



PROSPECTUS 2023/24

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www.thewillowsprimary.org

Welcome



Dear Prospective Parents, Pupils and Visitors,

Welcome to The Willows Primary School.

Happy children thrive and it is our intention to make all children feel secure and happy here at The Willows. We want to give all our children confidence in themselves and their abilities as this provides a strong foundation on which to develop a range of literacy and numeracy skills, equipping them with the necessary knowledge and understanding in order to be successful as they move through secondary education and into adult life.

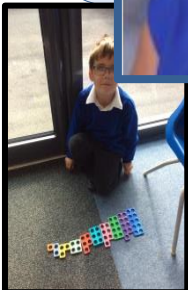
Our school is a very happy, vibrant and busy place. Our pupils enjoy coming to school and benefit greatly from the many exciting learning opportunities they are given. The dedicated staff team places a strong emphasis on creating a safe, well resourced and attractive environment in which all children can learn.

The Willows Primary School is a family-orientated school and encourages parents, family members and volunteers from the local community to support learning in all areas of the curriculum and school events.

I hope some of the information here will help to confirm whether our school is the right environment for your child. However, if you still have unanswered questions please just get in touch and a member of my team or I will happily answer them.

Yours sincerely,

Miss MacArthur (Headteacher)



Testimonials, Thanks and Praise



- Please could you pass on my thanks to the Y3 team. My child has been so engaged with the topic this term, Egypt. She has learnt so many interesting facts and has even researched some herself.
- May we take this opportunity to thank you and the staff at The Willows for all of the work that you do with the children around taking responsibility for respecting and caring for the environment, which is something that my child certainly takes very seriously - I'm delighted that as a result of her learning at The Willows, at age 6 she is coming home and initiating discussions about caring for the world around her with her family and friends and talking about what we can do to help.
- I wanted to say how much I appreciated the learning information pack which was sent out at the start of the year, particularly the Y4 one which included lots of examples of the calculations used and definitions of grammar phrases we might not know. Thank you.
- 'Thank you' for the wonderful amount of Harvest gifts your school donated to the Foodbank. We are very grateful for the support and generosity of the students, staff and parents. Please pass on our thanks to everyone. The collection weighed 175.2kg which is an amazing amount. **Sue Stevenson - West Berks Foodbank**
- I just wanted to send you THANK YOU to the whole team who have done a fantastic job at keeping going during the last few months and ensuring that as far as possible the children's education does not suffer. Working across a number of organisations and sharing experiences with others it is evident that The Willows team have done significantly more than many other schools and the focus on the needs of the children has been at the heart of the approach.
- We would like to thank you and all of our child's class teachers at The Willows Primary School. He was pleased about his praise and mentioned that it will give him a boost to do better for the rest of the term.
- We really appreciate the approach at The Willows to push children to achieve without stressing or even letting them realise.
- I would like to take this opportunity to thank you for all the hard work and great effort you have made to make this school safe for our children. I really appreciate it.

Testimonials, Thanks and Praise



- We would like to thank every single one of you for being there for our children during this tough time, and for doing everything you can to keep them safe at school. They have both absolutely loved being at school, and J's first experience of school has been such a positive one.
- On Friday morning last week I was riding my bike down Pyle hill on the cycle pavement, a boy from your school was pushing his bike up the hill. When he saw me cycling towards him, he stopped moved over to the side of the path and waited, as I passed him I said thank you. In a bright cheerful voice he said you're welcome. I was so impressed I felt I had to write to you - he is a credit to his school and his parents. Thank you again.
- I wanted to extend my thanks to yourself and your school community for being such a welcoming school. Every teacher I observed was enthusiastic and delivered such brilliant practice for me to reflect upon. You should be (and are as I can see from the lovely Praise Assemblies) so proud of the students. The children were lovely, mannered, well rounded, independent learners and I was astounded by the attitude across the whole school. I can see how hard you have all worked to ensure stable routines and feedback and how imperative this is to help the students thrive. I really had a lovely time and hope to pop in to see you all again soon. (PGCE Student)
- I wanted to write to you to let you know just how impressed we were with your classes and adult leaders when they visited us last week. I met them on arrival, and they were excited but also exceptionally well behaved. I met a few children during their self-guided visit in the morning and was impressed by their interest, enthusiasm and behaviour. They were polite friendly and intrigued by the things I showed them and chatted with them about. We work with many schools and most are lovely, but I felt I had to write to tell you that your classes did you proud and you are one of our best school groups ever.
- **Clare Coleman, Education Officer Early Years to KS2 - Ashmolean Museum of Art and Archaeology**

