



**Greenwood
Primary School**

Prospectus

GREENWOOD PRIMARY SCHOOL

A COMMUNITY PRIMARY SCHOOL FOR BOYS AND GIRLS AGED 3+ TO 11+ YEARS

Wood End Way, NORTHOLT. Middlesex. UB5 4QG
020 8422 9630 (Juniors); 020 8864 7265 (Infants)

Website: www.greenwoodprimary.net

Head Teacher: Mr J.Britzman

Chair of Governors: J. Mangar



Quadrangle
Junior Department

Welcome to Greenwood !

We are proud that visitors regularly comment on the happy and ordered atmosphere they find at Greenwood Primary School. We feel we have created the conditions where teachers can teach and children can learn, and where high standards of work and behaviour are promoted for all.

Her majesty's inspector (HMI) of schools visited Greenwood in June 2017 and judged us to be a GOOD SCHOOL:

- The leadership team has maintained the good quality of education in the school since the last inspection.*
- The school is a positive and welcoming place. Staff and pupils are friendly, welcoming and demonstrate respect for each other.*
- Pupils feel safe in school and are clear about whom they can approach if they have any concerns or problems. They understand the need to keep themselves safe online.*
- Pupils, parents and staff consider this to be a safe, happy and welcoming school where bullying is rare and concerns are dealt with effectively.*
- Our classroom observations showed that the teaching of reading in key stage 1 is lively and engaging, and that teachers demonstrate strong subject knowledge. Teachers use questioning to check pupils' understanding of what they have read with examples of questions that extend thinking.*
- The range of texts now in use has also raised pupils' interest and engagement in reading sessions. You showed me where this work is already having an impact on this group of pupils. We saw that pupils' comprehension skills are developing well.*
- As a result of the improvements to assessment procedures in phonics, teaching is well matched to pupils' abilities.*
- Early years provision has developed considerably since the last inspection and teaching now offers clearly planned activities that secure strong levels of challenge for children.*
- A strength in early years is the way in which adults model language for pupils.*
- We saw good examples of children using information and communication technology in the Reception classes.*

We hope you find our prospectus informative but please remember that no piece of paper can tell you what a school is really like so we invite you to come and see us for yourselves. Our school is oversubscribed in many year groups and if you come and look at Greenwood we are confident you will be able to see why!

We will be happy to show you around our school at work and to answer any questions you may have.

Please telephone the school (8422 9630 or 8864 7265) so that a visit can be arranged.

We look forward to working in partnership with you so that together we can enhance your child's vital years at primary school.

Mr J Mangar

Chair of Governors

Greenwood Primary School may be reached from Ramsey Close or Wood End Way.



187 Bus route serves Whitton Avenue West.

Bus stop 150m from school gates.

