

Godwin Primary School



Parent and Carer Handbook

2025-26

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Key Information

School Address: Godwin Primary School
Finnymore Road
Dagenham
Essex
RM9 6JH

Telephone Number: 0208 270 4150
E mail: office@godwin.bardaglea.org.uk

Website: www.godwinprimary.co.uk

Headteacher: Miss F. Spooner

Deputy Head Teacher: Mr D. Wade

Assistant Head Teachers: Mrs Adeleke Miss McDonagh
Mrs Williams Mr Wilding

Session Times: See next page

Please ensure your child arrives on time and is collected promptly at the end of school.

On the last day of each term – autumn, spring and summer – school closes earlier, usually around 2.00pm

IMPORTANT NOTICE



Godwin Primary School is a nut-free zone. We have a number of staff and children who have the nut-allergy anaphylaxis which can be fatal. For this reason, nuts should not be brought onto the school premises. This includes 'hidden' nuts in products such as chocolate spread and biscuits.

Session times

Sept 2023	Children arrive	Home time
NARP am	8.30	11.30
NARP pm	12.25	3.25
Nursery pm	12.25	3.25
Reception	8.40	3.20
Year 1		
Year 2		
Year 3	8.40	3.25
Year 4		
Year 5		
Year 6		

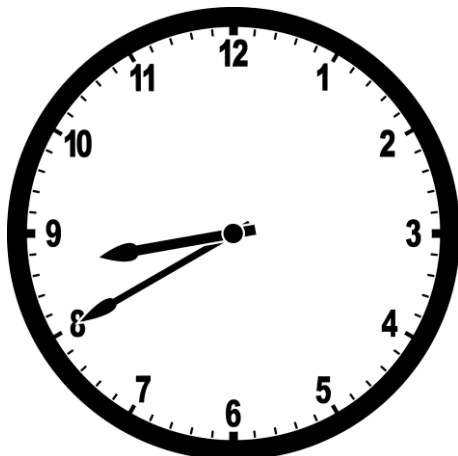
A buzzer will sound at 8.50am.

Any child who is not in the building before the buzzer is considered to be late and will need to enter school through the main office, instead of their usual door.

Beat the buzzer



- don't be late!



Arriving late can disrupt a child's day – they miss the chance to have a calm, settled start with the rest of their class. Arriving late can also disrupt the start of the day for the other children in the class.

Please get your child to school on time (between 8.40 and 8.50am).

Introduction

Dear Parents and Carers,

Welcome to Godwin Primary School

I would like to take this opportunity to welcome you all, parents, carers and children, to our school. We have a strong tradition of being a very caring school, and we want everyone to be happy and successful here.

Our school motto at Godwin is '*Working Together*'. We firmly believe that children learn best when home and school work together for the child's benefit. I very much hope that you will enter into this partnership with us so that, between us, we can give your child the best education possible.

This handbook is designed to give you lots of information about our school – its aims, values, curriculum and organisation. If there is anything else you need to know, please do not hesitate to ask. Similarly, if there is anything you need to discuss or anything you are concerned about while your child is in our school, please approach a member of staff, or myself, at any time.

I look forward to meeting you, and working in successful partnership with you, over the coming years.

Kind regards

Miss F Spooner
Headteacher

CHILD PROTECTION STATEMENT

This school is committed to safeguarding and promoting the welfare of children and expects its staff and volunteers to share this commitment.

Checks are made on all staff and volunteers through the Disclosure and Barring Service, or DBS, which now replaces the Criminal Records Bureau.

The school has comprehensive policies for safeguarding (including child protection), anti-bullying, racism and equality; these are available on the school website.

PRIVACY NOTICE

The school has a privacy notice which tells you what you can expect us to do with the information you provide us about you, your child or other family members. For a full copy, please see the 'About Us' section of the school website

www.godwinprimary.co.uk

Who's Who

Staff

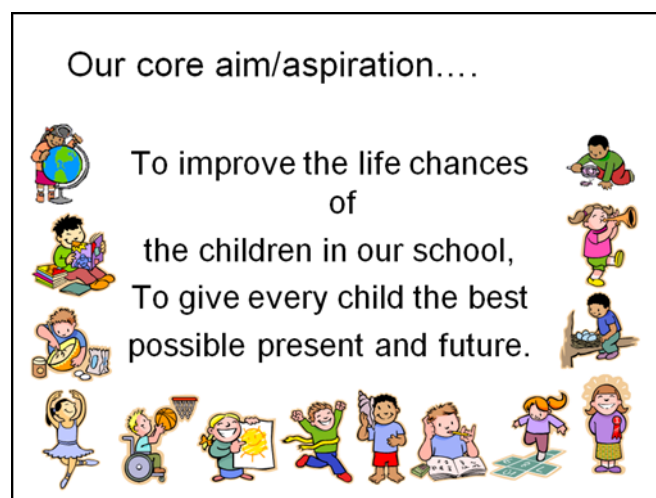
Head Teacher:	Miss Spooner			
Deputy Head Teacher:	Mr Wade			
Assistant Head Teachers:	Mrs Adeleke (Inclusion)	Miss McDonagh	Mrs Williams	Mr Wilding
Teachers:	Miss Carter Mrs Corns (Miss Doolan) Miss Dance Mr Galea	Mr Grice Mrs Hall Miss Islam Mrs Khanom Mr Moran	Mrs Sales Miss Shepherd Mrs Takacs Mrs Traveller Mrs Wood	
NARP Lead:	Miss Mattu			
Learning Support Manager:	Mrs Blade			
Safeguarding Manager:	Mrs Crudgington			
Nursery Nurses:	Miss Graham			
Teaching Assistants:	Miss Abokor Mrs Ahmed Mrs Akthar Mrs Begum Miss Brand Miss Brightman Miss Burns Miss Eve (p/t)	Mrs Gill Mrs Herd (p/t) Miss Kimani Mrs Lapping Mrs Mumtaz Mr Nangrejo Mrs Prior Ms Ombui	Mrs Ryan (p/t) Mrs Saleem Mr Sarumi (p/t) Miss Small Mrs Spicer (p/t) Mrs Uddin (p/t) Miss West	
Admin Team:	Miss Merritt (School Business Manager) Mrs Wray (p/t) Mrs Hales Miss Eve - mornings only			
Midday Assistants:	Miss Attwood Mrs Bell Miss Berry Mrs Bibi Mrs Dakal	Mrs Debono Miss Easton Mrs Hodges Miss Jordon Mrs Kent	Mrs Liza Mrs Morgan Mrs Nessa Mrs Ritchie Mrs Russell	Mrs Sale Mrs Wilkins
Caretaker:	Mr Elsey			

