



Sutton Oak

Church of England
Primary School

Prospectus 2010 - 2011



All Saints Church

Ellamsbridge Road

Sutton, St Helens, WA9 3PY



A Warm Welcome from the Headteacher

Dear Parents,

Welcome to Sutton Oak Church of England Primary School. We are a caring Christian school committed to providing a stimulating quality education for the whole child. Our Christian ethos permeates through all aspects of the curriculum as well as other areas of school life. Christian principles and values underpin all of our work as we prepare our children for their future lives.

We want our children to be happy and successful and we are committed to allowing each individual child to develop his/her own interests, skills and talents within a positive and supportive environment.

We strive to achieve the highest performance from our pupils.

We offer an extensive range of extra curricular activities and have gained success in our sporting challenges.

Our school environment plays an important role in school life. Our pupils learn to appreciate and care for the immediate community.

We insist upon high standards of dress and behaviour and bullying is dealt with quickly and efficiently.

Relationships between home and school are vital and parents are encouraged to participate in both the educational and non educational events that are organised throughout the school year.

This prospectus has been prepared to provide you with information about our school. Please contact me if you would like to visit the school or require any additional information.

Mrs. S.A. Wilkinson

Headteacher



**Our School family
where all are valued
is centred on faith in
Christ.**

General School Information

Sutton Oak C.E. Primary School is a Church of England (Voluntary Controlled) School, with a Nursery Unit which offers primary education for children from three years to eleven years.

The school is situated on Goodban Street opposite All Saints Church.



The school is housed in two buildings, one housing the nursery and infant classes and one housing the junior classes and one year two class. A building programme in the near future to link the two buildings and extend classroom space is planned.

Internally our school is attractive and intellectually stimulating making a clear statement about our high standards.

We have three playgrounds, reception, infant and junior. Our Nursery has dedicated outside play provision. Outside provision includes a trim trail on the Infant site with similar provision planned for the juniors to be completed in Summer 2010.

We have two large school halls which are used for PE and Worship.

Additionally they are used at lunch time for the provision of hot lunches for the whole school in the infant building and packed lunches for the juniors in the junior building. The majority of infant children eat in the infant hall which is a familiar environment. A minority of year two packed lunches eat in the junior hall.

We have an experienced and supportive Governing Body. Governors are appointed by the Church, the Local Authority, Parents, and the Staff. The teaching staff, who are all qualified according to the Department for Education and Skills regulations, are appointed by the Governors.

Under Local Management of Schools the Governors have wide ranging responsibilities. They appoint the Headteacher and Staff and they control the school's budget.





Our School Vision

To shine as a vital, caring community, providing quality Christ-centred education, nurturing and valuing each individual, treating as equal

Mission Statement

'Our school family, where all are valued, is centred on faith in Christ'

Our mission is to develop mature, self-motivated young people whilst ensuring the safety and security for each person in our community through inclusion and treating all as equal.

In constant pursuit for quality in teaching, we endeavour to develop children with active, inquiring and creative minds by providing a creative and challenging curriculum matched to the spiritual, moral, intellectual, social, emotional, and physical needs of each child.

In partnership with parents and the community, we will encourage a sense of understanding and compassion for others, together with a sense of responsibility and the courage to act on their beliefs.

Aims

The school aims to:

1. Provide for each child a broad, balanced, relevant and challenging learning experience which matches their needs and develops a wide range of skills and knowledge.
2. Develop values based on Christian principles, respecting the views and beliefs of others.
3. Enable children to develop as successful learners who enjoy learning, make progress and achieve.
4. Enable children to become confident individuals who are able to live safe, healthy and fulfilling lives
5. Engender in children a sense of responsibility and therefore develop responsible citizens who make a positive contribution to society.
6. Build a good working relationship with parents, the church, the community and other agencies involved with our school.
7. Maintain a secure, happy and positive atmosphere in school.
8. Provide a creative and challenging curriculum.





Our School Values

Our values will be reflected in what we do, what we think and what we say.

We look for truthfulness and thankfulness in each other. We aim to offer respect, friendship, forgiveness and compassion. We understand that trust is the basis of relationships with other and with God.

Through perseverance and by valuing ourselves, we know that we can achieve our full potential.