140 Bus route serves Petts Hill.

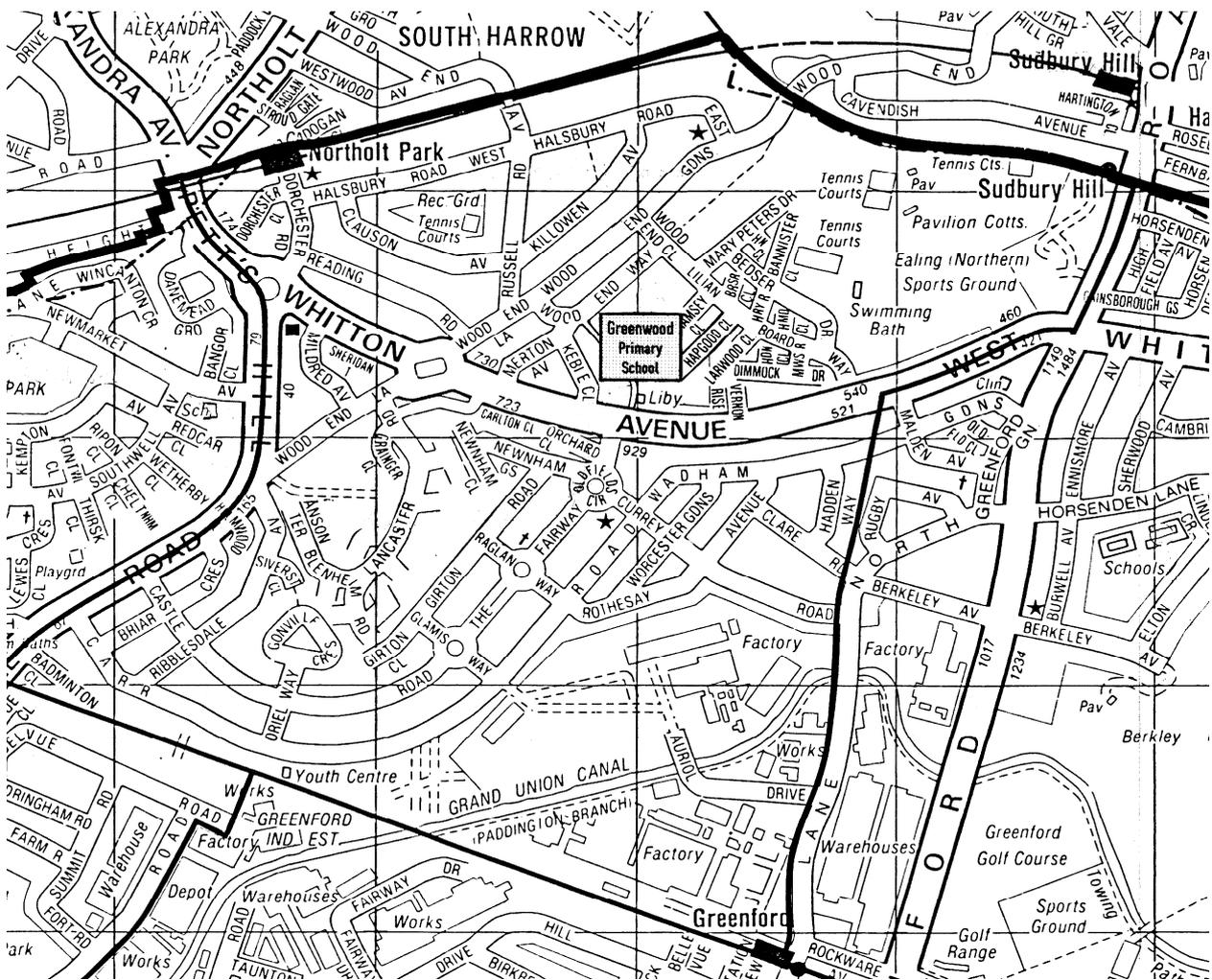
Bus stop 10 minute walk from school.

395 Bus route serves Oldfield Circus.

Bus stop 5 minute walk from school..

398 Bus route serves Wood End Estate

Bus stop 2 minute walk from school.



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Staff Contacts

Head Teacher :- Mr J.Britzman

Deputy Head :- Mrs K.Silvester

Administrator	Miss.S O'Hagan	Administrative Assistant	Mrs D.Hern
Caretaker	Mr Gibson Mrs Spearing		
<u>INFANT DEPARTMENT</u>		<u>JUNIOR DEPARTMENT</u>	
Asst. Head	Mrs V.Rothery	Asst.Head	Mr A.Jones

Members of the Governing Body

<i>Chair</i>	Mr J.Mangar	<i>Governors appointed by the Local Education Authority</i>	Cllr.T.Byrne
<i>Head Teacher</i>	Mr J.Britzman		
<i>Vice Chair</i>	Cllr.T.Byrne		
<i>Staff Governors</i>	Mr Jones Mr Mullholland		
<i>Staff</i>	Mrs K.Silvester	<i>Co-opted Governors</i>	Mr Mangar Miss Christensen Mrs Ubilava
<i>Parent Governors</i>	Mrs Kapila Mrs Ofori-Atta Mrs Perch	<i>Clerk to Governors</i>	Mrs L.Tucker



Curriculum responsibilities

To ensure quality across the curriculum provision and continuity across the age range every subject has a co-ordinator who leads a team of teachers including members of staff from both the Junior and Infant Departments. In this way we make the most of our teachers' expertise, interests and enthusiasms to see that we meet the needs of our children in every subject from the time they join us until they move to secondary education.

