



Otterham Community Primary School



PROSPECTUS 2017-2018



OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

Welcome to Our School

On behalf of the staff, governors, and parents and of course children I would like to welcome you to our School Prospectus.

As a school we are passionate about taking children out to explore their local environment (Cornwall) and discover what it has to offer to enrich their learning experiences. We also travel further afield (e.g. London, Bristol, France) to give children a greater awareness of where they live and a 'sense of place'. For children living in this beautiful but remote part of the country it is important to broaden their horizons.

A great emphasis is also placed on children learning using the outdoor environment around the school. The grounds have been developed over the years to provide a range of opportunities for use throughout the curriculum. Our school garden has recently undergone a transformation to compliment the wormery and weather station which have been made and a range of sculptures and seating areas which are provided for children's use and enjoyment.

The children here enjoy a huge range of after school clubs that change from season to season. Some regular opportunities include Drama, Tag Rugby, Lego, Gymnastics, Dance, Badminton, Gardening, Football, Athletics, Cookery, Orienteering, Archery and Film Club. Sport has always featured highly at Otterham and as a result of specialist teaching we have had many successes in local competitions over the years, especially in Tag Rugby, Football, Netball and Swimming.

The school employs specialist teachers to deliver a range of other subjects including French, Drama, Music and Religious Education. This ensures that the creative curriculum is taught effectively on a weekly basis.

Children in year one upwards are all offered a residential experience on a yearly basis which the vast majority partake in. The younger children spend one night away somewhere relatively local (Boscastle for Y 1/2, Tintagel, Westward Ho! or Nine Ashes Scout Camp for Y 3/4) and the oldest children have ventured to London, France, The Isles of Scilly and Okehampton for their three day, two night residential. These experiences work wonders on the hidden but vital attributes of self-esteem, independence, confidence and organisational skills.

I do hope you find the information contained with this Prospectus useful.

Kind regards

Helen Ward
Headteacher



OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

School Information

Address	Marshgate Camelford Cornwall PL32 9YW
Telephone	01840 261344
Email	secretary@otterham.cornwall.sch.uk
Website Address	www.otterhamschool.co.uk
Pupils on Roll	84
Type and Age Range	Primary School 4-11 years
Headteacher	Mrs Helen Ward
Chair of Governors	Mr Julian Elson
School Hours	9.00 - 12.00 13.00 - 15.30



Vision Statement

We aim to serve the community by providing high quality education and equipping our children with the skills necessary for the ever changing society in which they live.

Statement of Purpose

Our school is a learning community where we provide a stimulating, caring environment. We recognise and endeavour to meet the academic, physical, social and emotional needs of all our children and consistently challenge them to become well motivated, independent, lifelong learners.

School Rules

Our five simple school rules are:-

- We will take care of the equipment and building
- We will listen when being spoken to
- We will be friendly and helpful
- We will treat others how we would like to be treated
- We will try our best at all times



OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

Staff Members

Headteacher
Class 1 Teacher
Class 2 Teacher
Class 3 Teacher / Assistant Headteacher
Class 3 Teacher
PE Teacher
Inclusion Co-ordinator
French
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Secretary
Clerk to Governors
Catering Manager
Lunchtime Supervisory Assistant
Groundsman
Site Cleaner

Mrs Helen Ward
Mrs Claire Humber
Miss Sheridan Percival
Mrs Julie Blackburn
Miss Katie-Jane Goodman
Mr Nic Osborne
Mrs Sally Burke
Mrs Jo Hooper
Mrs Trish Foley
Mrs Lynnette May
Mrs Debbie Routly
Mrs Barbara Arnott
Miss Theresa Forbes
Mrs Becky Culver
Mrs Sarah Murray
Mrs Kerry Piper
Mrs Hilary Dipper
Mrs Cathy Wyatt
Mrs Sally Giles
Mr Pete Culver
Mrs Sally Giles

Governors

Chair of Governors/LA
Vice Chair of Governors/LA Governor
Staff Governor
Parent Governor
Parent Governor
Community Governor
Community Governor

Mr Julian Elson
Mrs Naomi Quinn
Mrs Trish Foley
Mrs Rachael Quinn
Mrs Sarah Northcott
Mr Nic Osborne
Mrs Gayle Crocker



OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

"Playing together" "Working together" "Learning together" "Living together"

