



"making a difference for every child"

Sheet Primary School

Prospectus 2023



'Pupils develop their sense of responsibility and moral courage extremely well'

'Pupils make good progress in reading, writing and mathematics across all year groups'

'...leaders ensure that the values of perseverance, respect, positivity and effort underpin the curriculum'

OFSTED 2019— GOOD

Welcome to Sheet Primary School

Sheet Primary School is a small vibrant and happy school within the village community of Sheet. The school has evolved from a Victorian history to become a modern school community. We place real value in nurturing our children so that they flourish in everything

Our Vision (reviewed 2023 by all stakeholders)

Our vision is a caring community where all children feel safe, respected and encouraged to develop their fullest potential



Mental Health and Wellbeing—My Happy Mind

We are very proud to be a 'myHappymind' school.

We take the mental health and wellbeing of our children very seriously.

Children are motivated and achieve well in all aspects of school life because those around them have high expectations. Every child is encouraged to respect and care for others throughout the school and within the local the environment they live.

Our 5 School Values are.....



“Making a difference for every child”

“Making a difference for every child” guides life in school. It begins with the belief that every child is unique and has personal special qualities. We want to ensure that every child can shine through with their achievements in the curriculum and through their individual personalities. We believe that our children are going to face a variety of ex-

citing challenges throughout their lives and we wish to prepare them as fully as we are able. The drive of our learning policy is to ensure that your child becomes an aspirational, confident learner who sees mistakes as learning opportunities—which results in them not being discouraged by challenge and being able to overcome difficulties, with their self-esteem remaining intact.



Working together



Families are vital in our school community and we encourage all members of the family, including grandparents, to become involved in the school to support their child and to enrich the curriculum with skills and expert knowledge. On themed Community Days during the school year, for example Sports Day, Arts Day. Your child will have opportunities to work with and support children of different ages and abilities. At

times like this your child is learning about being a valued and respected member of our school community. We have popular annual Mothers Day, Fathers Day and Grandparents Day lunches at school!

Getting to School

We encourage all members of our school community to walk, scoot or cycle to school for the following reasons: it keeps us fit and healthy; it helps us develop your child’s road safety skills; it keeps our local air clean and our streets free from congestion. Where a car must be used, we ask parents to drive only part of the way. There is parking available at the Queens Head Public House and at The Half Moon Public House in our village. The roads in the village are very narrow and busy.



Life in school

Happy children —> Successful learners

We take pleasure in getting to know your child before they start school. This is through pre-school, home visits and our induction programme school - “Footsteps” - to which everyone is invited during the summer term before your child starts school.



This allows you and your child to get to know us and the school environment. We encourage parents to share as much information as possible so that we can quickly make your child’s experience right for them.

“Children engage with a contemporary curriculum that is inspiring, challenging and relevant for their future”

We know that our children face challenging and exciting and new futures. As a school we are charged with the responsibility of ensuring that every child leaves the school well prepared. Your child is taught how to think, be creative and to work with others. We give high priority to your child’s emotional wellbeing so that they become resilient learners and people.

We believe that children flourish if they are confident, determined and know about themselves as people and learners. Our philosophy about learning is focused on reaching these goals.

Children must be able to read, write, understand mathematics and communicate effectively.

These areas of learning are taught as key skills and are supported by an appropriate use of information technology.

Your child will be provided with opportunities to use these key skills in all other subjects through foundation subject work.



Every child is encouraged to respect and care for others throughout the school and within the local community, and to have an active role in preserving the environment within which they live.

The school has an attractive and purposeful learning environment. All members of the community are encouraged to care for their school and its environment, and to have a say in its development.



To foster a love of the outdoors:

Aspects of the school curriculum facilitate thinking about caring for the local environment and the wider world. The children enjoy working and caring for others whatever their age or ability. Each season we take the children on a big ‘ramble’ to experience and observe the changing seasons,

There are well planned opportunities for children to learn to keep themselves safe.

Oofsted 2019

How will my child's day be broadly organised?

Children may arrive from 8.30am in the morning; they will be supervised by the Head teacher or another teacher on duty. The children will go into classes at 8.40am to ensure that everyone is settled for registration. A child will be marked 'late' if they are not registered by 9.05am. There is more important information about registration in our Attendance Policy.

Infants

Juniors

Break time: 10.20—10.40 and 10.40 – 11.00 am

Younger children may stay in the Magpies outdoor classroom or go into the larger playground to play with older brothers, sisters and friends. Infant children are provided with a snack during morning break through the government fruit and vegetable scheme. Juniors may bring in their own snack but this snack is restricted to fruit, vegetable or a savoury sandwich. Water is always available; we encourage children to have their own named water bottle with a sports top. There are two members of staff on duty during break. Infant children have an additional afternoon break.

