



Welcome to

Vernon Terrace Primary School

Vernon Terrace

Northampton

NN1 5HE

(01604) 633894

Head Teacher: Mrs J Cassiano (BA Hons)



Our Mission Statement

At Vernon Terrace we aim to provide a happy and stimulating environment in which the academic, social,

emotional and cultural needs of each individual child are met.

Senior Leadership Team

Head Teacher - Mrs J Cassiano/DSL
Deputy Head Teacher - Mrs J Marlow/DSL
School Business Manager - Mrs L Beddie
Senior Leader - Mr S Robinson Smith
Senior Leader - Miss M Collyer
SENDco - Mrs A Steele/DSL

Contents

- Introduction
- Vernon Terrace Primary School
- Vernon Terrace Primary School Aims
- Governors
- Staff at Vernon Terrace Primary School
- Reception Children
- Uniform
- The School Day
- Accidents at School
- Head Lice
- Emergency Contacts
- Collecting Children from School

School Organisation

- Health
- Travelling to school
- Home School Liaison
- Jewellery
- Behaviour
- Absences
- Medicine
- Family Holidays
- Complaints Procedure
- Publicity and Recordings
- Access
- Celebration Assemblies
- Teaching Assistants

The Curriculum

- Extra-Curricular
- After School Club
- Breakfast Club
- Special Educational Needs
- Feedback



Introduction

Vernon Terrace Primary School is a welcoming inclusive school for children aged 3-11 years. The school can take up to 30 children in each year group. We have a nursery year which offers part-time and full-time spaces.

The school boasts a very strong team of well trained staff. All adults in the school are valued for the contribution they make to the school.

The school has spacious classrooms. Our radio equipment enables our partially hearing children to be fully integrated in the school. We also have Sunshine Room where they receive specialised support.

The school has two playgrounds, a large EYFS outdoor provision and a new KS1 outdoor learning area. In addition to these outdoor spaces, we have a sensory garden.



We value a strong partnership between home and school. You will be assured of a friendly welcome from staff on arrival or if you telephone the school. Please make an appointment if you would like to look around. We look forward to meeting you and welcoming you into our school community.

Vernon Terrace Primary School

Vernon Terrace Primary School is a primary school situated on the outer east side of Northampton. We benefit from being near to Abington Park and town centre attractions such as theatre companies, cinemas and sports grounds all of which provide outdoor external enrichment opportunities.

Our vision, alongside our mission statement, is to create successful, enthusiastic learners who are confident, critical thinkers. We want our children to develop an appreciation of their diverse community recognising the strengths diversity brings. Our broad and balanced curriculum aims to create knowledgeable, curious global citizens who go on to inspire further generations.

Our dedicated staff take a holistic approach to teaching. They have high expectations of all children placing no ceiling on their learning. We believe that by setting high expectations, our children's motivation will increase and in turn they will achieve more than they anticipate.

We are proud of our dedication to educating children with special educational needs (SEND). We have two SEND bases within school. One specialises in the education for children who are deaf/have partial hearing, and the second for children with social, emotional, mental, health needs (SEMH). Children who attend either base also integrate into mainstream classes.

The children at Vernon Terrace Primary School are very well behaved due to teachers treating every child as an individual and using positive behaviour management strategies. Children love coming to school and have a positive relationship with staff.

The children's personal development is just as important to us as their academic achievement. We have adopted Philosophy for Education sessions; we have included character education to lessons; and we prioritise the teaching of a full PSHE (Personal, social, health education) & RSHE (Relationship, Sexual, Health Education) curriculum. In doing so, we aim to ensure children know how to keep healthy and safe. Additionally, we want the children to form healthy, respectful relationships within their community and with one another.

We are committed to providing high quality education for all in order to promote lifelong learning within our school community.

We work towards the education of the whole pupil and regard the early years of childhood as a very special time to be enjoyed and valued for itself.

We intend that children should develop lively and enquiring minds and those skills and attitudes which will help them to continue learning throughout their lives.

We regard all children as gifted and are committed to enabling them to discover their strengths and value them.

We aim to encourage all to achieve as high a standard as their age and ability will permit in all areas of the curriculum.

We aim to ensure that everyone in our school receives equal regard and equal opportunity in learning.

We are committed to partnership with parents and aim to develop and maintain good relationships and communication links with all our families for the benefit of the children.