Our Aims

- Enjoying and Achieving
To provide an interesting and broad range of learning activities and environments, meeting the requirements of the National Curriculum, that both stimulate and challenge children into becoming motivated, confident and independent learners in their future education
- Achieve Personal and Economic Wellbeing
To encourage and provide opportunities for our children to explore their abilities, praising and acknowledging their achievements in order to help them acquire the attitudes, skills and knowledge to cope with the demands of their future lives
- Stay Safe
To give every child an equal opportunity to develop in a safe and secure environment in which all pupils and adults thrive. This includes e-safety, making sensible choices regarding the use of technology
- Make a Positive Contribution
To be aware of own needs and be sensitive to others and the world around them, applying the values of courtesy and consideration towards others, understanding their importance in the community at large
- Be Healthy
To promote health and well-being by improving awareness of the importance of all the physical, social, moral and emotional needs of life, thereby enabling our children to make sound and informed judgements and choices

Our Values

- Respect
- Humour
- Positivity
- Inclusion
- Cooperation
- Creativity
- Resilience
- Aspiration



Last Reviewed: September 2017

OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

Admissions

The Governing Body has chosen to follow the Cornwall Council Policy as explained in Cornwall Council's publication 'How to apply for a place in a Cornish Primary School'

The School caters for children aged 4 - 11 years who are admitted as full-time pupils, in-line with Cornwall Council Policy.

Your child will be eligible for a place in reception during the school year which runs from 01 September 2018 to 31 August 2019 if he/she was born between 01 September 2013 and 31 August 2014.

Although by law children do not have to receive full-time education until the term after their fifth birthday, in Cornwall all children who attend a Community or Voluntary Controlled school will be able to attend school full-time as follows:

If your child was born between 01 September 2013 and 31 August 2014, he/she will be able to attend school full-time from September 2018.

The new guidance from Cornwall Council is based on one entry point in September. You can request that your child attends part-time or delay starting school until he/she is of compulsory school age. Admission authorities must agree to such a request where it appears to be in the best interest of the child.

Cornwall Council - Admissions Team 0300 1234 101 www.cornwall.gov.uk/admissions

Parents considering sending their children here are welcome to visit us by arrangement and each summer a meeting is held for parents of prospective pupils.

Our school also has very close links with Little Otters Nursery. The Nursery is located by Otterham Village Hall, approximately 500 metres from our school. Should you require any further information regarding their facilities, please do not hesitate to contact them on 01840 261593.



Attendance

We encourage regular attendance in the following ways:

- Providing a caring and welcoming learning environment
- Responding promptly to a child's or parent's concerns about the school or other pupils
- Publishing and displaying attendance statistics
- Celebrating good and improved attendance

We expect that you will:

- ALWAYS encourage regular school attendance and be aware of your legal responsibilities.
- ALWAYS ensure that your child arrives at school punctually and fully prepared for the school day.
- Ensure that you contact the school whenever your child is unwell and unable to attend school
- Contact the school by 9 am on the first day of the child's absence and telephone every day thereafter unless your child has a doctor's certificate
- Contact us promptly whenever any problem occurs that may keep your child away from school

All schools follow Department of Education guidance with regard to school attendance. Their expectations are very clear, Head teachers should only authorise leave of absence in exceptional circumstances. Leave is unlikely, however, to be granted for the purposes of a family holiday. This means family holidays taken in term time will be coded as 'unauthorised'.

If it is absolutely necessary for your child to be absent from school during term time you must apply in writing to the Headteacher and Governors who will decide whether or not to authorise the absence having considered the following:

- Your child's record of attendance, which must be 95% or above
- If leave is granted, it shall not exceed 5 days in any one year
- The time of the leave, ensuring that it would not prevent the child from missing any important school events.



OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

School Uniform

Otterham has a school uniform and much of it can be obtained from any clothing shop. However, the sweatshirts, cardigans and fleeces can be purchased from school and paid for via www.schoolmoney.co.uk

Girls

White/light blue polo shirt
Black, navy or grey skirt or trousers/shorts

Blue school sweatshirt	£7.00 each
Blue school cardigan	£9.50 each
Blue school fleece	£11.75 each

Blue and white gingham dresses can be worn during the summer

Boys

White/light blue polo shirt
Black, navy or grey trousers/shorts

Blue school sweatshirt	£7.00 each
Blue school fleece	£11.75 each



PE

Light blue polo shirt
Navy shorts
Plimsolls/trainers

Book Bags

One will be provided when children enter school

Drink Bottles

Containing water for drinking during class time.

