



King's Wood School and Nursery
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Head: Mrs Janice Freeman
Chair: Mr Chris Coyston

Welcome to King's Wood School and Nursery

A message from the Headteacher

Dear Parents

May I warmly welcome you to King's Wood School and Nursery and hope that you and your family will be joining us in the near future.

This prospectus is provided to give you the basic information required to help you make an informed decision about whether King's Wood is the best school for your child.

King's Wood is a happy and caring community school that works to ensure every child reaches their full potential. It is a place where everyone values, respects, and supports one another.

Our aim is to provide a rich and stimulating environment in which your child can learn and grow. We nurture our children to be independent learners who embrace challenge and understand the importance of working hard.

We encourage you to take an active part in school life and work in partnership with us to achieve shared goals. Your first line of contact will be with your child's class teacher but I, as the Headteacher, will always find time for you if you wish to discuss problems or unresolved difficulties.

I look forward to working with you.

Mrs Janice Freeman
Headteacher

Our Vision

INSPIRE	NURTURE	ENRICH
No Limits on Learning High Expectations for All Creating Opportunities Raising Aspirations Fostering Ambition Making Learning Fun	Celebrate the Individual Foster Kindness and Respect Develop Confidence Build Resilience Encourage Optimism Promote Growth Mindset	Holistic Approach Learning to Learn Broad Curriculum Engaging Environment Exciting Opportunities Valuing Skills

A Statement of our Ethos and Values

Our school aims to:

- ❖ Nurture our children to be the best they can be
- ❖ Create an environment where everyone feels happy, safe, respected and diversity is valued
- ❖ Help our children to become resilient learners who embrace challenge
- ❖ Place no limits on learning by valuing effort as well as attainment
- ❖ Offer an enriched curriculum which encourages aspiration, co-operation and creativity
- ❖ Equip our children with the values, morals and skills to enable them to make a positive contribution to British society
- ❖ Work in partnership with families and be actively involved in the wider community.



1. THE SCHOOL

King's Wood School and Nursery is a community school admitting children from three to eleven years of age. The school admits 60 pupils into each year group. We have 32 part time places in our nursery and currently offer up to 8 places for parents who are eligible for 30 hours. We are an inclusive school and do cater for children with disabilities and those who have special needs. There is a lift in the KS2 wing of the school and access for pupils with disabilities.

The building is well equipped with a range of facilities including:

- A computer suite.
- Extensive grounds consisting of a large playing field, playground and environmental area.
- Access to a forest school area in local woods
- An Additionally Resourced Provision for pupils with Speech, Language and Communication Needs
- Hot meals prepared on the premises

1.1 The Governing Body

King's Wood has a strong governing body which is committed to ensuring that all children at King's Wood receive the best possible education. The governors' diverse skills are an asset to the school.

The governors work in close partnership with the Headteacher, who is responsible for the day to day running of the school, and with the teaching staff, to agree the aims of the school and to decide together how the standard of education can best be monitored and improved.

1.2 School Hours

Gates open 8.40am

	Foundation & K.S 1	K.S 2
Morning Session	8.50am – 11.50am	8.50am – 12.30pm
Playtime	10.15 am – 10.30 am	11.05 am – 11.20 am
Lunchtime	11.50am – 12.45pm	12.30pm – 1.15pm
End of the Day	3.00pm	3.10pm

Nursery Times

Morning Session	8.45am – 11.45am
Afternoon Session	12.15pm – 3.15pm
30 hour places	8.45am – 3.15pm

1.3 Teaching Arrangements

Currently the school is organised into fourteen mixed ability classes, two for each year of primary education. The children work in a variety of groups depending on the tasks they are set. We provide support for children with Special Educational Needs and ensure children are challenged

Children who attend our Nursery Department part-time are offered either five morning or five afternoon sessions per week.

1.4 A Broad and Balanced Curriculum

At King's Wood we provide a stimulating curriculum aimed at giving children a wide range of learning opportunities.

EYFS

In Nursery and Reception the first curriculum your child will encounter is the Early Years Foundation Stage. This is a curriculum designed for under fives and has a strong emphasis on learning through play, both indoors and out.

The areas it covers are split into the prime areas and specific areas. The prime areas are communication and language, physical development and personal, social and emotional development. The specific areas are literacy, maths, understanding the world and expressive arts and design.

Children are also encouraged to develop the characteristics of learning which are:

- playing and exploring,
- active learning, and
- creating and thinking critically

National Curriculum

As children move out of the Foundation Stage and progress through Year One they begin to study the National Curriculum.