Vision, Aims and Values

Our vision is for *Excellence in all we do*.

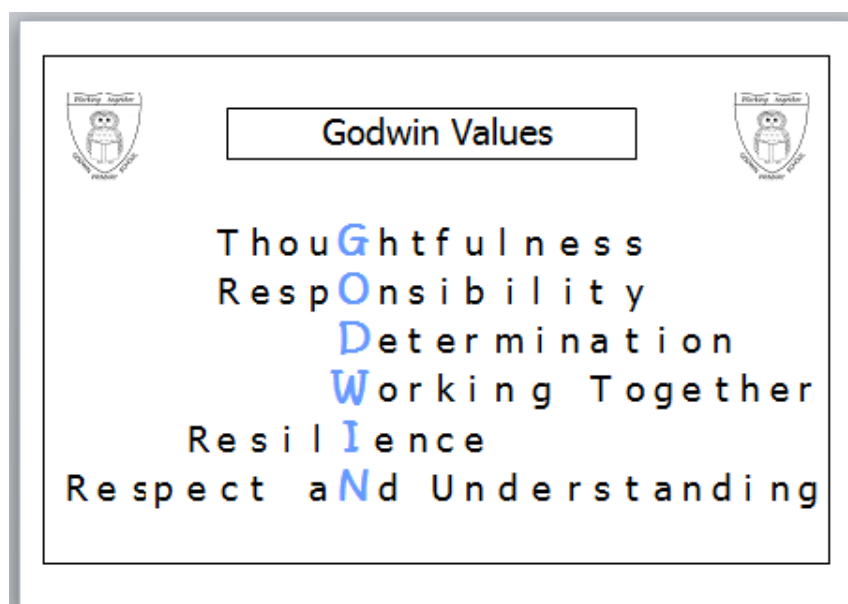
To this end, we aim to create a happy, stimulating and encouraging environment where children can develop a variety of skills, and where they will be able to work and play together in a co-operative way.

We also aim to involve parents as much as possible in their children's education and to try to make the school a welcoming place so that an understanding, supportive relationship can develop between parents and teachers.



These aims are underpinned by a set of core values which have been chosen by our school community. Values are things we believe in that help us to make decisions about how to behave. They are the principles that guide our lives. Understanding values will help us all to make difficult decisions even when we are grown-ups.

At Godwin we look at our core values in detail so that we all have the words to describe them to each other and know how to spot them in ourselves and in others.

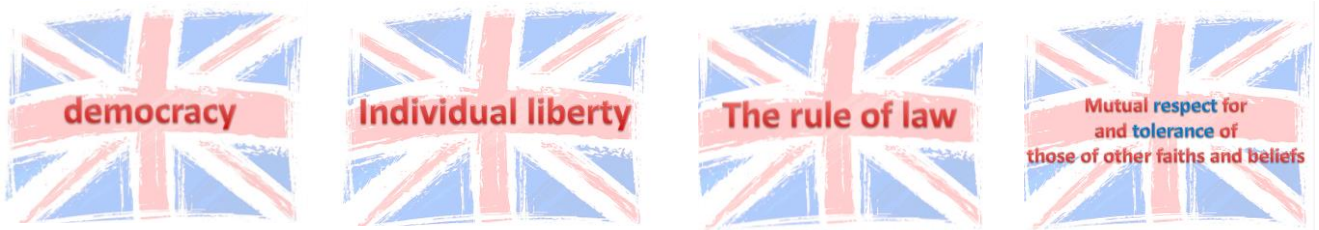


British Values

At Godwin Primary School, we actively promote British Values, through our school vision, ethos, agreed rules, curriculum and teaching, in order 'to prepare children and young people positively for life in modern Britain'.

The government define these values as:

- Democracy
- Rule of law
- Individual liberty
- Mutual respect for and tolerance of those of different faiths



At Godwin, we value the diverse ethnic backgrounds of all our pupils and families and undertake a variety of events and lessons to celebrate these. We have found this approach to be enriching for all as it teaches tolerance and respect for the differences in our community and the wider world.

