



# John Wilkinson Primary School and Nursery



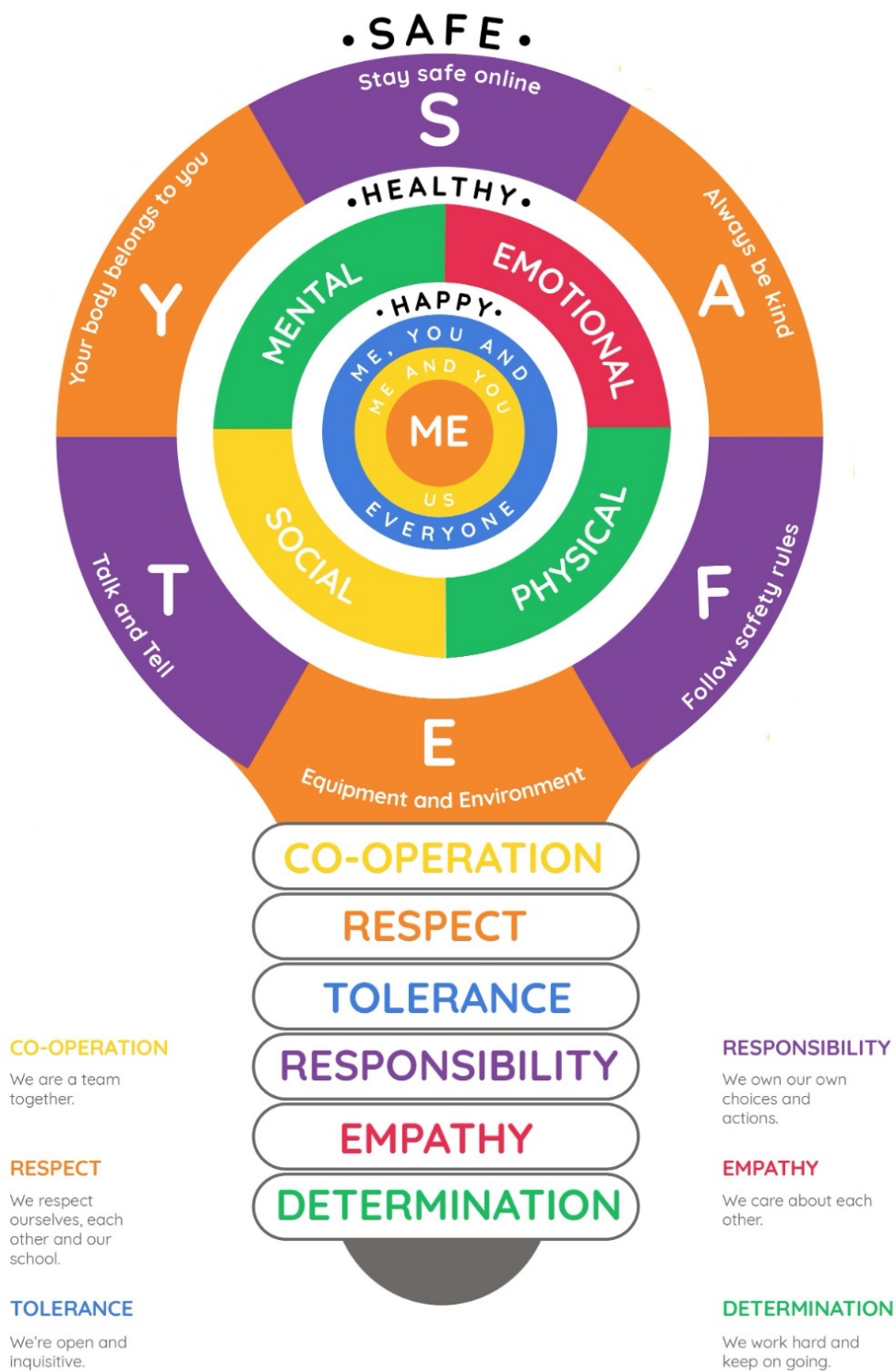
## School Prospectus 2024-2025



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# Creating a Culture of Curiosity



