



# Prospectus



Primary School  
**HAVANNAH**  
Believe and Achieve

[www.havannah.cheshire.sch.uk](http://www.havannah.cheshire.sch.uk)  
**01260 387 060**

# “The way the school cares for each and every pupil is outstanding”

OFSTED 2015

## Our Mission and Vision. Welcome to Havannah Primary School.

Our Mission Statement:

HAVANNAH PRIMARY SCHOOL. WHERE INDIVIDUALITY IS CELEBRATED

Havannah Primary School is a place where learning is valued and values are learned.

We will prepare all for new challenges, demands and opportunities of the future by providing a high quality learning environment and education that will inspire pupils to achieve their full potential.

Our children will develop the skills to answer the questions and the confidence to question the answer.

We respect, embrace and celebrate children’s achievements, promoting high self-esteem, a positive self-image and a pride in themselves and their work.

We will ensure that all pupils at Havannah have a sense of belonging, where they are happy, safe and successful.

We promote respect for, and understanding of, the diverse society in which we live, encouraging all learners to contribute positively to both local and global communities.

We are a happy, caring family that grows together, learns together and laughs together, and if your children arrive home with grubby knees then so be it.

Havannah Primary School prides itself on the outstanding emotional care and wellbeing we offer to all of our pupils and families.

We are proud of our caring ethos and academic achievement through which all students are encouraged to fulfil their individual potential. Our guiding principle at Havannah is to work with parents and others in the community to provide the best for all children in the future. We do this by “working together; shaping tomorrow”. It is a culture that leads teaching at all levels.





## Head teacher's welcome.....

Our school has been judged as a 'Good' school by Ofsted 2015. We are a 1 Form Entry school with an intake of 30 pupils. The school has a number of nationally recognised awards, including ArtsMark Gold; Inclusion Quality Mark; Dyslexia Friendly Schools Award; EcoSchools Green Flag and the Prestigious Investors in Pupils Award.

We offer a wide ranging curriculum matched as much as possible to the needs of individuals. The size of our school means that we can create the individual, caring environment whilst being large enough to offer a full programme of curriculum and extra-curriculum activities.

I have always believed that in order for a school to be successful, it must be happy. We have nurtured a strong sense of partnership between the school and the family, and this lies at the heart of the children's happiness and success. Havannah Primary is a fun place to be, and there is always something happening to enhance an already exciting curriculum. It is not unusual to see the staff and children dressed up as historical characters, or perhaps World War Two refugees. These events bring the curriculum to life and make learning fun for everyone. We hold regular workshops to share the exciting learning that goes on in school.

Success is something we readily celebrate, both academic and personal. We know this helps the children to develop their self-confidence and self-esteem, which in turn encourages them to continue to do their very best. We hold a wide range of events throughout the year where we invite parents and carers into the school to help us celebrate the achievements of all the children. We are very proud that our curriculum received an 'Outstanding' judgement during our last Ofsted inspection.

My personal view is that schools are about change, growth and inspiration. I take great pride in our teachers' ability to inspire exploration, and we all delight in the successful discoveries of our children. The mutual efforts of teachers and families required to support young people today demand everyone's fullest attention at Havannah Primary School.

We hope this prospectus is a useful introduction to our school. If you have any questions, please do not hesitate to call us or, better still, come and see us during a school day. The teachers, children and I will be very pleased to welcome you. To arrange a visit, please telephone or email the school and we will be happy to organise this for you.

This prospectus is designed to tell you how our school works by providing information on the school: its aims, organisation, curriculum and activities

If you are joining us for the first time, we hope that you will feel welcome, and that this will be the start of a successful partnership.

We strive to give parents as much information as possible about the life and work of the school, in the knowledge that an understanding of what we do brings confidence. If at any time there are any aspects of school life that you wish to discuss, please contact us. It is important that we build a positive partnership with parents as it is only by working together that we are able to achieve our shared aims of providing the best education for your children.

George Hayes, Chair of Governors

Stefanie Williams, Head Teacher





## Facilities at Havannah

Havannah Preschool operates daily during term time for 3 and 4 year olds. We accept pupils receiving 30 hours funding and also accept Childcare Vouchers. "Havannah Hangout" is our Breakfast and Afterschool club and is available in the morning from 7.30 a.m. to 9.00 a.m. and in the afternoon from 3.15p.m. to 6.00 p.m. We also hold "Tiddlywinks Toddlers", a parent/carer and toddler group from 9.00 a.m. to 11.00 a.m. on Friday mornings.

At present all children who reach the age of 5 during an academic year are admitted in September, the start of the academic year.

Facilities are available for the youngest members of the community to attend Havannah's Toddler Group with their parents or carers. This offers a range of play experiences and aims to promote a friendly community spirit where all visitors are welcome

Havannah Primary School enjoys a good reputation within the local community, and parents provide massive support in many ways. We are very aware of the role we play within the local community and the impact that we have upon it. As such we aim to communicate effectively with those around us, and look to support the community in whichever way we can.



