

# The Pochin School



## PROSPECTUS

### The Pochin School's Mission Statement

*"Valuing individuals through high expectations."*

We are a small school that values high expectations in which individual children are nurtured through:

- quality teaching and learning;
- opportunity for children to achieve their full potential;
- a caring, happy, secure learning environment in a rural setting;
- high expectations of behaviour and discipline;
- strong leadership and teamwork with all staff;
- valuing partnership with the wider community, especially parents;
- and providing equal opportunity for all.

## WELCOME TO THE POCHIN SCHOOL

In this prospectus, you will find all kinds of useful information, but just reading about the school may not answer all your questions.

We suggest that you make arrangements to visit the school as well. Seeing the school at work will give you a feel for what it might be like for your child. It will also give you a chance to ask about anything you do not understand or are concerned about.

Telephone Number: (0116) 269 2078

Headteacher: Mr S M Cotton

or write to: Mrs Dawn Woolerton  
The Pochin School  
School Lane  
Barkby  
Leicester  
LE7 3QL

Please visit our website at: [www.pochin.leics.sch.uk](http://www.pochin.leics.sch.uk)

The chair of the Governing Body is elected annually by the member of the Governing Body and is presently Mrs Gill Hussey.

### OUR ETHOS

- We aim to ensure that all pupils make excellent progress, regardless of their background
- We have a high expectation of respect and consideration for others
- We provide extracurricular activities that foster skills to allow our pupils to become fulfilled and confident young adults
- We ensure that that issues of equality are evident in all aspects of school life
- We provide a supportive culture where staff are encouraged to extend and develop their expertise.
- We have a Christian ethos whilst respecting all faiths

### THE SCHOOL

The Pochin School takes children from the age of four up to eleven from the catchment area villages of Barkby and Beeby. However, due to the school's popularity many children also come from Thurmaston, Syston, Queniborough and further afield.

### BEP & STEP

The Pochin School is an academy and part of a Multi Academy Trust (MAT) called Bradgate Education Partnership (BEP) of eleven local schools which works together to provide the best education for your children. More information about BEP can be found at:

<http://www.bepschools.org/>

We are also part of a Teaching School Alliance (TSA) called Syston and Thurmaston Education Partnership (STEP) of 24 schools that provides training and support. More information can be found at <http://stepteachingschool.co.uk/>

## **DISCIPLINE**

Good discipline is essential if the children are to learn efficiently. We are very proud of the high standard of behaviour and good manners that our children demonstrate. Rules are kept to a minimum, and are those which will ensure a happy, orderly community in which everyone is encouraged to think of the welfare of the other members of that community as regards safety, comfort and an effective carrying out of school duties and work. We will not tolerate any form of bullying, hate or racist incidents. The school follows an Antibullying policy which can be accessed on the school website.

The very large majority of problems are dealt with by the class teacher on a day to day basis. Only rarely does the Headteacher become involved. This will be in cases where there is a particularly severe incident or there are persistent problems. If the problem is so severe or persistent, then obviously the parents will need to be informed so that action is taken to resolve the issue. Exclusion, temporarily or permanently, where the Governing Body is involved is only used as a last resort.

## **PARENT/TEACHER ASSOCIATION**

As a parent of a child at the Pochin School you will automatically become a member of the School's PTA. The school is a close knit community and the PTA is an essential element in fostering a sense of belonging and commitment to the school. The PTA organises many social activities throughout the year which bring the school community together and in addition raise considerable funds to support the school in its work and development.

## **ADMISSION POLICY**

All children, whether or not they live in the catchment area, must apply for a place at The Pochin School.

If parents would like their child to come to The Pochin School, it is best to contact us and an appointment can be made for the Headteacher to show you around the school and answer any questions that you may have. Before the child is admitted to school we will need to see the child's birth certificate to verify the date of birth and proof of residential address (from a council tax bill).

There is a single intake per year starting in late August or early September.

If there are too many requests, criteria will be applied to determine the eligible children. *It should be noted that The Pochin School has adopted its own admissions criteria, please refer to the school's website for the full policy.* As an academy we buy in the services of the Local Authority to manage the process. The LA is responsible for deciding whether a child may be admitted here and liaising with parents/carers.

## **FREE SCHOOL MEALS AND PUPIL PREMIUM FUND**

All children who are in reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch

if their parent is receiving certain welfare benefits. Registering could raise money for The Pochin School.

Registering for free meals could raise an extra £1,300+ each year for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities. It is therefore important to sign up for free school meals, so that The Pochin School receives as much funding as possible. When your child starts at The Pochin School further details and information will be provided.

