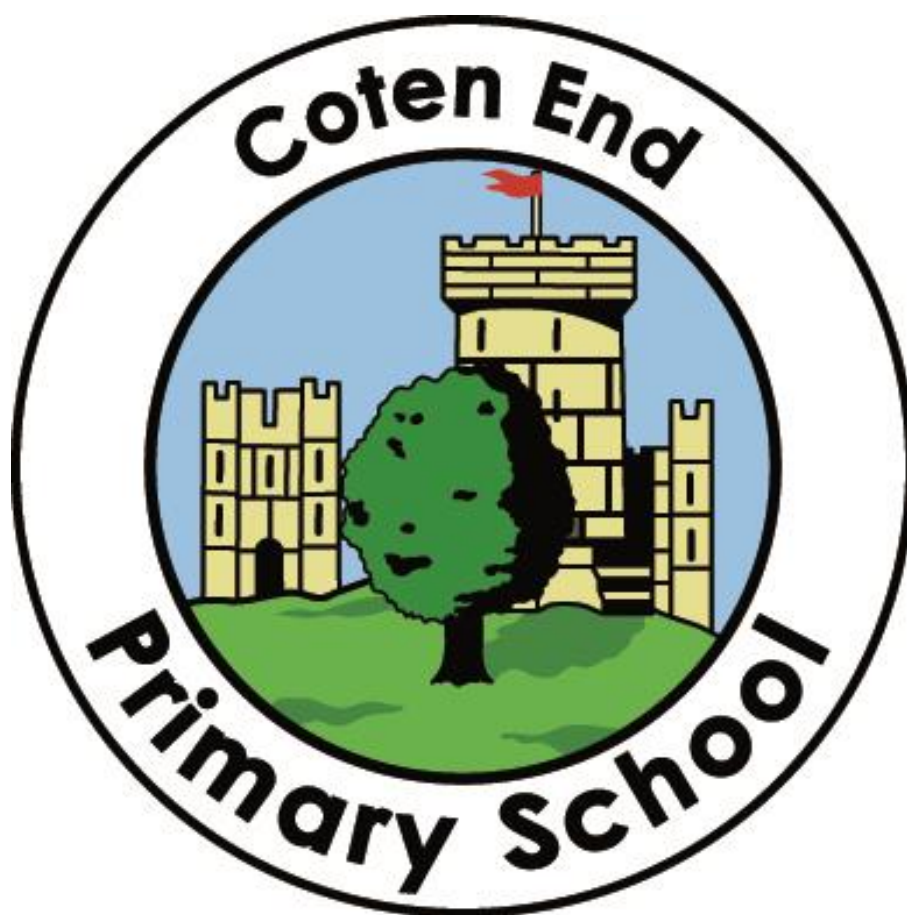


Coten End Primary School

Parent Handbook

2023 – 2024



Be safe, be respectful



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Dear Parent

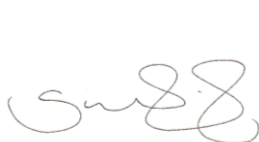
Welcome to Coten End Primary School! This handbook hopes to give you a taste of what life is like for children at our school.

Although this booklet describes what we do, you can find out more by visiting us and seeing the school in action. You can also visit our school website www.cotenend.co.uk

We are in a lovely location in the centre of Warwick, close to the castle and next door to St. Nicholas' Park. There is a sense of community at Coten End Primary School where children, parents, staff and governors work together as a team with a common aim to provide the best education possible.

The strong relationship between home and school is vital in ensuring children develop both educationally and personally. We value your contribution as parents and we look forward to working with you in the primary years of your child's education.

Best wishes



Sarah Sheepy
Headteacher



GENERAL INFORMATION

The School Day

Foundation Stage (Reception) and Key Stage 1 (Years 1 and 2) have a shorter school day than juniors (Years 3, 4, 5 and 6). The times of sessions are:

Foundation Stage

8.45am - 11.50am

12.50 - 3.15pm

Key Stage 1

8.45am – 12.00pm

1.00 – 3.15pm

(Year 1 breaktime 10.00 – 10.20am & 2.00 – 2.10pm)

(Year 2 breaktime 10.25 – 10.45am & 2.15 – 2.25pm)

Years 3 & 4

8.45am - 12.20pm

1.20 - 3.20pm

(Year 3 breaktime 10.00 – 10.20am)

(Year 4 breaktime 10.25 – 10.45am)

Year 5 & 6

8.45am – 12.20pm

1.20 – 3.20pm

(Year 5 & 6 breaktime 10.50 – 11.10am)

Children are welcome to come into school from 8.40am. Please do not send children to school before this time as we cannot accept responsibility for them until that time. They also need to be collected promptly at the end of the day. Once children are handed over at the end of the school day they become the parents' responsibility. In the interests of safety, please make sure we know who will be collecting your child at the end of the day. If your child is in Years 5 or 6 and you wish them to be able to leave school unaccompanied at the end of the day, please complete a google form to indicate this (link available on request). If your child has not been collected from school by 4.00pm and we have been unable to reach the named contacts for your child, we may need to contact Children's Services. Children should not use the play equipment outside of school time for health and safety reasons.

