Welcome to Suttons Primary School

www.suttonsprimary.co.uk

Suttons Primary School
Suttons Lane, Hornchurch, RM12 6RP
☎ 01708 443393

Welcome to Suttons

On behalf of all the children, staff and governors, I would like to warmly welcome you to Suttons Primary School.

Suttons is a friendly school where high standards, individuality and a sense of community are fostered within a happy and safe learning environment.

We are a school that likes to celebrate success – at every level. The life of the school is driven by enthusiasm and a desire to achieve. We aim to bring learning alive, making it exciting and stimulating. We want to give our children a thirst for learning that continues with them throughout their future school experiences and lives.

An essential ingredient for this to happen is teamwork. We view education as a joint venture, involving everyone – children, parents, staff, governors and the wider community. We hope that we will be able to depend on your co-operation and support in this partnership, so that together we can provide the best for your child.

This prospectus has been created to answer as many questions as possible that might be asked about our school. We hope it will alleviate any anxieties that you may have when joining us.

I would encourage you to arrange to visit our school and experience the learning environment for yourselves. So please do make time to visit the school, or call us for a chat. We are always happy to help.

David Unwin-Bailey
Headteacher

'The school's work to keep pupils safe and secure is outstanding.'
OfSTED

Aims and ethos of the school

At Suttons Primary School we aim to provide a safe, caring and stimulating environment which offers opportunities:~

- For everyone within the school to reach their full potential and develop self-worth, self-confidence, the ability to take responsibility for their own individual actions and resilience.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children's learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment and learning.

Equal opportunities

At Suttons we have a firm commitment to the equality of opportunity for all members of the school community and to the promotion of good race relations, enabling all children to achieve success.

We value all people, not only in terms of race, colour, nationality, ethnicity, gender, culture or religion, – but also factors such as age, experience, marital status, sexuality, religion, background, personality and work style. As a school, we work to ensure that any form of discrimination is eliminated from our school.

All those connected with the school in any capacity must accept and promote these principles.

'The school and staff are always very supportive of our family and have always supported my children.'
Year 2 *Parent*

The Curriculum

'The school's success in teaching creative writing stems from teachers' very good subject knowledge. Pupils are given every opportunity to write imaginatively across different subjects. They are guided skilfully by teaching staff to write with flair and purpose.'
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The Curriculum

We want all our children to experience success and enjoy their learning whilst at Suttons Primary School. We aim to achieve this through high standards of learning and teaching within a happy and caring environment. Not only do high numbers of our children achieve government expectations, but many pupils far exceed them.

We believe that all pupils should play an active role in the life of the school. We encourage them to be inquisitive, curious and independent. They learn and develop happily together, developing strong collaborative skills and showing respect for each other.

The skills of true thinking (reasoning, creativity, judgement and memorisation) allow individuals to grow intellectually. Our children are given the chance to develop their thinking at an appropriate level for their development in accordance with the National Curriculum. Individual targets ensure suitable challenges for each pupil, to help them reach their optimum level of learning.

Through a variety of teaching methods and strategies, we aim to instil children with an enthusiasm for learning and prepare them for future school life. We use a variety of teaching methods, ranging from whole class teaching to individual personalised programmes of study, which are chosen to meet the task or skill being focused upon. Our children are generally taught in mixed ability class groupings and work is appropriately differentiated to match all ability levels and provide more appropriate access for children with different styles of learning.

'Pupils are enthusiastic learners. Adults ensure that work is set at the right level for them and they are suitably challenged.'
OfSTED

Core subjects	*English, Mathematics, Science, Computing, Technology, Religious Education*
Foundation subjects	*Design Technology, History, Geography, Art and Design, Music, Physical Education, French*
Additional subjects	*Personal, Social, Health and Citizenship Education (PSHE),*

African themed non-uniform day
To raise money for a Kenyan orphanage

High Standards in the Basics

The teaching of English begins with a highly successful synthetic phonics programme, delivered by expertly trained staff. Children enjoy reading and writing, which takes place as discrete subjects and in the context of other curriculum areas. Through regular cross-curricular writing, our pupils make good progress with their writing.