### **FRIDAY ASSEMBLIES**

A whole school assembly is held at 2.50pm every Friday in the Village Hall. All parents are more than welcome to come along and share the event with us.

### **SCHOOL MEALS**

The school is very fortunate to have its own modern kitchen, upgraded in January 2015 which provides a very good freshly cooked lunch. The kitchen staff are directly employed by the school so that we can ensure the quality and value of meals. From September 2014 all children in the infant classes are entitled to a free school meal. Provision is also made for children who prefer to bring a packed lunch. The school has a food policy which is updated on a regular basis.

### **THE SCHOOL DAY**

#### **Morning Session**

8.55 a.m. to 12.20 p.m.

#### **Afternoon Session**

1.25 p.m. to 3.30 p.m.

Parents can drop their children off at 8.30am. There are two members of staff on duty in the junior playground from 8.30 a.m. until 8.55 a.m. For the infants there is a period at the beginning of the day between 8.45 a.m. and 8.55 a.m. when the children can be brought directly to class by yourselves. There is a similar pattern at the end of the day when your child can be collected directly from class between 3.20 p.m. and 3.30 p.m.

For junior children the day finishes at 3.30 pm and children should be collected promptly.

There are two fifteen minute breaks in the morning for the children. The children will be given a piece of fruit each day that they are encouraged to eat. This is provided free of charge. Parents can also provide their child with a healthy snack. However this must consist of either fruit or vegetables. We do understand there are other mid morning snacks that can be seen as healthy but it is not always easy to be sure. We feel that by asking the children to bring fruit or vegetables only we can be sure that we are encouraging healthy eating. Chocolate and crisps are not allowed.

### **KISS & DRIVE**

This is a system that allows a parent driving up to a designated point outside the school, giving their child a kiss (this bit isn't obligatory), letting the child out of the car (road side only) and passing them over to the two members of staff waiting at the designated point. One of the staff will then take them into school. The advantages are that parents don't need to park and bring the child into school and I am aware that parents are often off to work in the mornings and time is precious. From the village community's point of view, it should reduce the amount of

parking in the village and the general congestion that this causes. Of course, parents are still very welcome to follow the existing pattern of parking and bringing children into school. You don't need to sign up to anything, just use it as and when you wish.

## **SCHOOL ORGANISATION**

The National Curriculum is divided into Key Stages. The Pochin, as with primary schools, covers Key Stage 1 (children aged 5-7 years) and Key Stage 2 (children aged 7-11). Children come into the Reception class at the age of four.

In Key Stage 1 we have the following classes:

Class 1 (Reception/Year 1)      Mrs Rimmer (Teacher), and Mrs Marsh (Teaching Assistant),  
Mrs Norton (Learning Support Assistant), Mrs Walker (SEN  
Learning Support Assistant)

Class 2 (Year 1/Year 2)      Mrs Cooledge (Teacher), Mrs Linnett (Teacher), Miss Poynter  
(Teaching Assistant),

In Key Stage 2 we have the following classes:

Class 3 (Year 3/Year 4)      Mrs Cook (Teacher), Mrs Macefield (Teacher), Mrs Bailey  
(Teaching Assistant), Mrs Chapman (SEN Learning Support  
Assistant)

Class 4 (Year 4/Year 5)      Mr Johnson (Teacher), Mrs King (Teaching Assistant),

Class 5 (Year 6)      Mrs Sharpe (Teacher), Mrs Lakin (Teaching Assistant)

As you can see, Classes 1, 2, 3, and 4 have two year groups per class. This is because the children will be in the school for seven years, but there are only five classes. Therefore, children will spend two years in one class in Key Stage 1 and two years in one class in Key Stage 2, but only one year in all the other classes. Movement from one class to another is based on age. Some activities in the school are class based, for example, Class 3 goes swimming at the Wreake Valley Pool. This will mean that some children will swim with the school for one year, if they are in Class 3 for only the one year, some children will swim for two years, if they are in Class 3 for Year 3 and then for Year 4.

In addition to the teachers and teaching assistants we have:

School Business Manager	Mrs D Woolerton
Clerical Assistant	Mrs Harris
Premises Officers	Mrs Samantha Chapman & Mrs Val Watts
SEN Learning Support Assistant	Mrs Alison Kirk
Cook in Charge	Mrs L Hill
Kitchen Assistant	Mrs Watts
Midday Supervisors	Mrs King

Mrs A Dilkes  
Mrs Samantha Chapman  
Miss Poynter  
Mrs K King & Mrs Samantha Chapman

Playground Supervisors

## **PARENTS EVENINGS AND REPORTS**

There are two opportunities in the academic year to meet your child's class teacher on a formal basis. The first is in October when your child has had the opportunity to settle into a new class. The second is in February to review your child's progress. Written reports are sent to parents in June.