Healthy Eating

Children in Key Stage 1 do not need to bring in a snack as free fruit is provided each day. Children in Key Stage 2 may bring in a snack which should be one of the following: fresh or dried fruit, vegetables, yogurt pouch/tube. Please name any container that these are sent in. Cakes, pastries, biscuits, crisps, meat snacks, cereal bars etc are not permitted and will be sent home with the children.

Children should bring a see-through, filled water bottle to school with them. No medal or Air-Up bottles are permitted.

Absences from school

If your child is absent from school please telephone or send a note to let us know immediately. Any unexplained absence will be followed up on the first day and the school office will call to determine the whereabouts of your child.

Please tell us if your child has a medical appointment during the day and make sure s/he is collected from school.

Full details are available in the school attendance policy.

Class organisation

Key Stage 1 classes are limited to 30 children, Key Stage 2 classes to 32.

Admissions

Coten End Primary School accepts girls and boys between the ages of 4 and 11. Children begin school in the September after their fourth birthday and move to secondary school in the September after their eleventh birthday. Places are limited to 90 children in Reception, Year 1 and Year 2, and 96 in Year 3, 4, 5 & 6.

Under Age and Over Age Applications (including Summer Born Children)

The vast majority of children are educated in the year group determined by their date of birth (<https://www.warwickshire.gov.uk/startingprimaryschoolwhen>).

Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday, and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

If a parent / carer wishes to request that their child is taught out of year group they should submit their request to Warwickshire County Council along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications. Parents should also include confirmation of agreement to the proposal from the Headteacher of their preferred school. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child.

Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority of the school in question; this will not always be the local authority.

Parents will be notified once a decision is reached along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group. For example, if deferred entry to Reception is agreed by one particular school, there is no guarantee the child in question will be allocated a place at the school. Attention will also be drawn to the fact that when the child moves school that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to skip or repeat a year.

The school follows County Council guidelines on admissions. Priority is as follows:

1. Looked after children and all previously looked after children;
2. Children who have been adopted through a CVAA UK agency;
3. Children who receive the Early Years Pupil Premium for their early years provider;
4. Children who are currently, or have been at any point since 1st September 2015, subject to a Child in Need Plan or a Child Protection Plan
5. Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2021;
6. Other children living in the priority area for the school;
7. Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2021;
8. Other children living outside the priority area for the school.

All applications are dealt with by Warwickshire County Council.

If you wish your child to move school within the academic year, please apply online <https://www.warwickshire.gov.uk/moving-schools-within-school-year/apply-online-move-schools-school-year/1>. Your child will then be placed on our waiting list and you will be contacted as appropriate as and when the required place arises.

If you wish your child to move school at the beginning of the school year please follow the link above, however do not apply until after 6th June 2023.

Contact Admissions on 01926 414143 or visit www.warwickshire.gov.uk/admissions.

School meals

At lunchtime children have two choices:

- a hot meal cooked at school
- a packed lunch

School meals in Key Stage 2 cost £2.54, totalling £12.70 per week. Lunch orders and payments will be made online via ParentPay. There is no charge to children in Reception and Key Stage 1. Parents should pre-order lunches (by midnight the day before) and children may swap between hot lunches and packed lunches to suit. If you have not been able to pre-order your child's school dinner, please contact the school by 9.30am and we will be able to order your child's meal.

Packed lunches should be sent in a box clearly labelled with your child's name and class. For health and safety reasons please do not send fizzy drinks, cans or glass bottles.

Universal Free School Meals – Foundation Stage and Key Stage 1

"There is such a thing as a free lunch"

All Reception, Year 1 and Year 2 pupils in state-funded schools are automatically entitled to a free school meal.

Children order their lunches in the classroom at the start of the day or there is the option for parents to provide a packed lunch. If a child forgets their packed lunch they will be asked to order a hot lunch so we would ask parents not to deliver forgotten lunch boxes (Reception, Years 1 and 2 only).

Pupil Premium/Free School Meals (FSM)

Even if your child is currently receiving free school meals because they are in Reception, Year 1 or Year 2 (Universal Free School Meals), you should still apply for benefits-related FSM if you think you may be eligible.

Doing so means that school will be given extra funding for six years, which can help to fund valuable teaching and learning support for your school. You can help us enormously by registering your child, even if s/he does not actually eat a school meal. Please note this information is treated confidentially. This additional funding will be used to help children from lower income families to do their very best at school.

Children in receipt of benefits-related FSM receive free instrument lessons in school or a free place in an after school club (run by external provider) and you will also be eligible to receive funding for the holiday periods from the Warwickshire Local Welfare Scheme.

Parents of children in Years 3, 4, 5 & 6 must still apply for Free School Meals.

Families who receive the following are eligible for Free School Meals:

- income support
- income-based Jobseeker's Allowance (JSA)
- income-related employment and support allowance (ESA)
- guarantee element of state pension credit
- Universal Credit (with an annual income of less than £7,400)
- Both income-based and contribution-based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the income-based amount is greater, but not if the contribution-based amount is greater.
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').

The online checking system only confirms or denies your eligibility to claim free school meals: it does not give us any other information.

You can apply online at <http://www.warwickshire.gov.uk/freeschoolmeals>.

