



School Aims and Values

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SCHOOL AIMS AND VALUES



Children first! That message lies at the heart of our school. Everything at Butterwick Pinchbeck's Endowed CE Primary School is centred around the needs of every individual pupil. Everyone is **valued for their individuality, culture and diversity**.

We pride ourselves on being a school family in which everybody's contribution is valued and in which we treat all others with courtesy and respect.

In recognising the school's historic foundation, the school preserves and develops its religious character in partnership with the Church at parish and diocesan level. **We are committed to upholding Christian values**, which we believe underpin success in life and enable us to live and learn together in harmony and friendship, preparing children for a future in the modern world.

As a Christian, caring community we provide a challenging curriculum and stimulating environment which develops **independent life-long learners who achieve their full potential academically, spiritually, emotionally and physically**.

The aims of our school are to:

- *Deliver* an education of the highest possible standard across a broad, balanced, varied curriculum (with music, art and sport bringing beauty, health, wholeness and fulfilment in life).
- *Encourage* an understanding of the meaning and significance of faith and promote spiritual development through Collective Worship, R.E and the range of experiences offered to all pupils. This includes teaching an awareness of and respect for other major faiths.
- *Provide* an exciting, stimulating and well-resourced learning environment for all children in which they will be encouraged to develop positive attitudes to learning and independence.
- *Offer* an ethos of high expectation, support, aspiration and inclusion.
- *Build* strong links between school, home, church and community. We listen to everyone, treating each other equally and with mutual respect.
- *Create* a safe environment where achievement is celebrated so everyone feels valued and where Christian values, good manners and good behaviour are nurtured.
- *Develop* each individual's sense of curiosity and his/her talents to the full.

"Live together, Learn together, Achieve together"

Welcome



Welcome to Butterwick Church of England Primary School. By reading this prospectus we hope that you will enjoy finding out more about us and our achievements. If anything is left unanswered please feel free to contact the school office on 01205 760256 and we will be more than happy to help.

The staff are very proud of the quality of education we provide for all our children at Butterwick but we also want your child to be happy and excited when they come to school each day.

As a church school we promote a Christian, caring ethos which enables all our children to develop mutual respect and consideration for all.

Celebrating achievement is an important part of life in our school community which enables our children to feel valued.

As with most things, teamwork is the key to success, and if the pupils, parents, teachers and governors all work together, we will be providing our children with the best possible start in life to ensure that each individual reaches his/her full potential. We hope that we will be able to depend on your co-operation and support in this partnership.

Mrs Sam Towers

Headteacher

Making the decision about which school is right for your child is a difficult one. However we hope that this prospectus will help you decide by giving you a glimpse of what opportunities we provide here at Butterwick.

The governors of the school work in partnership with the Headteacher and the staff to ensure that the school provides high quality support so every child reaches their full potential.

If you wish to find out more about what the Governing Body's role is then please speak to either myself or our Clerk, Mrs Tracey, who works in the school office.

If you would like to find out more about our school please come and visit.

Mrs Louise Pearson

Chair of Governors

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Meet the School Team

School Staff

Mrs S Towers	Headteacher/ Safeguarding Leader
Mrs K Lewis	Deputy Headteacher/ Early Years Leader
Mrs N Truepenny-Wray	Class Teacher
Mrs N Quibell	Class Teacher
Miss E Taylor	Class Teacher/ Senior Teacher
Miss S Bush-Cavell	Class Teacher
Mrs V Walker	Class Teacher
Mrs J Atkinson	Class Teacher/ Senior Teacher
Miss E Rolfe	Class Teacher
Miss L Hann	Class Teacher
Mr J Read	Class teacher
Mr T Huck	SEN Co-ordinator/ Safeguarding Leader
Mrs M Gordon	Class Teacher
Mrs M Banham	Teacher
Mrs E Bird	Teacher
Mrs T Gartshore	Class Teacher
Mrs J Nicholson	Class Teacher
Miss B Smith	Class Teacher
Miss E Reeve	Class Teacher
Miss K Bolland	Class Teacher
Miss L Hanson	Class Teacher
Mrs E Cannon	Learning Mentor/ Safeguarding
Mrs J Southwell	Teaching Assistant/ School Meals Supervisor
Mrs L Renton	Teaching Assistant/ School Meals Supervisor
Mrs N Mann	Teaching Assistant/School Meals Supervisor
Mrs K Hall	One-to-One Assistant
Miss V Richardson	One-to-One Assistant
Mrs J Rigby	One-to-One Assistant/Senior School Meals Supervisor
Mrs J Bell	Teaching Assistant
Mrs N Jacklin	Teaching Assistant
Mrs H Stringer	Teaching Assistant/ School Meals Supervisor
Mrs S Williamson	Teaching Assistant/ School Meals Supervisor
Mrs M Trevor	Teaching Assistant/ School Meals Supervisor
Mrs J Vincent	Teaching Assistant
Mrs A Potts	Teaching Assistant
Mrs T Skinner	Teaching Assistant
Miss S Brockelsby	Teaching Assistant
Miss B Watson	Teaching Assistant