Footwear

Sensible footwear, black in colour.
Large bulky trainers are not suitable.

Please help us by making sure that every item of clothing and PE kit is clearly labelled.

No jewellery or make up must be worn in school.
If your child has pierced ears, small studs are permitted.

NO MOBILE PHONES are permitted in school



School Meals

Our school meals are provided on site by Cathy Wyatt our school cook. These meals provide the children with a healthy balanced diet and are served in our spacious hall. Any special dietary requirements can be catered for upon written request from parents.

All Key Stage 1 children (Reception, Year 1 and Year 2 are eligible to receive free school meals. Key Stage 2 children having school dinners should pay via www.schoolmoney.co.uk in advance. Meals cost £2.20 per day (£11.00 per week).

The children are encouraged to eat healthy snacks, in support of which children in Classes 2 and 3 receive a piece of fresh fruit or vegetable every day.

School Milk Scheme

Did you know our school has a school milk scheme?

By registering your child for our school milk scheme they will receive a 189ml (third of a pint) carton of semi-skimmed milk every day. This is delivered fresh and chilled to their classroom every day.

“How much does it cost?”

Thanks to government subsidies, school milk is free for all under-fives and is subsidised at around £15 a term for children aged five or older.

“Why should I register my child?”

School milk provides your child with essential nutrients such as calcium and protein, for strong, healthy teeth and bones. It is also rehydrating and energy boosting, helping to bridge the long gap between breakfast and lunch so children stay focused.

Find out the top ten reasons to drink school milk at www.coolmilk.com/whyschoolmilk

“How do I register my child?”

If your child is under five-

1. Go to www.coolmilk.com or pick up a form from school.
2. Just register by a Tuesday for your child's free milk to start the following week.
3. Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request three weeks before this time- if you wish for your child to continue to receive school milk simply make a payment.

If your child is over five-

1. Go to www.coolmilk.com or pick up a form from school.
2. Pay Cool Milk online, over the phone, at a local PayPoint or by cheque in instalments to suit you. If registering online you can pay straight away, if using a registration form you will need to wait to receive a payment request.
3. Just pay by a Tuesday for your child's milk to start the following week.

“How do I find out more?”

Visit www.coolmilk.com or contact Cool Milk directly on 0844 854 2913.

OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

Transport

The Local Authority provides a bus service which operates from Crackington to accommodate the school times.

Application for travelling on the school bus should be made to the local transportation office in Truro. Enquiries can be made at 0300 1234 100.

Class Organisation

The children are currently organised in three classes. We try to keep the classes fairly evenly balanced regarding size. With a wide age range and mixed ability in each class, much of the teaching is on an individual or small group basis. The children will all experience working alone, in pairs, in year groups, in ability groups, in friendship groups, in classes and as a school.

From September 2017 the school will be organised in to three classes as follows:-

Class 1 - Y4, Y5, Y6	Mrs Humber
Class 2 - Y2, Y3	Miss Percival
Class 3 - R, Y1	Mrs Blackburn / Miss Goodman

The children are taken on educational visits out of school. We also like to provide an opportunity for each class to stay or camp away from home for a few days in the Spring/Summer Term. We work closely with other small schools. We are part of the Moor and Coastal Co-operative Trust. The schools involved are: St Teath C P, St Breward C P, Port Isaac C P, Boscastle C P, Camelford C P and Sir James Smith's Community School.

Your Child's Learning

High Expectations, High Achievements

The broad and balanced curriculum will stimulate your child to acquire knowledge and develop individual skills.

Children's achievements are celebrated and everyone enjoys success and praise regularly during their time in school. We encourage children to become independent and confident in both their work and social development.

The children are taught by their own class teacher in mixed age classes. The staffing complement for each class is a fully qualified teacher and at least one trained teaching assistant.

The class teacher will get to know your child very well and will be pleased to involve you in their life at school. Children make progress at their own rates and in their own ways. It is important to value them as individuals and to provide learning opportunities that will build on their strengths and overcome their weaknesses.