PEOPLE IN SCHOOL (2023/24)

Teachers

Mrs Sarah Sheepy
Mr Orlando Graña
Mrs Kerry Pope

Mr Nick Williams
Mr Andy Johnston
Miss Beth Siddorn (maternity leave)
Mr Chris Kirby
Mrs Marianne Halford
Mrs Naomi Farmer
Mrs Liz Munday

Mrs Rosie Bloomfield (maternity leave)
Mrs Clare Carey
Mrs Rosie Chenault
Mrs Bernadette Doncaster
Mrs Becca Hawkins
Mrs Nicola Leadbeater
Mrs Sarah Lloyd
Mrs Sophie Sandhu
Miss Beth Siddorn (maternity leave)
Mrs Verity Slatem
Miss Megan Ward
Miss Alison White
Mr Ben Wilde (cover)

Headteacher
Deputy Headteacher
Assistant Headteacher, Safeguarding Lead and
Inclusion Manager
Assistant Headteacher (Teaching & Learning)
Year 5/6 Phase Leader
Year 3/4 Phase Leader
Year 3/4 Phase Leader
Year 1/2 Phase Leader
EYFS Leader
SENDCo

Miss Beth Burrows
Miss Manna Chacko
Mrs Zoe Collier-Bett
Mrs Susy Furness
Mrs Edie Helm
Mr Joseph Lingard
Mr Ben Mansell
Miss Georgina Scholes
Miss Charley Slater
Mrs Julie Walker
Mrs Grace Welbourne
Mrs Ruth White

Support Staff

Mrs Liz Coles
Mrs Debra Smith
Mrs Donna Tetlow
Mrs Sarah Williams
Mrs Katrina George

Mrs Nicky Pittaway
Mrs Helen Webb

Mr Elijah Butler-Lines

Mr Gary Garlick
Mr Calvin Tubb
Mr Paul Swaby
Mrs Viv Bartlett
Mrs Debbie Bullivent
Miss Karen French

School Business Manager
Head's PA
Administrative Assistant
Administrative Assistant
Resources Assistant

Parent Support Adviser
Counsellor

PE & School Sports Leader

Senior Caretaker
Caretaker
Assistant Caretaker and Cleaner
Cleaner
Cleaner
Cleaner

Teaching Assistants

Mrs Susan Bagri
Mrs Louise Cunliffe
Mrs Julia Day

Mrs Emma Bryant
Mrs Ann Cunningham
Mrs Alison Detheridge

Mr Ian Evans
Mrs Sara Hancock
Miss Victoria Harrison
Mrs Sue Higgins
Mrs Donna Horseman
Miss Jess Kitchen
Mrs Gillian Lawson
Mrs Paula Mealing
Mrs Nicola Plaskett
Mrs Katie Rebbeck
Mrs Becky Travis
Mrs Katie Wiseman
Mrs Sarabjeet Vinning

Mrs Emma Fisher
Mrs Julie Harris-Grant
Miss Jessica Heatley
Mrs Emma Hodges
Miss Annie Hui
Mrs Vicky Kopaila
Mrs Raj Mali
Mrs Louise Patterson
Mrs Jane Pittock
Miss Kelsey Swaby
Mrs Katy Walden
Mrs Gill Urmston

Senior Midday Supervisors

Mrs Louise Patterson (KS1)

Mrs Katie Rebbeck (KS2)

Midday Supervisors

Mrs Susan Bagri
Mrs Katrina George
Miss Vicky Harrison
Mrs Annie Hui
Mrs Raj Mali
Mrs Helen Thompson
Mrs Katy Walden

Mrs Emma Bryant
Mrs Julie Harris-Grant
Miss Jessica Heatley
Mrs Vicky Kopaila
Miss Kelsey Swaby
Mrs Sarabjeet Vinning
Mrs Katie Wiseman

Kitchen Staff

Mrs Laura Price
Ms Annette O'Shea
Miss Hayley Simpson
Mrs Angela Wiltshire

Mrs Cheryl Miles
Mrs Cheryl Patstone
Mrs Zoe Tilley
Mr Garry Yeates

Visiting Music Teachers

Mr Maarten Benschop (Guitar)
Mr Tim Bose (Drums)
Ms Lesley Funge (Keyboard)
Mrs Felicity Harrison (Violin)

Mr Martin Bissell (Keyboard)
Mrs Louise Davis (Keyboard)
Mrs Anna Harcourt (Woodwind, Singing)
Mrs Helen Pugh (Brass)

GOVERNORS

School governors represent all the groups with an interest in the school - parents, staff, County Council, Town Council and the local community.

The governors are responsible for the overall management of the school. They meet at least once each term.

Parent Governors

Mrs Chiedza Mupfumira
Mr Shammash Qurashe
Mrs Helen Thompson

Dr Paula Palade
Mrs Emma Sims

Staff Governor

Mr Nick Williams

Co-opted Governors

Mr Kevin Griffiths (Chair)
Mr Nick Golsby

Mrs Claire Williams
Dr Hannah Webber

Headteacher

Mrs Sarah Sheepy

LA Governor

Alistair Fox

Clerk to the Governors

Mrs Sally Beatty

PARENTS AND SCHOOL

We believe children learn most successfully when their parents are closely involved. A good relationship between home and school is vitally important. Just before children first start school their class teachers will arrange home visits. Once your child starts school you are most welcome to call in after school if there is something you wish to discuss with your child's class teacher or Phase Leader. The Headteacher, Deputy Headteacher and Assistant Headteachers may also be available during the day.