During each of the Parent Evenings targets for your child will be discussed. This is an area that your child could focus on for specific improvement. By the end of the meeting a clear target should be agreed between the class teacher and yourselves for your child to achieve by a set date.

If any problems have arisen or you want to discuss your child's progress, then it is advisable to discuss the issue as soon as possible and not wait until a parent evening. You can contact the school office or class teacher to make arrangements for a meeting at a mutually convenient time. The Headteacher is available if there are any issues that you feel necessary to bring to his attention.

## **OUR CURRICULUM**

The word "curriculum" describes all the learning experiences that a school provides for its pupils. Learning is not confined to school; already you have provided opportunities for your child to learn, and will continue to do so. Children in school are therefore building on the knowledge and experience they have already gained.

The curriculum is not just about teaching subjects like English or Maths; it is much wider. Children need to develop in other ways too: emotionally, socially, morally, physically and spiritually. Qualities like independence and responsibility, motivation and self-respect also need to be encouraged.

In learning to read and write we teach the children phonics with Letters & Sounds through Jolly Phonics. The main reading scheme is Oxford Reading Tree supplemented by a wide variety of other books.

The subjects that are taught are: English, Mathematics, Science, Computing, Art, Geography, History, Music, Physical Education, Technology and French. Religious Education is also taught, however as a parent you have the right to withdraw your child from RE or collective worship if you so wish. Children who are withdrawn from an assembly or RE lesson will be supervised.

The majority of subjects are taught separately and this increasingly becomes the case as the children get older. There is some integration of subjects at various times throughout the year in different classes. It is not always necessary or indeed desirable to segregate subjects at all times.

A variety of teaching methods are used throughout the school according to the abilities and age of the children and what is being taught. This can be whole class teaching, groups or individual attention.

## **FRENCH**

As soon as the children begin school they will start to learn to speak the French language and about France as a country and its people. We have close links with a primary school in Normandy called Ecole élémentaire Lucienne Julien. The children communicate frequently with the French children. They write or use voice recordings in English and we try our best French in response. The older children at the school will visit England for a week in April. In the Summer Term of each year, our Year 6 children will have the opportunity to spend a five day trip to France to visit their school where the two sets of children will meet and work together on various projects, learn about and visit the First World War battlefields of The Somme and experience French culture and customs. This trip, which is highly valued by our pupils, is a unique opportunity for them and fosters the necessary skills of self-confidence and independence that they will need in their transition to senior school.

## **MUSIC**

This is an important aspect of the curriculum that every child has access to and is encouraged to develop to the best of their abilities. We have a specialist music teacher who comes into school once a week to teach music to the children in their class groups. All the children are taught to play the recorder and music is accessed through a range of mediums. Soar Valley Music Company provide peripatetic music lessons for children across a range of instruments, although there is a charge to parents for this service. We have an active Ensemble that children are encouraged to join when they are reasonably competent on an instrument, usually Grade 1 or above. They play at school services on a regular basis.

## **EXTRACURRICULAR ACTIVITIES/ RESIDENTIAL TRIPS**

We regard residential trips as a very important aspect of our broad balanced curriculum and strongly encourage all children to attend. During these trips children foster self-confidence and begin to learn key life skills such as resourcefulness, resilience and early independence.

Each year all the staff (excluding the office staff) and children go to Beaumanor Hall for the day. There are seven simultaneous activities for the seven different year groups, each being age appropriate. The Year 4 children stay over one night and return in the afternoon of the following day for their first school residential. In Year 5 the children go to North Wales for a week on an outdoor residential experience in a completely different geographical setting to Leicestershire. In Year 6 they go to France for a week in June, with the French Year 6 children coming here usually in April.

In addition to the residential visits each class will have a least one, and often many more, day trips to local attractions that enrich the curriculum. The costs are paid for by voluntary contributions by parents in line with the schools charging policy.

Attending live theatre is an exciting way of enriching the curriculum and each year the staff and children attend a local pantomime at Christmas time. We build on this with the Year 6 going to Toletorpe Hall outdoor theatre near to Stamford. This all then feeds into the children's

own school productions which involves all the children. This again fosters self-confidence, resilience and team work.

As part of promoting links with the local community the Year 6 children attend the local Barkby Fellowship where the children engage with residents over tea and biscuits. This is something that we all look forward to, children and residents alike.