One of the ways in which we demonstrate democracy is through our School Council:

School Council

Two children from each class (Y1-Y6) are elected to serve on the School Council. The School Council usually meet fortnightly to discuss issues raised by their classmates. These have included school uniform, playground issues, toilets, toys, the school's behaviour policy and school meals.

The School Day

Children can enter the building from 8.40am and all doors are closed at 8.50am, signalled by a buzzer. Any child not in the school building before the buzzer sounds will need to enter through the main office where they will be recorded as late.



Children are encouraged to walk to school wherever possible, rather than come by car or public transport. We have cycle storage available for children who travel to school by bike but expect any child who cycles to school to be accompanied by an adult and to wear a helmet. We have used our school Travel Award to provide cycle training for children in Years 5 and 6. On successful completion of *Bikeability – Stage 2*, children are permitted to cycle to school alone (providing they wear a helmet); before this training, they must be accompanied by an adult when cycling. Please be aware that bikes, scooters and similar equipment must not be **ridden** in the playgrounds or passageways leading into school but should be pushed instead. Scooter storage is available in the lower playground.

Each day the children have short breaks in the playground. We have several pieces of large play equipment, basketball hoops and permanent markings on each playground to help the children enjoy their playtimes.

The children are supervised by staff in the playground. A First Aider is available to deal with any cuts or bruises.

At the end of the day teachers escort their class to the playground to be collected by their parents/carers at their allotted time. Please stay well back from the children's exits – your child's teacher will send them over to join you when they see you.

Once you have collected your child, please leave the site promptly.

Parents of children in Nursery, Reception, Year 1 and Year 2 are asked to wait until their child's name is ticked off on a list before their child is sent over to them. These parents will be asked to provide us with the names of anybody who might collect their child. Children will not be released to anyone who is not on the list unless we have been informed in advance.

Please let us know if anyone other than your child's parent/carer (or one of the named adults on the Nursery/Reception/Year 1/Year 2 lists) will be collecting them.

According to the guidelines set out by Social Services, children in Years 3 and 4 should be brought to school and collected by an adult - they should not walk home on their own. It is therefore only children in Years 5 and 6 who are allowed to walk home on their own.



Bicycles, scooters, skateboards and any other wheeled-transport must not be ridden on the school site – riders should dismount at the main school gates and push or carry these items through the playground.



School Uniform and Equipment



Children are expected to wear full school uniform every day. The uniform list is kept as brief and varied as possible so as to keep the cost down.

The Godwin school uniform consists of:

- royal blue jumper/cardigan/sweatshirt,
- grey* shorts/trousers/skirt/pinafore dress
- white shirt/blouse/polo shirt
- black shoes (plain black with no designs or logos; any laces and soles should also be black)

Please note, tracksuit bottoms may be worn, but they must be plain grey and have NO stripes down the sides. Skirts should be of a respectable length. Socks or tights should be plain black, white or grey.

(*Grey is the official uniform colour for trousers and skirts. If, however, parents experience difficulty in obtaining grey clothing then black will be allowed.)

In the summer, children can wear plain grey shorts providing they are knee-length with no stripes or logos. Very short shorts are **not** acceptable, and cycling shorts may only be worn if they are knee-length. Blue and white gingham dresses may also be worn.

Royal blue sweatshirts and sweatshirt cardigans, printed with the school logo are available from:

Our suppliers stock a range of uniform, which includes shorts, polo shirts, skirts, trousers, summer dresses, fleeces, book bags and school baseball caps.

Footwear for the summer and winter must be plain black (any laces should also be black), with heels no more than 4cm high, and be appropriate for running and climbing in the playground – open sandals are therefore not permitted. It would help your child if you could teach them to manage all the fastenings on their clothes and shoes before they start school.

There are two lost property boxes outside the main office – please remind your child to check in their classroom and in the lost property boxes if anything goes missing.

Long hair should be tied back, particularly for PE; no large hair adornments should be worn. Hairbands, bows etc should be discrete and in school colours (blue, grey, white or black), as should any head scarves worn for religious reasons. We request that patterns are not shaved into hair as this is inappropriate for school

Nail varnish and make up should not be worn and any child doing so will be asked to go to the office to remove it. Tattoo-like transfers are also not appropriate.

Uniform Shop
Summer Opening Times
Uniform Shop
29th July 2025 – 4th September 2025
Tuesday, Wednesday and Thursday 10am – 6pm
Saturdays 10am – 2pm – All year round
Order and Collect/Delivery
Order online, by phone or at reception
Online - www.castle-green.org.uk—Click and collect or delivery.
By Phone - Call reception on 020 8724 1500
In Person - Hand your completed order form to reception
Collection Times
Orders can be collected from Reception during the following hours
Monday - Friday 9am - 9pm
Saturday & Sunday 9am - 4pm
CASTLE GREEN | GALE STREET | DAGENHAM | ESSEX | RM9 4UN
020 8724 1500 | ENQUIRIES@CASTLE-GREEN.ORG.UK
WWW.CASTLE-GREEN.ORG.UK
@JRCSCASTLEGREEN | @JRCSCASTLEGREEN | JRCSCASTLEGREEN

Uniform 7

Online service only

[Godwin Primary School – Uniform7 Store](#)

Delivery to school : £2.00 (FREE on orders over £35)

Home delivery: £4.95 (FREE on orders over £65)

Inpost Lockers delivery: £3.99

Please ensure that all clothing and footwear is clearly marked with your child's name.