Testimonials, Thanks and Praise



- My child was so excited and full of wonderful stories after his amazing trip to Didcot Train Station yesterday. Thank you so much for organising and providing these wonderful experiences away for the children.
- Please could you pass on our thanks to the school and the staff that were on the Y6 residential trip. My child has just spent an hour telling me all about it. She had an excellent time and was full of it. She enjoyed every minute of it and didn't want to come home. Thank you so much to all involved, I'm sure this trip will stand out in their memories for a long time. Your efforts are really appreciated.
- The Christmas Gift at The Willows is always a highlight. This year though, I do want to congratulate you on your Y6 students - they were so wonderful to work with. Their thoughtfulness, attitude to giving it all a go and their behaviour for learning was without doubt, exceptional. We have been working with many primary schools in the Newbury area this season, and The Willows this year, was outstanding. **Organiser of the COINS project.**
- I visited a child in your nursery class this morning. I wanted to feedback on the amazing interactions between the staff team and the children that I observed during my visit. The adults were down at the level of the children, following the children's lead, and using lots of strategies to support the development of speech, language, and communication skills. The children were all engaged in activities and it was a lovely calm environment. I rarely observe this when I visit early years settings and it was a pleasure to see such wonderful support in action this morning. Please thank your staff team for all they do.
- I'm emailing to say thank you so much for hosting the football matches on Monday and for the very warm welcome my school received. My sports coach, came back full of compliments about what a friendly and welcoming school the Willows is and what a lovely calm environment you and your team have created. She really enjoyed her time at The Willows.
- Dear all staff at The Willows, I just wanted to send an email to thank each and everyone of you for the help and guidance my child has been given on his journey though primary school. I wish you all the very best for the future.

Staff At The Willows



Miss MacArthur – **Headteacher, DSL**
Miss McGoey – **ELSA and Pastoral Support**

Mr Steer – **Deputy Head, DSL & SENCO**
Mrs Marsh – **ELSA and Pastoral Support**

EYFS Team Teachers

Miss Waldeck – Reception Lead
Miss Beacham – Reception teacher
Mrs Case – EYFS teacher
Mrs Hewitt – Nursery Teacher
Mrs Smith – Nursery Nurse

Support Staff

Mrs Littlefield
Mrs Tonge
Mrs Foulds
Mrs Callender
Miss Pyke
Mrs Stock
Miss Petch
Miss Johnson
Miss Winship
Miss How

KS1 Team Teachers

Mrs Jackson – Assistant Head & Y2 Teacher
Mrs Bennett – Y1 Teacher
Mrs Radford – Y1 Teacher
Miss Watkin – Y1 Teacher

Support Staff

Mrs Reynolds
Mrs Willis
Miss Chandler
Mrs Ralph
Miss Duggan

LKS2 Team Teachers

Miss Wigley – Team Leader & Y3 Teacher
Miss Sinclair – Y4 Teacher
Miss Slatter – Y3 Teacher
Mr Banks – Y4 Teacher

Support Staff

Mrs Moffatt
Mrs Dale
Mrs Dehghan
Mrs Bunney
Mr Moreton
Mrs Riches
Mrs Griffin

UKS2 Team Teachers

Mr Jezzard – Team Leader & Y6 Teacher
Ms Sawyer – Y6 Teacher
Mrs Clarkson – Y5 Teacher
Mr Jordan – Y5 Teacher