At Vernon Terrace Primary School, we include a specialist base for children who are deaf and partially hearing. Our specialised team, including a qualified Teacher of the Deaf, offer support to up to eight children aged between 4 and 11 years old.

Our provision for deaf and partially hearing children has been based at the school for over 30 years and we have built up a vast amount of experience and knowledge to help us support them. All children benefit from being part of a vibrant and caring mainstream primary school as well as additional specialist support, facilities and resources



Governors

The Governors meet 6 times a year. Minutes from the meetings are available in school. Our Committees within the Governing Body are:-

Full Governors, Resources, and Learning and Teaching.

If you are interested in becoming a Governor please enquire at the school office.

Should you wish to discuss any matters about the school please feel free to contact the Head Teacher.

Reception Children



School places are offered according to the Governor's Admissions Policy, which is in line with Local Education Authority guidelines.

You can apply for a place for your child at www.northamptonshire.gov.uk

When you are offered a place you should either accept or refuse the offer within the allocated time. If you are not allocated a place for your child you are entitled to appeal to the Local Education Authority. Please ask our administration team for details of how to proceed.

New parents are invited to a meeting in the summer term to meet the staff, have a look round the classroom at a range of activities and receive information about the school. Induction visits are arranged for the children during the Summer term. Uniform and book bags can be purchased at National School Wear Shop on the Wellingborough Road, Northampton.

When children are admitted to school in September they will attend part-time in the morning for two days and will then attend full-time.

Teachers and classroom assistants may arrange to make a home visit prior to your child starting school. The visits are optional but they do help the children to settle quickly into school and help staff and parents to form an early working relationship.

Nursery places are offered from the school. Please contact the school office on 01604 633894 for an application form.

Uniform

Note: It is not compulsory to wear uniform items which have the school logo printed onto it.

Uniform which can be worn all year

School sweatshirt (blue)
White polo shirt, blouse or shirt
Black skirt, pinafore or trousers
Sensible shoes

Optional Summer uniform (Summer term only)

Girls: Summer dress - blue/white checked
Boys: black shorts in the Summer
Children will be asked to wear their PE kit to school on PE days.

PE: White t-shirt, black shorts/jogging bottoms and plimsolls/trainers.

Please mark all clothing with your child's name. Children are responsible for looking after their own property. A lost property box is located in school.

Uniforms are available at the School Wear shop on the Wellingborough Road, school bags and can also be purchased there.

The School Day

Nursery

Morning session – 9am – 12 noon
Afternoon session – 12pm – 3pm
Full Time – 9am – 3pm

Main School

8.30 Soft start for years 4, 5 and 6
08.45 Doors open
08.55 Children to be in class.

Morning Break

10.40 – 10.55

The National Fruit Scheme for Schools provides a free piece of fruit every day to all Early Years and KS1 children.

Free milk is provided from Cool Milk to all children until their 5th birthday and to those children who are eligible for Premium Free School Meals (not Universal FSM).

If you would like your child to have milk and they are 5 years or over and you do not receive FSM please register and pay on-line at www.coolmilk.com

Lunch-time

12pm – 1pm



End of the school day

Year R to Year 6 - 3.15

Kingswood Catering provides our school's hot meal and packed lunches on order for £2.40 a day.

All children in KS1 are entitled to Universal Free School Meals. Please register and order online: www.kingswoodcatering.co.uk or telephone: 01536 201203

Children entitled to free school meals and those wishing to pay must also register and order on-line.

Any family receiving certain benefits may be entitled to receive free school meals. We encourage all families to claim them even if they are entitled to the Universal Free School Meals. Application forms are available from the school office and staff will be happy to help you complete them if necessary.

Alternatively, your child can go home for lunch if requested. Please send a note to their class teacher and ensure that they are met from school by a responsible adult. They should be collected at 12.00 noon and returned to school by 12.55pm.

Many children bring packed lunches. Please ensure your child has a healthy lunch in an appropriate lunch box container and ensure drinks are in a plastic leak-proof container. Children are encouraged to drink plenty of water throughout the day and therefore need their own named water bottle with 'sports top' lid.

Please do not send: sweets, nuts, chocolate or fizzy drinks to school.