An introductory parents' meeting will be held in the Autumn term to prepare for the new academic year; this is an opportunity to meet staff and hear about what your child will be learning in the year ahead. Parents' evenings are held twice a year and these will give you a chance to discuss your child's progress. You will receive a mid-year report in February and an annual report in July each year on your child's achievements and progress. We shall also welcome you to celebration assemblies, concerts, sports days and other events. The school newsletter is uploaded to the website every fortnight on a Friday.

There have been recent changes in safeguarding legislation for schools which affect staff, governors, and all volunteers including parent helpers. Volunteers wishing to help in school will undertake Safeguarding training with a Designated Safeguarding Lead and, once an Enhanced DBS check has been completed and confirmation that our safeguarding policies have been read has been received, then arrangements will be made for volunteers to help in school. If you wish to volunteer please be aware that you would be committing to **regular** help in school, either assisting in class or helping out on trips for a range of year groups, not just those trips in which your own children are taking part.

The school is supported by an enthusiastic, hard-working Friends' Association. Members organise social and fund-raising events regularly. New parents will be most welcome to join the committee and, of course, to come along to future events. Please ask your class representative for more details or check the website for more information - [Friends' Association](#)

There is an after-school club, KidzOwn Club, on the Coten End site, providing before and after school care as well as holiday activities for Coten End children. Co-ordinator: Mrs. Carol Wright - Tel: (01926) 497264.



VISION STATEMENT

Learning for everyone, learning from everyone.

To achieve this aim we want:

- To enable us all to be receptive, self motivated and confident in our learning.
- To encourage the development of all our skills in a safe, stimulating and rewarding learning environment.
- To celebrate the achievements of ourselves and others.
- To nurture a caring school environment where there is trust, respect and honesty.
- To encourage and support families' involvement in learning inside and outside of school.
- To develop a positive self image and pride in ourselves and our school.
- To involve the local, national and global community in our learning.
- To provide an outdoor learning environment that promotes creativity and enjoyment.
- To prepare learners to be responsible members of our diverse society.
- To promote positive social, emotional, spiritual and cultural values.

This vision statement reflects our view that the curriculum of the school is concerned with all aspects of learning that take place whilst your child is in school. We recognise that children have a wide variety of experiences and knowledge of the world around them when they come to school for the first time. We believe in building on what each child already knows and can do by providing a broad, balanced and relevant curriculum that meets individual needs.

CURRICULUM

In Reception classes children follow the Foundation Stage Curriculum; this consists of:

The Three Prime Areas

These are fundamental, work together and support development in all other areas:

Personal, Social and Emotional Development - Children learn to play co-operatively, taking turns with others. They discover how to show sensitivity to others' needs and feelings and form positive relationships. They develop skills to speak in a familiar group, talk about their ideas, and choose the resources they need for their activities. Children will talk about how they and others show feelings, talk about their own and others' behaviour. They learn to work as part of a group or class, and understand and follow the rules.

Communication and Language - Children develop skills to listen attentively in a range of situations. They listen to stories, accurately anticipating key events and respond to what they hear with relevant comments. They answer 'how' and 'why' questions about their experiences and express themselves effectively, showing awareness of listeners' needs. Children learn to develop their own narratives and explanations by connecting ideas or events.

Physical Development - Children develop control and co-ordination in large and small movements. They move confidently in a range of ways and handle equipment and tools effectively. Children learn about the importance for good health of physical exercise and a healthy diet.



They learn to manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

The four Specific Areas

These include essential skills and knowledge for children to participate successfully in society:

Literacy - Children learn to read and understand simple sentences. They use phonic knowledge to decode regular words and read them aloud accurately. They also demonstrate understanding about what they have read. Children learn to use their phonic knowledge to write words in ways which match their spoken sounds. They become able to write simple sentences which can be read by themselves and others.

Mathematics - Children learn to count reliably with numbers from one to twenty, place them in order and say which number is one more or one less than a given number. Using objects, fingers and then paper methods, they practise adding and subtracting and problem solving. Children use everyday language to talk about size, weight, capacity, position, distance, time and money. They learn to recognise, create and describe patterns using mathematical language in all their learning.

Understanding the World - Children learn about past and present events in their own lives and in the lives of family members. They begin to know about similarities and differences between themselves and others. They talk about the features of their own immediate environment and how environments might vary from one another. Children recognise that a range of technology is used in places such as homes and schools and select and use technology for particular purposes.

Expressive Arts and Design - Children learn songs, make music and dance. They safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function. They learn to represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role play and stories.

We then continue with a creative approach to teaching and learning through learning themes, which extends the principles of the Foundation Stage into Key Stages 1 and 2.

This skill based curriculum is delivered through creative, cross curricular learning themes and incorporates a wide variety of activities.