In mathematics, we believe that number facts and timetables are the fundamental building blocks for all aspects of the subject. Children are taught these elements and encouraged to practise them at home. Successes are celebrated and learning draws on cross-curricular ICT, practical and active applications.

'The exciting curriculum makes learning fun.'
OfSTED

'My sons' confidence has grown so much with the attention to detail staff at Suttons make.'
***Reception** Parent*

The Wider Enriched Curriculum

'Pupils enjoy learning. Learning is enriched by the bright and stimulating learning environment, after school clubs, motivational speakers…and strong links with local sports partnerships.'

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A Broad Curriculum

We passionately believe that high standards in the basics should never compromise the broader curriculum. Our creative curriculum strives to ensure breadth and balance and makes it difficult to work within the parameters of separate subjects for the entire school day. In fact, children learn faster and more effectively when skills and concepts are linked between subjects. We plan topics carefully so continuity and progression are smooth and aid development. Topics also enable us to identify skills, concepts, knowledge and ideas from individual subjects and bring them together in a cohesive way. Information and communication technology is used by children as an integral aspect of the teaching and learning process from Pre-Nursery to Year 6.

Our children have the chance to explore their world, whether through sand and water play; picture books; drama and performance; or by learning to investigate problems and develop their scientific enquiry skills. Resilience, independence and persistence are fostered as fundamental learning tools for life.

Modern Foreign Languages

Learning a foreign language provides a valuable educational, social and cultural experience in preparation for future life. At Suttons, we teach French in a fun and enjoyable way from Reception class onwards. Interesting and relevant topics are chosen in order to engage and stimulate learning and develop children's curiosity of language.

School Trips and Excursions

During the year, the children go on school visits connected with the curriculum. We welcome the support of parents/carers in assisting with small groups. There is not a formal charge for these activities but we ask parents to make a contribution. We will not exclude any child from a visit if families are unable to contribute. However, if activities are not well supported visits may be cancelled.

Physical Education & Sport

At Suttons we aim to introduce children to a wide range of physical activities and skills in an atmosphere where personal improvement at whatever level is combined with enjoyment.

Our pupils learn PE from Reception class onwards. They are given opportunities to practise their skills both individually and in a group situation, where much emphasis is placed upon co-operation and consideration. As they progress, they are able to participate in high quality sports.