“Pupils’ personal development is outstanding because they receive an excellent level of personal care, support and guidance.”

OFSTED Inspection 2008

Staff Team

Leadership Team

Mrs. S.A. Wilkinson *Headteacher*

Mr. I. Williams *Deputy Headteacher*

Mrs. C. Hill *Assistant Headteacher*

Mrs. E. Tinsley *School Business Manager*

Senior Management Team

Mrs. S.A. Wilkinson

Mr. I. Williams

Miss S. Smith

Mr. R. Sowden

Mrs. S. Green

Mr. M. Whittaker





Key Stage Two

Mrs. C. Guile

Mr. R. Sowden

Mrs. A. Grigg

Miss L. Glover

Mr. M. Whittaker

Miss A. Winstanley

Mrs. L. Lewis

Mrs. C. Hill

Senior Learning Assistants

Mrs. S. Ellington

Miss C. Ratcliffe

Miss K. O'Connor

Mrs. I. Foster

Mrs. L. Hughes

Teaching Team

Foundation and Key Stage One

Mrs. A. Farrell

Mrs. L. Kilbride

Mrs. L. Cashman

Miss L. Powell

Miss S. Smith

Mrs. S. Green

Mrs. W. Littler

Mrs. S. Pardoe





Learning Assistants

Mrs. O. Halsall

Miss G. Fildes

Mrs. J. Finegan

Mrs. M. Griffiths

Miss S. Towey

Miss T. Anders

Miss G. Reid

Miss J. Conley

Learning Mentor

Mrs. A. Bradshaw

Administrative Staff

Mrs. E. Tinsley *Business Manager*

Mrs. M. Galavan *Admin Assistant*

Mrs. W. Griffiths *Clerical Officer*

Lunchtime Organisers

Mrs. M. Barnes *Senior Lunchtime Organiser*

Mrs. J. Spark

Mrs. S. Moyers

Mrs. P. Rees

Mrs. B. Stanley

Miss S. Kenny

Miss S. Walker

Mrs. C. Pinder

Miss J. Tarbuck

Mrs. E. Devaynes

Mrs. S. Woodward *Caretaker*

Mrs. P. Rees *Cleaner*

Mrs. A. Peterson *Cleaner*

Miss S. Walker *Cleaner*

Mrs. J. Whittle *Cook*

Mrs. K. Foy *Catering Assistants*

Mrs. A. Dooley *Catering Assistants*

“Pupils’ extremely positive attitudes to their work, excellent behaviour in lessons, and the effective teaching and support they receive from teachers and other supporting adults ensures that their achievement is good overall.”

OFSTED Inspection 2008



“They settle well into the Nursery and Reception classes because of the high quality care, support and guidance they receive.”

OFSTED Inspection 2008



School Governors

Staff (Headteacher)

Mrs. S.A. Wilkinson

Staff (Teacher) Mrs. C. Hill

Staff Mrs. O. Halsall

Parent Mrs. C. Leyland

Parent Mr. C. Milow



Parent Miss D. Bowden

Parent Mrs. C. Colquitt

Parent Mrs. J. Hart

LEA Mrs. C. Carney

LEA Vacancy

Foundation Mrs. M.A. Hyland

Foundation Mr. A.G. Dawson

Foundation Rev. C. Spittle

Community Mr. W.A. Hunter

Community Mr. M. Glover

Investors In People

Sutton Oak C.E. Primary School was pleased to receive this prodigious National Award following a thorough Inspection by an Accredited Assessor. The Award confirms that:

1. The School is fully committed to developing its people in order to achieve its aims and objectives
2. The School is clear about its aims and what people need to do to achieve them
3. The School develops its people effectively in order to improve its performance
4. The school understands the impact of its investment in people on its performance.



“Lessons provide a good balance in developing pupils' creative, practical, physical and personal skills as well as their academic learning.”

OFSTED Inspection 2008

School Organisation

Our school is organised into 4 units.

FOUNDATION STAGE Ages 3-5

Quadrant 1 Nursery & Reception

KEY STAGE 1 Ages 5-7

Quadrant 2 Years 1 & 2



KEY STAGE 2 Ages 7-11

Quadrant 3 Years 3 & 4

Quadrant 4 Year 5 & 6

Children are taught in year groups except in circumstances where it may be necessary to put them into vertically grouped classes to reduce class sizes.