Core Subjects

These are English, Maths and Science. Your child will take part in English and Maths lessons every day, usually in the morning. The work covered is in line with national guidance.

In English we focus strongly on ensuring children learn to speak, listen, read and write to a high standard. We also work towards them developing a love of stories and literature which allows children to extend their vocabulary and develops their understanding of characterisation and narrative. We explore a wide range of genres including information texts, reports, persuasive writing and poetry.

We use a structured phonics scheme called 'Read Write Inc' which helps children to learn their sounds and become readers quickly. It then goes on to build on these skills by helping them to transfer what they have learned into their writing and spelling.

Your child will be heard read and discuss texts in groups every day while they are learning to read. We group our reading books in coloured bands and children work through these reading levels as they become more proficient. Your child will be encouraged to change their reading book regularly and we would value your support in sharing their book with them for a short time every evening.

In Maths children are taught about number systems and calculation with a strong emphasis on problem solving and reasoning. They cover all aspects of mathematics including shape, measure and data-handling. Children also need to be able to recall number facts quickly in mental maths and we encourage children to learn their multiplication tables using our online resource 'Doodle'.

Science is taught for up to two hours a week and wherever possible is taught through practical activities and investigations. Children are asked to select questions to investigate within topics, design experiments, select equipment to carry them out and predict outcomes. They then analyse their results and draw conclusions from them.

IT is used as a tool in all aspects of the curriculum as well as being taught as a discrete subject, computing. We have a computer suite, smart screens in every classroom and sets of laptops and I-pads which the children use in class. Children learn how to use word processing and publisher programs, graphics software, data handling and spreadsheets, power point and control technology including programming. They also have access to the internet throughout the school and are taught how to use it safely and responsibly. Your child will be asked to sign an internet agreement before being allowed to access the World Wide Web. We use Bucks Grid for Learning as our internet provider which has strong firewalls and a high level of security.

Foundation Subjects

All the other subjects within the curriculum are known as the foundation subjects. History, Geography, Art and Design and Design Technology are taught in blocks spending several weeks on each subject. We have found that the children gain a greater depth of understanding in these subjects when taught in this way. Music, PE, RE and PSHE are taught every week.

We work with external providers to enable the children to learn a different instrument each year they are with us. In Key Stage two there is the opportunity to have guitar or violin lessons. We also have musicians come into school and perform for the children on a regular basis.

Religious Education and Collective Worship

At King's Wood children learn about all world faiths and are taught to respect the beliefs of others. Through R.E. we encourage children to reflect on their experiences, behaviour and opinions and in doing so prepare them for adult life. A collective act of worship (assembly) takes place in school every day.

Parents can withdraw their children for all or part of religious education or religious worship. If parents do wish to withdraw their children from either of these aspects of school life please contact the Headteacher who will discuss alternative provision.

King's Wood is a community school and has no direct link to any Church, but we do have links with the local churches and religious groups. We regularly welcome visitors from these groups into our school.

As part of our commitment to developing pupil independence and critical thinking skills we teach Philosophy for Children (P4C). Children regularly take part in circles of enquiry and debates which explore ethical and moral issues.

Healthy Schools

King's Wood is a Healthy School and we encourage children to have both active minds and bodies. We promote the well being of every individual and our ethos is one of supporting the whole child. We have a range of initiatives in school that provide emotional support for our pupils, including nurture programmes and circle time. All our pupils report that they have a member of staff they are comfortable going to with any problems or issues.

In PSHE Children learn about health and well-being, keeping safe, peer pressure, physical development and relationships, all an essential part of life and learning. We teach relationships, health and sex education as part of our PSHE curriculum. Children cannot be withdrawn from relationships education but can be from sex education. (Please see our policies on these subjects for further information).

King's Wood holds the Active Mark and the children have two hours of physical education every week. The PE curriculum includes games, gymnastics, dance, athletics and swimming. Children require appropriate clothing and footwear to take part. We also offer a wide range of sporting activities during lunch times and after school.

We take part in a large number of county events and leagues so children have the chance to compete with those from other schools. We also have our own sports day every year.

1.5 Assessing children

Assessing children's abilities and monitoring their progress is a continual process. When children join the school in the Foundation Stage they are assessed against the Early Learning Goals. This gives teachers, parents and carers a picture of the child's strengths and areas for development at that time.

Towards the end of Year One your child will undertake a national phonics screening test, this is administered on a one-to-one basis by a teacher they know. You will be told your child's score in this test.

At the end of Year 4 your child will take part in a national test to assess their recall of their times tables up to times twelve. This is administered on-line.