*******WE ARE A NUT FREE SCHOOL*******

Please be aware that there is a walnut tree on our grounds

Lunchtime:

12 – 1pm for Infants 12:05 – 1pm for Juniors

Supervisory assistants will look after your child during lunchtime, with a Senior Supervisor in charge. Delicious home-made meals are cooked daily on the premises. Every child in the infants is entitled to a universal free school meal but if you wish, your child may bring a packed lunch to school. Juniors can either buy a meal for £3.00 a day or bring in a packed lunch. Please be aware that we are a NUT FREE school and anything containing nuts will be sent back home with a note, all containers should be named. Please ensure that only still drinks are provided in lunch boxes and in unbreakable containers. It is really important to let us know if you think you are eligible for 'Free School Meals'.



Snacks: Infants get free fruit/veg the rest of the school can bring in fresh/dried fruit, veg or a savoury sandwich, nothing else please.



The end of the school day

School ends at 3.15pm. Teachers will hand your child to you once they have made eye contact with you. Robins parents (the youngest class) can wait in the 'Magpies' area.

If your child is collected by taxi they will be expected to wait by the office so that staff can ensure their safety. If there are any changes in home-going arrangements for your child, we require a note or telephone call to ensure that we keep your child safe.

Mobile phone use:

As children become more independent and walk home alone, we need specific authorisation for this to happen from you. Any child who brings in a mobile phone (for their safety whilst walking home) will hand it into the office as soon as they enter school and collect at the end of the day.

General Information about the school

Organisation of staff

Headteacher

Mrs Julie Robinson

"the breadth of the curriculum is amazing. I know this is hard work for a small school"

Year 6 parent writing about the report

Class teachers

Infants

Robins (Yrs R/1) : Mrs Lindsey Beenham & Mrs Catherine Stead

Kingfishers (Yrs 1/2): Mrs Maddy Child & Mrs Newton (Th)

Juniors

Herons (Yrs 3/4): Miss Buxey (M, T) Mrs Suzy Philpott (W,TH,F)

Kestrels (Yrs 5/6): Mrs Jane Hines and Mrs Newton (F)

Inclusion Manager

Mrs Maddy Child—Thursday

Learning Support Staff

Miss Alicia Hines

Mrs Sophie Ward

Miss Kerry Lockyer

Mrs Lisa Galley

Mrs Karen Glanville

Mrs Rachael Repp

Mrs Jilly Arend



Office Staff

Mrs Gill Burford, Finance Manager

Mrs Nikki Ramble, Admin Assistant

Lunchtime Staff

Mrs Sophie Ward (Supervisory Assistant)

Mrs Jilly Arend (Supervisory Assistant)

Mrs Nikki Ramble (Supervisory Assistant)

Mrs Lisa Galley (Supervisory Assistant)

*"Fantastic time as always,
always great to spend even
more time with my boy"*

**Year 2 Mother
Mother's Day Lunch**

Kitchen Staff

Mrs Rachel Faithful (Unit Supervisor)

Mr Richard Lawrence (Catering Assistant)

"We are extremely happy with the school. Our son (who is now in Year 1) couldn't be happier at school. He always arrives and leaves with a huge smile which is testament to the school."

Year 1 parent, Summer

Site Manager

Mr Stuart Wainwright

Adminoffice@sheet.hants.sch.uk

Before and after school care:

We use a company called JC Sports

<http://www.jc-sportsonline.com/wrap-around-clubs.html> to provide our wrap around care. They currently run from 7.45 am until school starts, with a choice of breakfasts and fruit to eat.

Then from 3.15 until 5.30 to include a cooked snack eg: toastie, pasta etc.

The prices are currently £5.50 for regular bookings for breakfast club and £10 to 5pm and £11.50 to 5.30pm for regular after school bookings. They take charge of all dietary requirements and bookings through their website.

Children can also attend our school clubs then go into JC Sports after school care too!



What happens if my child is ill?

If your child is not well enough to come to school, please ring us early on the first day of absence and each day following. If your child perks up during the day bring them into school. Attendance is VERY important to us here at Sheet, holidays WILL NOT be authorised.

What happens if I am unable to obtain a medical appointment outside the school day?

The school appreciates that it is difficult to make dental and medical appointments outside of the school day. If your child is going to be late due to an appointment, the office must be contacted. If the appointment is during the school day, your child must be collected and signed out at the school office and signed back in upon their return. Your child will not be allowed to leave the school premises during the school day unaccompanied. Please be aware that holidays are **not** authorised during term time unless for exceptional circumstances and holidays can be subject to fines. See more in our attendance policy.