Our School Aims

Greenwood Primary School;
a warm and happy community where all
children and adults work hard to
succeed.

Cooperation

Independence

Confidence

Creativity

Keep Healthy

Sense
of
community



Enthusiasm

Respect

Good Manners

Fairness

Responsibility

Listening and
Communication

Greenwood Primary School is committed to all children
achieving and reaching their potential.

School Departments

NURSERY

The Nursery is a modern, well equipped, and as an integral part of the school also benefits the children by allowing them to use the main school facilities and equipment where appropriate. The Nursery is organised into two sessions, one group of 25 children attending in the morning and a different group of 25 children in the afternoon. Both sessions are run by a full time teacher and NNEB trained nursery nurses.



INFANT DEPARTMENT

The new Infant building was opened in January 2016. This enabled both the Infant and Junior departments to be linked via the main reception area and offices. Excellent facilities are afforded for both class and group teaching. The hard surfaced play area, small grass field and facilities available in the school hall are appropriate for most physical education activities.

JUNIOR DEPARTMENT

The classrooms and two halls occupy a single-storey building built around a pleasant garden quadrangle. Specialist rooms include a music room and a home economics room. The school has developed its own natural garden area.

The hard surfaced play area and facilities available in the school halls are appropriate for most physical education activities.



Visiting the School

Parents are encouraged to visit the school with or without an appointment and to maintain frequent contact with the class teacher and the Head. Termly Open Evenings are arranged throughout the year to allow parents to discuss their child's progress with teachers. Reception and Nursery meetings are arranged during the Summer term to enable prospective pupils to be introduced to the school.

Admissions Policy

The local education authority is responsible for deciding and administering the admissions policy for this school. Parents have a right to express a preference for the school they wish their child to attend. First priority is for Children in Public Care—children who are in Public Care as defined in section 22 of the 1989 Children's Act (this includes foster children) living within or outside the catchment area. Ealing then use the following criteria.

1. Children in Public Care.
2. Children in the catchment area with a brother or sister who will be attending the main school at the time of admission (not inc. nursery).
3. Children in the catchment area with exceptional medical or social circumstances.
4. Children in the catchment area according to distance from their permanent home to the school.
5. Children outside the catchment area with a brother or sister who will be attending the main school at the time of admission (not inc. nursery),
6. Children outside the catchment area with exceptional medical or social circumstances.
7. Children outside the catchment area according to the distance from their permanent home to the school.

More detailed information on the authority's admission arrangements are contained in the booklet "Information to Parents about Choosing a School".



Liaison with local schools

Close links have been established with nurseries and playgroups in the area. Also, Greenwood maintains close liaison with High Schools to enable children to progress smoothly when changing schools. Children from the Infant Department regularly visit the Junior Department, whose pupils are welcome and frequent visitors in return. Children transferring to secondary education have the opportunity to spend time at the local High Schools.

Behaviour

Within the framework of a happy, ordered atmosphere, children are encouraged to develop a responsible attitude towards themselves, other people and the community in general in order to become self-disciplined adults.

A good standard of behaviour is expected from the children in order that all may learn without disturbance and play safely during the school breaks. School rules are kept to a minimum and are clearly explained to parents and their children. The school has a code of conduct which is available on request.

