

# Old Hutton CE VC Primary School

## Prospectus



### Welcome to our School

At Old Hutton Church of England Voluntary Controlled Primary School we value every individual equally, and are committed to providing the best education within a caring, family atmosphere. The school has close links with St John the Baptist's Church next door, and is committed to working closely with the local community. If you are considering bringing your child to Old Hutton, you and your child are guaranteed a very warm welcome.

We currently have 92 children on roll, and 4 classes, maintaining a small-school feel. The school is very well equipped, with outdoor facilities including Early Years area, playing field, adventure playground and forest school. We also have access to the community tennis courts and the neighbouring village hall.

In February 2016 we were very proud to be designated an 'Outstanding' school following our Ofsted inspection. We also achieved this in our SIAMS inspection as a church school in October 2015. Both inspection reports may be read via links on our website.

We are also very proud to have become a National Support School (NSS) in July 2017, with our head teacher a National Leader of Education (NLE). This is in recognition of our outstanding achievements in school and of the quality of support we are able to provide to other schools.

You are very welcome to visit us. We will be only too happy to show you around, and to answer any questions you may have. Please also visit our busy Facebook page and our exciting website if you can (see address below) to find out more about us and all the wonderful things we do to make learning fun!

#### Andrea Walker

#### Head teacher

Old Hutton C of E Primary School, Old Hutton, Kendal, Cumbria, LA8 0NQ

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Website: [www.oldhuttonschool.org.uk](http://www.oldhuttonschool.org.uk)

### Our School Vision: Learning for Life

Within the Christian environment of our Church of England school, it is our aim, in partnership with parents, the staff & governors, for our children to be happy, secure and prepared for life. We aim to achieve this through helping our children become...



**Our Christian Values:** promoted by all, in everything we do...

Friendship, Forgiveness, Peace, Perseverance, Respect, Responsibility, Courage, Trust, Humility and Hope

## **Our School 'Learning for Life' Curriculum:**

At Old Hutton, we feel very strongly that the attributes and values outlined in our vision will allow our pupils to lead fulfilling lives in the 21st century. We plan explicitly to develop these in all of our children through an imaginative and varied curriculum which extensively uses diverse classroom experiences, learning outside the classroom, ICT, visits and visitors. Our school curriculum includes the National Curriculum 2014, but offers our learners much more...

**Our Curriculum Drivers** - the key elements which inspire our school curriculum: **Adventure, The Arts, Environment & Community, Faith & Spirituality**

### **Our Curriculum Statement**

Our '**Learning for Life**' Curriculum...

- Has at its heart our Christian Values of Friendship, Forgiveness, Peace, Perseverance, Respect, Responsibility, Courage, Trust, Humility and Hope
- Is inclusive and accessible by all
- Develops the whole person – knowledge, skills, understanding, attitudes, creativity, values and spirituality
- Is broad, balanced and has rigorous progression in subject knowledge and skills
- Is filled with rich, first-hand, purposeful experiences
- Encourages use of outdoor environments and expertise beyond the classroom
- Is creative, flexible and responsive to individual needs and interests
- Embeds the principle of sustainability
- Has a local, national and global dimension
- Prepares our children for the future

### **Guarantee to Learners**

Our '**Learning for Life**' curriculum guarantees that all learners will:

- Experience learning within the framework of our Christian values
- Have the opportunity to become independent learners who have real ownership of their learning
- Be encouraged to ask questions
- Have the opportunity to learn through play, practical activity, problem solving and performance
- Experience learning in a variety of different environments, outdoors and indoors, with different people
- Experience assessment as an important, positive part of reflective learning
- Have the opportunity to develop interests and grow specialist skills
- Make connections between subjects and with life beyond school

### **Curriculum subjects**

Our curriculum includes:

- Art
- Design Technology
- Computing
- English
- French
- Geography

- History
- Mathematics
- Music
- Personal, Social, Health and Citizenship Education
- Physical Education and Sport
- Religious Education
- Science

In all subjects, we focus on the 'Essentials' of learning, aiming for pupils to achieve real depth of understanding. Our approach is also skills-based and learner-centred, rather than content-driven. For example, we believe that understanding how to effectively learn about and from the past, or how to carry out an effective scientific investigation is more exciting and far more useful in the long term than learning a few historical or scientific facts in isolation.