When is a good time to visit the school office?

The office is manned from 8.00 am to 12.30 pm and again from 1 pm to 4.30 pm. The office is covered on a Friday until 3.15pm, Mrs Burford doesn't work on that day. Outside of these hours an answer phone will be switched on. Please leave a message so that we can contact you. Visits to the office are welcome during office hours.



What is the best way of paying money into school?

We use an online payment system called SCOPay and on joining the school, you will receive a registration letter giving you details of how to set up an account for your child. Payments are also accepted by cash or cheques (made payable to Sheet Primary School) and any money coming into school must be in a marked envelope and sent directly to the class teacher.

You will be asked to pay for school lunches, school uniform, stationery and instrumental lessons run by Hampshire Music service. Other external clubs are paid directly to them. You will be invited to make essential voluntary contributions to school trips.

How can I find out about what is going on in school?

The school has a website— www.sheetprimaryschool.co.uk. This contains extensive information about the school and gives you access to school policies, newsletters and the calendar. In addition, the school publishes a weekly newsletter on a Friday. This will provide you with information about what is happening in school and with dates that you need to know about.

When is the best time to speak to my child's teacher?

The school operates a very 'open door policy' and on most occasions you should be able to catch the teachers first thing, however, respecting the fact that teachers are very busy people, this approach may not always be convenient. If you need to speak to a teacher urgently please say so but if it is something less urgent please email Mrs Burford (adminoffice@sheet.hants.sch.uk) and you can be assured that your message will be passed on and you will be contacted. Any issues need to be dealt firstly, with the class teacher.

'My child has absolutely loved their first year and being a Robin. Thank you for encouraging, inspiring and fuelling her passion for learning in a nurturing and joyful way.'

Year R parent comment Summer 2023

How safe will my child be in school?

All staff at Sheet Primary are committed to ensuring that all its learning space is well managed and safe. Children are taught about risk and how to be safe. We have qualified first aiders to take care of your child if they have an accident.

You will be contacted if we feel your child is distressed for any reason, or unwell, therefore it is very important that the office holds up-to-date emergency contact details.

Through our PSHE (Personal, Social and Health Education) curriculum we share emotional and behavioural issues that will support your child so they feel secure: for example, making friends, understanding difference and how to use words to make someone feel happy. We highly value safety at our school.

Birthdays

When it is your child's birthday, your child may wear their own clothes to school (if it's in the holidays/weekends home clothes the school day before or after are fine). We do not encourage children to bring in cake or sweets.



Parents can come and share lunch with their child on their birthday—just book through the office.



How can I help my child with their learning?

The most important thing you can do to help in your child's learning is to read with your child every day. Feel free to ask for more information about the curriculum as this can be helpful for activities at home, during the holidays and at the weekends. We believe children learn best if they are open to the widest range of experiences as possible. Please enrich learning at home through discussion, walks, weekend outings and fun activities. The school has a home learning policy which sets out the expectations. As children progress through the school they are expected to manage their home learning independently in preparation for secondary school.

During the school year we hold information sessions for parents so that you are able to gain more of an insight into how we manage the curriculum and learning, and to make it easier for you to help your children at home.



How will I know if my child is making good progress?



The school continually assesses the progress your child is making. We pay particular attention to progress in reading, writing and maths. Your child is tracked in these areas and will have targets to help them understand their next learning steps. We share information about progress at parent evenings throughout the year together with ways you can help your child at home. Our parents evenings are October and March.

The school produces a report at the end of the year so that parents know exactly how well their child has done and what their next steps are to work on over the summer ready for the following year.

What should I do if I am unhappy about any aspect of my child's schooling?

We follow the principle of open dialogue and we endeavour to resolve concerns as quickly as possible. If you have a concern, approach the class teacher or member of staff directly about the issue.

If the issue is not resolved, or you still feel that you have concerns, then arrange to meet with the Headteacher—Mrs Robinson. The school has a complaints procedure that is available for parents.

What should I do if my child is having friendship difficulties at school?

We talk to the children a lot about managing their relationships and give them ideas of how to overcome challenges, however if your child is worried at all, please arrange to speak to your child's teacher as quickly as possible. We would much rather address any issues quickly as we do not want your child to be unhappy.

Will my child have an opportunity to learn outside school?

The children have opportunities to take part in educational visits and activities that enhance our curriculum. All educational visits are arranged strictly following Hampshire regulations and guidelines; details of insurance cover are available from the school office. When children are transported in coaches, they will be seated in individual seats and fitted with seat-belts.