Our curriculum at Coten End promotes and sustains a thirst for knowledge and understanding and a love of learning. It covers a wide range of subjects and provides opportunities for academic, technical and sporting excellence. It has a very positive impact on all pupils' behaviour and safety, and contributes very well to pupils' academic achievement, their physical well-being, and their spiritual, moral, social and cultural development. In lessons, teachers strive to engage and include all pupils with work that is challenging enough and that meets the pupils' needs as identified by teachers.

The school website holds further information about how we deliver the curriculum ([Curriculum](#)).

Children learn from first-hand experience wherever possible. Throughout their time with us children have opportunities to explore, investigate, ask questions, share ideas and use their imagination. In the early years there is a strong emphasis on learning through play.

A variety of learning styles and approaches are used. Sometimes children are taught as a class, sometimes in a group, sometimes individually. Children's progress and attainment are regularly monitored and work is tailored to meet individual needs.

Equal Opportunities

We aim to prepare children to live in a multi-racial, multi-cultural community. All children are entitled to equal opportunities regardless of gender, race, ability or special need.

Special Educational Needs and Disabilities

At Coten End, we are committed to ensuring equality of education and opportunity for all our pupils. We aim to develop a culture of inclusion and diversity in which all are able to participate fully in the life of the school. We recognise that children make progress at different rates and not always in a steady linear pattern.

There are four types of Special Educational Needs and Disabilities (SEND), decided by the Department for Education:

1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health
4. Sensory and/or physical

If a child has SEND, then their needs will be found in one or more of these categories. The school's provision for SEND is defined as support which is additional to or different from that which is available to all pupils. The school SEND Coordinator (SENDCO) is Mrs Liz Munday who can be contacted via admin2623@welearn365.com.

We aim to identify children such children as early as possible through our normal assessment process of assessing what each child is learning, discussion with early years educational settings, parents and the child themselves. We then plan appropriate, personalised learning experiences and provide support to enable the child to make progress, working closely with parents. Regular reviews are held to monitor progress and plan next steps in the child's learning.

The school liaises closely with support services whose staff visit school to work with the children and teachers. Any child with a statement of special educational needs or Education Health and Care Plan (EHCP) has an individual education plan which is reviewed termly.

Health Education

We aim to work together with parents to promote health, fitness and safety. Health education is integrated into the programme of work throughout the primary years. We encourage children to consider all aspects of healthy living and help them make choices with respect to their own health and safety. A programme of relationships and sex education forms part of the health education curriculum and is taught using the 'Jigsaw' scheme. We are sympathetic to the varying needs of children at different ages. Children's questions are answered sensitively but straightforwardly and children are encouraged to discuss issues with their parents.

Understanding human growth and reproduction forms part of the Science National Curriculum which must be taught to all children. You are welcome to preview any professionally produced materials to be used. If aspects of relationships and sex education

outside the National Curriculum are to be taught we shall let you know in advance. You have a right to withdraw your child from such aspects, but we would urge you to discuss this fully with your child's class teacher before doing so.

Religious Education

RE is part of the curriculum for all ages. We aim to help children understand the nature of religion and develop their own views and opinions. In addition to teaching about Christianity, other world faiths are included. Children are encouraged to respect the beliefs of others. An assembly is held every day in accordance with the Education Reform Act 1988. You are entitled to withdraw your child from RE lessons and assemblies. Please contact the Headteacher if you would like to discuss this.

Music

Every class is taught music as part of the curriculum and there are also a number of extra-curricular music clubs. In addition, visiting music teachers work with individuals or groups. Currently we have instrumental teachers of drums, guitar, violin, woodwind, keyboard and brass. These extra music lessons incur a charge.



Sport

Sport is an essential part of the PE curriculum. Older girls and boys have the opportunity to swim, play netball, soccer, rounders and cricket. The swimming pool at St. Nicholas Park is used by the school as well as our own fields and playgrounds. A number of extracurricular sports clubs are run by external providers.

Educational Visits

School visits are an important part of the curriculum, giving children first-hand experience to support their learning in class. Most visits take place during the teaching day, but as children progress through the school their visits become longer, and some are residential.

When arranging school trips, visits or workshop activities, which enrich the curriculum and educational experience of the children, the school invites parents to make a voluntary contribution towards the cost of the activity. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. **We reserve the right to cancel the activity if we do not receive sufficient voluntary contributions.**

If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. The school is always willing to provide a breakdown of costs on request. When a trip is arranged, parents will be informed that if voluntary contributions do not cover the majority of the costs (90%), the trip will not take place.

Please more information please see the following policies on our website, via this link:

[School Policies](#)

- School Visit
- Charging

Extra - Curricular Clubs

Clubs are run by our own staff and also external providers. Parents and carers will receive information on clubs via the school app, MyEd, and/or email and the information is also on the school website, [Clubs](#). Clubs run throughout the school year and some are chargeable.