Pupils are equipped for life-long learning by making progress in the values and attributes outlined in our vision above, as well as with key skills, which include self-awareness, enquiry, problem-solving, creative thinking, information processing, reasoning, evaluation, managing feelings, motivation, empathy, social and communication skills. Social, Moral, Spiritual and Cultural aspects of learning are also interwoven throughout.

Increasingly, subjects are taught where a topic or project affords natural links between them (e.g. local history and local geography, or physics linked to a design technology project), all the while developing strong, independent learning skills. English, Maths and IT skills are continually applied, practised and developed in different contexts.

We aim to have a whole-school topic focus whenever possible, either lasting for a term, half term or special focus week/s. This helps pupils to make connections across school and enriches learning through increasing shared opportunities. We fire our pupils' enthusiasm for learning in these topics by planning for them to be 'launched' (introduced) and 'landed' (concluded) with a special event, such as a visit, visitor or presentation.

### **Personalised Learning**

Personalised Learning means that learners' individual needs, abilities, interests and aspirations are fully taken into account when planning learning opportunities. This is a particular aim of our school and is seen as crucial to ensuring our children are prepared to be adaptable, self-directed learners in a rapidly changing world.

In our small school family, all of our staff know all of our pupils as individuals. This allows us to personalise the children's learning to take account of their own interests and aspirations as well as matching the best learning styles and experiences to each child's needs.

### **Motivated to Learn**

- We provide exciting and motivational lessons
- There is an emphasis on first-hand or "hands-on" experience
- Children understand the purpose of each task
- Children prepare work for a broad range of audiences
- Children work in the knowledge that their efforts and achievements will be recognised and celebrated
- Learning is carefully tailored to the diverse needs and interests of our pupils

### **Mutual understanding and support**

- There is a high expectation of courtesy and politeness and an ethos of mutual respect at Old Hutton, based on our shared values
- We teach the children to understand others' feelings, and to take responsibility for their own actions, thinking through alternative patterns of behaviour and their consequences

- We teach every child to develop high standards of behaviour for learning and to support and encourage each other to maintain these across school

### **Partnership between school and home**

- The staff are very approachable. We are here to help with all aspects of your child's learning and school experience
- Parent Consultation times provide opportunities for parents to discuss their child's work and progress
- There are many opportunities, such as our Curriculum Workshops, which help parents to support their children's learning
- We know that when parents and schools work in close partnership, children make greater progress. If you want to help your child get the most out of school, there is plenty that you can do – read on, look at our website or just ask!

**More information about learning at our school** For further information on the teaching and learning at our school you can also see:

- Our Adventure Curriculum information document\*
- Our Curriculum, Teaching and Learning Policy\*
- Our Special Educational Needs (SEND) Policy and School Offer\*
- Our Assessment and Marking Policy\*
- Our Educational Visits Policy\*
- Our KS1 and KS2 Curriculum Plans\*
- Our Long-Term and Medium-Term Topic Plans for each class and term\*

\*All available via our school website or directly from school.

### **Class Organisation**

Age range: 4 to 11 years of age. Children are admitted to school in September of the school year in which they reach the age of 5. There are 4 classes. Current groupings:

Class 1 - Reception (Early Years Foundation Stage) with Year 1 pupils for some time each week

Class 2 - Year 1 and Year 2 (Key Stage 1)

Class 3 - Year 3 and 4 (Lower Key Stage 2)

Class 4 - Year 5 and 6 (Upper Key Stage 2)

### **The School Day**

#### **Reception & KS1**

8.50 am - 10.30 am

10.50 am - 12.00

1.00 pm - 2.30 pm

2.50 pm - 3.20 pm

#### **KS2** 8.50 am - 10.30 am

10.50 am - 12.00

1.00 pm - 2.30 pm

2.40 pm - 3.20 pm

The school is open from 8.50 am each morning and all pupils should arrive promptly at this time. School closes at 3.20 pm, when pupils can be collected from staff in the front school yard.

It is the parents' responsibility to inform the school if someone else is to collect their child at the end of the school day.