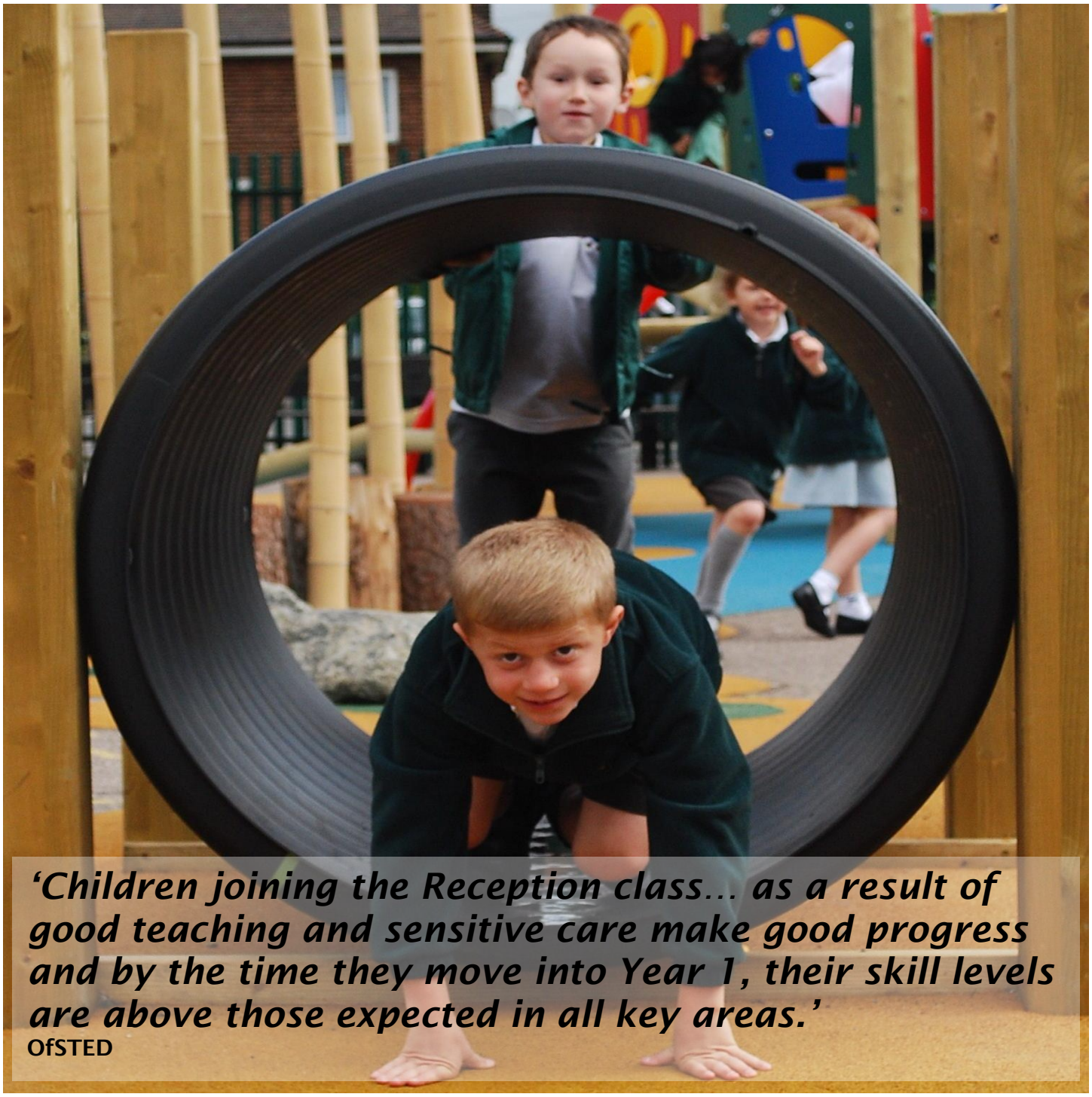
Children are taught outdoor and indoor sports, including football, netball, hockey, athletics, gymnastics and dance. In Key Stage 2 we send highly competitive teams to tournaments for many of these sports. We have won many of the local netball, football and rugby tournaments against other local Havering schools.

After-school clubs run by specialist coaches provide additional sporting opportunities for our children throughout the year.

'Thanks for laying strong foundations and setting targets enabling further progress.'

***Year 3** Parent*

Extended School Provision



'Children joining the Reception class… as a result of good teaching and sensitive care make good progress and by the time they move into Year 1, their skill levels are above those expected in all key areas.'
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Extra Curricular

Suttons offers a wealth of choices and opportunities, aiming to cater for the wide variety of talents and interests of our pupils.

We are proud to offer a range of clubs each term: before, during and after school. Many clubs are organised by teachers and other members of staff. Parents, pupils and organisations are welcome to offer their skills and tuition and we encourage their participation.

Sport, music, dance, the arts, languages, ICT and science all feature in our repertoire, so there really is something for everyone. We do encourage our pupils to join these clubs, as it's a lovely way to get to know other children from different year groups, and provide opportunities to extend their learning.

Home Learning

At Suttons we believe in adopting a sensible and sensitive approach towards home learning, which recognises that age and ability should be taken into account.

Home learning is viewed as a partnership between home and school and is seen as a way to extend school based learning opportunities of your child.

