

# The Whitchurch CE Federation Prospectus



**“Learning as we grow.  
Growing as we learn.  
Rooted in Jesus.”**





## Welcome to The Whitchurch Church of England Federation

Whitchurch Church of England Infant and Nursery Academy and Whitchurch Church of England Junior Academy are able to deliver, through partnership and collaboration, integrated teaching and learning experiences for all children so they thrive and flourish in learning and love.

We pride ourselves on supporting and inspiring children to be successful in their learning, confident individuals and responsible citizens, whilst striving to improving outcomes for every child and developing the skills and values needed for the 21st Century.

As a Church of England Federation, we welcome those who live by all faiths or no faith, as partners with whom we build our school family.

Both academies are proud members of the St Bart's Multi-Academy Trust and together we are committed to working with parents, carers and members of our local and wider communities.

The Federation is fortunate to have a dedicated team of staff who are enthusiastic about, and utterly committed to the children in our academies. We all have high aspirations and expectations of every child. Our children get one chance for an education and we are determined to ensure it is the best.

Our website provides only a glimpse of what we feel makes The Whitchurch Church of England Federation distinctive. The best way for you to appreciate what we can offer your child is to experience our academies first hand.

We warmly welcome visits from prospective parents and extend an invitation to parents, families and local residents to attend our community events and services.

**Sarah Cope**  
**Principal**  
**Whitchurch CE Infant Academy**

**Julie Rowlandson**  
**Principal**  
**Whitchurch CE Junior Academy**



**Whitchurch CE Infant & Nursery**

**Academy**

**Station Road**

**Whitchurch**

**SY13 1RJ**

**Tel: 01948 662905**

**Email:**

**[whiadmin@sbmat.org](mailto:whiadmin@sbmat.org)**

**Principal: Mrs S Cope**

**Head of School—Inclusion and families: Ms S Walsh**

**Vice Principal: Mrs S Sparkes**

**Whitchurch CE Junior**

**Academy**

**Salisbury Road**

**Whitchurch**

**SY13 1RX**

**Tel: 01948 662255**

**Email:**

**[whjadmin@sbmat.org](mailto:whjadmin@sbmat.org)**

**Principal: Mrs J Rowlandson**

**Head of School—Inclusion and families: Ms S Walsh**

**Vice Principal: Mr K Wood**

**Chair of Governors: Mr R Knight**



## Federation Ethos Statement:

To create a welcoming and inclusive environment in which all children will flourish. Every child is encouraged to care for, respect and appreciate the ultimate worth of others, developing positive relationships as they take their first steps towards independence and becoming responsible, thoughtful and confident adults of the future, making successful contributions to their local and the global community.

## Federation Values:

As a federated Church of England Academies, we believe it is important to develop Christian values by which to live well together and which help to develop a moral and spiritual awareness.

Our core Christian value is Love. Across our Federation everyone is encouraged to love and respect themselves, others, God and his world. The Bible tells us that,

**“God is love. Whoever lives in love lives in God, and God in them.” 1 John 4:16**

The value of ‘Love’ underpins everything we do in our Federation. We believe that through a focus on Love, by working together as part of a strong and supportive family, we can all achieve more,

**“Love your neighbour as yourself.” Matthew 22:38**

Each academy has identified several other Christian values to explore in more detail, through acts of worship and our curriculum.

The gifts of ‘Respect, Kindness, Honesty, Trust and Peace’ are the values we hope and aspire that our children will foster during their time at our Infant Academy

As our children continue their learning journey through our Junior Academy, we focus on the additional values of ‘Courage, Responsibility, Creativity, Perseverance and Compassion’.



## Federation Aims:

Our aims have been carefully aligned to respect those of the St Bart's Multi-Academy Trust which are represented through the acronym **PEACE**.

### **P - Passion**

We are privileged to be working in education, where we have the ability to profoundly change children's lives; this means that the stakes are incredibly high.

Our aim is always to provide for the pupils of our Academies what we would want for our own children.

### **E - Encouraging**

All staff have a duty and responsibility to be encouraging and supportive of each other.

All our schools have a "can do" culture where excuses are never tolerated.

### **A - Ambition**

Embodied in the Trust motto, "Achieving schools and caring communities".