The hours spent on teaching during the normal school week, including Religious Education, but excluding the statutory daily act of collective worship, registration and breaks (including lunch) is: KS2 - 23.5 hours, KS1 - 21.75 hours.

## Wrap-Around Care

We are able to offer a high-quality wrap-around care package to meet the needs of busy families. Every day we run both a Breakfast and After-School Club in school. Children from age 3 upwards are welcome, in conjunction with Old Hutton Pre-School next door. They can enjoy a range of healthy foods and some quality fun activity time with their friends, supervised by our specially trained staff. Breakfast Club runs from 8.00am – 8.50am (£4) and After-School Club from 3.20pm up to 5.20pm (£10 for the full session, £5 for half). We also offer a shorter early morning session – Breakfast Club without the breakfast! – from 8.30am – 8.50am (£1).

## Extra-Curricular Provision

We offer a range of extra-curricular clubs and activities during out-of-school hours which enrich our provision throughout the year. These have included: Family Archery, Arts and Crafts, Climbing, Choir, Dance, Drama, French, Football, Forest Schools, Graphic Design, Homework, Mindfulness Colouring, Rounders, Running, School Band, Ski, Sports, Warhammer and Quest Club. Our special Adventure Curriculum also offers an exciting range of outdoor, adventurous and residential experiential learning opportunities to all our pupils.

## Parent Helpers

Parents are always positively encouraged to help in school. If you would like to help for any time, or have any expertise or resource you would like to share with us, please let us know. Parents are involved in the school in many different ways - helping in classes, helping with displays, transporting pupils by car to local venues (please ask in the office for a form to complete for this purpose), assisting on school visits, and providing expertise e.g. cooking and games for small groups.

## School Staff (April 2018)

Mrs Andrea Walker     Head teacher & teacher of French across school

### **In the Classroom:**

Miss Charlotte Harrison     Class teacher for Year 5 & 6

Mrs Caroline Hopkins     Class teacher for Year 1 & 2

Mrs Fiona Hadwin     Class teacher for Year 3 & 4 (0.6); SEN Co-Ordinator

Miss Shona Fisher     Class teacher for Year 3 & 4 (0.4)

Mrs Rachel Hayes     Class teacher for Reception (& Year 1 for some time each week) (0.9)

Mrs Caroline Birch     Senior Teaching Assistant in KS2; Breakfast Club Leader

Mrs Kirstie Halliwell     Senior Teaching Assistant in Reception / KS1; Midday Supervisor; Breakfast Club Leader

Miss Lucy Ramsbottom     Teaching Assistant in Reception / KS1

Mrs Yolande Nelson     Teaching Assistant in Reception / KS1 / KS2

Mrs Quita Davies     Teaching Assistant in KS1 / KS2

Mrs Rachel Angus     Teaching Assistant in KS2; additional Class Teacher as required (currently teaching Y5 for 3 mornings weekly)

Mrs Rebecca Shiels     Teaching Assistant in KS2 / KS1

**In the Office:**

Mrs Angela Cowan      School Secretary

**At Lunchtimes/After School:**

Mrs Georgina Goff      Midday Supervisor

Mrs Helen Hamill      Midday Supervisor

Mrs Katrina Awesome      Midday Supervisor; Breakfast Club leader; After-School Club Assistant

Miss Lucy  
Ramsbottom      After-School Club Leader

**Part-time Experts:**

Mrs Jill Eccleston      Sports Teacher

Mrs Claire Mansfield      Art & Graphic Design Teacher

Miss Jess Smith      Dance Teacher

Mrs Kate Thomas      Music Teacher (R/Y1 & Choir); Peripatetic Music Teacher (voice/strings)

Mrs Yvonne Hulme      Music Teacher (Y3/4)

Mrs Sylvie Heath      Music Teacher (Y5/6)

Mrs Joanna Brennan      Peripatetic Music Teacher (flute/fife)

M Christophe  
L'Heureux      Peripatetic Music Teacher (guitar/drums)

Mr Danny Hinchcliffe      Peripatetic Music Teacher (keyboard/accordion)

Coaches from local  
sports providers

**School Premises:**

Mr Mike Hamill (with  
assistance from Mrs  
Helen Hamill)      Caretaker

Mrs Ingrid Dahl-  
Petterson      Cleaner

## **The Governing Body**

The Governors are very active in their work leading and supporting our school. We currently have 8 Governors, including representatives from the staff, parents, the Diocese (Foundation Governors), Local Authority and community.