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Meet the School Team (cont)

Miss R Yarnell	School Meals Supervisor
Mrs A Johnson	School Meals Supervisor
Mrs B Forman	School Meals Supervisor
Mrs A Barnett	School Meals Supervisor
Mrs P Bolland	Administration Manager
Mrs V Veall	School Business Manager
Miss B Saint	Administrator
Mrs K Tracey	Administration Assistant / Clerk to Governors
Mrs S Tomlin	Cook
Mrs S Barrand	Cook
Mrs H Holland	Cook
Miss T Steel	Cook
Mr P Atkinson	Caretaker
Mrs S Hill	Cleaner
Miss C Beach	Cleaner
Miss G Bennett	Cleaner

Governors

Louise Pearson	Chair of Governors
Helen Dower	Vice Chair of Governors
Tom Huck	Staff Governor
Rev A Higginson	Foundation
Janice Elley	Foundation
Jane Meacock	Foundation
Julie Wallsgrave	Foundation
Alistair Godwin	Foundation
Peter Watson	Foundation
Lynn Eldred	Parent
Chris Wray	Parent
Craig Gosling	Co-opted
Vivien Tegg	Local Authority



Organisation

From September 2017 we have 12 classes.

Teachers use a range of strategies for teaching the curriculum, including whole class, group and individual teaching, and careful planning ensures that we meet the needs of all our children.

We are very fortunate to have an experienced team of Teaching Assistants who work alongside our teachers across the whole school. Sometimes this work will be class-based and at other times children will work in small groups or on an individual basis to enable us to meet their specific learning needs.

Collective Worship

As a Church of England school our daily act of Collective Worship is an integral part of the school day. All children take part in a daily act of worship – whole school, key stage or class. There is always an opportunity for quiet reflection and prayer. It is the right of the parent to withdraw their child from acts of worship or religious education. This can be discussed with the Headteacher.

Sporting Achievements

We are very proud of our school's sporting achievements over the past years. Not only does it encourage children to lead healthy and active lifestyles (hopefully for life) but we also believe that it builds self-esteem, motivation, co-operation, concentration and social development.

Currently children in Key Stage 2 represent the school in football, netball, athletics, cross country, swimming, rounders, cricket and tag rugby. We regularly reach the county final stage in several of these activities.

School Council

Our School Council enables all pupils to have a voice and helps them to learn that their opinion counts. The children in Key Stage 1 and Key Stage 2 nominate their own representatives for their class on an annual basis.

Behaviour

We believe in positive behaviour management based on the good relationships fostered within our Christian ethos. We have high expectations and utilise a wide range of strategies to encourage and reward all children in taking responsibility for their own actions.

Aims

- To encourage a calm, purposeful and happy atmosphere within the school.
- To foster positive, caring attitudes towards everyone, where achievements at all levels are acknowledged and valued.
- To encourage increasing independence and self-discipline, so that each child learns to accept responsibility for his/her own behaviour.
- To have a consistent approach to behaviour throughout the school, with parental co-operation and involvement giving a common purpose.
- To ensure safety through making the boundaries of acceptable behaviour clear.



Day to Day Information

The School Day

The school day begins at 8.50am and finishes at 3.10pm for Foundation Stage/ Key Stage 1 and 3.15pm for Key Stage 2 children.