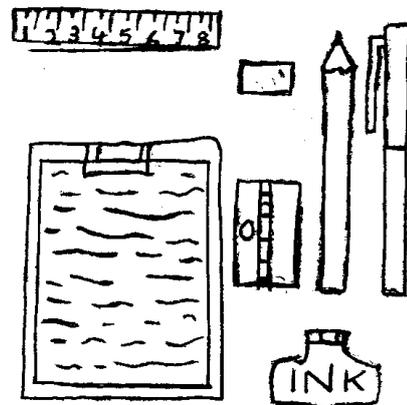
Homework

The type of homework varies according to the age and ability of the children. The amount set increases as they get older and this helps prepare them for high school. Details are included in the school's homework policy.

It is important that children read at home, follow up work done in school and gradually acquire the habit of individual study.

Parents can play an important part in their child's schooling by:

- a) reading with their child and listening to them read.
- b) encouraging them to investigate subjects studied at school.
- c) visiting the library
- d) helping with any homework set.



Complaints procedure

Any parent who has a question or a complaint about the curriculum, religious education or collective worship offered at the school should first speak to the Head Teacher who will be happy to discuss the matter. Copies of the formal complaints procedures are available from the office.

If the parent wishes to take the matter further, details of how to do this can be obtained from the Head Teacher or from the Director of Education and Leisure, London Borough of Ealing, Perceval House, 14-16 Uxbridge Road, LONDON W5 2HL.

Charging policy [outings & activities outside school hours]

Under the Education Reform Act 1988 the Governing Body has decided to make charges to parents in the following areas:

“Clubs, trips, activities etc. outside school hours; board and lodging on trips during school hours; materials for practical lessons where the finished product is taken home. Charges for board and lodging will be remitted for families on income support or family credit.”

Full details of the Governing Body's policy are available at the school.

Parental involvement

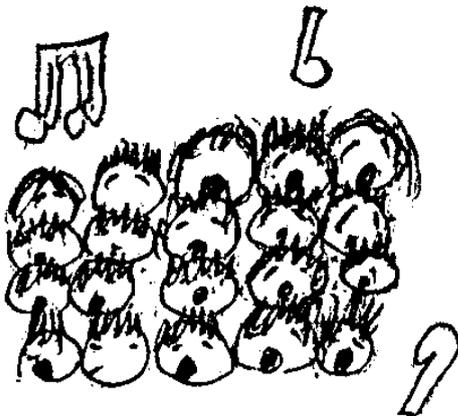
Greenwood greatly values close parental contact and we very much appreciate the help and support given by parents in a variety of ways.

Parents are welcome to assist at Sports and Activity Days, and in transporting children to sports matches; and some travel as helpers on outings. This all benefits the children, not only in practical ways but also in knowing that parents and teachers are working positively together. Due to current safeguarding procedures regular parent helpers will need to have to have a criminal clearance check.

Contact with teachers is achieved initially in the Infant Department by parents and teachers having easy access to each other at the classroom door at the beginning and end of the school day. Small concerns on either side are able to be dealt with immediately. In the Junior Department contact is also actively encouraged. Termly Open Evenings are held to discuss children's progress in detail, and a written report is issued at the end of the Summer term, but should a concern arise at any other time an appointment may be arranged with the teacher or a senior member of staff, so that the situation may be resolved quickly.

Parents also receive information about school activities through regular newsletters, school website, text messaging service and special meetings. Governing Body meetings take place once a term and parents are welcome to attend as observers.

For children about to start in our Nursery or Reception classes, the school is able to offer home visits by members of our Early Years Team, so that the children have the encouragement of a familiar face when they start school.



All parents are invited to attend class assemblies, special assemblies held at Harvest and at Diwali and of course the Christmas concerts and plays.

