



# *Shipley CE Primary*

Friendship, Faith, Future

[www.shipleyceprimary.com](http://www.shipleyceprimary.com)

# School Information

## 2016-17

Address Shipley Church of England Primary School  
School Lane  
Shipley Horsham  
West Sussex  
RH13 8PL

Telephone 01403 741298

E-mail [office@shipley.w-sussex.sch.uk](mailto:office@shipley.w-sussex.sch.uk)  
Website [www.shipleyceprimary.com](http://www.shipleyceprimary.com)

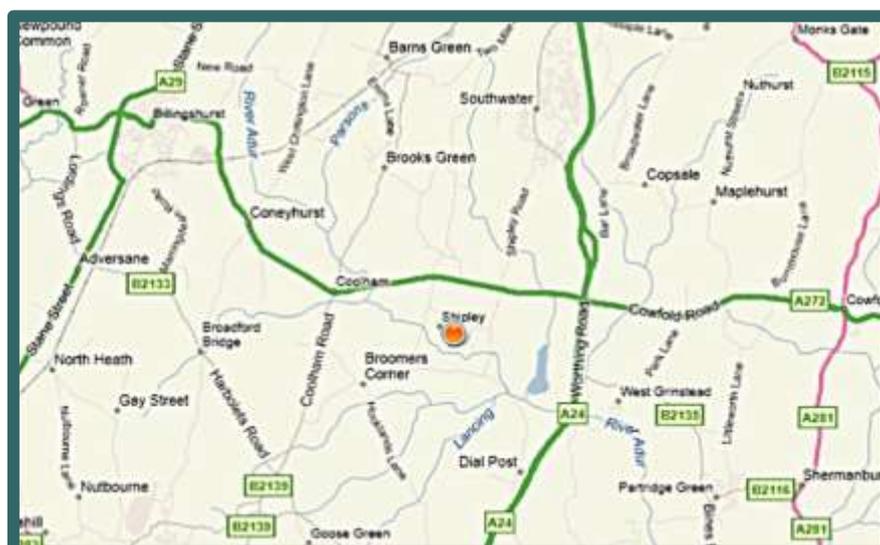
Headteacher Mrs. Jen Harvey BEd(Hons) NPQH  
Chair of Governors Mrs. Fiona Gallagher  
Pupils on Roll: 76

Shipley is a Voluntary Controlled Church of England school that caters for children 4 to 11 years.



### How to Find Us

The school is situated south- west of Horsham, just off the A272 between the A24 and Coolham.



# *A very warm welcome to Shipley C.E. Primary School*

At Shipley, we want the best for every child. Everything we do revolves around the children in our care.

We strongly believe that all children are entitled to an excellent education and our team of dedicated and committed teachers and support staff strive to meet the needs of all pupils. We aim to enthuse, inspire and support pupils and have high expectations for each and every one.

## ***Friendship, Faith, Future***

We work hard to foster pupils' love of learning and develop their capacity to persevere and be resilient. We help them value relationships and become reflective, exploring their spirituality.

We are very proud of our lovely school and the strong community that exists. We look forward to working in partnership with parents and carers to provide a safe, nurturing and inspirational place in which to learn and grow.

We would be delighted to show you around our school. To arrange a visit or for further information, please contact the school office on 01403 741298.

Jen Harvey  
Headteacher



***"Pupils are at the centre of all the school does"      Section 48 Inspection***

# Shipley School

We are very closely linked to the local community and visit St Mary's Church throughout the year at Harvest, Christmas and Easter. Reverend Pat Sinton visits the school each week to lead the worship assembly.

We are situated in a lovely rural location, with plenty of outside space including a large playground, trim trail, playing field, Peace Garden and a willow dome.



*"A caring ethos pervades the school... this is a good school."*

*"A culture in which core values, including high quality teaching and good behaviour, are shared." Ofsted 2014*

# Our Mission Statement

*"The teachers are there for me." Pupil survey 2016*



***Friendship, Faith, Future*** is our motto. This was written by the children after a period of whole-school consultation. We fully understand the importance of the strong friendships pupils foster at Shipley.

*"Behaviour is excellent." Section 48 Inspection*

Our school has a strong focus on high expectations and all children are supported to reach their full potential, facilitated by small class sizes and a very favourable teacher-to-pupil ratio. Each of our classes have 18 - 25 children with one teacher and one classroom assistant.

Willows	Reception	Age 4-5
Oaks	Years 1 & 2	Age 5-7
Ash	Year 3 & 4	Age 7-9
Sycamores	Years 5 & 6	Age 9-11



*"Pupils show kindness and respect for each other, their teachers and visitors." Ofsted 2014*

# Child Protection and Safeguarding

The welfare of our pupils is of paramount importance. We listen to our pupils and take seriously what they tell us. All staff have a duty of care and a collective responsibility for safeguarding. Any concerns about children are reported to the designated Child Protection staff who are trained to deal with them and work alongside or refer to other agencies if necessary. There is a clear policy on Safeguarding and Child Protection procedures in the school. Adults on site are subject to security and identity checks, including the Disclosure and Barring Service (DBS) checks. ICT systems are subject to appropriate controls and restrictions. Pupils learn about keeping safe online through a specific unit of work and assemblies. Anti-bullying work is covered through the PSHE curriculum and assemblies.