Lunchtime for Foundation Stage/ Key Stage 1 is 12.00pm - 1.00pm

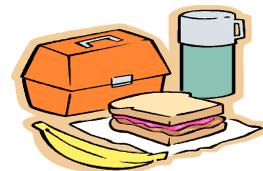
Lunchtime for Key Stage 2 is 12.15pm - 1.15pm

In the interests of safety, children, with the exception of those arriving on the bus, should not be on the school premises before 8.30 a.m. The school gates are only unlocked between the times of 8.30 a.m. and 8.55 a.m. and 3.00 p.m. and 3.30 p.m. If you and your child arrive late or you need to collect them earlier, you need to come to the main visitor entrance and inform the school office. Within the times that the school gates are open, parents can normally collect their children on the playground.

Lunchtimes

A hot school meals service is provided by the school's kitchen, which children can sign up to and pay for on a weekly basis. There is a choice of either a main meal option, wrap or a filled baked potato. Further details may be obtained from the School Office.

Alternatively parents may provide their child with a packed lunch. Due to some children in school suffering from food allergies we would ask you not to send your children with nuts or nut based food. Fizzy drinks also are not allowed. Please ensure that lunch boxes and all drinking containers (no glass or cans) are secure. Naming the sandwich boxes would be helpful for all pupils.



The children are supervised while they eat their lunch in the Hall.



Playtime Snacks

As part of morning snack time, all Foundation Stage and Key Stage 1 children receive a free piece of fruit each day as part of the "Healthy School Initiative". There is also a free milk scheme for children under 5.

We encourage our children to eat healthily and at breaks a snack of fruit or vegetable is encouraged. Please note crisps, chocolate and sweets are not allowed as snacks. Children in Years 1 - 6 are asked to bring a water bottle and all children have access to water throughout the day.



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Day to Day Information (cont)

School Uniform

We like all our children to wear school uniform. It is not only smart, practical and comfortable but also gives the children a sense of belonging. There is also a plus for Mum and Dad as there are no arguments over what to wear!

Please ensure that long hair is tied back and take note that extreme hairstyles are not permitted.

Items of clothing embroidered with the school logo may be bought from the school office or Tesco.com as well as school book bags, caps and hats. Please enquire at the school office for price information.

Uniform is available from the office and payment is required at the time of ordering.

Please, please, please ensure that all belongings, including shoes and bags are clearly marked with your child's name.



Boys

Grey or black trousers with a white or red polo shirt. Red jumper/ sweatshirt. Black school shoes. In the summer, boys may wear grey or black school shorts.

Girls

Grey skirt/pinafore dress or grey/black trousers with a white or red polo shirt. Red jumper/ sweatshirt or cardigan. In the summer, girls may wear a red and white gingham dress or school shorts. Black flat school shoes.

For your child's safety please ensure they wear sensible shoes or sandals, bearing in mind playtime activities.

Girls/Boys PE Kit

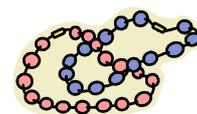
White shirt, black shorts and plimsolls. Tracksuit and trainers/football boots for outdoor P.E.

Football strips are not permitted.

It would be helpful if the children had a draw-string bag in which to keep their P.E. kit.

Jewellery

For safety reasons, jewellery is not to be worn in school. Children with pierced ears may wear one pair of studs in the lobes ONLY. The school does not accept responsibility for injury or loss. It would be helpful if you only have your child's ears pierced during the summer holiday as children are requested to remove earrings for P.E. lessons.



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Day to Day Information (cont)



Security

We wish to have a balanced approach to security in this school. On the one hand we want to restrict entry to unauthorised personnel for the safety of the children, but on the other we want parents to feel that they can come into the school.

Visitors should report to the office on arrival as entry into school is only permitted through the main reception doors during school time. All adults in school wear a named badge for this purpose.

Car Parking

To encourage healthier lifestyles for our pupils and their families we actively encourage our children and parents to walk to school wherever possible.