## Vision

***Creating a culture of curiosity where children, who feel healthy, happy and safe, thrive.***

Our vision for the children and families at our school is to create a culture of curiosity where children who feel healthy, happy and safe, thrive. The learning opportunities that we carefully design, sequence and deliver ensure that your children are equipped to move onto the next phase in their education as well as cultivating a lifelong love of learning. Memorable experiences, high quality teaching and an exemplary curriculum engage and inspire our children to develop the characteristics of effective learners, understand the world around them (their school community as well as the local and global communities to which they belong) and grow into well-rounded citizens who demonstrate strong core values in their behaviour and conduct. We want all children to leave our school fully equipped to navigate the next stage of their school career and manage all that life may bring: academically, socially, emotionally and morally.

### **We want our children to...**

- be playful, imaginative, creative and curious
- make, foster and keep positive relationships that make them happy
- be loving, caring and compassionate
- become confident to risk-take and mistake-make

## Values and Ethos

Our school community uphold six whole school values, to help to ensure our children feel healthy, happy and safe. These are promoted through the code of conduct which we expect everyone to follow:

**Be Responsible. Be Respectful. Be Ready.**

Our school values are fundamental to our PSHE curriculum, but are also promoted through our wider curriculum work. These values are:

- cooperation
- respect
- tolerance
- responsibility
- empathy
- determination

These six school values underpin our whole school vision (below). If children and adults in our school are upholding these values, children can feel healthy, happy and safe. Once these conditions are in place, the lightbulb is lit and learning is optimised. A culture and ethos are created where children are curious learners, encouraged and supported by adults who are curious too, which optimises the attainment and progress that children make. The well planned and sequenced knowledge-rich curriculum supports children to ignite their curiosity for learning, in order to know more and remember more. It builds on previous knowledge so that children can link their learning together and see the big picture, being well prepared for the next stage in their school journey. Our behaviour expectations are encapsulated in our three school rules, “the three Rs”: Be responsible. Be respectful. Be ready. Once these conditions are in place, the lightbulb is lit and learning is optimised.



## School and Nursery Staff

Chair of Governors:

Mr Russ Drury

### Senior Leadership Team

Headteacher:	Mrs S Beard
Deputy Headteacher:	Mr R Carr
Reception Teacher and EYFS Lead:	Mrs L Fleming
SENDCo:	Mrs L Fleming/Mrs S Beard

### Teaching Staff

Reception Teacher and EYFS lead:	Mrs L Fleming
Year 1 Teacher:	Mrs E Otto
Year 2 Teacher:	Ms L Head
Year 3 Teacher:	Mrs T Boam
Year 4 Teacher:	Ms L Kilby
Year 5 Teacher:	Mr R Carr
Year 6 Teacher:	Mrs M Thomas-Gilbert

### Teaching Assistants

Miss R Clutterbuck	Miss C Slarke
Mrs S Rushton	Mrs A Smith
Miss L Mavir	Mrs L Bigwood
Mrs L Baugh-Brown	Miss C Williams
Miss E Crook	Mrs L Lowe
Mr G Calcutt	

### Nursery Staff

Nursery Manager:	Mrs L McGowan
Deputy Nursery Manager:	Mrs S Bowen
Nursery Assistant:	Miss C Wilde
Nursery Assistant:	Miss C Tooth
Lunchtime support:	Mrs K Bristow

### Midday Supervisors

Reception, Y1, Y2 and Y3:	Mrs C Gaskin (supported by Mrs Smith and Mrs Mavir)
Y4, Y5 and Y6:	Mrs K Bristow (supported by Miss Slarke, Mrs Rushton and Miss Mavir)

### Office Staff

Office Manager:	Mrs Foster
Office Administrator:	Mrs Phillips

### Cleaning Staff

Cleaner in Charge:	Mrs L Fielding
Cleaner:	Mrs C Gaskin
Cleaner:	Mrs S Jones
Cleaner:	Mrs L Bigwood

### Kitchen Staff

Cook in Charge:	Mrs L Bowen
Cook:	Mrs R Griffiths



## Child Protection

Mrs Beard and Mr Carr are the named school staff who deal with Child Protection issues. Mrs McGowan and Mrs Bowen are trained at the same level for Nursery and after school provision. All staff and governors have child protection Level 1 training.