Support Staff

Mrs Marsh
Mrs Burton
Mrs Woodcock
Mr Turner
Mr Reeves
Mr Fisher
Mr Johnson

Office Staff

Mrs Enefer – School Business Manager
Mrs Hargreaves – Office
Mrs Chad – Office

Caretaker

Mr Chaundy

Sports Leader

Mr Turner

Class Structure

EYFS

Saplings 2/3 yr olds
Nursery 3/4 yr olds

Reception Classes

Ash
Elm

KS1 Y1 Classes

Beech
Pine

Y2 Class

Yew

LKS2 Y3 Classes

Maple
Redwood

Y4 Classes

Cedar
Walnut

UKS2 Y5 Classes

Cypress
Sycamore

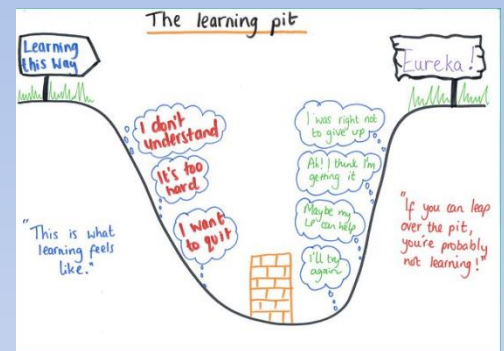
Y6 Classes

Eucalyptus
Acacia

At our school we strive to ensure that pupils not only become great learners but also responsible and active citizens.

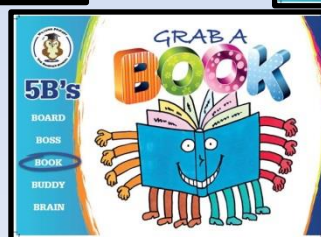
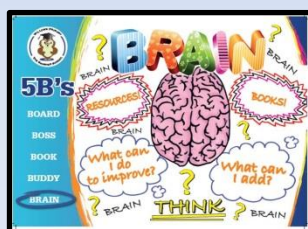
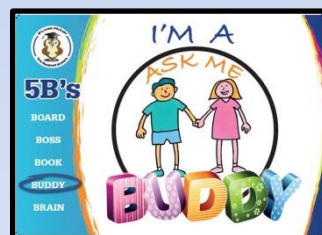
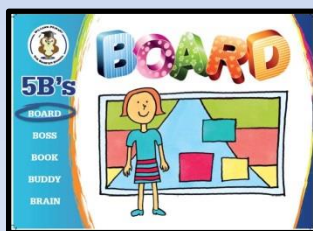
Children are taught that learning is a journey and that there are steps that we can all take to understand our own learning in order to make progress on that journey. In the Early Years Foundation Stage, children are introduced to learning buddies who each display a characteristic of learning. Cliff the Concentrating Chameleon, for example, works hard to sustain his thinking whilst Marty the magic mole has a creative flair and approaches challenges in different ways.

From Year 1 to 6 pupils are taught about 'The Learning Pit'. The pit represents the difficulties we encounter on our learning journey and is talked about in terms of how we feel and what we might be faced with at different stages of learning. Often during learning we all go through a stage of struggling and this is what we call, 'being in the pit'. Through perseverance, overcoming mistakes and facing challenges and misconceptions we are able to climb out of the pit and feel proud of achieving new learning!



Alongside the learning pit we have adopted the 5Bs strategy to help all pupils take a greater degree of responsibility in their own learning. The 5Bs give children strategies to help themselves and ways to access support when they are stuck or in the pit.

The 5Bs are:



All pupils at The Willows have the right to access broad, balanced and challenging learning opportunities and as such all pupils are included in all aspects of school life.

At some point during their time at The Willows any child could have a special educational need whether it is temporary or more permanent. The term Special Educational Need refers to a wide range of learning, social and emotional or physical difficulties that may have an impact on the child's learning ability or ability to access the curriculum.

We keep a Special Educational Needs and Disabilities (SEND) register of children who need support which is 'additional to and different from' the majority of pupils in school. Children on the SEND register may have a Success and Achievement Plan (SAP) with personalised targets.

Mr Steer is the Deputy Head and also works as the SENCO at our school. He can be contacted via the school office.

You can find out more about our SEND provision by reading our 'Local Offer'. This can be found on our website www.thewillowsprimary.org

Behaviour – Rewards & Sanctions

We have high expectations of behaviour and learning at The Willows. This is underpinned through good communication with children, parents and school staff.

Our school rules have been created with our children and aim to ensure children become good citizens and good learners.

At the Willows we will:

- Be Kind
- Be Respectful and Honest
- Be Polite
- Be Safe

In our learning we will:

- Persevere
- Do our best
- Support each other to learn
- Allow the teachers to teach

Where behaviour and learning is good or outstanding, rewards are given. Rewards vary from verbal praise to house points, praise certificates to displaying of work.