Facilities for car parking are limited. Parents are requested not to drive up close to the school when visiting or collecting children from school. Children can be walking to and from the bus, and the taxis need free access to the school. Parents with disability certificates should seek advice from the school office with regard to parking.



Illnesses and Accidents

If your child is taken ill or has an accident in school, we may need to get in touch with you quickly. Please supply a contact number for use in an emergency in addition to your normal home number and please, **please, please let us know if these change.**



Medicines and Inhalers

It is the parents' responsibility to make the school aware of any medical conditions or changes relating to your child. As part of your child's entry to our school, we require parents / carers to complete a medical form. This information is updated annually.

If your child is prescribed medication by a doctor then it must be brought into the school office where there is a form for you to complete.



Absences

If your child is absent from school, **please notify us each morning by 9.15am.**

Due to the new Government Legislation **no holidays can be authorised** in term time. Lateness can also affect your child's attendance record so we ask parents to ensure that children arrive to school on time. Appointments (e.g. dental and medical) should, if possible, be arranged out of school time or towards the end of the school day. We encourage parents who have any questions regarding absence from school to come in and speak with us.

Parents are informed at the end of each term of their child's attendance figure using a traffic light system. We like to celebrate good attendance with our children during assembly.

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Day to Day Information (cont)

Anti-bullying

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell someone and know that incidents will be dealt with promptly and effectively. We regularly talk with the children about what to do if they suspect someone is being bullied or if they themselves are the victim.



Child Protection/ Safeguarding

The school has a legal duty, under the Children Act, to take note of and act upon incidents which indicate that a child may be subject to experiences that are covered by the Act.

The Headteacher, Mr Huck and Mrs Cannon are the named responsible persons within the school and will refer to the appropriate agencies should the need arise.

Property

Please help us by labelling everything your child brings to school. We try to return items that are named to the child, but school sweatshirts are the most difficult to return unless clearly marked with the child's name. Name labels can be used or names can be written on by pen, but should be rewritten frequently as they fade through wear and washing. Please also label coats, bags and lunch boxes.



If your child needs to bring money to school, please send it in a named purse or a labelled envelope. Loose change in a coat or trouser pocket can easily become lost.



Children are asked not to bring toys of any sort or cards to school, unless the teacher asks them to do so in relation to a particular topic they are learning about. Toys can cause arguments and can also be broken. Pupils are responsible for security of their personal possessions. It is not possible to guarantee the security of items such as watches or those left in bags and coats.

Parent Helpers

We appreciate the volunteers who come into school to assist in the classroom, sharing skills and talents. If you are able to give a few hours to the school please contact the office or class teacher.



All volunteers are required to have a DBS security check before being allowed to work with the children, in common with all adults working in school.

Personal Accident Insurance for Pupils

We have been asked by the Local Authority to inform parents that children are not covered by insurance whilst on the premises. The insurance market offers personal accident cover for pupils 24 hours a day. If parents wish to avail themselves of this cover for their children, then they should make enquiries with insurance brokers or companies accordingly.

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School Term and Holidays 2017/ 2018

Term 1 **Tuesday** **5th September 2017**
 to
 Friday **20th October 2017**

Term 2 **Tuesday** **31st October 2017**
 to
 Tuesday **19th December 2017**

Bank Holidays –

Monday 25th & Tuesday 26th December 2017, Monday 1st January 2018

Term 3 **Wednesday** **3rd January 2018**
 to
 Friday **9th February 2018**

Term 4 **Monday** **19th February 2018**
 to
 Wednesday **28th March 2018**

Bank Holidays –

Friday 30th March & Monday 2nd April 2018

Term 5 **Monday** **16th April 2018**
 to
 Friday **25th May 2018**

Bank Holidays –

Monday 7th May & Monday 28th May 2017

Term 6 **Monday** **4th June 2018**
 to
 Friday **20th July 2018**

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Early Years Foundation Stage

Our aim is to provide a happy and welcoming atmosphere in a secure and stimulating environment.

We implement the Foundation Stage Curriculum which is the precursor to the National Curriculum but includes elements of the literacy and numeracy frameworks. It ensures that children move through clearly defined 'ages and Stages' towards 'Early Learning Goals' (ELGs) and successfully move onto Key Stage 1 having established firm foundations on which to build their school careers.