At the ages of seven and eleven (Years Two and Six), children take part in national assessments – SATs (Standardised Assessment Tests) in English and Maths. You will be told the standard your child has achieved in these tests in their end of year reports.

Teacher's assess and track pupil progress, in all year groups, against the national curriculum throughout the year. Teachers will observe your child in class and look at the standard of work they produce in activities to inform their judgements. In line with government requirements we report to parents whether children are working at, below or at a greater depth within the expected standard for their age throughout the year. This information is discussed at parent's evenings and included in your child's end of year report.

1.6 Special Educational Needs

There are no hard and fast categories of special educational need and each child is unique. The governors have a policy on Special Educational Needs which the Inclusion Manager, who is also our Special Educational Needs Coordinator (SENCo), ensures is implemented. King's Wood promotes a consistent approach in meeting children's special educational needs. Pupils are closely tracked to ensure that children's needs are identified as quickly as possible and that early action is taken to meet those needs.

The Inclusion Manager coordinates levels of support for those children who have an Individual Provision Map liaising with other agencies where necessary. Progress towards identified goals is monitored closely with parents and children involved at all stages. The full policy is available to parents on request.

King's Wood School is fortunate to have an Additionally Resourced Provision for pupils with speech, language and communication needs. Pupils who attend the unit are fully integrated into mainstream school life and work in both the unit and their year group class.

1.7 Challenge

Some children may grasp certain aspects of the curriculum very quickly and make rapid progress either academically, creatively or physically. Systems are in place to identify these children and ensure they are stimulated and challenged.

1.8 Diversity

King's Wood serves the needs of pupils and their families from a wide range of backgrounds. We work to ensure equality of opportunities regardless of economic circumstances, culture, gender, or disability. We value and celebrate our cultural diversity and have a zero-tolerance policy with regards to any form of racism or discriminatory behaviour.

1.9 Enrichment Activities

All our children have the opportunity to take part in educational visits or have enrichment from outside providers at least once a term. These activities broaden the children's experience and bring to life their classroom studies. In addition, children in Key Stage Two have the opportunity to take part in residential visits.

We also encourage visits from theatre companies, music groups, key members of the local community and other experts in order to enrich the curriculum. We are a Forest School and work with Chiltern Rangers to help children enjoy and explore the outdoors.

We offer a wide range of clubs including, sports and music. Children also have the opportunity to be involved in County sport events and Young Voices.



The Scouting Organisation meets one evening a week and many of our children are members.

1.11 Home Learning

At King's Wood we believe that home learning should help children to practice key concepts and apply the skills learnt in school independently. We ask children to read every day at home to an adult and practice their times tables. Home-learning is mainly set through on-line platforms such as Google Classroom and Doodle. Your child will be given a user name and password so they are able to access these resources.

The length of time we request the children spend on home learning is appropriate to their age building from 10 minutes to 40 minutes in Year 6. Children should have plenty of spare time to follow other pursuits or to just enjoy being a child.

Home learning is meant to help your child, not to worry them. If your child does become anxious about home learning, please reassure them and speak to the class teacher. We hope that you will be able to support your child with the learning activities at home.

1.12. Safeguarding Children

At King's Wood, the health, safety and well-being of every child is our paramount concern. Our aim is for children to enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including checks with the Disclosure and Barring Services, as recommended by Buckinghamshire County Council in line with current legislation.

In accordance with our responsibilities under section 175/157 of the Education Act 2002, and "Keeping Children Safe in Education 2023", we have a Designated Safeguarding Lead for Child Protection (Janice Freeman - Headteacher) who has received appropriate training for this role. It is her responsibility to ensure all staff in contact with children receive child protection awareness training on a regular basis. We believe safeguarding and promoting our student's welfare is everyone's responsibility, we work together as a team to achieve this. We listen to our pupils and take seriously what they tell us

There are occasions when concern about a child may mean that we have to consult other agencies. Whilst we would always aim to work in partnership with parents, there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under S47 of the Children Act 1989, may want to speak to a child without parents' knowledge. This decision would be made by the police and social care, we are required to work collaboratively with partner agencies and would therefore cooperate with direction given. This would however always only be done in situations where a child might be at immediate risk of harm. To gain consent at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures, which we follow have been laid down by the Local Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Headteacher, or your child's class teacher. The policy can be found on our website.

2. PASTORAL CARE

2.1 Equal Opportunities

At King's Wood we aim to value and respect all members of our community equally. We seek to give every person the same quality of care, educational opportunity and support in order to enable them to fulfil their potential.