At Greenwood we stress the importance of a positive partnership between parents and the school to ensure a successful education for your children. This prospectus outlines how we will work to achieve this aim but for it to be fully attained *parents too* have a vital role to play by:

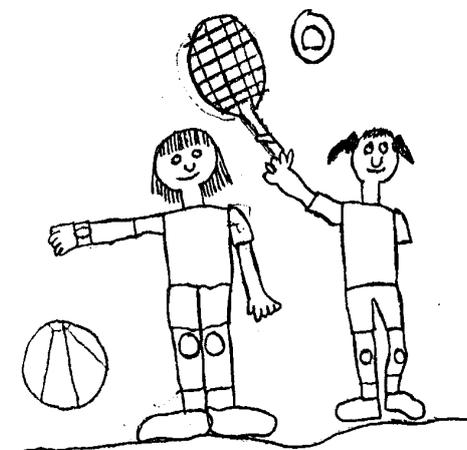
- * ensuring their children come to school **on time** and attend regularly.
- * coming to parents' evenings and by supporting their children at as many of the other events arranged by the school as possible.
- * telling us of concerns at an early stage so major difficulties can be avoided.
- * seeing that the children wear the school uniform and obey the important safety rules on footwear and jewellery.
- * emphasising the importance of good behaviour and by supporting the school on those rare occasions when serious indiscipline does occur.
- * helping children with their reading and other work set to be done at home.

Clubs, Sports and Extra-curricular activities

We encourage children to develop leisure activities and interests and believe we offer the best range in the area. Clubs for children of all abilities have included, dependant on age, art, book, choir, computer, dance, drama, gardening, cricket, football, hockey, netball, tennis, and athletics. These take place during the lunchtime break and after school.

Netball, football and cricket matches are arranged against other schools, and each summer trials take place for an athletics team which represents our school at the District Sports at Perivale Track. The Juniors' Sports Day gives each pupil a chance to exert themselves not just in running, but in welly-throwing, football-dribbling and egg-and-spoon racing! There is something for everyone. The Infants have their equivalent Fun Day, with all sorts of events and obstacles with which to gain points on an individual record.

Theatre groups usually visit the school at some time during the year, and all children normally participate in some form of entertainment, no matter how small a part they play.



Educational visits

We believe it is important for the children to gain direct experience by visiting places of educational interest. These visits link with their studies in the National Curriculum and in recent years have included:-



The Transport Museum;
Odds Farm;
The Science Museum;
The Natural History Museum;
Whipsnade Zoo;
The National Gallery;
Buckingham Palace;
The Imperial War Museum;
St. James' Park;
Gunnersbury Park Museum;
Visits to farms and to local places of worship.
Brighton Beach

Year 6 children take part in the Junior Citizen Scheme and have the opportunity of a five day visit to a residential activity centre.



Uniform

At present all children wear the school colours (dark green) and this is strongly encouraged as we feel it to be important in developing a feeling of school community. Sweatshirts with the school logo, and matching trousers, are available from the school, as are optional fleece jackets, baseball caps and book bags. London Borough of Ealing school uniform vouchers can be used for the purchase of sweatshirts.

Other uniform items are as follows:

Shirts/Blouses	White or Grey
Jumpers	Dark Green
Skirts/Pinafores	Dark Green/Grey
Trousers (girls & boys)	Dark Grey or Black
Socks/Tights	White, Grey or Black
Shoes or Trainers	Black
Dresses	Green & White

Children attending the Nursery are not expected to wear uniform, although small school sweatshirts are available if they are keen!



For safety reasons we do **not** allow:

- Jewellery (except watches and ear studs)
- Shoes with high or narrow heels
- Knee length boots
- Plastic sandals

School dinners

The school offers a choice of the following:

Cooked school dinners - A sample menu and details of current charges are available at the school office.

Packed lunches - Children should bring their lunch in a container marked clearly with their name. Glass containers, fizzy drinks and sweets are not allowed. Fruit is encouraged for a break time snack.

Lunch at home - Parents may choose to give their children lunch at home. In this case we advise parents to collect their children from school and return them personally, as there are no crossing patrols during the day.