# School Organisation

**Each class teacher is responsible for the children in conjunction with the Head Teacher, teaching assistants, lunch supervisors and support staff.**

We all form part of a dedicated and caring team that will do our utmost to make sure your child is safe, happy and cared for in our school.

Pupils are encouraged to be responsible for their own behaviour and actions, as self-discipline is at the heart of effective learning. Your involvement is encouraged because a united approach to this issue is essential.

We reward good, positive behaviour with praise, extra privileges, positive consequences and extra praise from staff and the Head Teacher.

Sanctions for poor behaviour include loss of privileges, referral to the Deputy Head Teacher or the Head Teacher, and in very serious circumstances, exclusion from school

## **Our Golden Values**

- 1. We are kind and helpful.**  
We don't hurt anybody's feelings
- 2. We are gentle.**  
We don't hurt others
- 3. We look after property.**  
We don't waste or damage anything.
- 4. We are honest.**  
We don't cover up the truth.
- 5. We work hard.**  
We don't waste our own and other's time.



## The Staff

Our Staff are committed to working together as a team. Each has particular interests, experiences and expertise to offer. Though most of their time is spent teaching one class, there are times when teachers work co-operatively for the benefit of all the children in the school. In addition to their class teaching role and other day duties, each teacher has responsibility for curriculum areas, and all actively participate in after school activities.

Just as important to the smooth running of a school are the assistant teachers. We are fortunate to have a hard working and dedicated team of qualified Teaching Assistants, Welfare Assistants and Support Staff. Our Teaching Assistants are fully involved with delivering the curriculum and often take whole class sessions.

## The Governors

The Governing Body has increased responsibilities in controlling and supporting the work of the school. Governors meet regularly to review the progress of the school, and decide on policies as required

## Equal Opportunities

Havannah Primary School is committed to the general principles of equality of opportunity for all pupils irrespective of gender, race, age or disability, and actively supports initiatives designed to further this principle. Equal Opportunities is seen as a fundamental aim of the school, and the differences between people are seen as opportunities for learning

## Inclusion Statement

At Havannah Primary School we aim to offer excellence and choice to every member of our school community, whatever their abilities or needs. We aim to do this through the removal of barriers to learning and participation across all aspects of school life. We want everyone to feel a valued part of our school community.

## The School Day

Children are expected to arrive at school between 8:45am and 8:55am, when a member of the Senior Management Team will be on duty on the playground.

## The Daily Timetable

School begins	09:00 am
Morning break	10:30 – 10:45 am
Lunch break	12:00 – 1:00 pm
Afternoon break for KS1	2:00 – 2:15 pm
School ends	3:15 pm



# Extra Curricular Activities

## Assemblies

Assemblies are held regularly and cover a wide range of themes. Some are whole school, some are just for Key Stage 1 or Key Stage 2 children, which may take place in the classroom. Members of staff take it in turns to lead school assemblies. You have the right by law to withdraw your child from collective worship or religious education. If you wish to do so, you should speak to the Head Teacher.

## Extra Curricular Activities - After School

There is a range of activities that take place outside the normal school day- before school; during school; and after school. Wherever possible, these activities are provided free by the school, however when the activity is provided by an outside agency there may be a small fee to pay

These activities depend on the teachers generously giving their own time, and we are pleased to be able to offer the following:- see website for details.

They vary from term to term but we endeavour to provide:

- Sports clubs
- Creative clubs
- Environmental clubs
- Language clubs
- Study clubs

The children are also involved in charity supporting throughout the year.

## Educational Visits

Visits are organised to support, complement and enhance the curriculum. These range from a short excursion around Congleton, to longer whole day outings.

Details of such visits are sent to parents, and they are arranged on the basis of voluntary contribution, within the legal framework of the Educational Reform Act.

The success of these visits depends not only on the work and the professional commitment of the staff, and the help of parents, but also the contribution made by the children. We reserve the right to exclude any children whose behaviour or self-discipline in school gives serious concern about the potential safety and welfare of that child, or of the party as a whole, during the course of the visit



## Admission Arrangements

### Reception Pupils

At Havannah we encourage children to visit the school on several occasions prior to full time entry. In the term previous to school entry, the induction process begins with a 'Welcome Session', home visits, and sometimes visits to Pre-School settings along with sessions, where parents and teachers can exchange any relevant information which can help to make a smooth transition into school.

Legally, children have a right to a school place and the beginning of term after their fifth birthday. In schools controlled by Cheshire Local Authority, they may come to school at the beginning of the academic year in which they will turn five.