Children may be taught in whole classes, groups or individually, according to subject matter.



Children are given homework where appropriate

A Special Needs Co-ordinator is highly skilled to deal with those children who require additional help due to learning difficulties or for other reasons.

Outside agencies may be called upon to assist these children.

Our School Day

Nursery 8.50 a.m. – 11.50 a.m.

12.30 p.m. – 3.30 p.m.

Infants & Juniors 9.00 a.m. – 3.30 p.m.



The Curriculum

In order that each child may reach his/her full potential the school provides a curriculum that is broad, balanced and relevant to our pupils. We deliver our curriculum creatively in line with the Every Child Matters Agenda and the national requirements of Excellence and Enjoyment.

The Early Years Curriculum.

In their early life at our school the children follow the Foundation Stage curriculum. A variety of learning activities and experiences are provided for the children which follow the six areas of learning:



- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

Key Stage One and Key Stage Two

Children will access a rich, creative curriculum to inspire and challenge all learners and prepare them for the future.

Cross curricular themes enable children to develop skills while making meaningful real-life links.



English.

Our aim is to extend children's ability, confidence and enjoyment of English so that they can communicate effectively. This is achieved through a balanced programme of speaking, listening, reading and writing. Each child takes parts in a daily, structured and progressive English lesson in addition to English in other curriculum areas. We believe that the teaching of reading is of utmost importance and our aim is to encourage a love of books. Reading is developed on an individual basis and a group basis and a combination of approaches are used to aid progress. Writing is developed in all its forms. We have a structured approach to the teaching of spelling and spellings are often sent home to learn.



Mathematics.

We place a great importance on Mathematics and hope that your child will develop an understanding and love of the subject. We follow the primary national strategy.

Each Child takes part in a daily structured lesson which incorporates direct teaching and interactive oral work. Children are encouraged to demonstrate their acquired skills in other curriculum areas. Children are guided through a number of practical and written activities to ensure that they not only understand the main elements of the subject but can also

use and apply their knowledge with confidence and enjoyment in the world around them.

RE (Religious Education)

The teaching of Religious Education at Sutton Oak C.E. Primary school permeates all aspects of school life.

Dedicated RE lessons at Sutton Oak CE Primary School are in accordance with the Liverpool Diocesan syllabus and St. Helens agreed syllabus. Whilst an awareness of different faiths is taught an emphasis on Christian traditions and teachings predominates. The programme of study in the Liverpool Diocesan syllabus and St. Helens agreed syllabus for Religious Education provide a progression in experiences, opportunities, skills and content.





Collective Worship

At Sutton Oak C.E. Primary School Collective Worship follows the principle teachings of the Church of England. We provide a daily act of worship which aims to combine Christian principles with spiritual and moral issues and to also promote our ethos in developing a community spirit. We organise daily worship by whole school, key stage or class acts of collective worship.

At significant times in the Christian calendar acts of collective worship take place in All Saints Church.

Parents may ask for their child(ren) to be withdrawn from Religious Education/Collective Worship. This should be put in writing to the Headteacher.

ICT (Information and Communication Technology)

Equipping children for tomorrow's world by teaching them ICT skills is an essential part of our curriculum. We have a dedicated ICT suite in which children receive structured ICT lessons. We have a Laptop bank that can be used in classrooms to support teaching. There are also additional computers available in classrooms and resource areas. Each classroom and both of our school halls have interactive whiteboards. Children are taught the safe use of the internet.

Science

Children are encouraged to investigate the world around them and to develop a deeper understanding about the central themes and underlying concepts of, seeing science as relevant and integral part of everyday life.

PSHCE (Personal, Social Health and citizenship education).

PSHCE in its contribution to the development of individuals plays an

important part in the life and ethos of the school. The promotion of self esteem and confidence which leads to the development of respect for self and others is seen as very important. At Sutton Oak this is closely linked with our discipline policies and the spiritual, moral, social and Cultural development of our children. The school encourages all children to lead healthy lifestyles.