The areas of learning in the Foundation Stage:

Prime areas are fundamental, work together and move through to support development in all other areas.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific areas include essential skills and knowledge for children to participate successfully in society.

- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design

These are all equally important and delivered through planned, purposeful play opportunities with a careful balance between adult-led and child-initiated activity.

As well as the classroom, the children have access to two secure outdoor areas. We aim for our outdoor activities to reflect all areas of the curriculum, mirroring our indoor classrooms. The children are able to make choices for independent play either inside or out and move freely between the areas.

Numeracy

The framework for Mathematics is split into 5 blocks. These are taught throughout each term to ensure that the children are continually exposed to the 7 strands of Mathematics:

- Using and applying mathematics
- Counting and understanding number
- Knowing and using our number facts
- Calculating
- Understanding shape
- Measuring
- Handling data



Using and applying is integrated in every part of mathematics.

An emphasis is placed in all classes on the use of the correct vocabulary and this is introduced as appropriate.

All children have access to appropriate mathematical resources.



Literacy

Dedicated Literacy sessions are taught each day throughout the school. In addition to this the subject is further developed and applied in other areas of the curriculum.

Speaking and listening is fundamental to a child's learning and they are encouraged to speak clearly and confidently in a range of contexts in order to communicate their feelings and ideas. Similarly it is important that children understand the need to listen to others and respond appropriately.



We believe that reading should be enjoyable and our approach to reading is based on this. In the Foundation Stage and Key Stage 1 there is a great emphasis on the teaching of Phonics and reading. At Key Stage 2 we extend and develop each child's reading skills. We aim to develop a love for reading and children are encouraged to bring books home and share them with you. Children need to be able to read with understanding for pleasure and for information.

Pupils are helped to develop the ability to express their thoughts, ideas and communication skills through writing. This links very closely to the Phonic work we do in the Foundation Stage and Key Stage 1 and it continues throughout Key Stage 2. Every attempt is made to ensure children develop a command of English which includes the teaching of correct letter formation, punctuation, spelling and grammar.

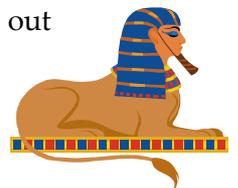
Science

Science is taught using an investigative and experimental approach. This is usually part of a cross-curricular topic-based study, although there are times when it may be a discrete subject area. Pupils are taught practical skills which will enable them to explore the world of science and develop a scientific vocabulary.



History

Children are given the opportunity to develop an awareness of the past and how to find out about historical events. They are taught about important periods in British History and about other civilisations. Our children have the opportunity to investigate local history and learn about the past from range of sources of information including field visits.



Geography

Children are encouraged to investigate their surroundings and to develop Geographical enquiry based on practical activities in the locality of the school as well as developing an awareness that the world extends beyond Butterwick. They will also develop geographical skills through the study of places and thematic studies which include rivers, weather, settlement and environmental change.



Your Child's Education (cont)



MFL

We aim to introduce our children to the enjoyment of foreign languages before moving on to secondary school. Children in KS2 will learn to speak and understand a foreign language. Children throughout the school will explore other cultures and communities, and will also develop a greater understanding of their own lives.



Music

We make music an enjoyable learning opportunity, encouraging children to participate in a variety of musical experiences through which we aim to build up the confidence of all children.

ICT

ICT is integrated throughout the curriculum and all children have the opportunity to develop a wide range of ICT skills. Classrooms have an interactive whiteboard which allows software, web pages and film to be used as whole class teaching resources.



Pupils have regular access to ICT equipment, cameras and video cameras to enhance and record their independent learning. Each pupil and staff member has their own user area and email address, which is accessed through Lincolnshire's secure connection.

PE

Physical Education should give every child, whatever their ability, an equal opportunity to develop their physical competence so that they are able to move efficiently, effectively and safely and in particular to enjoy physical activity.

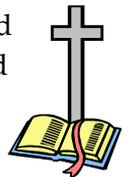


Children have access to all components of the National Curriculum programme of study, including Athletics, Dance, Games, Gymnastics, Outdoor Education and swimming.