“The school aims to help parents understand the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about pupil welfare.” LA 2008.

Procedures for child protection are issued to schools and we have a duty to follow these when child protection issues arise. The school has an access plan and an equalities plan and these are reviewed annually by the governing body. In the plans we aim to improve outcomes for vulnerable groups and have been successful in meeting our aims to date. These are available from school on request.

All staff have undergone PREVENT training to develop awareness of radicalisation in schools which helps staff identify vulnerable children.

## Nursery Provision

Our purpose-built nursery caters for children from two years old to school age. It is housed in spacious accommodation with a free flow outside play area. As part of the school, the whole of the school environment is available for use including our outdoor learning areas and vast school grounds. There are close links between Nursery and Reception to ensure smooth integration into the school.

Please ask at school Reception for further information and for a Nursery prospectus.

## Admissions to Reception

Children who were born between 1 September 2020 and 31 August 2021 can start primary school from September 2025.

- An academic year starts in September with what's known as the autumn term.

Guidance on starting school in Shropshire can be found here [Starting infant or primary school | Shropshire Council](#)

To book a viewing of our school or for any further information, please contact us on [01952 882950](tel:01952 882950) or email [admin@johnwilkinson.shropshire.sch.uk](mailto:admin@johnwilkinson.shropshire.sch.uk).

## Mid-year transfers

From 1 September 2024, Shropshire Council will be coordinating and allocating all requests for places at our school.

We welcome prospective parents to visit our school. If you wish to apply for a place at our school, please complete the online application form via this link – [Synergy - Homepage \(shropshire.gov.uk\)](#)

Your application will be processed by the School Admissions Team at Shropshire Council in accordance with our school's oversubscription criteria. You will then be notified via letter of the outcome of your application.

To book a viewing of our school or for any further information, please contact us on 01952 882950 or view our admissions policy.

## Making a good start at school in Reception Class

Prior to your child's first day at school, you are sent a letter to ask if you would like the Reception Teacher to visit you at home to introduce herself and meet with both you and your child in a relaxed, familiar setting. Your child will also be invited to spend two mornings in school to become familiar with the staff, the building and routines. During the pre-school visits, we invite parents to sample a healthy lunch at school with their child to illustrate the fantastic quality of our dinners and to help you decide if you would prefer your child to have dinners or sandwiches for lunch. Children in Reception, Year 1 and Year 2 are all currently eligible for a free school dinner, if you so wish.

Parents considering enrolling their children in John Wilkinson School may wish to make an appointment to visit school and meet the Head Teacher. Mrs. Beard will be very happy to show you around school and answer any questions you may have.

## The School Day

The school gates are opened at 8:30am so that you can enter the school site. At 8:45am children enter the school building through their designated door (this is usually straight into their classroom). A member of staff will be by the door to welcome your child, and your child will be under our supervision from this point.

Please aim to arrive by 8:45am so your child can have time to put things in their locker and participate in early morning activities, allowing them a nice relaxing start to their school day.

Note adult supervision of children is not provided on the school grounds prior to the doors opening at 8:45am so parents should ensure appropriate arrangements are in place to ensure their child is safe on the journey to school, on their arrival to the site and entry into the building.

School Hours	Doors open	School Starts	School Ends
	8:45am	8:50am	3:20pm

## Morning Break 10:30am – 10:50am

All classes have morning break **between 10:30am and 10:50am**. There are adults on duty to ensure that there is appropriate supervision and first aiders are available throughout the school day.

Children in Reception and Key Stage 1 are offered free fruit and this is also available to children in Key Stage 2 if requested. A **healthy snack** may be provided by parents if you and your child would prefer to have a wider choice of snack. We ask that all children bring a water bottle to school which can be refilled, as required, throughout the day.

The school has developed a Healthy Eating Policy in partnership with parents. We promote a balanced approach to healthy eating and would ask that all children are provided with healthy snacks e.g. bread products, yogurt, cheese or fruit.