Accidents, medical needs and first aid at school

Occasionally children at school suffer minor accidents or injuries, or may complain of feeling ill. In such cases we have staff who will offer first aid. Children with medical needs have the right to attend full-time school. We are committed to ensuring children's medical needs do not hinder their opportunity to experience school life. Therefore, reasonable adjustments will be applied and medication administered when required. For full details please refer to our Pupils with Medical Needs and First Aid Policy available on our website.

Head Lice

Please check your child's hair and if they need treatment your pharmacist or doctor will be able to recommend the best product to use. All members of the household should be checked and treated. Children should not be absent from school whilst treating this.

If you need further advice, ask at the school office.

Emergency Contacts

Parents must leave a telephone number where they can be contacted during the day, in case of emergency. Each year Data Collection Sheets are produced and shared at parents' evening where they should be checked and signed. Please let us know if there is any change of

address/contact information. Not being able to contact a parent in case of an emergency is a 'safeguarding' issue.

Collecting Children from School

There may be occasions when you are not able to collect your child promptly from school.

If you wish another adult to pick up your child, you need to complete a 'Permission to Collect' form and give the school at least 24 hours' notice. We always reserve the right to refuse to allow a child to go with another adult – your child's safety is our main concern.

When a pupil remains on the school premises at the end of the day, the school needs to know that it has parental authority to do what is necessary to look after the pupil. If your child is not collected, the school will make contact with you using the contact numbers you have given us. If that fails however, we will need to contact the relevant organisations.

Unless we hear to the contrary, we will assume you agree to the school and other agencies making whatever arrangements are necessary to ensure your child's welfare.



Health

Every child may have a medical check-up by the school nurse during the first year of statutory schooling. Parents are informed and invited to attend. Vision and hearing by the school nurse are held periodically. Parents are not expected to attend but are notified if any treatment is indicated.

Travelling to School

Most children walk to school or travel by car. It is worth remembering that parking is very limited around the school.

Home School Liaison

All parents are invited to a meeting before their child starts at Vernon Terrace Primary school. This is an opportunity to meet staff and learn about the routines, curriculum and admission procedures. We also explain how we can all work together to make sure all children settle into school quickly.



Parents' meetings are held at least twice each year – in October and March. Parents meet with the class teacher and discuss their child's academic and personal, social, emotional development. If at any time a parent is concerned about their child it is important they make an appointment with the child's class teacher.

We send out a monthly Newsletter which contains curriculum updates, safeguarding notes and key dates for the diary. <https://www.vernonterrace.net/news>

Class teachers will keep parents up to dated using the school's website. You can access information on each class's page on the website. <https://www.vernonterrace.net/classes>

Parents are always welcome at school – good relationships between home and school is vital for our pupil's development and participation in all activities.

Data

A pupil's file containing information about the child's circumstances, achievements and needs will be available to parents on request. Files are kept confidential, therefore, only those who have rightful access can access them. For full detail

Parents have right of access to information, including:

- Child's records of work
- School schemes of work
- Local Authority policies
- Governors' policies on a range of matters
- School OFSTED Reports
- Details of procedure for making complaints
- Information about Education Acts

If you need access to any of the above information please refer to the schools website for policies www.vernonterrace.net

Jewellery

We recommend that children do not wear jewellery to school.

Absences

There is an obvious link between attendance and attainment which is why we place great emphasis on ensuring children attend school.

If your child is away from school for any reason we must be notified. We have a duty of care to our families which we take pride in. Reporting an absence makes us aware that our children and their family members are safe. Please telephone the school on the first day and every day of absence after that. The school office staff will advise you of whether or not the absence will be authorised.

For more information, please read our Attendance Policy which is on our website

Family Holidays

Term time holidays will not be authorised and penalty notices can be enforced by the Education Entitlement Service. It is important to understand that the initial fixed penalty notice is issued to each parent for each child.

Publicity and Recordings

A consent form is provided to give permission for pupil's photographs or video images to be used either in paper or electronically, for school and curriculum purposes only and may be used for displays, promoting a positive image of the school, newsletters, press releases etc, and that pupil's name will not be included in published images.

Celebration Assemblies

Every Friday morning we hold an Achievement assembly. Parents are invited and we recognise:

- Work or effort which is exceptional for that pupil.
- Consistently high standards of work.
- Being helpful beyond the norm expected.
- Consistently high standards of behaviour.
- Achievements outside the school which reflect the ethos we try to teach.
- Good behaviour at lunchtimes

Once a term, an 'In it to Win it' Prize draw will take place.