OTHER INFORMATION

School Uniform

At Coten End we aim to make our uniform as flexible and cost effective as possible for parents, so generic uniform such as trousers, skirts, shirts and red jumpers and cardigans (without the school badge) can be purchased from a variety of outlets. Should you wish to purchase items with the school badge on, including polo shirts, jumpers, cardigans, the Coten End book bag, PE bag and school fleece, these can be ordered online via Myclothing - <http://myclothing.com>

School Uniform
Grey or black trousers, Pinafore dress or skirt Grey or black trousers or shorts Red or white polo shirt Red sweatshirt or jumper or cardigan Red and white summer dress Grey or white socks Grey, white or red tights Black shoes (trainers, Vans, Dr Marten-style boots, and sandals are not suitable) A suitable coat for all weathers (any colour) – a hoodie is not an acceptable alternative for a coat. All too frequently children arrive at school without a coat and the weather throughout the day can be very changeable, regardless of the time of year.
PE Kit
School bag for P.E kit Red or white round necked t-shirt Black PE shorts or skirt Black or navy blue jogging bottoms Black or navy blue tracksuit top or sweatshirt (not a hoodie) Black pumps/plimsolls for indoor PE White Sports Socks Trainers for outdoor PE (Years 1—6)
There should be no branded logos/designs on any of the PE clothing nor should children wear any football kit. If these are brought to school for PE, the children will be asked to take them home again and will be given spare PE kit to wear for the lesson that day.

Please help your child by making sure s/he has PE or swimming kit in school when it is needed. If your child forgets to bring kit, we provide spare clothing which should be laundered and returned promptly. We shall let you know if your child regularly fails to bring PE kit.

The Friends of Coten End School now run a second hand uniform shop. Orders can be made online, using the following link: <https://www.cotenend.zero-waste.org.uk>. We have donation days for school uniform, dates of these will be published on the school app.

Hair

Hair should always be kept clean and well groomed. No exaggerated hairstyles or colours are permitted. Hair is expected to be neat and of a natural colour. Any designs shaved into the hair, eg tramlines, are not allowed. It is advisable for long hair to be tied back. Any hairstyles or adornments that are acquired over the summer holidays should be removed before the first day of term. Children should wear discrete scrunchies, hair bands etc and not large or ostentatious items.

Unfortunately we occasionally have reports of head lice being found in children's hair. It is essential that **everyone** checks their child's hair and takes the necessary steps to ensure that children free of head lice. We ask that you check your child's hair thoroughly and if in doubt consult your chemist about the latest and best treatment.

Lost Property and Personal Belongings

Please mark all clothing and kit clearly with your child's name. Lost property should be reported to the class teacher as soon as possible.

Personal jewellery is limited to watches and small stud earrings, except for items worn for religious reasons. All jewellery should be removed for PE lessons. We cannot accept responsibility for lost jewellery or valuables. Children should not bring toys and games to school without permission.

Cloakroom space is very limited, so PE kit should be kept in a small drawstring bag. There is no storage space for holdalls or large rucksacks. All KS2 children will store their belongings in lockers.

Homework

There are many ways you can support your child's education at home. Play is the natural way children learn about the world they live in. Talking with adults helps children to develop language and thinking skills. Taking children to visit family, friends and places of interest expands their horizons. These experiences provide a solid foundation for learning in school.

Your child will often bring a book home to look at or read with you and the class teacher will tell you exactly what extra help your child would benefit from at home. Children will be given regular homework tasks, mainly focusing on literacy and numeracy. As your child moves through the school this will be extended to incorporate research into other subjects.

Homework is set on Google Classroom (Y1 – 6). Any login details required for Google Classroom, Spelling Shed etc are given to the children at the start of the school year. See homework policy on the school website.

Behaviour

Our policy aims to:

- ensure a calm atmosphere in which children and adults can learn, work and socialise
- help children become self-disciplined members of society

- increase children's awareness of and responsibility towards the needs and rights of others
- ensure that every member of the school community is valued.

Minor disciplinary issues will be dealt with by the child's class teacher, but more serious issues will be dealt with by the Phase Leaders, Assistant Headteachers, Deputy Headteacher or Headteacher. Whenever appropriate, parents will be fully involved. The Behaviour Policy is available to read on the school website, <https://www.cotenend.warwickshire.sch.uk/policies/>

School Values

A value is a principle that guides our thinking and our behaviour. At Coten End, every individual is valued for who they are and what they contribute to the school. Values are intended to support the social, moral, spiritual and cultural development of every pupil. Through Class Council sessions and staff meetings, all children and staff across school have contributed to the process of deciding upon the following six values that we feel are not only important within our school community, but will be important throughout life:

Curiosity

Kindness

Determination

Responsibility

Collaboration

Courage

Through the values, we aim to:

- Maintain and promote high standards of behaviour, conduct and self-confidence.
- Develop pupils understanding of what values are and why they are important in life.
- Encourage children to 'live the values' in all aspects of their lives, both in school and out.
- Enable children to focus upon the positive aspects of themselves that they can value, thereby reminding them of their individual worth, their worth in the school and wider communities.
- Raise standards by promoting a school ethos that is underpinned by core values which support the development of the whole child as a reflective learner within a calm, caring, happy and purposeful atmosphere.
- Uphold the 'British Values'.
- Demonstrate our shared aims about the kind of education we strive to provide.
- Build self-belief and tenacity.
- Reflect our strong ethos as a school



House System & House Captains

There is a longstanding House System in place. Each child is placed into one of the following 4 houses: Rubies, Emeralds, Diamonds and Sapphires with siblings in the same house. There are 4 House Captains for each house in Year 6, and 2 House Captains per house in Year 4 and Year 2.

