurst, Berkshire RG10 0DR

Telephone 0118 934 0727

E-mail: [admin@st-nicholas.wokingham.sch.uk](mailto:admin@st-nicholas.wokingham.sch.uk)