As part of the school Physical Education and PSHCE curriculum, Years 5 and 6 have the opportunity to go on a residential visit for a few nights every year. We value this time which enables our children to experience independence and self-confidence preparing them for life.



Can I help in school?

The school positively encourages parents to help out in school. Parents will need to obtain an enhanced DBS check. Parents help us with reading, other projects in school and on educational visits. We encourage parents to come into school to talk to the children about, for example; jobs or to share a special experience. Parents also help out with mini-bus driving, clubs, trips and the supervision of sports tournaments. We love the support we get from parents, we are one big family!

What happens when its time for my child to move to secondary school?

There is both a formal and an informal liaison between the local primary and secondary schools. When Year 6 children transfer to secondary school, liaison takes place between Sheet Primary and the secondary school in order to make the transition process as smooth as possible for everyone concerned, especially for the children.

'She loves coming to school and this is clearly down to the caring educational environment that is offered at the school.'

Year 2 parent comment Summer 2023

Records are transferred to the secondary school and discussion takes place between the staff from both schools.

For each child with Special Educational Needs (SEND), a SEND transfer record is completed to accompany the detailed discussions over the child's needs and staff from the secondary school may, where appropriate, attend the 'Annual Review' prior to the child moving on.

Children with SEND have additional induction visits as necessary.



What school uniform and equipment does my child need?

We ask all children to wear school uniform:

- Sweatshirt / Cardigan (with School Logo) or sweatshirt/ Cardigan – Royal Blue
- Blouses / Shirts – White
- Trousers / Shorts /skirts – Black or Grey
- Polo Shirts (with School Logo - optional) – White or Pale Blue
- Summer Dresses (for girls) – Blue/White Check or Stripe
- Tights—Black or grey
- Socks—Black, grey or white
- Shoes – Black, brown or blue
- Sandals may be worn during the summer, however, they should be worn with socks and the heel of the sandal be supported by a strap.
- Logo school book bag Infants
- Logo school rucksack Juniors

Early Years: A pair of wellingtons

PE clothing we currently wear our PE kit to school on our PE days. Jewellery is not encouraged in school and any jewellery worn (including ear studs and watches) must be removed for PE.

The PE Kit is:

- Shorts /jogging bottoms– **Plain** Royal Blue, Navy or Black (depending on weather)
- T-shirts—All children – **Plain** Royal Blue with school logo
- Hoodie—**Plain** Royal Blue with school logo
- Trainers (for outdoor work)
- Spare socks for girls (who may have tights on)



Equipment – your child needs to have a named water bottle with a sports top in all classes—containing **ONLY WATER!**

Snacks: Infant children do NOT need to bring a snack in - but they can if they want to - they are entitled to the government programme 'The School Fruit and Vegetable Scheme. Children in the junior classes will be allowed a piece of fruit (fresh or dried), vegetable or a savoury sandwich.



Hair: Long hair (that which is longer than shoulder length) **MUST** be tied all of the way back. This is equally applicable to both boys and girls. No half hair up please. Again reasoning around this is to prevent head lice infestations.

Please ensure that all your child's clothing, equipment and possessions are clearly marked with his/her name.

Thank you for everything you have done for our son, he is happy at school, developing new strong friendships and growing in confidence so as a parent I couldn't be happier'

Year 1 Parent Comment Summer

Getting to know us - Induction and transition arrangements

If your child is going to join us in Year R we have an extensive induction programme for you and your child. This runs on regular afternoons in the latter part of the summer term before your child starts school in September. Each child will be paired with a Year 5 child to ensure they have a 'buddy' to help them.

When your child moves from Key Stage one to Key Stage two (Infant to Junior), we hold transition evenings for parents. This will provide parents with information about the new classes and an opportunity to meet the teachers. Your child will also have opportunities to spend time with their new teacher in their new classroom during the school day in the latter part of the summer term before transition.

Taking photos or video footage at our school event

A Multimedia consent form will be given out to each child at the beginning of their time at Sheet School for permission from parents to use their image. This form will last for the 7 years they are at the school but can be amended at any point.

The taking of photos and/or video footage is permitted at school events. An announcement will be made clear at the start of each event that any images taken must be for private use only and MUST NOT be put on any social media sites. Any child within the school without parental permission to have their image used will not be photographed for school purposes.



I feel there is a really good balance between encouragement and development, fun and creativity, hard work and play and many other important aspects that can help a child to thrive'

Parent Comment Summer 2023

Making contact with us.....

If you are interested to know more about us and would like to visit the school to see everything for yourself, please contact the school office—01730 263310 or email adminoffice@sheet.hants.sch.uk

'Making a difference for every child'

We are so proud of our school and would love show you around!