We have five services in the local church which are very much part of the fabric of the school's academic year. All the children participate and many parents and members of the local community attend. We begin with a Harvest Service where a notable member of the local community presents the badges of office to the Head Boy and Girl, Prefects, House Captains and School Council. The children are elected through a democratic voting process. In November we have our Stirring the Pudding Service which marks the beginning of us thinking about Christmas, the Easter Service and finishing off the year with the Founder's Day Service usually attended by Mr Pochin who presents various trophies and cups to the children.

### **SCHOOL GARDEN**

Behind the junior playground there is a garden that we are very proud of. After being initially landscaped by a contractor, it is very much maintained and developed by the children themselves.

### **SPORTS**

The range of sporting activities in the school's curriculum varies on the age and gender of the child. However, by the end of Key Stage 2 the children will have an opportunity to take part in Football, Netball, Cross Country, Swimming (at South Charnwood Swimming Pool, Wreake Valley) for children in Class 3, Athletics, Badminton, Gymnastics, Rugby, Cricket and Dance.

For many of the activities we use the outfield of the cricket pitch across the road. There are close links with the Barkby Cricket Club and the children are able to use their facilities in the evenings during parts of the year.

We are a school where competition is encouraged in our sports. We feel that healthy competition reflects real life and teaches children the resilience that they will value in their adult lives. An example of this can be seen through our annual sports day, complete with traditional style races, where the children compete for their House, either Windsor or Charnwood.

School teams are selected on the basis of the best players at the time. We have been very successful in our competitions being county netball, football and tag rugby champions in the past few years.

### **CHILDREN WITH SPECIAL NEEDS**

Children who are identified by their class teacher as having special needs work with a specialist teacher and/or a SEN Learning Support Assistant. There will then be close liaison between the class teacher and the special needs learning support assistant to ensure that an individual educational programme is devised and implemented to support the child's needs. The school's policy on Special Needs can be accessed on the school's website.

### **HOMEWORK**



At the beginning of each term a 'Curriculum Outline' for each class is put on the school website. This details items of the curriculum that will be specifically taught that term. It does not include ongoing items such as handwriting, but will indicate areas such as the Victorians in History or the functions of the various parts of a plant in science. As parents this will give an opportunity to plan outside activities with your child that will help embed what they are learning in the classroom.

There will also be a section that indicates the general pattern and type of homework for the class for that term. Individual children may be given additional homework if the class teacher feels that this is appropriate.

### **BREAKFAST AND AFTER SCHOOL CLUBS**

The Breakfast Club runs from 7.45am until the school playground supervisors take over at 8.30am. The After School Club runs from 3.30 pm until 5.25 pm in the Village Hall next door to the school. They both provide quality care for children at the school with the flexibility of the hours and days to meet your needs.

### **CAR PARKING**

Parking is a major issue for our school. In the interest of safety to all concerned, would all parents and visitors please **not** park or even stop to drop off or pick up children on the yellow zig-zag lines, reverse into School Lane or park on the corner of School Lane and Beeby Road. Could consideration also be shown to other road users and villagers by parking sensibly and not blocking people's driveways. Please bear in mind, at all times, the safety of the children is paramount.

### **WATER**

The children are encouraged to drink water throughout the day from their own named cup, which is provided by the school. There is a lot of evidence to suggest that children can become dehydrated in school and this can impede their learning apart from being not good for their general wellbeing.

### **ILLNESS AND ACCIDENTS**

If your child is injured or taken ill at school, we will need to contact you, so that you may collect your child as soon as possible. Each year we ask you to complete a form for our records that includes information about how we may contact you if necessary.

Please keep us up to date with changes in home or work telephone numbers, and leave an emergency contact number in case we cannot reach you.

It is important for school records, if your child is absent through illness, or because of medical appointments etc., that you either send a note or telephone to explain their absence. If your child needs to leave school to keep an appointment, please remember to tell the teacher first, and make sure someone responsible collects them.

If your child is well enough to be at school, we expect him or her to go outside at playtime and lunchtime.

### **CHILD PROTECTION**

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy: parents may request a copy of this.

It is important for parents to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer children to children's social care staff, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to children's social care if it is thought that this might put the child at risk.
- Children's social care tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you should contact the children's social care office. If you think the abuse may have happened in school, contact the Headteacher. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to children's social care, it is understood that this can cause distress or anger for the child's parents.

For parents' enquiries please contact: Mr Cotton, Headteacher

## **EMERGENCY CLOSURE**

If bad weather means that school is likely to be closed, please check our school website or listen to Radio Leicester for information.

## **COMPLAINTS PROCEDURE**

If you have any concerns at all about your child, or what is happening at school, the matter should first be discussed with your child's teacher, and if necessary with the Headteacher. We would hope that the majority of concerns can be dealt with in this way.