**Chair**      Mr Simon Willis (Foundation - Diocese)

Ms Joanna Dunstan (Parent)

Mrs Rebecca Shiels (Co-opted)

Mrs Andrea Walker (Head teacher)

Mrs Rachel Hayes (Staff)

Rev Canon Angela Whittaker (Foundation – Diocese)

Mrs Claire Toone (LA)

Mrs Helen Loney (Parent)

**Clerk**

Mrs Jules Natlacen

## **P.T.A (Parent-teachers' association)**

The school has an excellent, very active PTA with a wide and varied membership, including parents, grandparents, friends, staff and governors. The function of the association is to promote and facilitate an enriched educational and social environment at Old Hutton School. The group organises many successful fundraising and social events throughout each year and has generously funded a variety of educational visits, visitors and resources to the benefit of all our pupils.

Chair – Mrs Claire Mansfield  
Secretary – Ms Sharon White  
Treasurer – Mr Paul Astle

The committee usually meets at least termly to help organise the events and assistance they offer the school. New members are always welcome!

## **Absence from School**

If your child is absent from school due to illness, please contact the school as soon as possible (and by 9.30am on the first day of absence) giving the reason for absence and the likely duration of the absence. This can be done by e-mail, telephone or by written note.

Parents wishing to take their children out of school for any other reason must apply in writing (by letter or email) directly to the Head teacher. In line with Government law and policy, school is unable to authorise absence for family holidays.

For more information please see our Attendance Policy\*

## **Home Contact Information and Change of Circumstances**

School must be provided with up-to-date contact details for all pupils and their families; this is done when first enrolling in school and via annual update forms. Please inform the school *as soon as possible* of any change to your address or emergency contact numbers as it is important to maintain accurate information for every child. If you wish to receive letters and other correspondence via email, please ensure that we also receive this contact information. We also operate a text-messaging information service via mobile numbers.

## **Child Protection**

Because of day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should be aware therefore that where it appears to a member of school staff that a child may have been abused, the school is required as part of Cumbria Child Protection Procedures, to report their concern to the Social Services Department. The designated teacher for child protection is Mrs Andrea Walker; in her absence, Mrs Fiona Hadwin.

For more information, please see our Child Protection and Safeguarding Policy\*

## **Formal Complaints Procedure**

It is our central aim to do our very best to ensure that all children are happy, safe and making progress in our school. We operate an 'open door' policy, where parents are actively welcomed into school to discuss any aspect of our work. If you become concerned in any way about your child's education, it is important that you tell us about this. As a first step, you should always discuss your concerns with your child's teacher. If you are still concerned after talking with the teacher, you should arrange to meet with the Head teacher. As a staff, we will do all we can to resolve your concerns and to ensure you are happy with your child's education.

There may be some occasions when parents feel that the teaching staff and Head teacher have not resolved the issue, or they have a wider concern which may be the responsibility of the Governors or Local Authority. In this case, they may take their concern to the governing body and/or the Local Authority. Special formal arrangements exist for dealing with complaints of this kind. Copies of the Policy which outlines these arrangements are available on our website or from the school\*. Advice on how to pursue a formal complaint is also available from: Cumbria Education Department, School Places Team, 5 Portland Square, Carlisle, CA1 1PU. (Tel:Carlisle (01228) 606888/606999).

## School Uniform

The school Governors have adopted a school dress code with strong support from parents, as follows:

**Boys** - red school sweatshirt, ideally with school logo; red or white polo shirt, ideally with logo; dark grey or black trousers, or shorts in summer. Optional red school logo fleece jacket.

**Girls** - red school sweatshirt, ideally with logo or red cardigan; red or white polo shirt, ideally with logo; dark grey or black skirt or pinafore, or shorts or red and white gingham dress in summer. Optional red school logo fleece jacket.