Jewellery

Except for watches and small, stud earrings, jewellery must not be worn in school. For obvious safety reasons, all jewellery will have to be removed for PE and we cannot accept responsibility for any loss or damage.



P.E. Kit



Children usually have two PE sessions per week of dance, gymnastics or games skills. Many PE lessons will take place outside. We ask that you provide a PE kit of black shorts, white t-shirt and a pair of plimsolls, plus a pair of black joggers and a sweatshirt for colder weather, with a drawstring bag to store them all in (these are available from our uniform suppliers). Please put names in all clothing and shoes. For safety reasons, long hair should be tied back and jewellery must NOT be worn

during PE sessions (to prevent injuries). Younger children should have their earrings and other jewellery removed before they come to school on PE days as staff are not able to remove them before PE lessons, nor replace them afterwards. Older children will be expected to remove and replace their earrings themselves. Please bear this in mind if you are considering having your child's ears pierced.

Children in Years 3-5 usually have a block of swimming lessons during the year: Year 5 in the autumn term; Year 4 in the spring term; Year 3 in the summer term.



Mobile Phones



Parents are advised to discourage pupils from bringing a mobile phone to school unless there is a legitimate reason, eg: a Year 5 or 6 child who regularly walks home on their own. In such cases, children are expected to follow the school guidelines:

- Phones must remain switched off during the school day and should be placed in the designated class box on arrival in class. This will then be locked away until the end of the day (parents or children needing to contact each other for any reason should do so via the school office).
- Anyone ignoring this rule will have their phone confiscated; it will only be returned to the parent or carer.
- Any child bringing a mobile phone onto the school premises does so at their own risk.

Apple watches, or any such device which has the capacity to send and receive messages, should not be worn by children in school. Any child disregarding this will be asked to remove the device and add it to the mobile phone store.

Attendance and Punctuality

At Godwin we aim to offer a supportive approach to attendance and encourage our families to contact us should there be any barriers to children coming to school every day and on time.

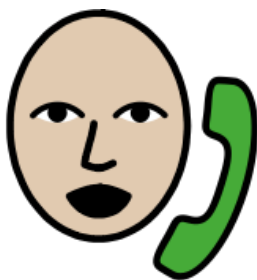
Good attendance at school is extremely important for your child. Children have a right to an education and parents have a legal duty to make sure their children are in school to be educated. Children who attend regularly have a better chance of making good progress. Taking just one or two days off might seem to be reasonable and harmless, but your child will miss several lessons, and will find it difficult to catch up when the rest of the class has moved onto the next topic. The expected level of attendance for all children is a minimum of 95% (this means no more than 9 days off for unavoidable absence, such as illness, across the whole year).

Punctuality is also very important; children who arrive late will have missed the start of the lesson and may not know what to do. Helping your child to have good attendance and punctuality gives them a good start in life, ensuring they receive a good education, and also sets a good habit for later years. Children who have poor punctuality or low attendance often suffer stress, lack confidence and start to dislike coming to school; research shows that they often achieve less well than good attenders too.



The Department for Education (DfE) requires all schools to keep a close check on absences. Class registers are screened regularly for lateness and absence. Persistent cases will be referred to a Local Authority Attendance Officer who may then visit you at home. The Governors of the school will use the legal powers available to them to ask the Local Authority to issue fines to those parents who refuse to improve attendance.

Any child with less than 90% attendance is considered to have 'Persistent Absence'.



If your child is going to be absent, it is important that you telephone us on the first morning of the absence. If we do not hear from you then we will call you at home. Any absence which is not explained is noted as 'unauthorised' and will appear as such on your child's records. Absences for reasons such as oversleeping, visits to relatives, airports, shopping, birthdays or similar, will also count as unauthorised. Visits to the doctor or dentist should be arranged outside of school hours unless it is an emergency, in which case evidence may be required.

Holidays and fines

Holidays during term time disrupt your child's education and are therefore not authorised, unless there are highly extenuating circumstances. Should this situation arise, parents need to complete an absence request form in advance, available from the school office. The school reserves the right to refuse applications for holidays during term time. Parents should be aware that, following DfE guidelines, families taking their children out of school for holidays during term time are now fined. Fines will be £80 per child per parent, rising to £160 per child per parent if paid after 21 days. This means that a family with 2 children could be fined between £320 and £640. (Fines not paid within 28 days can result in prosecution.)

New attendance rules

Parents should be aware that Government ministers introduced new mandatory changes regarding attendance (September 2024) which are now in place. Here is what you need to know:

- Schools are required to share every child's attendance data with the DfE on a daily basis.
- Schools have to give the council the name and address of any sick pupils who they believe will miss 15 consecutive days of school. For families with a social worker, any unexplained absences from school have to be shared.
- Fines may be issued if a child has 10 or more sessions (half days) of unauthorised absence within a 10-week school period. This includes days when a child arrives more than 30 minutes late. (These do not have to be consecutive days.)
- Fines for absences of less than 10 sessions can be issued if parents are taking shorter holidays in term time to deliberately avoid a fine.
- Absence fines are £80 per child, or £160 if not paid within 21 days and can be issued to both parents. For parents who have already been issued a fine, any second fine will automatically be charged at £160.