At Suttons we subscribe to the following time allocations:

Reception: *5-10 minutes daily reading or word games*

Years 1 & 2: *10-15 minutes daily reading including independent reading*
30 mins per week of project based learning activities.

Year 3 & 4: *15-20 minutes daily reading including independent reading.*
45 minutes per week of project based learning activities.

Year 5 & 6: *20-30 minutes daily reading including independent reading.*
60 minutes per week of project based learning activities.

Use of School Facilities

We believe that the school lies at the heart of the school community and actively find ways to ensure this belief. Families are encouraged to use the outdoor facilities after school. You are requested to supervise your child/ren at all times and actively encourage 'The Golden Rules' of the school.

Before & After School Provision

Suttons Primary is able to offer wrap-around-care for those working parents. Staff within our afterschool provision are able to look after your child/ren in a caring, stimulating and safe environment. We offer:

Breakfast Club:
Mon-Fri 7.30am-8.30am

After School Club:
Mon-Thu 3.00pm-6.00pm
Fri 3.00pm-5.30pm

If you would like a prospectus, or would like to register your child for a place, please telephone the main school office on 01708 443393.

'The school offers a range of different and exciting activities to further enhance my daughters' education.'
***Year 4** Parent*

A Strong Community

'The schools' work with partners, such as local secondary schools and multi-agency groups, contributes significantly to pupils' good achievement, personal development and well-being.'
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A Community

Our curriculum provides opportunities to develop relationships with the local community, national and international schools – including Australia, France and Spain. We are an inclusive school where all are welcome.

The Parent Teacher Association, Friends of Suttons, is an energetic friendly group, which welcomes new families to the school and who work tirelessly to raise funds. They are an integral part of Suttons' thriving community and run events for parents and families throughout the year.

Friends of Suttons' success enables us to fund theatre trips, visits, outdoor equipment, curriculum events as well as resources and support for capital works.

Liaisons with Local Schools

We work closely with a range of partner schools.

Abbs Cross: Dance, drama, art
Emerson Park: Sports Partnership
Sanders Draper: Sports, science, art & design and business enterprise skills.

These links are vital to not only the development of the school, but more importantly as an extension to your child learning and development.

Communication ~ our links with parents

At Suttons we believe that children learn best when there is a partnership between home and school. We pride ourselves on having an open door policy and actively encourage parents to help in school with a whole range of activities. Any time you can spare, no matter how little, would be appreciated and of tremendous help to us. So if you have a particular skill, don't keep it to yourself - come and share it with us. In line with Government guidelines, we ask that all volunteers are DBS checked.

If parents/carers have concerns relating to their child they should speak to the Class Teacher; the Headteacher, Deputy Headteacher and Assistant Headteacher are always happy to discuss your concerns with you. As a school, we welcome your comments and/or concerns and will always work to clarify, modify or implement these where possible.

Close liaison between home and school is most important and we encourage and support parental contact. Children appreciate the close contact between parents and teachers and it helps avoid misunderstandings and confusions.

Throughout the school year there are many times when you are able to discuss with the Class Teacher your child's progress and how we can best work together to support your child. We encourage you to see your child's books and work throughout the year.

Some of the more formal meeting times between parent/carers are:

Autumn Term	• Formal introductory meeting to meet your child's new Teacher • Parents Evening • Informal Book Looks
Spring Term	• Parents Evening • Informal Book Look
Summer Term	• Parents Evening • Informal introductory meeting to meet your child's new Teacher

Our school website can be accessed via www.suttonsprimary.co.uk and is updated with news of forthcoming events. If you wish to contact the school by email the address is admin@suttons.havering.sch.uk.