All academy members are expected to aim for excellence in their individual professional roles.

### **C - Commitment**

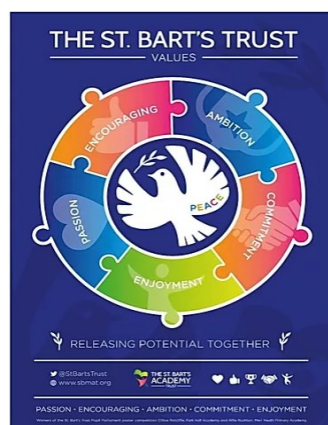
In the best traditions of the profession all staff are prepared to go the extra mile to provide the best possible education for their pupils.

The interests of children are paramount and guide all that we seek to do and achieve.

### **E - Enjoyment**

The time children spend in education is precious.

We have a responsibility to ensure that every moment a child is in a St. Bart's Academy they enjoy learning and strive hard to achieve well and fulfil their maximum potential.





## Whitchurch CE Infant & Nursery Academy

**Doors open: 8.50am - 9.00am**

**Lunchtime: 11.30am - 1.00pm** (depending on the age of the child)

**School finishes: 3.05pm** (gates will be locked at 3.15pm, for late collections please go to the academy office)

## Whitchurch CE Junior Academy

**Doors open: 8.45am**

**Lunchtime: 12pm - 1pm**

**School finishes: 3.20pm** (gates will be locked at 3.30pm, for late collections please go to the academy office)

## Punctuality

Sometimes circumstances beyond our control mean that we are late. This is a fact of life and we accept this. However, persistent lateness can and should be avoided.

If your child arrives at school late it is important that you bring them to Reception. We can then record that they have arrived in school and take them to join their class.

If you are going to be late collecting your child please try to let us know -- arriving even just a few minutes late can be very distressing to small children. Thank you.

If someone else is collecting your child please let their class teacher or the academy office know prior to collection. Please note the person collecting your child must be **over 16 years of age**.

If you are collecting your child early for an appointment, please let the academy office know prior to the appointment, providing a copy of hospital letter or doctor/dentist appointment card where possible.



## Attendance

**Encouraging regular attendance is one of the best ways you can prepare your child for success, both in school and in life.**

We believe that the primary years are an important time when the foundations for learning are made and good attendance is therefore vital. Children need to attend the academies regularly if they are to take full advantage of the educational opportunities available to them by law.

Regular attendance is a major factor that contributes to a child's progress. If your child had 10 days of absence every year over the 7 years spent at primary school, it would be equivalent to him or her missing an entire term in school!

Clearly there will be occasions when a child is unable to attend our academies e.g. due to illness. However, we ask that all other absences are kept to a minimum and avoided if at all possible.

Absence and reasons for absence are monitored on a daily basis. Therefore, if your child is absent through illness it is helpful if you can telephone the appropriate academy (preferably between 8:30am and 9.00am). There is an answer phone where you can leave a message.

For more information on attendance visit the Department for Education website at <https://www.gov.uk/school-attendance-absence>





## Collective Worship

As a Church of England federation, we place particular value on ensuring that special time is dedicated each day to enable prayer, reflection and worship. There is an act of Collective Worship every day and we encourage the children to be active participants, leading worship and prayers in class each week as well as contributing to whole school Collective Worship. Moral and spiritual themes are explored as well as significant occasions in the Christian Year. The main thrust of the worship is Christian and ecumenical in nature so that it may be meaningful to the largest number of children and help them to consider themselves and their beliefs in the light of our world today. We welcome pupils of all faiths and of no faith to our school and offer them the opportunity to develop their own spiritual thinking. Parents wishing to withdraw their children from Collective Worship should contact the Head of School.

The main aims of Collective Worship at The Whitchurch CE Federation are:

To provide a breathing space in the school day, when children and staff can gather to be still and reflect on their experiences of life and relevant concerns, in a setting which is conducive to worship and to an awareness of God's presence.

To nourish and sensitise children to the spiritual dimension of life enabling them to appreciate the use of religious language, symbolism and art to express feelings and belief, particularly within Christianity.