2.2 Welfare and Discipline

We feel that children are happiest and safest in an environment where they know what is allowed and what happens if the boundaries are breached. All the children are aware of the behaviour policy and the schools' 'Golden Rules'.

Golden Rules

Do be gentle	Do not hurt anybody
Do be kind and helpful	Do not hurt people's feelings
Do work hard	Do not waste your or other people's time
Do look after property	Do not waste or damage things
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth

The behaviour policy provides guidelines for the entire school community, children and adults alike, and is available on our website or on request from the school office. It outlines the rewards and sanctions we use to promote positive behaviour. Children learn that all the choices they make have consequences and we help them to learn how to make the right choices.

If a child is finding it difficult to stay within the school's rules and boundaries parents will be notified and asked to support the school in setting up a further system of rewards and sanctions.

The children also know that bullying in all forms is unacceptable. Initially bullying is dealt with at class level. If necessary, the Headteacher and parents become involved.

2.3 Food at School

School Lunches

The children are supervised during lunchtime by midday supervisors and learning support assistants both in the dining hall and on the playground.

Hot school meals, cooked on the premises, are available at a cost of £2.40 per day. These meals are healthy and offer a wide range of menu choices to suit all needs. Alternatively, children may bring a packed lunch to school and we suggest that lunches have a selection of the following:

- a sandwich
- fruit / raw vegetables
- cereal bar
- yoghurt / fromage frais
- cheese
- savoury pasta / rice
- salad

Crisps are allowed but are better as an occasional treat rather than every day. We recommend they bring water or pure fruit juice to drink.

We do not allow the children to have chocolate or sweets, chewing gum, glass bottles, fizzy drinks or cans in school. Please avoid sending in anything containing nuts as we have a number of children who have nut allergies.

The LEA provides funding for a hot meal for those who are entitled to free school meals. If you feel that your child may be entitled to a free school meal please contact the school office at your convenience.

Currently all Reception and Key Stage One pupils are entitled to a free school meal regardless of their family's income. A simple form needs to be completed in order to take up this option.

Healthy Snacks

Free fruit is provided for all Reception and KS1 pupils during the morning. Cold milk is available free for children under five or those entitled to free school meals. Parents may purchase it for other pupils if they wish. KS2 pupils are welcome to bring in a fruit snack to eat at break time.

Water Bottles

De-hydration can affect concentration and the ability to learn. Pupils are encouraged to bring a sports capped water bottle to school every day. They are allowed to keep their bottle in their classroom and drink from it whenever they need to. There are taps around the school so they are able to re-fill the bottle throughout the day.

2.4 Security

We aim to provide a safe and secure environment for your child and adults in the school. In common with many other schools in the County the entrance gates and doors are secured against intruders and are opened via an intercom system.

All visitors are requested to report to the school office first, where they will be asked to sign a visitor's book.

2.5 Attendance and Absences

Good attendance is vital for a child's education. If a child is continually absent from school this can seriously affect their performance and lead to the child underachieving.

The expected attendance for a primary school child is 95%.

If your child is unwell please notify the school by telephoning the office and then providing a letter when they return. The absence will then be authorised. If we do not hear from you on the day we will text you to find out why your child is not at school. We will not authorise an absence if we have not been notified of the reason.

Pupils should not take holidays during term time and governors will only authorise holidays during the academic year under **exceptional** circumstances. A formal request form should be completed at least a month in advance of the holiday. We will not authorise absence prior to or during SATs.

If your child's absence falls below expected levels you will be contacted by letter and their attendance will be monitored closely for improvement. Failure to improve their attendance will mean that the matter is referred to the Bucks County Attendance Team who will then arrange to meet with you. Poor punctuality will result in a similar response.

A copy of our attendance policy is available on our website or on request from the office.

3. PARENT PARTNERSHIP

At King's Wood we work to develop strong partnerships with parents and children. By working together, we ensure that children are happy and settled and make good progress.

The school has an open-door policy which means that if the Headteacher or Deputy Headteacher are available they will see you immediately, without an appointment. Sometimes this is not possible, and if this is the case, an appointment will be made for you as soon as they are available. Class teachers are also happy to meet with you at any time throughout the school year to discuss any concerns you may have.

Throughout your child's Reception year you will be invited to 'Stay and Play' sessions where you can play with them in the setting and see how well they are doing.

3.1 'Meet the Teacher' Meetings

At the beginning of each Autumn term, every teacher invites the parents/carers of the children in their class to a meeting. The purpose of this meeting is to ensure that parents/carers know about the work that their child will be covering and to inform parents/carers of the routine and timetable for the year. There is also some time to ask questions.