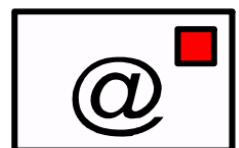
Further details can be found by following this link to the [guide for parents on school attendance](#).

Being in school and ready to learn is crucial to pupils' attainment, wellbeing, and wider life chances. (GOV.UK)
If your child is absent from school without permission or a valid reason,
you are likely to be breaking the law. (GOV.UK)

Newsletters

At the beginning of every month during term time, we produce a newsletter to keep you up to date with things that are going on in our school community. Please ensure that you read the newsletter as it often contains dates for your diary, reminders and other important information.

Newsletters are sent to parents via email. If you have no access to email, please contact the school office and a paper copy will be given to your child each month.



Behaviour

We take great pride in the behaviour of our pupils. The emphasis in the school is to praise positive behaviour, attitude and effort and to encourage children to take responsibility for making 'good choices'. Our school rules are simple to understand and we expect all pupils to keep them and all parents to support us in this. We ask all parents and children to sign a home-school agreement to this end, a copy of which can be found at the end of this handbook. Children are expected to behave in a considerate way to other people and to comply with all reasonable requests from adults. The few rules there are – our 'Golden Rules' - all relate to safety and learning to live in harmony with others, as follows:

Be gentle -don't be rough and hurt others	Be kind -say nice things, do nice things	Be a 'trier' -try to work hard and let others work hard too
Be honest and truthful -don't hide it	Be a listener -don't interrupt	Look after and care for school things
Respect the adult in charge		

Stay on Green

Our school behaviour system is called *Stay on Green*.

Through this, we use colours to help children understand the choices they are making, each colour representing a clearly defined set of behaviours. Every class has a *Stay on Green* display and at the start of each day all children begin with their name on the *Green* section. *Green* means children are following the Golden Rules, listening, following instructions, respecting all adults and working hard. If children consistently make positive choices about their behaviour they may move to bronze, silver or gold. If they make poor or inappropriate behaviour choices they move to blue, yellow, or even red.



Good behaviour and hard work are positively rewarded within the classroom. At the end of each week, the class with the highest number of points for staying on green earns 30 minutes of 'Green Time'. Children who put in extra special effort may also earn Values Certificates – when they have 3 (lower school) or 5 (upper school) they receive a special certificate from the Headteacher.

Unacceptable behaviour is dealt with through discussion with the child and withdrawal of privileges if it does not improve. Extreme or persistent misbehaviour is known as 'red' behaviour. If this happens 3 times then a letter will be sent home. Further misdemeanours will result in additional sanctions, which may involve an after-school detention. If the behaviour continues to be a problem, parents will be invited in to school to discuss the situation and the Governors will be involved, leading to possible exclusion.

Accidents and Illness



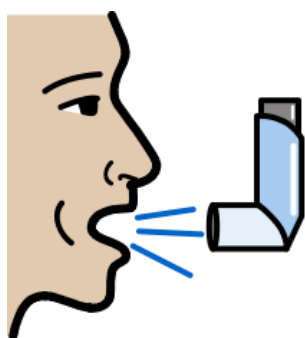
Since it is **essential** that we are able to contact you if your child is ill or has an accident, we ask you to provide us with telephone numbers of workplaces and an emergency contact.

If there are any changes to your contact details during the year, you *must* make sure we are informed.

If a child has an accident in school which involves a knock on the head, they are seen by a qualified first-aider. If the bump is serious the school will telephone to let you know, so that you can continue to monitor your child after school. In some cases, parents will be asked to take their child home straight away or to seek further treatment.

If your child is on a course of prescribed medicine, they may still be well enough to come to school. Arrangements to administer prescribed medication can be made with the school office, if the GP has advised that the child can return. In this case, an authorisation form must be completed (available from the school office).

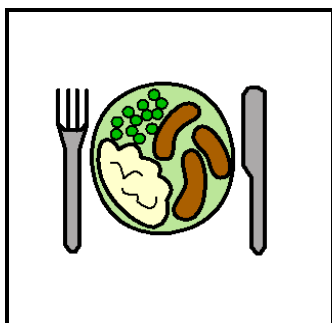
Children should not be given items such as lip balm, cough sweets, personal hand sanitiser, etc to carry with them in school, as these could pose a risk to other children who may get hold of them.



If your child has asthma and needs access to an inhaler, you will be asked to fill in an asthma card with the child's details. Asthma cards are available from the school office. Normally, inhalers are stored in the child's class and children will be supervised when taking their medication so that a close check can be kept on the frequency of use. In exceptional circumstances, some children may need instant access to their inhalers and may need to carry them at all times. Decisions on this are taken by parents and the school in consultation, and will be influenced by the child's age, maturity and personal responsibility.

Head lice are a recurring problem in all schools. Please check your child's hair every week. Advice on head lice management can be obtained from the school nurse who is based at the Julia Engwell Health Centre in Woodward Road.

Lunches, Breakfast and Healthy Eating



Children usually stay at school during the lunch break for either school dinner or a packed lunch from home.

All children in Barking and Dagenham are currently able to have a free school lunch every day, funded through the Mayor of London's budget.