**All pupils** – plain black, grey, red or white socks (or tights for girls); plain black shoes

**For PE/Sports** (optional, but required when representing school at sports events) – red school polo or t-shirt; black or dark-coloured shorts; pumps or trainers which are not worn as daily school shoes. Jogging trousers/leggings and long-sleeved top/fleece are recommended in the cooler months. School also has some additional team kit for pupils to borrow when representing school at sports events.

Most of these items can be purchased direct from our suppliers, Coniston Clothing (go to [www.conistonshop.com/Old-Hutton-CE-Primary-School\\_118/school/index.php](http://www.conistonshop.com/Old-Hutton-CE-Primary-School_118/school/index.php)) or ordered via the school office. Coniston also provide useful red book bags and backpacks with the school logo.

Labelling each item of clothing, particularly school sweatshirts, prevents them being lost or misplaced. For safety reasons, no jewellery should be worn to school, apart from plain stud earrings (earrings must be removed or covered before any PE lessons). Pupils with long hair should wear it tied back. Further information may be found in our School Uniform Policy\*

## Meals

All children in KS2 (Classes 2 and 3) bring their own packed lunch to school. Pupils in Reception and KS1 (Class 1) and those in receipt of the government's Pupil Premium for free school meals are provided with a free packed lunch. These are made daily for us by the kitchens at nearby Bendrigg Lodge.

Daily milk is provided as an option at morning breaktime. Milk is free up to the age of 5 and is provided free for those pupils in receipt of the Pupil Premium for free school meals; for other pupils, there is a daily cost, charged termly to parents. Please ask at the office for more information.

All pupils also receive a free piece of fruit at morning breaktime each day from Reception through to Year 2.

For more information on school meals, parents may wish to see our School Meals and Nutritional Standards Policy\*.



## Pupil Premium Support

The Government provides school with financial support for the educational provision of all pupils who are assessed as qualifying for the Pupil Premium. There are two categories of this support:

1. Pupil Premium/Ever 6 - pupils assessed through financial/family need as being entitled to receiving free school meals or who have been entitled to these in the past, for up to 6 years
2. Pupil Premium (adopted or looked after children) – pupils who are adopted or are looked after by the Local Authority

If you feel that your child/ren may come into either of these categories, please let us know in school and we can help you in securing this support for them.

## Medical

Please ensure that the school is aware of any medical condition affecting your child. No medicines other than long-term (e.g. to control epilepsy or asthma) or prescribed medicines can be administered in school. Please contact the office to complete a medical form for this purpose, if required.

Parents may also want to view our Special Educational Needs (SEND) Policy\*, our SEND School Offer\* and our Asthma Policy\* for further information.

## Toys and Valuables

Children should not bring toys or valuables to school unless they have been specifically asked to by a teacher. This includes expensive watches, items of jewellery and mobile phones. If children need to contact their parents urgently, they will be allowed to use the school phone or we will make contact for them.

## Transfer to Secondary School

All pupils have the opportunity to visit their future secondary school during the term/year prior to their transfer and the staffs of Old Hutton School and the secondary schools liaise closely with regard to the transfer into Year 7. We have an active working relationship with the schools in our local KCP (Kendal Collaborative Partnership), South Cumbria small schools group and beyond, including many shared activities and events which help pupils to make a smooth transition to the next stage of their education.

### [Kirkbie Kendal School](#)

Lound Road, Kendal, LA9 7EQ. Tel. Kendal. 727422

### [Queen Elizabeth School](#)

Kirkby Lonsdale, Carnforth, LA6 2HJ. Tel 015242 71275

### [Queen Katherine School](#)

Appleby Road, Kendal, LA9 6PJ Tel Kendal.773640.

Other schools to which our pupils often transfer are: Dallam School (Milnthorpe), Settlebeck School (Sedbergh) and the Lancaster Grammar Schools.

**Please note:** *The information supplied in this document is in accordance with information at present available to the Governors and is believed to be correct as at the date of printing. In particular, nothing herein prejudices the right of the Governors, or the Head teacher, to make any decision relating to the school as they see fit without regard to whether this will affect the accuracy of any matters contained in this publication.*

**(April, 2018)**