'Suttons Primary is a good school with a harmonious and cohesive community.'
OfSTED

'The school is happy and contented. You should be very proud.'
***Year 4** Parent*

Behaviour & Discipline

'Pupils feel safe and happy at school. They report that all staff are always there for them and listen to their views about how to improve the school.'
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Behaviour and Discipline

We expect good behaviour from all of our children, enabling them to be safe and happy whilst at school. Self-discipline is our ultimate aim and it is hoped that children will learn to respect each other and show tolerance to all within our community. However, if children have to be sanctioned, they are dealt with by the Class Teacher or, if necessary, by a senior member of staff, including the Headteacher. If a child persistently offends, we will contact the parents and arrange a meeting to discuss the behaviour and work together to help the child.

Good behaviour is promoted on a daily basis through the use of 'The Golden Rules'. These rules, which are adopted school-wide, seek to reinforce the principals of behaviour that creates a happy and safe learning environment.

'The Golden Rules'

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property

Good behaviour is actively encouraged and positive reinforcement is used by all. Current strategies include: weekly 'Circle Time' sessions, pastoral support, 'Star of the Week' celebratory assemblies, themed days promoting self-discipline and the use of a school wide house point system.

The staff have worked together to make explicit the strategies in place at Suttons Primary School, to ensure the positive and appropriate behaviour of our children, at all times. Further details can be found in the Behaviour for Learning Policy available via the school office.

Bullying is not tolerated. All incidents of bullying are dealt with by the Headteacher. We have an anti-bullying policy and copies of this are available from the school office.