The lunchtime break in the Infant Department lasts from 12.05 until 1.15pm, and in the Junior Department from 12.25 until 1.25pm

Session times and break times

Playground supervision is not available before 8.55 am in the Juniors and 8.55 am in the Infants and no responsibility can be taken for the safety of children arriving before this time. Session times at present are as follows:

	Morning	Afternoon
Nursery	8.55 ~ 11.55	12.30 ~ 3.30
Infants	8.55 ~ 12.05	1.15 ~ 3.30
Juniors	8.55 ~ 12.25	1.25 ~ 3.30

Supervised break times are taken during the morning in both departments and in the afternoon in the Infants department.

Attendance

Regular attendance is obviously crucially important to your child's education and we continue to be proud of our excellent attendance rates, with very few unauthorised absences.

Please note that apart from exceptional circumstances absences can only be authorised for sickness, medical reasons, family bereavement and religious observance. All other absences are categorised as unauthorised and are recorded on your child's file, as are absences for which we fail to receive a note or call.

Schools are required to report the rate of unauthorised absence of pupils. The figures produced have been called "truancy figures", but this is inaccurate as the figures also include other reasons for absence. Absence is recognised as "authorised" or "unauthorised" according to the Education (Pupils' Attendance Records) Regulations 1991. Examples of unauthorised absence are:

- Lack of notification of absence
- holiday time taken during term time
- Lateness
- Absence not deemed to be caused by sickness or unavoidable cause
-

Our attendance/absence rates for 2016/17 were as follows:

Attendance	96.4%
Authorised absences	2.9 %
Unauthorised	0.8 %

Absence/Pastoral care

Close contact and co-operation between home and school is considered important to the well being of the child, so discussions with parents are encouraged and readily arranged.

Pastoral care is a major responsibility of both teaching and ancillary staff. Parents are asked to help staff by informing the school when a child may face a difficult period so that help and understanding can be given.

The School Curriculum

Academic Organisation and Curriculum

Children are placed in Nursery, Infant or Junior classes according to age. Within each class or year children are taught in groups according to ability or on an individual basis where appropriate. Opportunity is provided both for those children who require additional help and for those who are more able to pursue extended work. At the beginning of each term parents receive written information about the work their child will be doing.

The maximum number in a class is 30, unless the Local Education Authority directs us to take additional children.

Our curriculum planning incorporates all aspects of the New National Curriculum. In Nursery and Reception the children follow the Early Years Foundation Stage curriculum.

In Year 1 Children progress towards the statutory national curriculum which consists of Mathematics, Literacy, Science, History, Geography, Physical Education, Music, Art, Design Technology, Information & Communication Technology and Religious Education. These are the *foundation subjects* of the National Curriculum, although the *core subjects* - Mathematics, English and Science - are allocated the most time. All classes follow National Curriculum guidelines in each subject.

Direct experience is considered to be of paramount importance and educational visits are regularly arranged. Methods of learning involve practical, problem-solving and investigative activities. The school fosters strong musical appreciation and activity, including a choir.

There are a 25 place morning and afternoon classes in the Nursery, 3 classes in Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and 2 classes in Year 6 .



The School Curriculum

Special Educational Needs

A child is considered to have a learning difficulty which calls for special educational provision to be made for them if they

a: have a significantly greater difficulty in learning than the majority of children the same age;

or

b: have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age.

We aim:

- ◆ to meet every child's individual needs, thereby giving every child an equal opportunity to develop to his/her full potential - academically, socially, physically and spiritually.
- ◆ to value and acknowledge all pupils for the contribution they make to the school.
- ◆ to promote each pupil's self image and sense of worth.
- ◆ to offer all children a broad, balanced relevant and differentiated curriculum.
- ◆ to identify special educational needs, to take appropriate action and to monitor and evaluate the effectiveness of the action taken to remedy these needs.
- ◆ to initiate and maintain effective liaison with parents, and involve pupils in considering their own needs and progress, when appropriate.