**NOTE: We are a nut-free site so no products containing nuts or nut traces should be provided, including nut or breakfast bars, Nutella, or similar.**

**Sweets and lollies are not permitted.**

## **Lunch Break                      12:15pm – 1:15pm**

At John Wilkinson Primary School, we have a canteen approach to serving dinners where children can select their food from a range of choices. School dinners are prepared on site and menus are provided in advance so that you and your child can sit down and decide if they would like a school dinner or a packed lunch. Dinner choices are taken each morning to allow you and your child flexibility over the choices you make.

We have a wonderful catering team who specialise in providing healthy, nutritious and delicious food with plenty of variety and all food allergies and dietary requirements are catered for.

Children who decide they would prefer a packed lunch also eat in the hall so that, as a school community, we enjoy a shared lunchtime experience together.

All children in EYFS and Key Stage 1 are eligible for a funded school dinner, but parents have to pay for dinners once children reach year 3. It may be possible that your financial circumstances mean that you are [eligible for free school meals](#) (which would continue across Key Stage 2). If this is the case, we would strongly recommend that you apply for this as soon as your child joins the school, as this can offer additional financial, academic and pastoral support for your child even if they are in reception or Key Stage 1 so please don't wait to apply.

## **Home Time                      3:20pm**

Reception, Year 1 and Year 2 children are to be collected by parents or their known representative at the exit door to each classroom. This is supervised by staff. It is important that teachers are informed of any change in routine. If your child is in Reception, Year 1 or 2, a written notification or a phone call to the office must be received by the teacher if any changes to collection arrangements occur.

Key Stage Two pupils are dismissed from the classrooms.

Parents wishing to accompany them home should wait outside their classroom exit door.

Children attending clubs will be dismissed in accordance with the directions on the parental consent slip. Please ensure that you let the class teacher or the office know if your child is not attending a club.

## **Wrap Around Care – paid for by parents**

### **Breakfast Club                      8:00am – 8:45am Supervision and breakfast.**

The school has a paid Breakfast club service which begins at 8:00am and finishes at 8:45am. This club provides a choice of breakfast and high-quality supervision. Children are accompanied to their classrooms by breakfast club staff.

### **Early Drop Off                      8:30am – 8:45am Early drop off: Supervision but no breakfast.**

For parents that just need a slightly earlier drop off, we also offer an option to drop your child off at 8:30am (you would need to have already given your child breakfast) as supervision is provided by the breakfast club staff but breakfast service will have finished. Further information including charges are available from the school office.

## **After School Club    3:20pm – 5:30pm Monday – Thursday    3:20pm – 5:00pm Friday**

For parents who need to book after school childcare, we have an after-school club available every night. There are two different payment tiers depending on the pick-up time, and further details are available from the school office.

## **Parking on the school site**

Parking on the school site and dropping children off is not permitted, except when dropping off children at 8:00am for Breakfast Club. This is to ensure the safety of children during busy times. It is important that all parents adhere to this policy. If you have a disability, please contact us to discuss access to the school.

## **Security and General Safety**

All visitors to the school site must report to the school office. Parents collecting children during school hours must report first to the office and sign children out. The school has a Safer Schools committee which addresses issues relating to school safety and consults with parents.

School is a 'No Smoking' environment, which includes the use of vapes, so please ensure that none of these are used whilst on the school site including the grounds. In the interest of hygiene, there should be no dogs on the site. We also ask that mobile phones are handed into the office if you are staying on site for any event other than whole school or evening events e.g. assemblies or sports day.

## **Pupil Absence**

Children should only be absent from school when they are ill or when they have dental or medical appointments. It is important that parents telephone school to inform us of an absence on each day of absence.

The NHS has issued guidance on '[Is my child too ill for school?](#)' which contains useful information to refer to.

The administrative assistant is available from 8:15am onwards to receive calls from parents. Should you be unable to contact us please leave a voicemail or send an email to [admin@johnwilkinson.shropshire.sch.uk](mailto:admin@johnwilkinson.shropshire.sch.uk) explaining any absence as soon as possible. The reason for absence will be marked in the register.