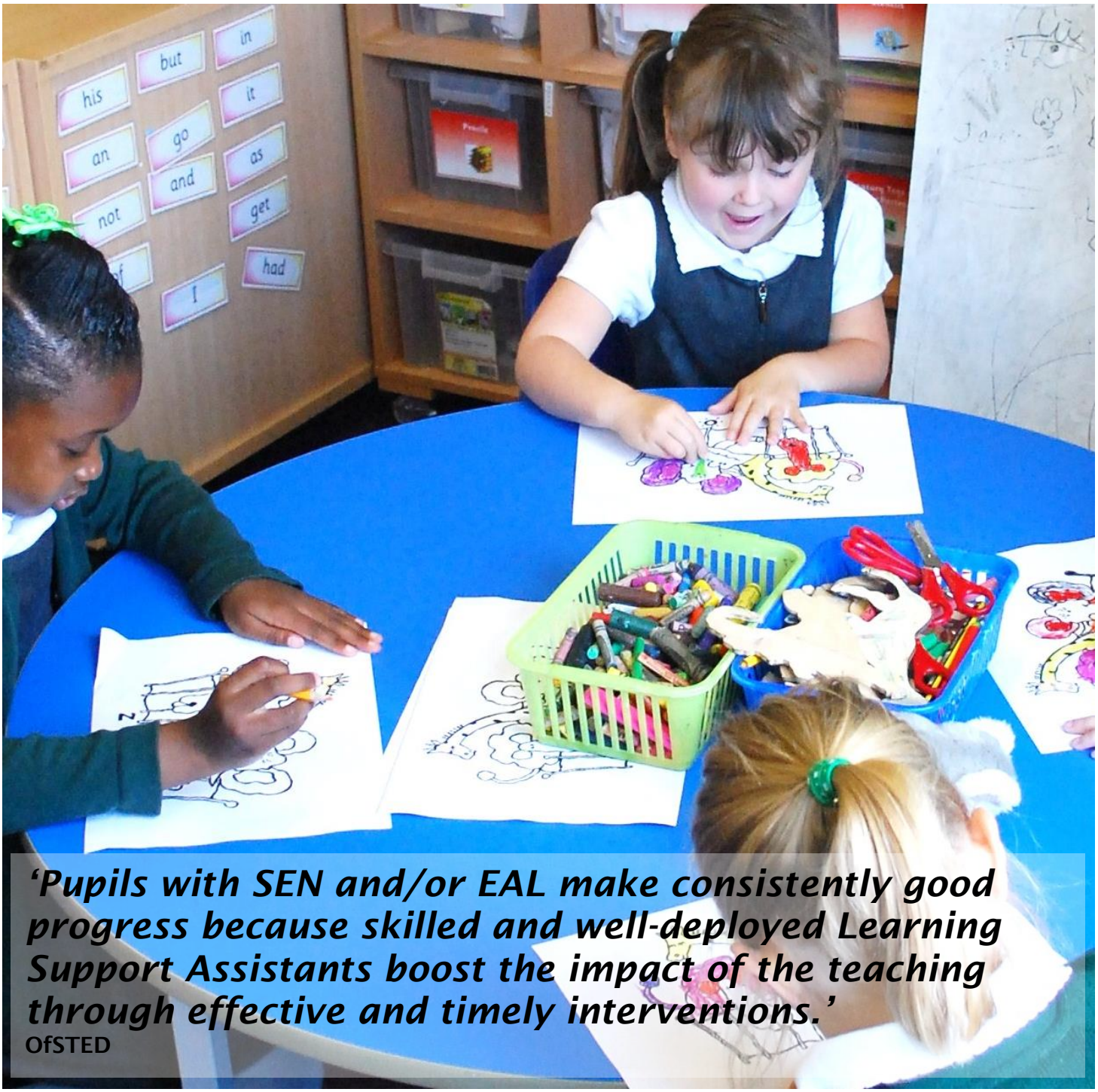
Positive Play Sessions

Where children experience difficulties, particularly during playtimes and lunchtimes, we run positive play sessions to promote positive behaviour and social and emotional development.

'The behaviour of pupils is good. Pupils have positive attitudes to learning. They are polite and friendly.'
OfSTED

'Staff listen to, and address any concerns we have. They know our children very well.'
***Year 2** Parent*

Inclusion



'Pupils with SEN and/or EAL make consistently good progress because skilled and well-deployed Learning Support Assistants boost the impact of the teaching through effective and timely interventions.'
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At Suttons Primary School, we are committed to promoting a 'learning and teaching environment' for all, that embeds the values of inclusive educational practices. Through a child centred approach, we aim to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.

Special Educational Needs (SEN)

We recognise that a child may require social, academic or emotional support at some stage during their school life. We base the organisation of our teaching on the recognition that children in each class are individuals and make progress at differing rates with differing learning needs. We believe in early identification of any barriers to learning that may arise so that we can give children extra support at critical times. We make careful assessments of each child's development which are fully documented, in order to monitor their progress.

We actively encourage parents to discuss their children's progress with us and to let us know if they have any concerns. The Deputy Headteacher works alongside the SENCO to support children with Special Educational Needs. Their role is to identify children who have special needs, to advise class teachers on the best teaching strategies, to manage a team of teaching assistants who can give children additional help and support, and to liaise with parents/carers and with outside agencies.

We also have specially trained Learning Support Assistants (LSA's) who can provide group/individual support to pupils with dyslexia, speech & language, literacy, phonics and/or numeracy concerns.

More Able & Highly Motivated Pupils

We are equally alert to the identification of pupils who are exceptionally able or highly motivated. We aim to meet their needs in a challenging and stimulating way. Often through differentiated work, clubs, small group work, and borough and university courses. We will discuss with parents the best way to extend their children and where necessary, pupils will be offered individualised programmes.

English as an Additional Language (EAL)

At Suttons Primary, we acknowledge that we live in a diverse and ever-changing world. We recognise that Suttons has a small proportion of its pupils who speak English as an additional language, and use not only the skills and training of our own staff to support these pupils, but also that of the Havering Educational Advisors. Our EAL pupils make good progress as noted by OfSTED.

'Thank you for giving my son the opportunity to shine in non-academic subjects.'