House points are awarded to children for their behaviour and work and each week the House Point Cup is given out in Celebration Assembly to the house with the most points received. House Captains from each Phase collect the cup and it is displayed with the appropriately coloured house ribbon. On Sports Day children participate in events as part of a 'house' team.



Each term the house points are totalled and the winning house will collectively receive a treat for their success.

Charity Committee

As a school we support 3 charities each year, 1 local, 1 national and 1 global. These are chosen by the Charity Committee which is made up of 2 children from each year. In the past we have supported Myton Hospice, Children in Need, Seeds for Africa to name but a few.

Medical Care

In line with safeguarding legislation please make sure we have **at least two emergency telephone numbers** in case your child becomes ill or has an accident at school. We can then contact you so that you can collect the invalid.

Please do not send your child to school when s/he is ill; we do not have a school nurse on site to care for sick children. Ideally your child should not come to school with medicines. However, if this is unavoidable, medicine must be clearly labelled and brought to the school office with full details for administering. An administration of medicines form is available from the office or on the school website and must be completed, medicine will not be administered without this form fully completed. Medicine will be administered by classroom staff. Asthma inhalers and spacers and epi-pens will be kept in classrooms in a location known to the child for easy access. It is the responsibility of parents to ensure any medication is in date.

If your child has suffered from sickness and/or diarrhoea they must be kept off school for 48 hours from the last incidence of sickness or diarrhoea. **This is to avoid spreading any nasty bugs and for your child's own comfort.**

PE and games are an important part of the school curriculum. We encourage all children to take part. If there are medical reasons why your child cannot take part at some time, please let us have a written note of explanation.

COMMUNICATION

Information is given to parents in a variety of ways during the school year:

Introduction Evenings

All parents are encouraged to attend an Introduction Evening at the start of the Autumn term. The aim is to ensure that everyone is familiar with the housekeeping and routines of each year and to find out what their children will be experiencing in the new academic year.

Parents' Evenings and Reports

There are 2 Parents' Evenings each year – one each in the Autumn and Spring Terms. Your appointment with your child's class teacher will last 10 minutes. Appointments are booked online, details of the booking system are given out at least 2 weeks prior to each Parents' Evening. A mid-year report is issued after February half-term and an annual report is issued in July.

School App

We have a school app that is designed to keep you well informed about your child's education and life in general at school. We will post school news, events, curriculum information and the like on the app and will also use it to send important messages.

The **MyEd** App is available for both iOS and Android devices and can be found using the links below:

1. **Go to your App Store**
2. **Search for MyEd**
3. **Download the app for free**

<https://apps.apple.com/gb/app/my-ed/id935336530?mt=8>

<https://play.google.com/store/apps/details?id=com.results.squared.connected>

Please ensure that you have notifications turned on as we will send messages via app and not text messages.

We may send app messages to parents on the following occasions:

- Emergency school closure
- Club cancellation
- When your child has had a minor bump that does not require any action from parents
- Reminder about dinner money owed

There may be instances when we need to telephone parents – **please ensure that you keep the school updated of any changes to mobile numbers.**

Any payments to school for dinners, trips, swimming and so on, are made online via **ParentPay**.

Email

You may email any questions or concerns you may have to the school office at admin2623@welearn365.com. We aim to reply to emails on the day that they are received.

www.cotenend.co.uk

Please take a regular look at our school website; on it you will find letters sent out from school, details of what is going on during the term, school policies, academic year calendar, Friends' events and much more.

Safeguarding Children

Our school is committed to safeguarding and promoting the welfare of children and we work closely with Warwickshire Safeguarding. We regard safeguarding children as everyone's responsibility and expect all staff and volunteers to share this commitment. All our staff are trained accordingly and we have sound procedures in place to protect children. There are 7 Designated Safeguarding Leads in school; these are Mrs Kerry Pope (Lead DSL), Mrs Sarah Sheepy, Mr Orlando Graña, Mr Nick Williams, Mrs Nicky Pittaway Mrs Liz Munday and Mrs Debra Smith. The Safeguarding Governor is Mrs Claire Williams.

Under the Education Act 2002 (Section 175 for maintained schools/Section 157 for academies/free/independent schools), schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and discuss the need to make a referral to Children's Social Care if that is considered necessary. **This will only be done where such discussion will not place the child at increased risk of significant harm or cause undue delay.** The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.

Holidays

Children's time at school is very precious to us, to them and, we hope, to you. Holidays in term time will not be authorised. Taking your child out of school during term time can have a detrimental effect on their academic progress and personal development and sends out the wrong message to children about the importance of school. Leave of absence will only be granted in exceptional circumstances. Please see the Attendance Policy (on school website) for more details. Details of this year's term-time and holiday dates are included at the end of this booklet.

The Supreme Court reached a decision in the case of *Platt v Isle of Wight Council* which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who are absent from school without

authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.

The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which **may** result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

It is important to note that a Fixed Penalty Notice is issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

We greatly appreciate parental support to reduce the total amount of days lost due to holidays. We are committed to working in partnership with you to enable your child to reach their academic targets and to support their social development. For this to happen we need to keep individual attendance as high as possible - we all need to play our part.