Representatives from other faiths within the community are invited into the school where possible. One of the ways the academy emphasises its link with the Church of England is to have regular services at our Parish Church, Saint Alkmund's. Children also visit the church from time to time as part of thematic work and a series of 'Experience' events hosted for the children by members of the church community.





## **Safeguarding**

At The Whitchurch Church of England Federation, the governors and staff fully recognise the contribution the academies make to safeguarding children. We recognise that the safety and protection of all pupils is of paramount importance and that all staff, including volunteers, have a full and active part to play in protecting pupils from harm and responding to abuse. The school regards this as an essential duty of care. Parents should be aware, therefore, that staff have a legal duty to report their concerns about a child who may be at risk of abuse or where there is a safeguarding or Child Protection concern to the Local Authority Safeguarding Team. Please note the Academy staff do not carry out investigations or make judgements.

We believe that our academies provide caring, positive, safe and stimulating environments which promote all pupils' social, physical, emotional and moral development.

### **Whitchurch CE Infant & Nursery Academy**

Designated Safeguarding Lead: Mrs S Cope and Ms S Walsh

Deputy Designated Safeguarding Lead: Mrs S Sparkes

### **Whitchurch CE Junior Academy**

Designated Safeguarding Lead: Mrs J Rowlandson and Ms S Walsh

Deputy Designated Safeguarding Lead: Mr K Wood

### **Safeguarding practitioner covering both academies:**

Mrs A Baines

**Safeguarding Link Governor:** Mr R Knight



## **The Whitchurch CE Federation Special Educational Needs and Disability (SEND)**

At The Whitchurch CE Federation every pupil shares the right to an exciting, broad and balanced curriculum. Every child is respected as an individual and we make every effort to give children the support they require in order to access the school curriculum and environment. If your child has a special educational need or disability we will use the 'Assess, Plan, Do, Review' approach to supporting their needs. This will involve talking to you about your child's difficulties so we can understand their needs. We will make an assessment of your child's learning so we know which skills they need to learn next and working with the parents, the SENCo will support and advise teachers so that your child can learn in the best way for them. We access a range of programmes/interventions to help children who need extra support and we work closely with a range of outside agencies and professionals when further input is required including the Educational Psychology Service, SEND Services, Speech Therapy, Counselling and a range of health professionals. We monitor the progress made regularly, involving parents in this process at least once a term. Pupils with disabilities are treated in accordance with the provisions of the Disability Discrimination Act 1995. The school ensures that subject to certain conditions as set out in Section 317 (4) of the Education Act 1996, all pupils with special needs join in everyday activities with other pupils. The school's facilities comply with all current disabled access legislation as amended by the SEN and Disability Act 2001.

Mrs S Walsh is the Head of School - Federation Inclusion and families across the Federation.

Mrs E Mennell is the Infant Academy Special Educational Needs Co-Ordinator and Mrs K Davies is the Junior Academy Special Educational Needs Co-Ordinator.



## Whitchurch CE Infant & Nursery Academy Uniform

- Navy blue V-neck sweatshirt or cardigan with the school logo
- Light blue short sleeved polo shirt with or without the school logo
- Grey short or long trousers (plain style without adornment)
- Grey skirt or pinafore dress
- Navy blue and white checked summer dress
- Grey, black or white socks or tights
- Black sensible shoes (not trainers)

## Whitchurch CE Junior Academy Uniform

- Navy blue V-neck sweatshirt or cardigan with the school logo
- Light blue short or long sleeved cotton shirt
- School tie
- Grey short or long trousers (plain style without adornment)
- Grey skirt or pinafore dress
- Navy blue and white checked summer dress
- Grey, black or white socks or tights
- Black sensible shoes (not trainers)

## PE Kit for both Infant and Junior Academies

- Light blue, plain, round neck t-shirt with or without school logo
  - Navy PE shorts or skort
  - School PE hoodie in navy blue (optional)
  - Trainers for outdoor games (not black plimsolls)
  - Navy blue tracksuit bottoms / navy blue jogging bottoms may be worn in winter for outdoor games
- Please keep this kit in a NAMED drawstring bag.  
PE kit should be in school every day and taken home for washing at weekends.