R.E

As a Church School, we promote a Christian attitude, which enables children to have due regard for each other's needs and an understanding of different religious beliefs, practices, cultures and communities.

Religious Education is taught throughout the school, in accordance with the Lincolnshire Agreed Syllabus. A variety of teaching approaches create stimulating and fun learning experiences.



PSHE

Personal, Social, Health Education is taught using SEAL (Social, Emotional aspects of Learning) resources. We encourage our children to become aware of the importance of developing and maintaining good relationships and taking responsibility for themselves and their actions. They are taught about choices, understanding right and wrong.



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Your Child's Education (cont)

Art & Design Technology

Art, craft and design is taught through the whole curriculum. We believe that it stimulates creativity and imagination. Children have the opportunity to communicate through a range of media, including work in 3D and pottery.

S.E.N.D.

We believe that we work hard to ensure that the culture and ethos of the school are such that, whatever the abilities and needs of members of the school community, everyone is equally valued. Our aim is to reduce and eliminate barriers to access the curriculum and for pupils with disabilities to have full participation in the school community.

Procedures exist within school to help children with learning difficulties. Children who have been identified as requiring additional help with numeracy, literacy or language are helped individually or may work in small groups. Outside Agencies such as Speech and Language, Emotional and Behaviour Support Service and Educational Psychologist are involved as appropriate. School follows both Government and L.E.A. Codes of Practice which are available for inspection at school.

Gifted, Talented and More Able

As a staff we believe in treating all pupils as individuals and catering for their individual needs. We plan our teaching and learning in such a way that we enable each child to reach the highest level of personal achievement in a challenging and supportive environment. GTMA identification areas include curricular, creative, artistic, physical, leadership qualities and the processing of ideas and information. There are three basic ways of meeting the needs of GTMA pupils:

- Acceleration consists of enabling a pupil to access work which would be typically for older pupils.
- Enrichment consists of broadening a pupil's education. Concepts and skills are explored in greater depth, with an emphasis on investigation and the encouragement of creative thinking.
- Extension occurs when pupils are encouraged to develop more sophisticated thinking and reasoning skills. Extension activities provide pupils with an extra tier of challenge.

Equal Opportunities

All children will have equal access to all areas of the curriculum. Our school is committed to equal opportunities. Every member of Butterwick Primary School is regarded as of equal worth and importance, irrespective of his/her religion/ belief, culture, class, race, gender, age, sexuality and/or disability.

Secondary Transfers

Parental choice regarding secondary schools is administered by Lincolnshire County Council and the secondary schools themselves. Details are in "Going to School in Lincolnshire" available from school or Lincolnshire County Council. Procedures relating to the selection tests are available on request from school.

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Your Child's Education (cont)



Extra Curricular Clubs

We provide a range of after school and lunchtime activities including, football, netball, gymnastics, cross country, rounders, cricket, maths club and choir.

Staff run these voluntarily and appreciate any support and help parents are able to give. If you have a special interest or skill, and would be interested in running or helping to run a club, please contact the office staff.

School is unable to provide supervision for brothers or sisters of children attending clubs.



Reporting to Parents

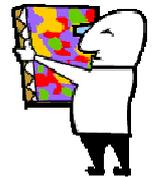
Curriculum letters go out to parents at the start of each term to inform you of the focus for learning for that term.

From Reception class through to Year 6 the school offers parent consultation evenings which provide you with the opportunity to discuss how your child is progressing.

The first evening is in the Autumn term at the end of October when you will be able to talk about how your child has settled into their new class. The second evening is around March when you have the opportunity to discuss their progress and targets.

In July your child will bring home a written report. In Years 2 and 6 these will included statutory test results.

If you have any concerns at any time, please make an appointment to see your child's class teacher.



Statutory tests

SATs take place in Year 2 throughout May. Each child is teacher assessed in Reading, writing (including spelling and handwriting), maths (including number, shape, space and measurement) and science. Your child's class teacher will set short pieces of work in English and maths to judge what level of ability your child is considered to be.

In Year 6 SATs take place in May and are more formal. The tests cover the core subjects of English Reading; Spelling, Punctuation and Grammar and Maths. Science and writing is teacher-assessed in school.