If you are still concerned and feel that the complaint has not been dealt with satisfactorily, there is a complaints sub-committee within the Governing Body. Details are available from the Headteacher.

## **HOUSE SYSTEM**

A part of the school's unique identity is the children's school house system. All children on entry are allocated to either Charnwood or Windsor on a random basis, unless there are siblings or family ties to one particular house. The children receive house points for good work and/or behaviour from the staff and these are recorded by the house captains and announced on a weekly basis at assembly on a Friday. At the Founder's Day service in the penultimate week of

the academic year a cup is presented to the house with the most house points over the whole year.

The children also run for their houses in our annual Sports Day.

## **SCHOOL UNIFORM**

Governors and staff promote the wearing of a school uniform, which is simple and smart. We believe that a pride in appearance and wearing clothes appropriate to the occasion are important in having the right attitude to school and gives the children a sense of belonging:

### **Girls**

White Shirt

House Colour Tie (Red for Windsor, Yellow for Charnwood)

Grey Skirt, Pinafore Dress or Trousers

White Socks or Grey or Black Tights

Sensible Black Shoes with low heels

Grey Cardigan or sweater

### **Boys**

White Shirt

House Colour Tie (Red for Windsor, Yellow for Charnwood)

Dark Grey Trousers

Black or Grey Socks

Sensible Black Shoes

Grey Sweater

### **Summer Uniform**

Girls - Gingham House Colour Dress

Boys - Grey Shorts or Long Trousers

House Colour ties can be bought from the school office.

All items of clothing and equipment should be name marked.

### **P.E.**

This kit should always be available.

Replica football kits are acceptable when playing football.

White T-shirt, white shorts, socks (especially for the girls when wearing tights with their uniform) and plimsolls for the infants, trainers for the juniors for all other sports.

Grey track suits may be advisable in cold weather.

All clothes should be changed for PE/Games, including socks and tights. It is unhygienic to wear the same clothes for a PE/Games lesson and then in class for other lessons.

PE and Games kits should be brought to school each Monday and taken home on Fridays.

### **Art & Craft**

A suitable apron should be provided to protect clothing or an adult's old shirt is equally serviceable and highly recommended.

### **Jewellery**

Items of jewellery, including earrings, must be removed for PE and games. The risk of injury to the child or others, however small, is unacceptable. If a child is unable to remove earrings on their own, they should not be worn to school.

Children should not wear make up of any kind, nor elaborate earrings (studs and sleepers only) and jewellery.

The school uniform is very important and we want the children to take a pride in themselves and to be proud of being at The Pochin School. So in addition to the school uniform, no hair gel is allowed, no colouring of hair, no lines cut into the hair and no makeup, including nail varnish.

### **MEDICINES**

Schools are not encouraged to give pupils medicine, as this is considered by the authorities to be a parental responsibility. However, if your child requires regular essential medication, e.g. Ventolin for asthma, write down any instructions clearly and hand it personally to the teacher. If the doctor thinks your child is well enough to be at school, but still needs to take medication, he or she may be able to alter the dosage so that all the medicine can be given at home. If this is not possible, please write a letter to the class teacher stating:

- i) Name of medicine
- ii) Dosage
- iii) Time of dosage
- iv) Dates that medicine is to be administered from and to.
- v) How the medicine is to be administered, e.g. by mouth, in the ear, nasally, etc.

Without all of this information it will not be possible to administer the medicine at school.

### **CHARGING POLICY**

School trips, visiting groups and activities are offered to the children during the course of each school year. The school cannot pay for those activities and looks to the parents to meet the costs through voluntary contributions. Without that support the activities would not go ahead.

Peripatetic music tuition is available, however the cost of this is charged to parents.

When an activity is arranged that is chargeable, parents that are in receipt of income support or experiencing hardship meaning they are unable to pay, will be invited to apply in confidence for some or all of the costs to be covered. Parents may also discuss financial help with the school. When voluntary contributions are sought for activities the school's policy is to try and offer financial support and this will continue as long as money can be found to do so.

## **CONTINENCE**

The staff and Governors of this school recognise their responsibility for the health, safety and welfare of the children in our care.

Our expectation is that young children should have achieved continence when they are admitted to school. We recognise that young children vary widely in their levels of maturity and in achieving continence. We also recognise that children may have a lapse in their continence because of trauma, onset of sudden disability, emotional upset or health problems.

We will do our best to support children in partnership with parents, but the school does need the support of parents if children need a change of clothing or they have become distressed. In some circumstances we may need, and will reserve the right, to contact parents and request the child be collected from school.