The Curriculum

The National Curriculum includes the three core subjects; English, Maths and Science and six foundation subjects History, Geography, Technology, Music, IT, Art and Physical Education plus Religious Education. PSHE (Personal, Social, Health Education) and Modern Foreign Languages play a crucial additional role in our curriculum.

Attainment targets set out what children are expected to know and within targets there are levels of difficulty. Children's educational attainment is assessed by teachers and by national Standard Attainment Tasks at the end of each Key Stage. Key Stage 1 ends at seven years and Key State 2 at eleven years.

Our Reception children follow the Early Years Foundation Stage Guidance. This contains the Early Learning Goals, which are learning targets set by the government to prepare the children for when they start the National Curriculum in Year 1. Both Key Stage 1 and 2 follow the National Literacy and Numeracy Strategies. For the Foundation subjects they follow the National Curriculum and some of the Qualification and Curriculum Authority schemes of work.

We aim to provide a balanced curriculum to satisfy the needs of each child and to develop their full potential. Our policy is that all children work and progress at their own level and the work planned by the teachers takes account of these needs.

As a school we have created our own programmes of study, influenced by the Inspire Curriculum. Details of topics taught can be found on the school website under curriculum.

Parents receive a written report on all National Curriculum subjects at the end of each academic year together with Standard Attainment Tasks (SAT's) results at the end of each Key Stage. There will be formal opportunities for you to discuss your child's progress each year and parents are welcome to speak to a teacher at any convenient time.

Religious Education

Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with the local agreed County Religious Education syllabus. Assembly is an important part of the school day when we gather together as a class or whole school. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature due consideration is given to the multicultural society in which we live.

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

Homework

Our homework policy is available from the office for your information.

Educational Trips

We understand the value of children working in a variety of environments and where possible and appropriate we will offer educational trips to support work that is being done in the class room. We will always endeavour to keep costs to a minimum and where appropriate, school funds will support activities.

Activities such as weekly swimming and residential camping trips rely on contributions from parents.

Payment of voluntary contributions and permissible charges will be requested in advance.



Reporting to Parents

Implicit in our parent/school partnership is the invitation to parents to come into school if they have any problem or query and discuss it with their child's teacher or the Headteacher. In addition to this arrangement parents' evenings are held in the Autumn and Spring terms whereby appointments are made to enable parents and teachers to discuss, in confidence, children's progress and targeted areas for improvement in numeracy and literacy.

At the beginning of July a detailed written report on each child issued to parents, again, with targets set in English and mathematics, with an opportunity to discuss the contents with the teacher.

After School Clubs



There is a termly changing calendar of clubs e.g. netball, football, gardening, athletics, gymnastics, dance, choir, art and tag rugby. These clubs are predominantly run by teachers and teaching assistants who are all DBS checked.

There are opportunities for children to take part in sports festivals and tournaments with other schools throughout the year.

We welcome offers of help from parents and friends of the school who have a particular skill or who would like to help with any clubs.

Swimming



All education during school hours is free, although we do ask for a voluntary contribution towards the cost of transportation to and from the swimming pool. Class 1 (Years 4, 5 & 6) swim during the Autumn Term, Class 2 (Years 2 & 3) swim during the Spring Term and Class 3 (Reception & Year 1) swim during the Summer Term.

Children with Additional/Special Educational Needs and Disability

At Otterham we pride ourselves on our ability to recognise and encourage the potential of every child. Through a sensitive approach to teaching by our staff, we aim to identify a child with additional needs as early as possible to achieve positive outcomes.

Our school acknowledges that children learn in a variety of ways and so we offer a differentiated curriculum incorporating a range of teaching styles to meet the learning needs of all children. Teachers make modifications to teaching approaches, classroom organisation and equipment provided.

It is appreciated that at some point in their school life many children will need extra support in one or more curriculum areas in order to 'catch up' with their peers. Short term targeted group or individual interventions are implemented.

If desired outcomes are not met through targeted provision then the assess, plan, do, review cycle will continue and more tailored, individual support to address the child's needs will be provided. Where necessary and with parental permission referrals will be made to outside agencies. Where significant and long-term needs are identified a request for an Education Health Care (EHC) needs assessment will be made. The provision is reviewed at least termly with parents/carers, in accordance with The Special Educational Needs and Disability Code of Practice 2014.