Where learning or behaviour falls short of the standard expected, we use a consistent approach of warnings and sanctions to ensure that children know the consequences of poor behaviour and have the opportunity to improve. Our card system underpins all sanctions.



Our governing board has three core functions. These are to:

- 1. Ensure clarity of vision, ethos and strategic direction;**
- 2. Hold the Headteacher to account for the educational performance of the school and its pupils;**
- 3. Oversee the financial performance of the school and make sure it's money is well spent.**

Our Governors are all either elected or appointed for a four year term according to our Instrument of Government, which is approved by the Local Authority (West Berkshire), in order to ensure we have a cross section of opinions and experience. We all have the primary aim of providing an outstanding education to the children of The Willows.

The full Governing body has 10 members. Our instrument of governance states these should consist of:

- Two parent governors
- One Local Authority governor
- One staff governor
- One head teacher
- Five co-opted governors

Policies

An important role of the Governing Body is to ensure the robustness of school policies.

A full list of our statutory policies including Safeguarding, Behaviour & our Equality Statement can be found on the school website www.thewillowsprimary.org.

You can also find some of our non-statutory policies including our curriculum statement and calculation policy on this page.

Chair of Governor's Welcome

Dear Parents and Carers,

On behalf of the Governors I would like to take this opportunity to welcome you to The Willows Primary School

As a Governing Board we are proud of our children and our warm, nurturing and dynamic school. The Governing Board work hard to support the headteacher, teaching staff and pupils with the aim of ensuring The Willows School is the best it can be.

The role of the Governing Board is to ensure the schools statutory obligations are met in addition to reviewing and monitoring objectives, planning for the future, and to make sure the vision for the school is both challenging and realistic. It is the responsibility of the headteacher to run the school, however, it is the role of the Governing Board to support and strengthen the headteacher's leadership, and to hold her accountable for the performance of children and staff.

All our Governors bring with them a range of different skills and experiences to enhance the leadership and management of the school within a great community. Decisions are taken by the whole Governing Board which meets once a month and these follow a meetings schedule to consider the more specific areas of staffing, curriculum and finance.

We feel extremely privileged to be part of the life of our successful and vibrant school and appreciate the active and enthusiastic role Willows parents play, both in the development and growth of the children, and through the fundraising activities of PTFA.

Kate Parietti

Chair of Governors



Safeguarding



Safeguarding is of the utmost importance to us at The Willows Primary School. All staff receive Universal Safeguarding Training as soon as they start working at the school and we have 4 Designated Safeguarding Leads who have had additional safeguarding training.

Through assemblies, RSHE and ICT lessons we strive to teach the children how to safeguard themselves online and in the wider world.

Our pastoral team
Miss McGoey
Mrs Marsh



We teach our children who they can talk to if they are worried or upset.



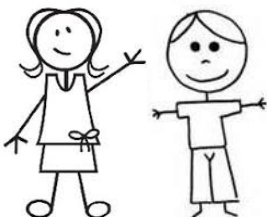
Teaching assistants

Other adults who work in school



Class teachers

A family member



Miss MacArthur or Mr Steer

Safeguarding our School Community

An important notice for all staff, pupils and visitors

Safeguarding our community in the building

All visitors to the school will be issued with a visitors sticker and asked to read the safeguarding information card.

Please report to reception if you do not have a visitor sticker or have misplaced the one given to you on arrival.

This is to protect both you and our pupils.

General Safeguarding of pupils

If you feel at any time vulnerable in the school, have any worries or concerns that you are at risk from an adult at school or home, tell a member of staff in the school who you feel comfortable talking to. All of our staff have been trained in child protection.

Photography

Under no circumstances are photos to be taken of children without first seeking permission from the senior leadership team.



Our Safeguarding Lead is;
Miss MacArthur



The Willows Primary School
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Tel: 01635 42155
Fax: 01635 48484
office@willows.w-berks.sch.uk
www.thewillowsprimary.org

Be vigilant



If you believe a person is on site and not authorised to be so, contact a member of staff immediately.

All staff should wear their lanyard and photo ID at all times.



Designated Safeguarding Officers

In our school our designated safeguarding officers are:

Jo MacArthur (Lead)
Mike Steer

There is a designated safeguarding officer available to talk to every day.

