

INFORMATION

The School Day

Although routines do vary from time to time and from class to class the following example is of a typical day for a pupil at Little Waltham C of E Primary School.

8:45 am	Children enter their classroom from 8:45 onwards and involve themselves in classroom activities.
8:55 am	The bell rings for the beginning of school.
9:00 am	Registration and learning activities.
9:10 am – 9:30 am	Guided reading.
9:30 am – 10:30 am	Numeracy
10:30 am – 10:45 am	Break
10:50 am -11:05 am	Assembly
11:05 am – 12:00 pm	Literacy / cross-curricular work Key Stage 1
11:05 am – 12:10 pm	Literacy / cross-curricular work Key stage 2
12:00 pm – 1:05 pm	Lunch break (Key Stage 1)
12:10 pm – 1:05 pm	Lunch break (Key Stage 2)
1:05 pm – 3:10 pm	Afternoon registration (KS1) and cross-curricular work Afternoon registration (KS2) and cross-curricular work
3:10 pm	End of school day for pupils Class teachers take pupils onto the playground to be collected by parents and carers.

Hurt Feelings? Tell A Grown Up

If a child is feeling upset, angry or frustrated for any reason we ask them to tell a grown up. We do not accept verbal abuse or aggressive behaviour under any circumstances.

Lunchtimes

We are lucky to have our own kitchen and are able to provide a nutritious and tasty cooked meal every day at a cost of £1.90. Some pupils bring in a packed lunch which is eaten together with those who have a cooked meal. We encourage parents and carers to provide a healthy packed lunch which includes fruit.

We are fortunate to have an excellent lunchtime staff who ensure that children enjoy this period in their day ready for a busy and productive afternoon.

Drinks

Children may bring their own drink of water, in a named plastic bottle, which is kept in the classrooms. The children can request a drink at any time. The school operates a “drink when required” policy, whereby the older pupils may keep their drinks with them on their tables all day and younger pupils have ready access to their drinks in the classroom.

Break – Time Snacks

Children are encouraged to bring in a fruit or vegetable snack for break-time, although the government provides fruit daily for Key Stage 1 children in order to promote healthy eating. We do not encourage peanuts as a snack (or included in packed lunches) as there are some children who are allergic to nuts.

Pastoral Care

All the adults within the school have a responsibility for the care and nurture of your child and the purpose of the school’s pastoral care policy is to provide an emotionally safe learning environment based on clear expectations.

Simple Rules to Follow

The School Council has recently defined a set of rules which all pupils have contributed to and these are displayed around the school. Their chosen title is “Choices mean Consequences” and there is an expectation that the pupils will adhere to these. There is also a set of Golden Rules which are displayed throughout the school. Parents will be informed if a pupil has difficulty keeping any one of these.

Golden Rules and Golden Time

Pupils have suggested a set of school rules for everyone to follow called the “Golden Rules”. These are displayed around the school on posters as reminders. On Friday afternoons the children are given at least half an hour of special time called “Golden Time”, to reward them for their behaviour and their efforts to follow the “Golden Rules”. During this time the children are able to choose activities that they would like to do. If a child “breaks” any of these rules, the teachers and other adults can take away some of the time allocated. Children’s names are recorded in a class book and the reason for them missing any Golden Time is identified. The children miss the time by sitting in their classrooms and not being able to participate in the activities.

Bullying

Children are encouraged and supported to resolve their own emotional difficulties. However, recourse to bullying, physical or verbal, is not tolerated, neither is racism or other forms of discriminatory behaviour. In the light of this the children are told: ***“Hurt feelings? Hurt body? Tell a grown up.”***

The staff will :

- Discuss all incidents of bullying as they arise with those concerned
- Use non bullying methods of teaching
- Teach pupils who use bullying behaviour, other ways of relating to peers
- Respond, immediately, swiftly and unambiguously to incidents
- Build positive self images amongst pupils
- Commend appropriate behaviour
- Provide a safe forum where any child who has been bullied or upset by other children can express their feelings and fears to the perpetrator and expect to have their concerns addressed in a supportive way
- Use a non-blame approach to encourage children to take responsibility for their own actions

Incident Books

All Teachers and the Midday Assistants have notebooks in which more serious disputes and grievances between children are recorded. The process of recording the incident is a calm and neutral way for the adult to hear fairly all points of view in a dispute between children. The outcomes of the incident are recorded. If appropriate this may entail a verbal warning by the teacher or Headteacher and may be followed by the child missing some "GoldenTime" or other activity.

The Headteacher also has an incident book for cases passed on to her for attention.

The Headteacher

The Headteacher is an agent of the local authority, and answerable to the Governing Body of the school. The Headteacher is vested with powers to maintain the good order of the school community. For some children, this may entail a severe warning about their behaviour and the punishment will reflect the severity of the situation after discussion with the pupil and parents. The Staff will be involved in the discussions.

The Headteacher and Deputy Headteacher are the nominated **Child Protection Officers** and have a legal duty to refer children to the Social Services and the Police in cases of suspected abuse. A referral may lead to an official investigation. Such a referral is a very serious matter and is only undertaken when:

- A child makes an allegation of abuse that appears to have foundation
and/or
- there are clear signs of non accidental injury as defined in the child protection manual
and/or
- there is a sudden change in a child's behaviour related to anxiety, depression or anger
and/or
- concerns are expressed by other adults outside the school environment that appear to have foundation

A team of staff may meet to discuss children causing exceptional concern. This is where a child's emotional state may be severely impeding their educational progress or the general well-being of the child is causing grave concern. These meetings can lead to contact with other agencies such as the Educational Welfare Service, Social Services, the Psychology and Assessment Service, the School Nurse or Doctor, the Police and other agencies.

Prefects

All Year Six pupils are invited to become Prefects. This involves the signing of another home/school contract which places clear expectations on the children relating to good conduct and extra responsibilities. In return the school offers certain privileges to these pupils. The children are awarded badges and certificates as recognition throughout the year. All pupils in Year 6 also have the opportunity to buy a different tie which marks their status as the oldest children in the school. This tie is plain blue.

Playground Leaders

All pupils in Year 5 and Year 6 are invited to become Playground Leaders. This involves six weeks of training with our Home/School Liaison Office or other adults who have been trained. The Playground Leaders are easily identified on the playground as they are required to wear red baseball caps. Their role is to play games with the other children and to support them if they have any minor concerns. Playground Leaders will direct any major issue to the Senior Midday Assistant or another member of staff.

School Councillors

The school has developed the role of a School Council. Each class has two representatives who are voted for by the children in their classes and are responsible for a term. In addition, two full time representatives are voted for in September from Year 6.

The School Council meets on a regular basis with the Headteacher to discuss any issues that have arisen, either identified by the staff or the pupils. These meetings are minuted by the Secretary of the Council. Any suggestions are noted and actions recorded.

Class Forums are organised which enables the class councillors to chair and lead meetings within their classes and feed back to the full School Council at meetings.

Eco-Group

Little Waltham School is an Eco-Friendly school with a well established Eco-Council run by an Eco-committee and members. All the children in the school are encouraged to take care of their environment in and outside school. The Eco-committee work on a rota basis to carry out activities to support their aims by collecting the fruit scraps which are used to make compost (used by the Gardening Club). Paper is collected and re-cycled, spare water is collected and used for watering the plants in the garden and on the field. Essex Wildlife Trust works with the children on developing the outside environment by growing plants and encouraging the children to take care of them.

Little Waltham School was very proud to receive The Green Flag for their efforts in sustaining the environment in 2007 (very few schools have this award!).