If your child is late for school and wishes to have a school dinner, please let one of the office staff know. No dinners can be ordered after 10.00am.

Children who go home for lunch should not return until 5 minutes before the end of their lunchtime.

The school has been awarded the 'Healthy Schools London', Bronze, Silver and Gold Awards. We take part in the National Fruit Scheme, where children in Early Years and KS1 are given a daily piece of fresh fruit or raw vegetable to help them develop healthy eating habits. KS2 children are allowed to bring a piece of fruit from home to eat at break time, as the government scheme does not cater for older children. We also teach the children about healthy eating and, in our food technology room, teach them to cook healthy food.



Help us to maintain our Healthy School status. If your child brings in a packed lunch, please make sure you provide them with a healthy, balanced meal. Please do not send sweets, chocolate bars or fizzy drinks. Packed lunches need to be in a suitable container, not a carrier bag, clearly marked with the child's name. Drinks should be in safe containers – no glass bottles or cans. Please remember not to include anything containing nuts – no chocolate spread.

Water and water bottles

Children have access to water throughout the day, with all classrooms having mains-fed drinking water. As a school, we are able to provide each child with a new water bottle (which is cleaned/sterilised regularly). Some children prefer to bring in a water bottle from home which is perfectly acceptable providing it:

- is clear/transparent (not coloured)
- is not single-use plastic
- it contains only plain, still water (unless there is a medical reason that has been agreed through a health plan)



Water bottles that do not comply with the above will be sent home and the child will use their school water bottle instead.

Breakfast Club

A Breakfast Club, for children in Years R-6, operates between 7.30 and 8.45am every day. The cost is currently £3.00 per session, although this is under review. Places should be booked in advance via a booking form which can be collected from the office.

Completed booking forms should be handed in on the Friday of the week before you wish your child to attend so that places can be reserved for your child.

Payments for Breakfast Club are made via your child's ParentPay account.

In exceptional circumstances it may be possible to secure a last-minute booking, providing there are spaces in the club. Parents should contact the school office to check.

Bookings for the first week of term only, can be made from Monday 1st September via the school office (ahead of school opening to children on Wednesday 3rd September).

Birthdays



When a child's birthday occurs during term time, parents have sometimes asked if they can send in a treat for their child's class. Whilst this is a very kind and generous thought, please note that we are not able to accept class sweets or gifts into school.

The Learning Journey

Our primary school is made up of three stages:

Stage	Year Groups	Ages
Early Years Foundation Stage (EYFS)	Nursery and Reception	3-5 years
Key Stage 1	Years 1 and 2	5-7 years
Key Stage 2	Years 3-6	7-11 years

Each class has its own teacher with some Teaching Assistant or Nursery Nurse support. Sometimes your child's class will be taken by another adult since, by law, all teachers have allocated time out of class each week for preparation, planning and assessment (PPA time).

Admissions

The admissions policy is set by the Local Education Authority. Details of this can be obtained from the school office or from the Barking and Dagenham website:

www.lbdd.gov.uk/education/admissions

Nursery and NARP (Nursery Assessment Resourced Provision)

Our Nursery can take up to 39 children in a session. Sessions are 3 hours long (see page 4).

Godwin Nursery is one of only two in the borough which is equipped with extra staff and facilities to admit up to 8 children in each session who may have special educational needs that need further assessment. This is called our NARP. Whenever possible, children in the NARP join in with everything the main Nursery do and, during the time they spend with us, we assess what their future educational needs might be. They would then normally transfer to their local school, or to a specialist provision.

Reception

In Reception, there are additional adults giving children the advantage of smaller numbers and extra adult attention. Each class has access to the Reception outdoor classroom and Red Room where they can choose and initiate their own activities.

In Reception, children follow the Early Years Foundation Stage curriculum through which they work towards achieving the Early Learning Goals (ELGs). Regular contact with staff will allow you to track your child's progress.

In September 2025 we will have 2 Reception classes.

Key Stage 1

Year 1 and Year 2 each consist of two classes of up to 30 children. Teachers for each year group plan the curriculum together in line with the National Curriculum, as well as school and borough guidelines.

Key Stage 2

There are up to 60 children in each of Years 3, 4, 5 and 6 (two classes), again with up to 30 children in a class. As with the lower school, teachers in each year group plan together to ensure that each class has access to the same curriculum. The older children are given more homework, to help prepare them for the transfer to secondary school.

The National Curriculum is taught across KS2. This includes English, maths, science, computing, design and technology, music, history, geography, PE, RE, PSHE (including RHE - Relationships and Health Education), music and art. In Key stage 2, children start to learn a Modern Foreign Language (MFL); this is currently French.

Assessment

The teachers continuously assess the children in all the areas mentioned above. At the end of Year 6 teachers conduct formal assessments of English, maths and science using evidence of the children's work throughout the year and 'Standard Assessment Tasks' (SATs), which are the same for all children in England and Wales. You will be given a written report on your child's progress twice a year. At the end of Year 6 this will include end of Key Stage National Curriculum assessments.

Children with Medical Needs and/or Disabilities

We are an inclusive school and all children participate in all areas of the curriculum, with adaptations as necessary. If needed, a health care plan will be compiled before admitting a child with medical needs. For children with physical disabilities, additional facilities are in place including disabled toilets (with hoists), ramps to many of the entrances and a lift in the annexe to access Year 6 (the only year group which is not at ground floor level). The Nursery has additional facilities, including ramps and a changing area.