This school complies with requirements and provides Sex Education for our pupils. This is given through Science and Personal and Social Education lessons. Parents have the right to withdraw their children from all or part of these lessons. Parents wishing to do so should contact the Headteacher.



“Teachers know their subjects well and have good relationships with pupils and this gives them confidence in their work.”

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Design and Technology

In Design and Technology we encourage children to investigate, design and make, identify problems, discuss their work, propose solutions and evaluate what they have done. We encourage children to apply knowledge and skills from other areas of the curriculum.

History

Through the study of history children can understand how the past influences aspects of our lives and those living in the wider world. It shapes the customs and beliefs of the communities to which we belong. Children are given the opportunity to study local history.

Geography

Geography contributes to the curriculum by stimulating curiosity about the natural and human world and introduces pupils to people, places and environments. It develops an understanding of physical and human landscapes and introduces children to different cultures and societies. It provides a link between many curriculum areas.



Art

The school environment is stimulating reflecting the high quality of display and the importance given to the presentation of children’s work. The school encourages the children’s understanding art, craft and design.

Music

Music is taught throughout the school and we seek to develop the children’s composing, performing and listening skills. The children have the opportunity to play the recorder, brass



instruments and percussion. Specialist teachers support our musical development in school. We have a school choir that performs for parents and at local events in the community.

PE

In physical development we aim to promote the development and progression of skills in gymnastics, dance, games, athletics and outdoor activities. Our children attend swimming lessons and receive two hours swimming lessons per week.





Extra Curricular Activities

In addition to the main subjects taught in the curriculum during lesson times the school offers a wide range of activities and clubs on a voluntary basis.

These include:

- Music tuition
- Spanish
- Dance
- Art
- Table Tennis
- Rugby
- Football

and many more.

Facilities

Sutton Oak is a well equipped school

It provides a bright attractive & stimulating learning environment.

“The elected members of the school council and the Eco Warriors enjoy their responsibilities and are proud of what they accomplish, for instance in running the fruit shop and keeping the school tidy.

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We have well equipped classrooms with Interactive Whiteboards

Our ICT suite is well equipped.

Our two school halls are equipped with Interactive Whiteboards.

We have attractive school grounds with extensive playing fields

We have a cooking kitchen on site which provides our children with healthy meals.

Admissions

The Local Authority is responsible for all admissions and the maximum admittance no. is 52 per year into Nursery and 45 per year into Reception Class.

Parents are welcome to see the school during school working hours and they should telephone the school to make an appointment to do so.

Admission arrangements for pupils with disabilities

All children are welcome at Sutton Oak.



“Pupils say they like school because they enjoy their activities and ‘the teachers will always help you!’.”

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There are no special admission arrangements for pupils with disabilities, since in the event of oversubscription the published criteria for determining places is applied and, as such, does not differentiate between pupils with or without disabilities.

Similarly if any application is made to transfer a pupil into the school the normal admission procedures would apply.



The Disability Discrimination Act

The school recognises the definition of a disabled person as stated in the Disability Discrimination Act 1995 namely anyone who has a “physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day to day activities.” This being so the school’s SEN policy identifies how the school will provide for pupils who are disabled.

Gifted and Talented

Pupils working at a high level of achievement may be recognised as Gifted and Talented. The school has a Gifted and Talented policy which it implements. Appropriate programmes can be implemented to meet the needs of a particular child.

Equal Opportunities and Race Equality

The school offers opportunities to all children regardless of race gender or disability. Prejudice or harassment linked to race, gender or disability is not tolerated. All incidents of a racial nature are dealt with severely and are reported to the Governing Body.





Keeping in Touch

We operate a text messaging service to keep you fully informed of important information during term time. We also send newsletters and bulletins throughout the year. Parent notice boards are situated outside both buildings.

You are always welcome to speak with us at any time throughout the year should you wish to.

The address kept in school must be your current one. If your address or telephone number changes you must inform us immediately. You must keep your contact information up to date at all times so that we can contact you in an emergency.



Keeping you informed of your child's progress/assessment

Children are assessed throughout the year so that teachers can provide work at exactly the right level.

Each year children from Y2 onwards are tested using National tests in May.