Lateness and unexplained absences will be followed up on day one to ensure your child's safety and will be recorded by school. Absence is monitored by the Education Welfare Service.

Under new government regulations any absences not explained are classified as unauthorised. As a school we ensure a further check is completed before recording an unauthorised absence. Parents will receive a phone call from the school asking to clarify any unexplained pupil absence.

## **School Holidays**

Please ensure your child attends school during term times by booking your annual holidays during the scheduled school holidays.

Head Teachers are now only allowed to authorise leave of absence when an application has been made in advance and it is felt to be for an exceptional circumstance; under the new guidance, it is unlikely that a leave of absence will be granted for the purposes of a family holiday. See [school attendance and absence](#) for further information.



For any leave of absence request the Head Teacher is required to consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request.

Leave of absence will not be authorised in the following circumstances:

- During examination periods in Year 2 and Year 6 (SATs)

Parents who want to take their children out of school must complete a Child Holiday Absence Form (which you can collect from the school office) before the absence occurs and return it to the Head Teacher. The Head Teacher must then decide whether the absence is authorised or unauthorised. Unauthorised holiday forms are sent to the Education Welfare Officer as a matter of course.

Please note that taking an unauthorised holiday (with or without a form) can result in each parent receiving a warning and subsequently a fine through the Truancy Penalty Notice system.

If children have prolonged absences from school, they may miss blocks of work which will not be repeated. We realise that this is unavoidable if illness occurs, but research shows it can have an impact on progress.

## School Clothing

There is a dress code at school. Parents should ensure children are suitably dressed for school and that high standards of appearance are promoted. Jewellery should not be worn to school. If ears are pierced, only stud earrings should be worn due to Health and Safety. These should be removed or covered with plasters during PE and sports activities. Watches may be worn.

Hair should be tied back if long and parental discretion should be used in selecting styles appropriate for the school term. No patterns, colours or extreme styles are allowed.

Religious belief may mean that some pupil's adherence to the dress code can be discussed with the Head Teacher and Governors.

On days that children have PE lessons, they will come to school in their PE kit and remain in it for the day. On days that children don't have PE, they will come to school in their full school uniform.

School Uniform – items bearing the school logo are available.	
Trousers or skirts	Black or dark grey trousers or skirts. Red and white dresses may be worn.
Shirts	White or red polo shirts or white cotton shirts.
Jumper	Red jumper/cardigan, red sweatshirt or red fleece. Items with the school logo are available.
Shoes	Black school shoes – preferably Velcro fastening until children can tie their own laces. (No trainers for every day wear.)

PE Kit – items bearing the school logo are available.	
Bottom	Black shorts, black leggings or black jogging bottoms.
T-shirt	Red t-shirt
Sweatshirt	Black sweatshirt / hoody.
Trainers	Trainers suitable for sport.

Items bearing the school logo are available from [Lads and Lasses](#).

## Lost Property

Please ensure all items are clearly labelled with your child's name to help us reunite any lost clothes with their owners. Every effort is taken to return lost property to children quickly.

Periodically, we may put lost property out on a table at the end of the day in the hope that parents may recognise it. School cannot accept responsibility for lost items but will try to return items if they can be identified.

All unclaimed items are washed and used as spares or disposed of at the end of each term.

## Medicines

If it is necessary for your child to take medication prescribed by the doctor during the school day, please come into school to discuss this. Medication should be brought to the school office by a parent or a responsible adult and the relevant form completed. Medicines should be clearly labelled with the child's name and dosage. We cannot administer all medicines, but we do try to support parents wherever we can.

Inhalers for children who are asthmatic are stored in the child's classroom unless negotiated otherwise. Please see the Head Teacher if additional medical support is required and we will complete a medical care plan with you to ensure your child's needs are met.

## School Medical Examinations

At different points through your child's educational journey some routine services will be offered by the School Health Service, and these will be carried out in school. In all cases, information will be shared with parents and carers prior to health visits and parental consent obtained before any examination takes place.

Flu vaccines are delivered at school using a nasal spray. For your child to receive this, you need to return a completed form giving permission to the school nurse for this.