## Special Educational Needs

### **Children with Special Educational Needs and Disabilities (SEND)**

The SENDCo works closely with parents to tailor provision within school and liaise with outside agencies. If a child is identified as having additional needs, the school follows the 2014 SEN Code of Practice guidance. Teachers are trained to adapt provision to ensure access to the curriculum. There is a team of well qualified and experienced teaching assistants to meet the learning and emotional needs of our pupils.



*Children enjoy school and soon settle in due to the warm relationships adults establish with them.” Ofsted 2014*

# Curriculum

At Shipley we are very proud of our Creative Curriculum. Children are taught through whole school topics, planned on a four year cycle to ensure continuity through key stages. Topics reflect local, national and global issues and prepare pupils for life as a global citizen.

Each topic begins with a stunning start to launch the learning, involving a visit or visitor and ends with a fabulous finish. We place a high priority on first-hand experiences, aware that many opportunities for learning take place outside the traditional classroom setting. Off-site visits and visitors to school enhance the children's learning experiences.

Topics are driven by high quality and inspirational texts and books. Themes may have a scientific, historical or geographical focus. Some subjects are taught separately to the topic.

*“Pupils have very positive, mature attitudes to learning due to lively, stimulating teaching.” Ofsted 2014*



Towards the end of each term each class holds a sharing assembly where parents and carers are invited into school to share in the children's exciting topics.

## Forest School

Each week Reception and Year 1 have the opportunity to take their learning outside into the school grounds, into the village and onto the Knepp Estate. The children learn to use tools and discover new skills. Other year groups will also be able to access this type of learning outside of the classroom.



All children learn French and Computing from specialist teachers. This year every child and staff member in Years 2 and 3 are learning to play the Ukulele. We also offer specialist weekly sports coaching to each child in Years 2- 6.

# Religious Education



As a Church of England school our religious teaching is centred on the Christian ethos as well as learning about and respecting other faiths. There is a daily act of worship as part of the morning assembly, which is based on the Christian *Values for Life and Roots and Fruits* programme.

Children may be withdrawn from the act of worship on religious grounds if parents request this in writing.

***Collective Worship is seen as a very important part of the school day and, as one pupil said: "a chance to talk to God." Section 48 Inspection***

Our award winning Peace Garden received a visit from the Bishop of Horsham.



# Healthy Schools, the Environment and School Meals

Our commitment to healthy lifestyles extends to our comprehensive physical education provision. This includes two hours a week of PE, weekly multi-sports afternoon and a number of after-school clubs. The school takes part in local inter-school events, and has many exciting sporting days. Years 2 and 3 have swimming lessons for 10 weeks in the Autumn term.



Shipley was one of the first primary schools in West Sussex to offer locally produced hot school meals. The hot lunches are provided at the cost of £2.25 per meal, to include a main course and pudding. The ingredients are locally sourced and freshly cooked by “The Easy Lunch Company”, based less than two miles from the school. A packed lunch service is also available. More information can be found on the company’s website: [www.theeasycompany.co.uk](http://www.theeasycompany.co.uk).

Alternatively, children may bring their own packed lunches in a plastic container, marked with the child’s name.

All children in Key Stage 1 are entitled to a free school meal. Older children whose parents receive Income Support are also entitled to free meals. More information on meal provision is available from the school office.



# Visits & Activities

At Shipley School we are committed to enhancing our curriculum by taking part in a number of visits and activity days which enrich our pupils' engagement with curriculum topics.

Recent destinations for day trips have included Butser Ancient Farm, Arundel Wetland Centre, Marwell Activity Centre, Goring Beach and the cricket at Hove.



We also have frequent whole school activities such as Empty Classroom Day, Sports Week, Dance Day for Children in Need and Book Week.

We run a number of successful after-school clubs including techno, dance, gardening, art, homework, netball and specialist coaching for Multi Sports and Gymnastics.

Roald Dahl Day 2016



# General Information

## The School Day

School begins promptly at 8:40 am and ends at 3.05pm.

☒ 8:40 to 10.30

- Morning break

☒ 10.45 to 12:00

- Lunch

☒ 13:00 to 15.05

## The School Year

### Academic Year 2016–2017

#### Autumn Term 2016

Monday 5th September – Friday 16th December

Half Term 24th October – 28th October

#### Spring Term 2017

Tuesday 3rd January – Friday 7th April

Half Term 20th – 24th February

#### Summer Term 2017

Monday 24th April – Tuesday 25th July

Half Term 29th May – 2nd June

The holiday dates are set by the Local Education Authority.