## Home reading

From their very earliest days in school, children will bring their reading books home to share with you. Please set aside a quiet time each evening to make this an enjoyable time together and record this in on the Go Read app. Older children can write and share book reviews on the app.

## Communication

In addition to the Go Read app, information (including e-newsletters, events in school, non uniform days etc.) may also be communicated with you via text, email or Class Dojo. It is important that your contact information is kept up to date to ensure that you receive this information.

Our website [www.thewhitchurchcofederation.com](http://www.thewhitchurchcofederation.com) is updated regularly with Academy information including policies, letters to parents, lunch menus and term dates . Following our Twitter account [@WhitchurchCEFed](https://twitter.com/WhitchurchCEFed) is also a great way to keep up to date on what children are doing in school.



## Reports and Assessment

In accordance with current legislation regarding assessment of pupils, our children are formally assessed at the end of Key Stage 1 (7 years old) and Key Stage 2 (11 years old) in English and Maths, Writing is continually assessed through Teacher Assessments. Science is also assessed through Teacher Assessment. Pupils complete summative assessments at the end of each term and these are used to support teachers ongoing formative assessments, whereby teachers monitor pupils progress during lessons and from the work they produce. This not only tracks pupils progress, but also informs next steps for teaching and learning. Summative Assessments are presented to parents in a written report towards the end of the school year. Parents evenings are held in each term to discuss progress and any concerns parents may have. Parents are welcome to make an appointment to discuss their child's progress at any time by mutual agreement.



## Behaviour

Our school's Christian values underpin all that we do. Those values offer guidance and give clarity of expectation with regard to relationships, responses to each other's self-worth and pride. Children are expected to behave appropriately and safely. They are encouraged to take responsibility for their own behaviour and to understand the way in which their behaviour affects their own learning and that of others.

As a church school, the Christian nature of our values and guidance offered through broadly based Christian teaching supports thoughtful and caring behaviour. Where mistakes have been made we seek forgiveness and try to 'put things right'.

There are, of course, consequences for inappropriate behaviour, which normally range from class based conversations, or 'time out' to staying in at playtime or lunchtime 'detention'. Should it be appropriate, parents are contacted about their child's behaviour in order to help ensure that progress is made.

Please see the federation's behaviour policy on our website for more information.

## Anti-Bullying

Our school aims to be a happy, secure, safe and caring community. We rarely see bullying behaviour, but when we do, we make sure that we act to put a stop to it. Working honestly with parents and children together as part of this process is an important factor in its success. We believe that our children should play a part in helping to ensure that our school remains happy and safe for all. Each class therefore elects an Anti-bullying Ambassador. These Ambassadors receive special training aimed at helping them to offer advice and guidance to their friends - whether this involves mediating to resolve a disagreement or telling an adult.



## Extra-curricular Activities

The Whitchurch CE Federation are fortunate to be able to offer extra-curricular activities at both our Infant & Nursery and Junior Academy sites. Information regarding the activities on offer will be sent to parents on a half termly basis.

## School Visits Charging Policy

In accordance with the 1988 Education Reform Act the Governors have produced a policy statement on charging for educational visits. The main points state that for certain types of educational activities during the school day (e.g. class visits, residential visits, workshops, outings etc.) parents may be asked for a voluntary contribution towards the projected cost. However, no child will be placed at a disadvantage because of a parent's inability or unwillingness to pay. If however, as a direct consequence of a number of parents not paying, the total cost of the visit / trip is not met, then the event may be cancelled and all monies would be returned. The school quite naturally, looks to the continued support of parents in this matter, thus enabling worthwhile visits and activities to continue. A copy of the Charging and Remission Policy is available on request. Please note that the school makes a charge of 10p / copy for all requested photocopying, in line with guidance from the General Data Protection Regulation 2018.

## Transitions

All transitions from Nursery to Reception, from the Infant Academy to the Junior Academy (Year 2 to Year 3) and from the Junior Academy to secondary school are handled by the Local Authority. You will receive notification from them asking you to apply for a place for child when he/she is due to make the transition. Please do not contact the Academy to apply for a place for your child, all allocations are made by the Local Authority and queries or appeals should be made directly with them.

For information regarding mid-term transfers please contact the relevant Academy office.