Car Parking

Please note that parents must not bring cars into the school grounds at any time. Parents with special permission to drive into school may do so up to 8.30am (no exit until 9.00am) and at 3.00pm (no exit before 3.30pm). The main school gates will be closed throughout the day. There is ample parking next to the school in St. Nicholas Park. Parents may request a parking permit for St. Nicholas Park for drop off and collection only; please email the school office for your name to be forwarded for a permit, you will then need to complete a Parking Permit form which will be emailed to you. (Please email parking@warwickdc.gov.uk for more information regarding cost and times that permit may be used).

Safety on site

For the safety of all children, parents and staff the riding of scooters and bicycles is not permitted anywhere on school grounds.

Under no circumstances may dogs be brought onto the school site, even if carried; this is with the exception of assistance dogs and the school dog.

Photography and Filming

Parents/carers are permitted to take photos and film concerts and plays in which their children are involved. This must not however disrupt any performances as children will have practised hard for their show and should not be disturbed in any way.

Any images/films taken are for private use only, and must not be uploaded to social networking sites under any circumstances.

Attendance

The figures for pupil attendance for the period September 2022 – July 2023 are:

Attendance – 96.50%

Authorised absences totalled 3.24%, unauthorised absences totalled 0.27%.

Complaints

We hope that if you have any concerns you will raise these immediately with the class teacher so that they can be settled swiftly. If you are not able to resolve any problems please arrange to see your child's Phase Leader; if you feel that any matter is still unresolved please contact the school office to arrange to see either Mrs Sheepy or Mr Graña. The children's welfare is our first priority and we shall do all in our power to deal with any complaint as quickly as possible. In the unlikely event that we cannot settle the issue, there is an official complaints procedure, details of which are available in the Complaints Policy available on the school website: [Complaints Procedure](#)

Term Dates for Academic Year 2023 – 2024

Autumn term 2023

INSET Day: Monday 4th September 2023

Term Starts: Tuesday 5th September 2023 (Years 1 to 6)

Thursday 14th September 2023 (Reception)

INSET Day: Friday 27th October 2023

Half term: Monday 30th October to Friday 3rd November 2023

Ends: Friday 22nd December 2023

Spring term 2024

INSET Day: Monday 8th January 2024

Term starts: Tuesday 9th January 2024

Half term: Monday 12th February to Friday 16th February 2024

Ends: Friday 22nd March 2024

Summer term 2024

Starts: Monday 8th April 2024

Half term: Monday 27th May to Friday 31st May 2024

INSET Day: Friday 14th June 2024

Ends: Friday 19th July 2024

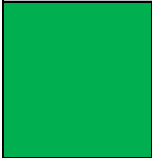




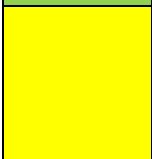
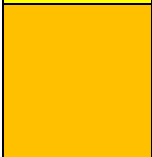
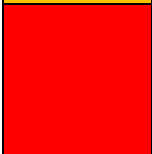
Key Stage 2 Results – 2022

On this page you can find the following results and scores:

- **the average progress score for the school in Reading, Writing and Maths**
- **the percentage of children who achieved the expected standard in Reading, Writing and Maths**
- **the percentage of children who achieved a high level of attainment in Reading, Writing and Maths**

How is Progress Measured?

The average progress score for each subject is zero. To calculate a child's progress in one subject, their raw score in a subject's test(s) will be converted into a 'scaled score' (from 80-120). This scaled score is compared to a bespoke predicted score for each child. The child's scaled score compared to their predicted score generates their progress score, in each subject. For each school, all children's progress scores are then averaged to generate an average progress score for each subject.

Coten End's average progress scores in Reading, Writing and Maths (R, W & M) were above the national average in all subjects.		Reading	Writing	Maths
		+2.62	+2.97	+1.79
	<u>Well above national average:</u> 3.9+ averaged across R, W & M (top 5% of schools in England)			
	<u>Above national average:</u> +1.7 to +3.8 across R, W & M (top 25% of schools in England)			
	<u>Average:</u> -1.4 to +1.6 across R, W & M (middle 60% of schools in England)			
	<u>Below national average:</u> -1.5 to -3.9 across R, W & M (lowest 25% of schools in England)			
	<u>Well below national average:</u> -4.0 and below across R, W & M (lowest 5% of schools in England)			

Coten End Primary School – children who achieved the expected standard:

EXPECTED STANDARD +					
	Reading	Writing	Maths	RWM	GPS
Coten End	88%	79%	76%	68%	78%
Warwickshire	76%	72%	71%	60%	74%
National	74%	69%	71%	59%	72%

Coten End Primary School – children who achieved a high level of attainment:

HIGH LEVEL OF ATTAINMENT					
	Reading	Writing	Maths	RWM	GPS
Coten End	38%	32%	35%	20%	36%
National	28%	13%	22%	7%	28%

Contact Details

Coten End Primary School
Coten End
Warwick
CV34 4NP

Tel: 01926 491329

e-mail: admin2623@welearn365.com

For events and news, regularly check the school website:
www.cotenend.co.uk

Useful contacts

Kitchen contact via school office

KidzOwn 01926 497264

WCC Admissions 01926 414143
admissions@warwickshire.gov.uk