### INSET days

Five days are set aside each year for staff in-service training. Allocated days currently are:

Monday 5th September 2016

Friday 21st October 2016

Tuesday 3<sup>rd</sup> January 2017

Monday 27th February 2017

# Admission Arrangements

The local authority co-ordinates admissions to Shipley CE Primary School, including requests for places in established year groups.

Parents can decide whether their child starts on a full-time or part-time basis. The statutory school age remains the term following the child's fifth birthday, which is when the child must be receiving full-time education. Parents still have the right to defer entry.

We encourage parents to visit our school, when they will have an opportunity to talk with the Headteacher and meet staff and pupils. Children starting school for the first time will be invited to join their class for a number of pre-school visits during the term before the child enters the school.



# Transport, Arrival and Departure

County-financed transport is provided for children under eight years of age who live two miles or more from the School, and for children eight and over who live three miles or more from the School. A minibus transports the children to and from Dial Post, starting at Woodman's Farm on the A24.

The Early Bird Club runs from Monday to Friday 08.00 – 08.30am and costs £1.50 per child per day. Children are supervised in the hall. Please speak to the office if you are interested.

## FOSS

Everyone in the school community is automatically a **Friend of Shipley School (FOSS)**, and this active parent-run body raises funds for transport on school trips, IT equipment, outdoor play equipment and other items by means of various social events throughout the year.

FOSS raise money for a number of projects that directly benefit pupils and we are very grateful to our wonderful team of parents who support our School.



*“Parents hold the school in high regard,” Ofsted 2014*

# Behaviour and Pastoral Care

*“Politeness and respect for others are regarded as the basis of all relationships between pupils and teachers.”*

## **Section 48 Church Inspection**

The excellent behaviour of pupils is a matter of great importance in the life of the school. We expect and enjoy honesty and kindness, whilst politeness and respect for others are regarded as the basis of all relationships between pupils and teachers. Golden rules are in place for the general wellbeing of the community so that all may work happily and successfully together.

Our older pupils train to be play leaders and learn to support younger pupils playing games at lunchtime.

Our Book Buddy system provides opportunities for pairs of younger and older children to enjoy sharing books together each week.



## **Pastoral Care**

An advantage of our small size is that teachers very quickly become aware of a child's individual needs, and we welcome frequent informal communication between parents and class teachers. We encourage an open door policy for parents. In addition to the formal consultation evenings, teachers are always available after school to discuss any issues. The Headteacher is also available either each morning or by appointment.

# Uniform

## Boys

### Winter

Dark grey shorts or trousers  
White shirt  
Dark green sweatshirt  
White or grey socks

Sensible shoes

### Summer

Dark grey shorts or trousers  
White polo shirt  
Sandals that protect the toes

## PE

Indoors: Black plimsolls  
Outdoors: Trainers  
Green school shorts and T-shirt  
Sweatshirt and/or grey/green tracksuit  
PE bag (from school office)

## Additional items

Summer sun hat  
Painting apron or shirt  
Wellington boots  
Book bag (from school office)

Shipleigh School sweatshirts, polo shirts, fleeces, waterproof jackets and PE kit are available from our uniform supplier – [www.taylormadeuniforms.co.uk](http://www.taylormadeuniforms.co.uk)

**Please ensure all items are named.** The school cannot accept any responsibility for personal clothing and possessions that are lost or damaged.

## Girls

### Winter

Grey skirt or grey trousers  
White shirt or blouse  
Dark green sweatshirt/cardigan  
White or grey socks or dark green tights  
Sensible shoes

### Summer

Green and white striped dress  
Sandals that protect the toes



# Teaching staff structure

Headteacher & SENDCo

Mrs Jen Harvey

Sycamores Class Teacher

Mrs Gill Simpson

Ash Class Teacher

Miss Susie Bates

Oaks Class Teacher

Ms Emma Stas

Willows Class Teacher

Mrs Sue Merry

ICT Teacher

Mrs Sue Upstone

French Teacher

Mrs Liz Breen

Ukulele Teacher

Mr Andy Walker

Sports Coach

Mr Carl Petros

Teaching Assistants

Mrs Joanne Gorton

Mrs Judith Bell

Mrs Joanna Wrate

Mrs Jackie Davis

SEN Teaching assistant

Mrs Sharon Dodd

Bursar

Mrs Sally Grimes

Secretary/Clerk to Governors

Mrs Karen Stocker

Midday Meals Supervisor

Mrs Jaclyn Hayman

Premises Manager

Mr Rob Lewis



# Parent and Pupil Comments

Our teachers work really hard to make our lessons fun and exciting so we learn more.

Pupil

We like the early bird club and the good choice of after school clubs.

Parent

In a small school you make friends easily.

Pupil

Feel like an individual, not a number.

Parent

I am very pleased because my child enjoys every part of school life.

Parent

I like the warm, friendly, + family feel of the school.

Parent

Teachers and staff at Shipley listen to your concerns and help whenever possible. The support is fantastic.

Parent

My child has made huge improvements over the last year and loves coming to school.

Parent