## Sun Protection

Please ensure that during the summer months children are sent to school with a sun hat and sun cream. These should not be shared with other children. If possible, apply sun cream before your child comes to school. If more sun cream is needed during the day, it should be applied by the child.

## Educational Visits

We believe that children learn best from direct experience; to this end the school arranges a variety of out of school activities. Some of these are very much a part of the termly routine whilst others take place less frequently, generally to places further afield. A week-long residential visit to Arthog is arranged for children in Year 6 if staffing and availability allows it.

Transport for swimming and sports matches will be either by hired coach or through parents' own arrangements. Supervision complies with standards specified by the Local Authority. The level of supervision for each outing is determined by the place of the visit, the age of the children and the nature of the activities involved.

A consent form must be signed before your child can accompany us on out of school visits. We invite parents to make contributions towards the cost of these visits although they are, at times, subsidised by the School Fund, Sports Premium or the PTA.

Government guidance states:

*'Your child's school can ask you for a voluntary contribution towards the cost of activities like school trips. They cannot stop your child from attending if you do not pay, but they should cancel the activity if there is not enough money to cover the cost of it.'*

[Reference: School attendance and absence](#)

A full charging policy is available on request. If any parents are struggling to meet the cost of a trip, we encourage you to come into school to see what support is available.

## Our classes

We currently have single-form entry, with reception and Year 1 being taught together on a Friday. This means that your child will be taught with other children of a similar age. Within each class, a variety of teaching strategies are used to ensure learning is interesting and stimulating for the children, making knowledge clear to allow children to acquire required knowledge.

## Curriculum

John Wilkinson Primary School has a broad, balanced and comprehensive curriculum that builds children's knowledge, skills and understanding so that, as they progress through each year group, they learn more, understand more and remember more. We enrich children's learning with engaging visits and visitors, memorable experiences and opportunities to engage in learning outside the classroom.

Our Early Years provision is very carefully planned and follows the Early Years' Foundation Stage Statutory Framework which will move to a [new version from November 2024](#).

Children have a wealth of experiences including inside and outside learning opportunities. The planning is adaptive to account for children's interests and address gaps in key knowledge that the children need to acquire in order to achieve age-appropriate milestones and to prepare them for the next steps in their learning.

In Key Stage 1 and 2 subjects are taught as subjects in their own right, but links are made to help children to recognise connections between the different concepts and skills.

For more information, see [the curriculum section](#) on the school website.

## Pastoral Care and Behaviour

In line with the Behaviour and Anti-Bullying Policy, emphasis is placed on the development of self-discipline to enable children to become respectful members of the school community. Children at our school are expected to emulate the good behaviour of their peers to ensure we have a purposeful learning environment within the school. Should there be any issues, the school and parents work together to resolve problems and offer support. Children's safety during all school activities is the responsibility of all staff. Please report any issues or bullying immediately to the Head Teacher who will deal with them as a matter of priority.

## **Above and Beyond**

We are introducing some new strategies around 'Above and Beyond' and recognising the different ways that we can show exemplary behaviour. Further information will be available on the school website.

### **Assessment**

Assessment is an integral and regular part of all our work throughout school.

In reception class children complete the reception baseline assessment within the first six weeks of starting school. Play based learning opportunities enable the teacher to assess children's knowledge and understanding, and the next steps in learning journey. The Foundation Stage Profile is completed at the end of the year.

In Year 1 children complete the phonics screening check. Assessments are made at the end of Key Stage 1 using teacher assessment and the school also uses termly assessments to check progress.

In Year 4, multiplication tables tests take place in June.

At the end of Key Stage 2 we use teacher assessment and Standard Attainment Tests (SATs) to assess children's performance before secondary transfer in line with government requirements. Non-statutory tests and teacher assessments are also used to assist us in tracking pupil progress throughout the school. This helps us to understand the gaps in pupil's knowledge and to improve planning to address the gaps.

We work hard to ensure children are well prepared to meet the age-appropriate standards but we provide this through high quality, stimulating and engaging activities for pupils. Our tracking of pupils allows us to identify children who require additional support to accelerate progress and this helps to ensure high levels of attainment are maintained.