Breakfast & After School Club



Breakfast Club

Our current breakfast club is rapidly growing and we are looking forward to welcoming more children for a healthy start to the day. Doors open at 8:00 for breakfast club with sessions costing £4.00 for one child or £3.50 each when siblings attend the same sessions. We are able to accept childcare vouchers using the URN 135213.

Children have a range of cereal options along with the usual toasts, spreads and drinks. If your child has any intolerances we are able to make appropriate substitutions so please do let us know if this is the case. Booking can be made at Reception or via the form below. Payment must be received before children can attend breakfast club.

After School Club

Our after-school club is run by Natasha along with a range of different support staff from the school. ASC have their own dedicated space within The Nest and children are collected from their classes each evening after school before heading over to this space. ASC runs from 3:10 - 5:30pm.

Sessions cost £8.50 per pupil with a discounted price of £7.50 when siblings are attending the same session (late pick-up fees apply). A snack and drink is included within the price of this session so please do ensure that your child's dietary needs are up to date.

Children need to be collected from ASC via The Nest gate on The Nightingales road instead of using school reception. There is a doorbell for this building The ASC have recently been furnished with lots of comfortable furniture and children have lots of opportunities for relaxing and playing after a long day at school.

Uniform



The Willows school uniform is:

- White shirt/blouse or blue/white polo shirt
- Blue Willows sweatshirt with logo
- Grey/black skirt, trousers or pinafore
- White, black or grey socks or black, blue, grey tights.
- Smart black shoes (no flip flops, boots, trainers, and no shoes with high heels permitted)

*For the summer term blue checked dresses and grey/black school shorts are suitable alternatives to normal dresses and trousers.



The Willows PE kit is:

- Blue T-shirt (logo optional)
- Black shorts
- Plimsolls or trainers
- Black, grey or blue track suit for cold weather
- P.E kit bag

ALL UNIFORM AND PE KIT MUST BE NAMED
For Health and Safety reasons, ONLY stud earrings are permitted and children should be able to tape or remove these themselves for P.E

School Dinner

From Reception, children can have a hot meal every day prepared freshly in our school kitchen by Dolce.

Children have 3 meal choices including a vegetarian option for £2.40 a day. Payments can be made online at www.schoolgrid.co.uk/ Menus are sent out in advance and choices can be made by parents at home or by pupils in school.

Reception and KS1 are entitled to a free school meal everyday.

Snack & Water

We know that it can be a long time from breakfast to lunch and ask that children in KS2 bring a healthy snack for morning break time. All children in KS1 and the Early Years have access to a choice of fruit everyday so an additional snack is not required.

Please also send in a named water bottle with your child so that they can stay hydrated throughout the day. This must only contain water.



Lunches



Packed Lunch

Alternatively children can bring a packed lunch each day. Nursery children staying for lunch have to bring a packed lunch as hot meals are not available to our Saplings and Nursery classes.

As we have a number of children with severe allergies we kindly ask you not to send children in with nuts in their lunch boxes this include peanut butter and chocolate spread.

Other Useful information



Charging & Remissions.

To enhance our curriculum we offer a variety of trips and experiences throughout the year.

Some of these may be chargeable.

More information on charging and remissions can be found on the Policies page within the school website.

Term Time Holidays

Attendance at school is crucial to ensuring that gaps in learning do not appear. Term time holidays are not authorised and parents can be fined for withdrawing pupils for a term time holiday.

For more information see the Attendance policy on the school website.

The School Day

Nursery & Saplings school hours are:

Mon – Fri 8:35 – 3:10 (all day)

Mon – Fri 8.35am – 11.35am (mornings)

Mon – Fri 12.10pm – 3.10pm (afternoons)

Reception to Y6 school hours are:

Mon – Fri 8:35am – 3:10pm

Extra Curricular Clubs

Throughout the year, we offer a range of sports and after school clubs. These are run by our sports coaches and class teachers.

A club letter is sent at the start of each term. Children can sign up for one club per term.

PTFA

The Willows is lucky to have an active PTFA. The PTFA has raised thousands of pounds for the school through cake sales, fetes, discos and movie nights (amongst other things!)

Meetings are usually held every month. Please see information on the PTFA page of the website.

Homework

All children are expected to read or be read to at home. Each Key Stage sets some form of homework each term and this depends on the age and developmental stage of their pupils.

Our homework policy can be found on the Policies page of the school website.