***Year 5** Parent*

Additional Information

'Teaching across the school is good. Teachers have good knowledge about the subjects that they teach and pupils are keen to do well. Pupils' positive attitudes boost the impact of teaching.'
OfSTED

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Safeguarding and Child Protection

The Governors and staff of Suttons Primary School take seriously their responsibly to promote the welfare and safeguard all children entrusted to our care. The Designated Safeguarding Lead (DSL) is the Headteacher.

In accordance with the Children's Act 2004, we are committed to:

- providing an environment in which children feel safe, secure, valued and respected
- confident to talk openly and sure of being listened to
- providing suitable support and guidance so that children feel confident to approach appropriate adults
- using the curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making
- working with parents to ensure the welfare of all children which may involve other agencies
- ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the schools' procedures and lines of communication.

Security

Keeping children safe is our key priority. All visitors must access the school via the main entrance and sign in at the school office.

Information Handling

Schools hold information on their pupils and from time to time, by law, they have to share some of the information with various government departments. Schools will also share information with other organisations where there is a need to protect a child or someone else from harm.

The Data Protection Act 2018 calls schools, local authorities and other organisations that process children's information 'data controllers'. This means that the information held about children must only be used for specific purposes allowed by law.

Transition Meetings / School Transfer

There is a full transition programme for children joining our Reception class, which commences in June and July before they are due to start in September each year.

We also work in partnership with our local secondary schools to ensure smooth transition from Year 6 to Year 7. This may be through the facilitation of taster days, meeting visiting staff from secondary schools or visits to the schools themselves.

School Governors

The Governing Body supports the school and the Headteacher. They ensure the school has clear aims and values that are championed by the whole school community. All the work they do has pupil achievement and school improvement at its heart. They work with the Headteacher and staff in raising standards of achievement, establishing high expectations and promoting effective teaching and learning so that every pupil achieves to the best of his or her ability. You can contact the Governing Body via the school office.

The School

'By the end of Year 6…outcomes are good for pupils as they move through the school; this reflects the good teaching and pupils' effective learning and good progress.'
OfSTED

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The School

Suttons is a two-form entry primary school and educates children from 2-11 years of age. The majority of pupils are of White British heritage. The proportion of pupils who speak English as an additional language is low. The proportion of pupils with special educational needs and/or disabilities is below average.

In January 2017, we moved into a brand new school and the school has now fully expanded to two forms of entry.

The main school consists of fourteen main teaching classrooms, a Technology Suite, a Music Studio, a Design Technology (DT), Science and Art space, a school Library and small specialist teaching spaces. Our multipurpose hall is used for assemblies, a dining room and a PE teaching space.

The school is split into three phases. These are:

Foundation Stage	*Pre-Nursery, Nursery & Reception (2, 3 & 4 year olds)*
Key Stage 1	*Years 1 and 2 (5 to 7 year olds)*
Key Stage 2	*Years 3, 4, 5 and 6 (8 to 11 year olds)*

We have three large playgrounds, which have areas designed for active and creative play including large tree-houses, a decked stage area, wooden seats, planters, exercise equipment and a new all-purpose football/netball pitch. We have a mini allotment where children undertake gardening and help grow vegetables for the main school kitchen. Children can choose where they wish to play, and are able to mix with friends and/or siblings during playtimes.

School Meals

Suttons is proud of our healthy school status. Children can bring healthy packed lunches or sign up for schools dinners.

Water is always available throughout the school day. Children are encouraged to bring a water bottle into school.

Havering Catering offer an excellent, wide variety of tasty school lunched every day of the week, including traditional, Caribbean, Asian, and Mediterranean dishes.

Our lunches consist of a main course and desert, freshly baked bread and seasonal fresh fruit and vegetables. Children can help themselves to the salad bar. Our children help design the school menu twice yearly.

Your child may be eligible for a free school meal. Come in to school and talk to one of the office staff about free school meals or find out more on the Havering Council website.

'I am pleased with how much my daughter has learnt and how she is being taught.'
Reception Parent

'Suttons is the best I have experienced and I'm sure it will continue to grow.'
***Year 6** Parent*