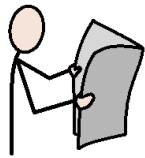
Special Needs

Within each class the children are taught in large and small groups or individually. Any child who is assessed as having special educational needs will receive extra help and support. The class teacher and the Special Needs Co-ordinator (SENCo) will set out a programme of work for the child, which may include working in our Sunshine Room. Parents will be informed of, and involved in, these programmes where appropriate. If the child continues to need a high level of support, extra support agencies could be involved. As part of the support to schools, the borough has advisory teachers for Special Educational Needs, speech therapists and physiotherapists, who can come into the school and work through programmes to help support children's learning. There is also an Educational Psychologist attached to a group of schools, whose advice and expertise can be called upon where there are persistent difficulties. In this way a caring community is established whose first priority is the wellbeing, happiness and personal development of each pupil.

Nurture

The most successful learners are children who have good social and emotional skills, as well as high self-esteem. Where children are identified as needing support in one or more of these areas, they may be included in a nurture group intervention. These are small groups of around eight children per session. Within the group, children are encouraged to learn and play alongside each other in a variety of situations and there is a strong focus on the use of language to express feelings. Selected children attend nurture groups for one or two afternoons a week. During this time, they take part in a range of practical activities such as art and craft, co-operative games and drama. These activities are planned to support social, emotional and language skills, as well as being designed to support some of the learning that is going on in class.

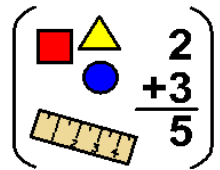
Home Learning



All children take home a reading book and are expected to read at home to an adult, ideally for 10 to 15 minutes each day; we ask that this is recorded in their reading diary so that children can be rewarded for reading at home. Reading rockets in each classroom track and reward children's home reading.

In addition, from Year 1 onwards, children may have core skills practice in maths and English, as well as spellings, to learn.

Primary school children are expected to know all their times tables up to 12x12, with instant recall, by the end of Year 4 when they will take a national test to assess their times tables knowledge. Please help your child to learn the times tables at home as this knowledge will boost their confidence and support their maths work in class.



Homework is given out, across the school, on Wednesdays and is to be returned by the following Tuesday. On Monday lunchtimes there is an optional Homework Club for children who would like some extra support with their homework, or just a quiet space to complete it. Any child who does not hand their completed homework in on time – either because they have not finished it, or they have forgotten it – will be expected to stay in the Tuesday (compulsory) Homework Club.

Handwriting Formation

Below is a copy of the handwriting script which we use at Godwin Primary School and the progression from Reception to Year 6. Many of the separate letters have flicks on the end to help the children move on to a joined script. Please use this script when writing with your child and **only use capital letters at the beginning of a sentence or a name**. Children will start to be taught to join letters, usually in Year 2.

We begin with letters being written separately (not joined up yet):

a b c d e f g h i j k l m
n o p q r s t u v w x y z

Lowercase and capital letters – relative heights

Read Write Inc.
Phonics

aA bB cC dD eE fF gG
hH iI jJ kK lL mM
nN oO pP qQ rR sS tT
uU vV wW xX yY zZ

Rhymes for letter formation - taken from Read Write Inc.

 Around the apple and down the leaf.	 Down the laces to the heel and around the toe.	 Curl around the caterpillar.	 Around the dinosaurs bottom, up his tall neck & down to his toes.	 Lift off the top and scoop out the egg.	 Down the stem and draw the leaves.
 Around the girls face, down her hair and give her a curl.	 Down the head, to his hooves and over his back.	 Down the body and dot for the head.	 Down his body, curl, dot for his head.	 Down the kangaroo's body tall and leg.	 Down the long leg.
 Down Maisie, mountain, mountain.	 Down Nobby and over his net.	 All around the orange.	 Down the pirates plait and around his face.	 Round her head, up past her earring, down her hair, and flick.	 Down the robots back and curl over his arm.
 Slither down the snake.	 Down the tower, across the tower.	 Down and under, up to the top and draw the puddle.	 Down a wing, up a wing.	 Down, up, down, up.	 Down the arm and leg, repeat the other side.
 Down a horn, up a horn and under head.	 Zig-zag-zig.				

Number formation



PSHE

(including Relationships and Health Education)

Personal, Social and Health Education

Through whole-class teaching, assemblies, discussion and Circle Time, children learn how to enhance their self-esteem, manage peer pressure and handle bullies. Further lessons are delivered across the school which explore themes such as 'Healthy Lifestyles', 'Mental Health', 'Shared Responsibilities', 'Communities' and 'Keeping Safe' across a range of contexts (sun safety, online safety, stranger danger, the NSPCC's PANTS rule, road safety etc.). The teaching is supported by a dedicated annual 'Safety Week' and outside agencies are often invited into school to assist - such as the Police Community Involvement Unit, borough Road Safety team and NSPCC.

Relationships and Health Education (RHE)

Relationships Education (along with Health Education) is statutory for children of primary age. In addition to some of the topics described above, children learn about 'Families and Close Positive Relationships', 'Friendships' and 'Safe Relationships'.