All children with Special Educational Needs are identified by the school, and parents informed at as early a stage as possible.

Initially parents are informed that appropriate provision is being made for their children. They are invited to attend meetings with the class teachers to draw up and review Individual Education Plans.

At Education Health and Care plan (EHCP) stage the parents are asked to give permission for external professionals to be involved to gain further advice in order to make the most effective provision for individual pupils. Parents will be invited to meetings with the class teacher and Special Educational Needs Co-ordinator (SENCO) to draw up and review targets.

The Education Authority fund and supply help for those children with an agreed EHCP.

Any parent who is concerned that their child may have Special Educational Needs should discuss this with their child's class teacher in the first instance. Further meetings with the year leader, department deputy, SENCO and head teacher will be arranged as appropriate.

There is a designated governor for Special Educational Needs and she can be contacted via the school though it is important that parents have already made the head teacher aware of their concerns.

Although no specialist facilities exist for children with disabilities no child has ever been refused admission to the school because of their disability. The governors will seek additional funding from the authority should adaptation of our building / facilities be required to enable the admission of an applicant with specific disability. Copies of SEN, Disability & Equality policy, school access plan are available from school office and website.



The School Curriculum

Core Subjects

Mathematics

All children follow the new National Numeracy Strategy to ensure that a thorough understanding of mathematical concepts is acquired. This involves both practical and numerical work. At all levels children will be encouraged to apply these skills to real life activities and solving problems, thereby gaining a positive attitude to mathematics through an appreciation of its relevance to everyday life.

English

We have literacy lessons for all classes for at least an hour a day, though language skills are developed through all areas of the curriculum. In particular, we aim to teach the child to acquire information and pleasure from reading and to communicate clearly and accurately through speech and a variety of written work.

Extra help is provided for children who are experiencing difficulties in language work and the school appreciates the participation of parents in this area of their child's development.



Science

Science is carried out as a series of topics which are aimed at covering the breadth of the science curriculum. The children are encouraged to develop scientific processes through an investigative approach to practical activities, encouraging observation, reasoning, experimentation and fair testing.

Foundation Subjects

History

Children follow the National Curriculum core study units in History, which focus on people and places in a number of historical periods, from the Romans to Britain since 1930. In all study units children will be developing historical skills which will help them learn more about themselves and their society, and encourage tolerance and understanding of others.

Geography

Geography is concerned with the study of places, the human and physical processes which shape them, and the people who live there. Children are encouraged to study their local area, localities in the United Kingdom and other parts of the world. Geography will be incorporated into topics whenever possible and will help children gain a greater understanding of the life and cultures of people in other places.

Music

Children are taught through the use of specialist music teachers, to develop a response to sound, participate in singing, playing, composing and listening to music of all kinds, and become involved in group music-making which requires a co-operative approach. Ealing music service offer additional musical instrument teaching through its' peripatetic staff.

The School Curriculum

Foundation Subjects

Art

Individual creative and imaginative expression is encouraged using an extensive range of materials and techniques, including pottery work. The children are also provided with the opportunity to appreciate the expression of many artists.

Creative and imaginative expression is developed through use of different materials to produce visual images; communication of ideas to others visually is an element of topic work.



Information Technology

The school is well equipped with wireless laptop trolleys and class computers which are used as a classroom resource for a range of curricular activities in all year groups. Each classroom has an Interactive Whiteboard or a Clevertouch screen to support teaching and learning.

ICT is used throughout the school as an aid to most other curriculum areas. Children are encouraged to explore a variety of ICT equipment and software and to carry out a range of functions in a variety of contexts.