Teaching Assistants

Teaching Assistants are employed to support children who are entitled to high needs funding due to having a SEND (special educational need/disability). Teaching assistants are deployed by the senior leadership team to support individual pupils with their interventions. Their support is invaluable to the smooth running of the school and they receive regular training to maintain and develop their skills.

The Curriculum

At Vernon Terrace we follow the National Curriculum, 2014. For full information about our curriculum offer please refer to our curriculum page on our website. There you will find a document you can download with full information. <https://www.vernonterrace.net/curriculum>

Extra-Curricular Clubs

Vernon Terrace offer a wide range of after school clubs. Our pupil Leaders support the leadership team in deciding which clubs to book to enhance the pupils learning experiences.

Breakfast Club

We offer a Breakfast Club to children from Reception – Year 6. The club runs from Monday to Friday (term-time only): 8.00am until 8.45am. Each session costs £1 and needs to be paid on the day or a week in advance. The children have the opportunity to have breakfast and take part in some supervised activities before the start of the school day.

Special Educational Needs

We are committed to meeting the needs of all children. We are proud of our diverse community including children who learn or think differently or those who have a disability protected by the Equality Act. We adapt our school to meet children's needs rather adapting children to meet the needs of our school. For more information, please refer to our Inclusion page on our website:

<https://www.vernonterrace.net/inclusion/>



Feedback

From time to time we will send home questionnaires for you to fill in so we can obtain your views on the school and any ideas you have for the ways in which we can improve upon our provision. It would be most helpful if you could find a few minutes to complete these questionnaires and return them to us.

Help us to help your child

We do ask for you to help us set a good example to all children. You can help us by:

- Not smoking/vaping on the premises
- Not bringing pets onto the school grounds
- Not bringing alcohol onto the school grounds
- Removing litter from the school and grounds
- Please refrain from swearing
- Not using mobile phones on school premises
- Respect the school property
- Speak to staff as you would expect to be spoken to



Staff, Parents and Children Working Together

Home – School Agreement

At Vernon Terrace Primary School we want our children to have the best education possible therefore we want to make sure that we have a friendly and calm atmosphere throughout the school. We all need clear guidelines so that we can communicate in a positive way. The fewer distractions there are, the easier it is for our children to learn.

We want everyone - adults and children to feel secure and safe. To make school a happy setting everyone needs to co-operate and support one another. Teachers, parents, governors, children, the community and visitors to school all have different responsibilities and parts to play in making the school work.

This agreement is a contract between all those involved in the school.

Staff Responsibilities

- Know our children as individuals.
- Provide a challenging and balanced curriculum.
- Provide a happy, caring, stimulating and well organised environment.
- Inform and communicate effectively with both children and parents.
- Help the children to learn and live together regardless of race, gender, physical or mental disabilities and background.

Children Responsibilities

- For all children to listen to and follow instructions when asked.
- For children to do their best.
- To know and follow the school rules.
- To treat others with respect and to be polite, friendly and helpful.
- To speak to an adult if worried or to help resolve problems.

Parent Responsibilities - These include the following:

- To help your child with home learning making sure that it is completed and returned to school on time.
- To ensure that your child's behaviour is good throughout school life.
- To ensure a safe arrival and departure from home to school.
- To attend meetings when appropriate and respond to school correspondence.
- To update information:
 - Emergency contacts (e.g. update whenever there is a change of phone number).
 - Medical background
 - Changes at home etc.

- Negotiation is encouraged. Parents should encourage this and support the school. "If they hit you, hit them back" causes great confusion to children. Revenge is not a substitute for assertion and negotiation. Abuse of any kind - physical or verbal is not acceptable at Vernon Terrace Primary School (from children or adults).

Attendance

- Regular attendance at school is essential.
- Children must be in school and punctual every day.
- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable.
- We may ask for a doctor's certificate if your child is absent.
- We may make home visits if your child is absent.
- You must notify the school of any absence before 9.00am and keep us updated daily.
- Your child may be referred to the local authority as 'A Child Missing in Education' if parents do not keep in touch regarding a pupil's absence.
- You may be fined for taking time off during term-time.

Please take the time to familiarise yourself with our statutory policies available on our website:

<https://www.vernonterrace.net/statutory-information/>