Nursery/Reception children are assessed during their first few weeks in school. This information provides the appropriate starting point for your children and their teachers.



Twice yearly you will be given the opportunity to discuss your child's work with his/her teacher. At the end of the school year you will receive a written report. If you have a message or query please call into the school office either before or after school. If you would like a longer time to talk to the teacher or Headteacher, a time can easily be arranged. Staff are willing to talk to parents, but please not in teaching time. Teachers are very busy at the beginning and end of the day accepting care of your child and returning your child safely to you. Please do not disturb our teachers whilst they are performing these important tasks. Messages can be left at the school office.



“The good curriculum effectively underpins and supports pupils' personal development and good progress. Lessons provide a good balance in developing pupils' creative, practical, physical and personal skills as well as their academic learning.”

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School Security

All visitors are requested to use the main entrance when arriving at school. They are asked to sign the register and state the reason for their visit. During the course of the school day security gates are locked. The single point of entry is the school main entrance/school office. No child is allowed to leave the school grounds without permission. Adults wishing to take a child from school must seek authorisation.

Child Protection

Sutton Oak Primary School follows the Child Protection guidelines issued by St. Helens Children & Young People's Services. A copy of these are held in school and can be seen upon request.

Health and Safety

- We take children's safety very seriously, please help us by being aware of these guidelines.
- A number of staff are trained in basic first aid and any minor accidents that occur during the school day will be referred to and treated by them. Parents will be informed. In more serious circumstances the appropriate hospital/doctor will be contacted and we will inform you as quickly as possible. Please make sure we have an emergency telephone number for you.
- Children who are late for School must report to the School Office.

- If you need to visit us during the day, please report to the school office.
- Please inform school if another adult is collecting your child at home time.
- All doors to the building are secured during school hours and the perimeter gates are locked
- Dogs are not allowed on school premises
- Please take care when parking. Please do not park on the zig-zags during school hours





Attendance

Regular and punctual attendance is essential for educational progress. Parents are encouraged to telephone school on the first day of their child's absence with a reason for absence. If school does not receive a call then a text message/courtesy call is made to obtain reason for absence.

Pupils returning to school after absence must bring a note stating the reason for absence. If attendance falls below 90% our Education Welfare officer may be asked to call. We issue fixed penalty notices to parents of children who accumulate 20 sessions (10 days) of unauthorised absence within a 10 week period. This includes holidays taken during term time which have not been authorised by the Headteacher. We have a responsibility to address non-attendance.



If the absence is likely to be prolonged, we can help (in appropriate cases) by providing work to be done at home.

Children who arrive late must report to the school office so that they may receive their attendance mark

Holidays in term time

Family holidays should be taken wherever possible out of term time. Holidays are not automatically authorised. Any parent who wishes to take their child out of school should make an application in writing to the Headteacher with sufficient time to allow a decision to be made (at least 4 weeks in advance). A meeting will

then be arranged with the Headteacher to discuss the request. Parents should always defer booking any such holiday until it is known whether the request has been agreed. Please do not allow any other family members to book holidays for your children in term time without making the appropriate application to the Headteacher.

ABSENCE REPORT 2008/2009

Pupils of compulsory school age	298
Authorised Absence	5.2
Unauthorised Absence	1.4

Pastoral Care

Children with personal problems are able to approach staff or the Headteacher at any time with their need for help. If you are aware of any cause for concern at school or at home then please come and see us as soon as possible. Conversely if we have any concerns about your child we will contact you immediately and ask that you meet with us to discuss any problems.

"The school is well led and managed."

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Lunchtime

The children have the choice of bringing a packed lunch or taking advantage of the excellent meals which are cooked on the premises. Sample menus are available on request. Those parents who qualify for free meals can obtain an application form from Education Benefits Office.

A skilled team of Lunchtime Organisers care for the children at lunchtime. Children are not allowed off the premises at this time except without prior arrangement.

If your child brings a packed lunch,, please provide a straw and a spoon when necessary. Drinks in glass bottles are not permitted for safety reasons.



School Visits

To enrich your children's learning we look for educational visits linked to their classwork.

Voluntary contributions towards the cost of the visit are normally asked for, and these vary according to the cost of the coach etc.