Year 1 take part in the National Phonics Tests which are held in June.



Assessment

Assessment is a continuous process integral to learning and teaching. It is how teachers gain knowledge of their pupils' needs, achievements and abilities, enabling planning and delivery to be more effective, thereby raising attainment for every child.



Homework

We believe in the importance of homework for our children to encourage parental involvement. Not only does it encourage independence and life long learners but also consolidates what your child learns in school.



Your Child's Education (cont)

Admissions Policy

Any parent can request that their child's date of admission is deferred or request a part-time place. Please contact the Headteacher if you want more details.

Children are admitted to this school in the September following their fourth birthday. The planned admission number (PAN) is 45. Parents have a right to express a preference for the school they wish their child to attend and to state reasons. The Governors operate in accordance with the agreed co-ordinated scheme which is available from the Local Authority. Guidance on dates and timelines is provided to parents in "Going to School in Lincolnshire" and the relevant Guide for Parents and Carers. The school will first meet its statutory duty to admit children with a Statement of Special Educational Needs. In the event of the number of children wishing to come to the school exceeding the number of places the following oversubscription criteria will apply in the following stated order:-

- i) Children in Public Care.
- ii) Children who have a sibling attending this school.
- iii) Children from Butterwick, Freiston, Benington and parts of Fishtoft, namely Hilldyke, Long Hedges, Willoughby Hills and Wythes Lane.
- iv) Children from Leverton.
- v) Children with at least one parent who is a confirmed member of the Church of England.
- vi) Distance from the child's home address. Those living nearest being the highest priority.

In the event of oversubscription within any of the above criteria distance criterion (point vi) above will be applied. If any one of the oversubscription criteria is oversubscribed there will be a Tie Break.

Complaints Procedure

It is in everyone's interest that complaints are resolved at the earliest possible stage. Where possible, concerns expressed by parents and others will be dealt with in the first instance by informal discussion with the class teacher. If after this first discussion you are still unhappy, then please make an appointment to see the Headteacher. If you still feel your complaint has not been dealt with adequately, please put all the details in writing and address your letter to the Clerk of the Governing Body, whose name appears at the front of this brochure. Your complaint will then be dealt with by the Governor Complaints Panel.

The School's Expectations of Parents and Carers

The School will expect parents/carers/members of the public who wish to raise problems with the School to:

- a) Treat all school staff with courtesy and respect
- b) Respect the needs and well-being of pupils and staff in the School
- c) Avoid any use, or threatened use, of violence to people or property
- d) Avoid any aggression or verbal abuse



- e) Recognise the time constraints under which members of staff in schools work and allow the School a reasonable time to respond
- f) Recognise that resolving a specific problem can sometimes take some time
- g) In the case of a complaint follow the School's Complaints Procedure

If the above are not adhered to the school will refuse to investigate until the above behaviour is evident.

Educational Visits & Charging Policy

During the school year children may visit places of interest, usually in support of curricular projects or environmental work. Under the requirements of the Educational Reform Act 1996, we can only raise the cost of visits or activities by voluntary contributions and we hope all parents will support them. Should insufficient support be received the visit may have to be cancelled.

This Policy is available on request from school.

"Live together, Learn together, Achieve together"



History of the School

There has been a school in Butterwick for a very long time. In 1665 Anthony Pinchbeck left seventy-four acres of land to a group of people who were charged with the task of administering the land, renting it to farmers and using the rent to provide a grammar school for all the boys in the surrounding area and a house for the headmaster.

On October 23rd 1876, under the Endowed Schools Act, the endowment of the school is devoted to Elementary Education – no longer a grammar school. The old building was to be adapted as an infant and girls' school and a new school built for boys, the cost of the new building to be £2100.

The first log book of the Girls' School had previously been that of Freiston National School. It contains among others these entries:

“July 12th 1878. All the boys except infants leave Freiston School today and will join Butterwick Boys on Monday next.

May 30th 1879. Today closes the school year as well as the career of the Freiston National School.

June 2nd 1879. School transferred to Butterwick under the name of Pinchbeck's Endowed Girls School – 37 children admitted.”