At Otterham School the views of the child and parent/carers are central to any decisions made. Parents/carers are welcome to contact school to discuss any concerns that may arise. All children are integrated as fully as possible into the life of the school. This has a positive effect on the whole school, encouraging tolerance, understanding and acceptance.

OTTERHAM C P SCHOOL

Playing, Working, Learning and Living Together

KS2 2017 DATA

18 PUPILS IN COHORT

8 BOYS 10 GIRLS

READING, WRITING & MATHEMATICS

% OF PUPILS ACHIEVING THE EXPECTED STANDARD 33%

% OF PUPILS ACHIEVING A HIGH STANDARD 6%

PROGRESS MEASURES: KS1 – KS2

READING -1.0 (94% of PUPILS ELIGIBLE FOR INCLUSION)

WRITING -5.9 (94% of PUPILS ELIGIBLE FOR INCLUSION)

MATHS -3.4 (89% of PUPILS ELIGIBLE FOR INCLUSION))

These progress measures mean that Otterham C P School is above the 2017 floor standard.

INDIVIDUAL SUBJECTS – ATTAINMENT

READING: % OF PUPILS ACHIEVING EXPECTED STANDARD 61%

READING: % OF PUPILS ACHIEVING A HIGH STANDARD 22%

WRITING: % OF PUPILS ACHIEVING EXPECTED STANDARD 50%

WRITING: % OF PUPILS WORKING AT GREATER DEPTH 11%

MATHEMATICS: % OF PUPILS ACHIEVING EXPECTED STANDARD 50%

MATHEMATICS: % OF PUPILS ACHIEVING A HIGH STANDARD 11%

GRAMMAR, PUNCTUATION & SPELLING: % OF PUPILS ACHIEVING EXPECTED STANDARD 67%

GRAMMAR, PUNCTUATION & SPELLING: % OF PUPILS ACHIEVING A HIGH STANDARD 22%

AVERAGE SCALED SCORE PER PUPIL (100 BEING THE SCORE NEEDED TO ACHIEVE EXPECTED STANDARD)

AVERAGE SCALED SCORE IN READING 103

AVERAGE SCALED SCORE IN GRAMMAR, PUNCTUATION & SPELLING 103

AVERAGE SCALED SCORE IN MATHS 100



Dispensing and Storage of Medicines

When school staff are asked to give children medication they should be given in accordance with written instructions from the parents of the prescribing doctor. Such drugs will be stored safely where children cannot have access to them.

The written request to administer medicine must include the product name, dosage, strength and intervals for the medicine.

The school has a proforma which must be completed and signed by the parent/guardian for the administration of medicines. The school will keep a record of these in a log book.

The only exception to the above is for inhaled therapies for asthma where the children are entrusted with their own medical management. Where parents have indicated that they wish their children to carry and use his/her prescribed inhaled preparations, they will be allowed to do so.

Emergency Situations

If there is an emergency and you cannot get to school to collect your children at 3.30 p.m., please ring and let us know so that we can make proper arrangements for the safety of your children. If you cannot contact us do not worry, your children will not be abandoned, we will make sure they are safe. If winter weather conditions or threat of such conditions cause you concern please do come to school and collect your children.

Should school have to close early we will contact you so that you can collect your children. We will not send any child home unless we know that someone is able to receive them.

Information on school closures and re-opening will usually be broadcast on Radio Cornwall. Finally, in awful weather conditions, it is always best to check that our staff have made it to school. Do not leave your children unless you know that we are here as we have to drive to work and it is unwise to assume that we have arrived.

Complaints Procedure

Copies of the school's complaints procedure, which has been accepted by the school governors, may be obtained from the school office.

Otterham C P School - Ofsted Inspection Report

The full inspection report is available at www.ofsted.gov.uk or from the school website www.otterham.ik.org

School report



Otterham Community Primary School

Marshgate, Camelford, Cornwall, PL32 9YW

Inspection dates 3–4 July 2013

Overall effectiveness	Previous inspection:	Good	2
	This inspection:	Good	2
<hr/>			
Achievement of pupils		Good	2
Quality of teaching		Good	2
Behaviour and safety of pupils		Good	2
Leadership and management		Good	2

Otterham Community Primary School Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff and volunteers to share this commitment.