Charges and Remissions Policy

It is the Governing Body's Policy to make a compulsory charge for activities and materials where this is legally allowed.

This includes:

- Materials where a child wishes to take home the finished product
- Lost books and breakages of school equipment
- We ask for voluntary contributions for school trips and visiting performers without which these events could not take place.



"This is a good school where pupils achieve well in a secure and caring Christian environment."

OFSTED Inspection 2008



Complaints

Our school has the following procedure for dealing with complaints:

We expect all our pupils, staff and parents to listen to each other and respect one another

Minor complaints should be dealt with by the Teacher

Serious complaints must be dealt with by the Headteacher. The Headteacher will always see parents who are unhappy about something, in order to resolve difficulties.

A parent who is still not satisfied should follow the schools complaints procedure which is available from the school office.

A complaint can also be made directly to the Local Authority.



School Uniform

We are proud of our school uniform, which identifies the children with their school.

Sweatshirts, Jumpers, Cardigans, P.E. T-Shirts, Coats and Polo Shirts bearing the School Logo can be ordered from school at various times throughout the year. Details can be obtained from the school office. We also have a uniform for the Nursery – T-Shirts, Sweatshirts and Reversible coats can be ordered from the school office.



Girls

- Grey Pinafore/Skirt
- Grey Straight Leg Trousers
- White Shirt or Polo Shirt
- Red Sweatshirt/Cardigan
- Red Tie

Boys

- Grey Trousers
- White Shirt or Polo Shirt
- Red Sweatshirt/Jumper
- Red Tie

**NB SENSIBLE SHOES PLEASE.
TRAINERS ARE ALLOWED BUT
THEY MUST BE PLAIN BLACK**

During the summer term, girls may wear red and white striped/gingham/red dresses. The boys may wear short trousers.

P.E. GIRLS

- Red Shorts/Games Skirt
- White T-shirt
- Black Pumps

BOYS

- Red Shorts
- White T-shirt
- Black Pumps

Games

As for P.E. but children may need to wear trainers or football boots. Football jerseys may be worn for the sport and tracksuits are also encouraged in cold weather.



Swimming

Appropriate swimwear is essential.

ALL CLOTHES MUST BE LABELLED WITH YOUR CHILD'S NAME

PLEASE NOTE JEWELLERY OTHER THAN ONE PAIR OF PLAIN STUD EARRINGS IS NOT ALLOWED IN SCHOOL.



School Terms & Holiday Dates 2010-2011

AUTUMN TERM 2010

School Re-opens on
Wednesday 1st September 2010

School closes
Friday 22nd October 2010

School re-opens
Monday 1st November 2010

School closed staff training day
Friday 3rd December 2010

School closes Friday 17th
December 2010





SPRING TERM 2011

School re-opens
Tuesday 4th January 2011

School closes
Friday 11th February 2011

School re-opens
Monday 21st February 2011

School closed staff training day
Friday 18th March 2011

School closes
Friday 1st April 2011



SUMMER TERM 2011

School re-opens
Monday 18th April 2011

School closed on
Friday 22nd April 2011 (Good Friday)

School closed on
Monday 25th April 2011
(Easter Monday)

School re-opens on
Tuesday 26th April 2011

School closed on
Monday 2nd May 2011(May Day)

School closes on
Friday 27th May 2011

School re-opens on
Monday 6th June 2011

School closed staff training days
Thursday 7th & Friday 8th July 2011

School closes on
Friday 22nd July 2011

Performance Information

Key Stage 1 National Curriculum Test Results 2009

	<i>Level 2+</i>	<i>Level 3</i>
Reading	77%	28%
Writing	77%	14%
Mathematics	86%	7%

Key Stage 2 National Curriculum Test Results 2009

	<i>Level 4+</i>	<i>Level 5</i>
English	86%	24%
Mathematics	90%	45%
Science	97%	69%





Headteacher: Mrs. S.A. Wilkinson



Sutton Oak C.E. Primary School

Goodban Street • Sutton • St. Helens • Merseyside • WA9 3QD

☎ 01744 678690 ☎ 01744 678692

✉ suttonoak@sthelens.org.uk

www.suttonoak.st-helens.sch.uk