### **Homework**

The school has a homework policy which details homework for children in each key stage.

Children take books home to read. Parents of children at Key Stage 1 are asked to share books with their children as often as possible, preferably daily, in a supportive, calm and fun way. Ideas and advice to develop reading can be sought from class teachers. Children at Key Stage 2 are encouraged to be enthusiastic readers who read for pleasure. For older children, parents can support by reading together daily, asking questions, searching for texts by the same author and buying books together, which all help motivation. If your child loves to read, you know we have all been successful!

Reading development is a strength of our school and we have excellent results with ensuring our children are confident readers by the end of key stage 2.

Children are also set weekly tasks, practical work or research which they should try to complete to the best of their abilities as these activities will support them in developing their learning or understanding further. Other activities relate to work covered in classes. Parental support is very valuable to ensure children benefit from these activities. Evidence shows pupils who do complete all homework activities to a high standard benefit educationally.

## Special Educational Needs

Children's special educational needs are identified by school staff, parents or educational support services in line with the SEND Code of Practice. Parents are always consulted and involved in decisions made about their children. We aim to identify children who require additional support as soon as possible to allow early intervention.

Children with special educational needs are integrated in classes throughout school but are on occasions withdrawn for individual support. For children on the Special Educational Needs Register, Pupil Centred Plans (PCPs) are produced and reviewed termly to ensure that children's needs are met and that they are making good progress. Specialist outside support services are consulted when appropriate. Outcomes for pupils with SEN are good, with pupils achieving well in relation to their prior attainment. The SEND Policy and SEN Information Report are available on the school website.

## Reporting to Parents

Teachers are available on the school door each day, and we would encourage you to speak to school staff if you would like any information. Parent Evenings are held twice a year during Autumn and Spring terms. Parents receive a written annual report in July and are asked for feedback to help school improvement. Parents are welcomed into school to discuss their child's progress. Appointments can be made with the class teacher at any time should you have any concerns.

## Publicity

Photographs, videos and news items are published on our website, school Facebook page and weekly newsletter. You will be sent a form to give permission for your child to be photographed or videoed. Please let us know on this form if you would prefer for your child not to appear in publications.

## Charges and Remissions Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body reserves the right to make a charge in certain circumstances for activities organised by the school. The charging and remissions policy is available on the school website.

## Parent Teacher Association (PTA)

The school has a committed PTA. All parents are automatically members on their child's entry to school. A copy of the constitution is available from the school on request. Election of officers are held annually at the AGM. There are many ways in which you can become involved: suggesting activities, working in school, helping at organised events or by serving on the committee. Many fun functions are organised and the money raised by the PTA is invaluable to the cross-curricular offers we can make to the children.

## Complaints

The school has established arrangements for dealing with complaints. Parents (and others) are encouraged to raise concerns or complaints with the Head Teacher or class teacher, who will be able to discuss them



either there and then or at a mutually agreed time. We hope to resolve any issues to the satisfaction of all parties.

If you are not satisfied with the outcome of your concern or complaint, you should then follow the school's complaints procedures. A full statement of the school's complaints procedure can be accessed on the school's website.

## Secondary Education

In the Autumn Term parents of Year 6 children are required to record their preference for the secondary school they wish their child to attend by application to the Local Authority. Decisions about school places are announced by the Local Authority in line with other local authorities.

Many pupils transfer to the William Brookes School in Much Wenlock. Some children transfer to Bridgnorth Endowed School, Oldbury Wells, Newport Grammar, Thomas Telford (postcode dependent) or other local secondary schools.

Please note that if your child comes to John Wilkinson Primary School and Nursery, this does not guarantee that he/she will be given a place at a particular secondary school, even if there is a close association between the two schools.

## And finally...

We hope you find the information in our prospectus useful in assisting you in selecting the appropriate school for your child. You are most welcome to visit our school and see us in action, you can then appreciate the calm and purposeful learning environment, the excellent behaviour of our pupils and the wide range of learning opportunities we provide to achieve high standards of teaching and learning.

Should you have any queries or feedback related to the prospectus please let us know so we can continue to strive for improvement.

Enjoy!