Word processing and computer programming experience is gained by the children. Also programs are used which extend the children's understanding in English, Maths, Science, Geography, History and Art. Children are safeguarded from undesirable content on the internet by

- a) choosing an internet service provider that includes a filter for content
- b) ensuring that children are not left unsupervised when working on the internet

Physical Education

The children are educated to explore and express aesthetic qualities of feelings, grace and beauty through a range of individual and group activity in dance and gymnastics. Good attitudes to each other, fair play, co-operative teamwork and competitive skills are emphasised in a variety of contexts which include athletics, small and large games activities such as football and netball as well as a range of batting and striking games. We foster strong sporting links with our local high schools.

Design Technology

Skills are developed through planning and designing, making and evaluating in group based problem solving situations. Creative and imaginative expression is developed which in turn promotes confidence and an awareness of the world around us.



Religious Education

RE is linked with the topic where appropriate; children are taught about Christianity and other principal religions in this country; festivals and celebrations are studied, and moral and social awareness is an underlying theme with particular regard to tolerance and care for each other. The school assemblies include mainly Christian acts of worship and are broadly based in content. Religious festivals of all faiths are often the subject of assemblies, to which parents are invited. Parents, however, have the right to withdraw their children from religious worship and instruction after consultation with the Headteacher.

2017 National Curriculum SATS Results of Pupils in the School and at the end of Key Stage 1

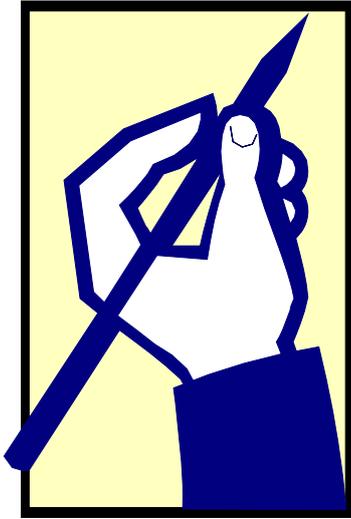
Percentage at Age Related Expectations (ARE)

YEAR 2	Working Towards	At Age Related	Greater Depth
READING TA	35%	47%	14%
WRITING TA	49%	41%	5%
MATHEMATICS TA	37%	49%	9%

2017 National Curriculum SATS Results of Pupils in the School at the end of Key Stage 2

Percentage at Age Related Expectations (ARE)

YEAR 6	Achieving Expected Standard	Higher Standard
GPS	84.3%	54.9%
READING TEST	66.7%	33.3%
MATHEMATICS TEST	76.5%	37.3%
RWM	60.8%	3.9%



Greenwood Primary School will aim

to:

- care for your child's welfare and happiness in school
- provide a balanced curriculum which will develop your child's abilities and maximise his/her achievements
- monitor your child's progress and keep you informed through meetings and written reports
- listen to the concerns that parents may have, and deal with them in the most appropriate way
- encourage your child to develop a sense of responsibility for him/herself and to build good relationships with others
- keep you informed about what is happening in school through regular newsletters
- set and monitor homework according to your child's age and ability

Pupils Name

Greenwood Primary School

Signed(Teacher)

Parents/Carers will aim to:

- send my child to school on time every day, and provide a reason for absence
- attend parents' evenings to discuss my child's progress
- support the school's policies and guidelines for behaviour
- read newsletters to stay informed about general school matters
- inform the school of circumstances that may affect my child's work or behaviour
- send my child to school in school uniform and properly equipped
- support my child's homework and take an active interest in his/her learning and progress
- ensure that, if my child is collected at the end of the day, this is done promptly

Signed(Parent)

The pupil will aim to:

- come to school regularly and on time
- work in school to the very best of my abilities
- take care of school equipment and property
- follow the rules in class and school
- be polite, helpful and friendly to everyone in school

Signed(Pupil)

Together we will aim to:

- support the child's learning to help them achieve their best
- tackle any issues together in a polite and sensitive manner
- make school a positive and happy experience



GREENWOOD PRIMARY SCHOOL
Wood End Way, NORTHOLT, Middlesex. UB5 4QG
020 8864 7265 (Infants), 020 8422 9630 (Juniors)