Priority is given to those living closest to school, measured by straight line distance on a map, and then those children with siblings in school at the time of admission. If you wish to register your child for the school, please apply online at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)

### Older Pupils

Parents of older children are welcome to visit the school and see the Head Teacher. Older pupils are admitted if there is a place available at the time of application. You need to apply online at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) for in year places

### Home School Partnership

Parents are always welcome at Havannah. At the beginning of each school year we have class meetings in which the teacher explains what will be covered during the year and how you can support your child's learning. In addition, in the Autumn and Spring terms you will be invited to come and discuss your child's progress and achievement with his or her teacher individually. In addition to this you will have termly reports. You may also be invited to visit the school when your child is taking part in an assembly or other special events.

The Head Teacher, Staff and Governors are committed to working in partnership with parents to communicate as effectively as possible.

### Parents and Teachers Association (PTA)

The school has a very active PTA. The members of the committee are elected at the Annual General Meeting. New members are most welcome to come and get involved.

The PTA involves itself in supporting the activities in the school, especially improving the environment and providing resources to make it a stimulating environment.

They organise several events during the course of the year and support many school events. They all work very hard on behalf of the children and have provided lots of additional games and equipment, for example: ICT equipment, digital cameras, video cameras, books, and playground equipment.

Do come and support them, it can be hard work at times, but also good fun and very rewarding.



## Special Education Needs

Initial responsibility for identifying and supporting children with learning difficulties lies with class teachers. They formulate programmes of work to support such children and will keep parents informed

If difficulties persist they consult the school's special needs coordinator, who advises on further programmes of work.

Whenever we believe a pupil requires further support we call upon services available from the local education authority. These include outside agencies, support teachers and educational psychologists.

See our school website for more details on our "local offer" for SEND

## Informal and Formal Assessment

Our pupils are assessed by their teachers in a variety of formal and informal ways on a continuous basis, which helps to decide how your child's learning can be taken forward.

In line with National Assessment arrangements children at the end of each Key Stage (Years 2 and 6) will have a more formal assessment.



# Uniform

From September 2017, our school uniform will be available to purchase from DP Sportswear on Bromley Road, Congleton. It will also be available online at [www.dpsportswear.co.uk](http://www.dpsportswear.co.uk), or over the phone at 01260 274400.

Our uniform consists of:

- Navy blue: sweater/cardigan/school sweatshirt.
- Navy blue gingham summer dress.
- Grey skirt/trousers/shorts.
- Sensible black shoes.
- Gold polo shirt.

For P.E., we ask for:

- Plain yellow T Shirt.
- Royal blue shorts/joggers.
- Black plimsolls.
- Havannah hooded sweatshirt and joggers (optional). These can also be personalised with the child's name.

For reasons of safety, bracelets, rings, necklaces and earrings are not allowed to be worn. Children with recently pierced ears are permitted to wear plain studs but these must be removed by the child before taking part in any P.E. games or drama. If your child cannot remove or replace the earring, then it should be removed before coming to school.

With younger children, please ensure that your child can dress without help, particularly as they are encouraged to dress independently for P.E. activities.

## Behaviour

The smooth running of the school and the learning of our pupils depend on an orderly and polite atmosphere based on respect and trust.

At this school we welcome parents as partners in education and we involve parents in the important business of promoting good behaviour at school through positive encouragement, based on mutual respect.

Behaviour and work that is good is praised and recognised by team points and stickers, which are celebrated in assembly.

Any behaviour which shows a lack of respect for either people or property will be addressed accordingly. In each case it will be stressed that the deed is unacceptable, and the child will be given positive support, guidance and advice aimed at preventing a recurrence of the action.

For minor incidents, the class teacher will normally address the situation and give guidance. In more serious matters, the Head Teacher will be involved and the parents will be contacted. If punishment is considered appropriate, then it is designed to redress the behaviour.

If there is any matter involving your child which concerns you, do not hesitate to contact the class teacher at the end of the school day. Early responses prevent incidents from becoming more serious.

A copy of our behaviour policy is available in school, or on our school website.

## Home / School Partnership

We are committed to a fruitful and effective partnership between home and school, and believe that our pupils benefit from the knowledge that school and parents are working together to support, encourage and recognise their endeavours. We also value parental help in school, in the classroom and on educational visits.





## Home/School Liaison

Each week we produce a weekly 'newsletter', which is published to keep you informed of what is happening in school. In addition, we value talking with you, and parents are encouraged to make contact with us whenever you need more information or clarification, or wish to share with us your ideas and opinions. Of course, you are urged to make immediate contact should some matter cause you or your child concern.

The class teacher can normally be met after school. An appointment with the Head Teacher can be made through the school office.

## Charging and Remission Policy

The policy adopted by the Governors reflects the recommendations of the local authority, and we make changes as allowed by the Education Reform Act. Educational excursions are an important part of our children's work, but depend on the voluntary contributions from parents. As a school, we will look wherever possible to subsidise the cost of the trips, and this may also include transport. If contributions received do not cover the cost of the intended visit, it may be unable to take place. Under such circumstances, and monies received would of course be returned. Please see website for more details.