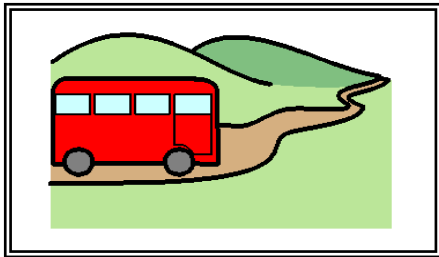
Assemblies, Educational Visits and Extra-Curricular Activities

Assemblies

There are regular assemblies, of a 'broadly Christian character', which may include songs, reflection and stories with a moral or religious content. Once a week in the lower school we have a non-denominational celebration assembly. On Fridays, the upper school has team point assemblies to celebrate achievement through the past week. All Friday assemblies also celebrate 'Stay on Green'.

Children may be withdrawn from assembly if parents request this.

Educational Visits



Educational visits are planned in connection with work in the classroom. There are strict Local Authority guidelines laid down for these and we will never take a child out of school without your permission. We ask you to sign one permission form when your child is admitted to Godwin to cover all local visits within the borough, e.g. to the library, Church, shops or the park. For visits further afield, involving transport or cost, you will be informed well in advance and specific permission for each visit will be requested.

The Governors' charging policy is such that parents will be asked to make a voluntary contribution to the cost of any school outing. We will not exclude a child if they cannot pay but we do need to recoup most of the cost so, if not enough contributions are paid, we may have to cancel the trip. Parents may pay over a period of time or, in extreme circumstances, and after discussion with the Headteacher, may pay just part of the cost. Every child has a ParentPay account which is used to pay for school trips.

Residential visits of up to a week are sometimes possible for older pupils. In recent years, our Year 6 children have visited Trewern, on the Welsh border. In order to help with payment for trips like this, we accept payment over an extended period of time.

Extra-Curricular Activities

A variety of activities and clubs usually take place through the year. These have previously included choir, cookery club, archery, football, multi-skills, gymnastics, netball, cricket, basketball and tennis.

Partnerships

The Governing Board

The Governing Board meets twice a term as a whole body to discuss business and make decisions about issues relating to the organisation of the school. Governors can be parents, school staff or local council representatives, or they may be co-opted from the local community.

Our Governors are:

Mrs Kaye (Chair)	Mr Vidler (Vice-Chair)
Miss Smith	Mrs Fage
Mr Moran	Mr Benjamin
Mrs Bailey	Mr Routley
Mr Shaikh	

School Governors have legal duties, powers and responsibilities. They act together as a body. They cannot act individually. Their purpose is to act in the role of 'critical friend', holding the Headteacher and Senior Leadership Team to account by making sure the quality of teaching and learning the school provides is the very best it can be.

Parents should be aware that one of our Godwin Values is respect – this means they can expect to be treated with respect by staff but also that they should show respect in return. Our Governors have produced a Code of Conduct which all parents and visitors are expected to adhere to (see school website). Please be advised that in the case of parents and visitors who choose not to adhere to the code of conduct, the school has the right to deny them access to the school site.

Health and Safety, Security and Complaints

Health and Safety

The school has a comprehensive Health and Safety policy, covering all aspects of school life, which is available from the school office. There are five points we would particularly like to draw to the attention of parents:

- It is against the law to smoke in public buildings, including schools. This applies to the playground as well as the interior of the building; parents **must** refrain from smoking anywhere on the school premises (this includes e-cigarettes).
- Dogs and other pets are not allowed in school at all, not in the playground and not even when carried, so please leave them at home when you bring or collect your child.
- Bicycles, scooters and roller skates should not be ridden in the playground as this causes a hazard to other parents and children. Bicycles and scooters can be wheeled into the school grounds and safely padlocked on the school bicycle racks. Children who cycle to school should be accompanied, unless they have passed the Bikeability course. Helmets are expected to be worn.
- Parents must observe the yellow zigzag lines outside the school gates. They are there to provide clear access for emergency vehicles and so that drivers can see small children coming out of school. It is illegal to park in these areas – your vehicle can be removed and you will be required to pay a fine of up to £100.00
- Nuts, and products containing or contaminated by nuts, should never be brought onto the school site due to the fact that a number of staff and children have the nut-allergy anaphylaxis which can be fatal.

Security

For the safety of everyone in our school, there are a number of security measures to which we wish to draw your attention:

- All external doors will be closed at 8.50am. Any child arriving after this time will have to enter the building alone through the main entrance, next to the office.
- During the day, anyone needing to collect a child (eg: if your child has become unwell, or has a hospital appointment) will need to go to the main office, via the Finnymore Road entrance, as the Hatfield Road gate will only be open before and after school.
- Staff wear security tags to identify them around school. When in the playground, they wear blue high-vis jackets.
- CCTV security cameras operate at all times on the school site.

Complaints Procedure

Any concerns, worries, or complaints should be discussed via telephone with your child's class teacher in the first instance (this can be arranged via the school office, ideally by email). Should the matter be of a more serious nature, or need to be taken further, then the steps are:

1. The Assistant Headteacher for the year group
2. The Headteacher or Deputy
3. The Chair of Governors, Mrs A. Kaye (contactable via the school office)
4. The Local Authority
5. The Department for Education (DfE)

..... (Parent(s)/Carer(s))

Not to scale

PLAN OF SCHOOL SITE

Finnymore Road

MAIN
GATE

Upper School Playground