3.2 Parent Consultation Evenings

During the Autumn and Spring terms, an online meeting will be arranged between parents/carers and staff to discuss your child's progress and to set out learning targets for the following term. You will have the opportunity to view your child's work at termly open afternoons where you can also take part in a range of activities with your child

Towards the end of the summer term you will receive your child's annual report. With this will be an invitation to meet with your child's teacher. The Headteacher or the Deputy Headteacher and the SENCO will be available at all of these meetings to talk privately with parents or carers if requested.

3.3 Getting Involved

If you have time to give us some of your expertise, we would be delighted to hear from you. Parents can be of invaluable help to school, undertaking activities such as listening to children read, working with art groups, extra supervision on educational visits, etc.

The school has a Parent Teacher Association 'King's Wood Connect' which both strengthens social ties through the events it organises each year, and provides valuable resources which enhance the life and education of the children in the school. All parents automatically become members of the P.T.A.

Please do offer to help if you have some spare time.

3.4 Supporting Parents

The school employs a Family Liaison Manager, Erika Searle, who is able to offer advice and support around any aspect of family life.

We know how much things have changed since you were at school and how difficult it is to keep up with the changing curriculum. We offer a range of courses through the adult learning service on a regular basis. We also hold information evenings to help keep you up to date.



3.6 Home/School Links

We believe that children's education benefits from close co-operation between home and school. We publish regular Newsletters and use a texting service for reminders to help keep you up to date. We also have a website <https://www.kingswood.bucks.sch.uk/> containing information and policies as well as links to learning resources for your children to enjoy.

4. ADMISSIONS

4.1 Pupil Admissions Policy

King's Wood Nursery offers pre-school education for children aged three to five years old. The school operates a separate admissions procedure for our Nursery pupils and admissions forms are available from the school office.

The County Council has agreed that the admissions policy detailed below should be used for those children due for admission to primary schools at the age of pre-5.

In most cases the education department will be able to confirm that a place is available at your preferred school. However, when a primary school is oversubscribed, i.e. more children wish to attend than there are vacant places, the criteria below are used to allocate places up to the Intended Admission Number.

Admission Criteria for Buckinghamshire Primary Schools: Community, Voluntary Controlled, Voluntary Aided or Foundation School

Places are allocated according to the following criteria, in order of priority:

- Children with EHC's
- Children in care
- Children living within the catchment area of the school.
- Siblings of children who are attending the school in Year R to Year 5 at the time allocations are made and are expected to be on roll at the time of admission.
- Children of exceptional medical or social needs which can only be met at that school.
- Children with exceptional educational needs.
- Once the above criteria have been applied, further places will be awarded according to the distance between a family's normal address and the schools nearest entrance gate; closest first.

King's Wood's Admission Policy

The governing body have agreed the following admissions policy:

- There is a single intake each academic year in September.
- The school accepts children at the start of the academic year in which they are 5.
- Parents are offered the facility for their child to attend full time starting in the first two weeks of the Autumn Term.

Visiting Arrangements for Prospective Parents

Prospective parents are encouraged to make an appointment with the Headteacher and visit the school.

Admission Numbers

At the start of the current school year King's Wood's admission numbers were 60 per year group with 32 part time places available in the Nursery (16 per session) and 8, 30 hour places.

All admissions applications are made directly to Bucks County Council.

4.2 Welcoming new children

Our Nursery staff carry out home visits prior to your child starting pre- school so we can get to know you and your child and answer any of your questions. They also hold a taster sessions for you and your child to attend.

We know that starting mainstream school is a big step for both a parent and the child and we try and make it as easy and enjoyable as possible.

Children who are due to start school in a Reception class at the beginning of September are invited into school during the previous summer term to meet the class teacher and discuss any issues or concerns. Reception staff will also visit your child in their current Nursery setting prior to them starting in September, usually in July.

4.3 Transfer to Secondary School

Buckinghamshire operates a selective system for entry to Secondary School. The children sit an 11+ test from which the authority recommend if a child should go to a Grammar or Upper School. The 11+ tests are sat in September. Once the results are known, each child is then allocated a place at either a Grammar School or an Upper School.

4.4 Wrap Around Child Care

A breakfast club and afterschool club do operate at King's Wood and are run by the child care provider 'Quackers'. The breakfast club is open from 7.30am in the morning and the afterschool club runs until 6pm in the evening. Quackers do also run holiday clubs but currently not on our school premises.

If you have any questions after reading this prospectus, please do not hesitate to contact the school. We will be happy to help.

