



Town Farm Primary School & Nursery

Every Child, Every Day, Every Moment



Ambition ♦ Courage ♦ Determination ♦ Enquiry ♦ Equality ♦ Integrity ♦ Resilience ♦ Respect



Welcome to Town Farm Primary School and Nursery

Our values **Ambition, Courage, Determination, Enquiry, Equality, Integrity, Resilience and Respect** are at the heart of everything we do at school. We aim to provide a caring, stable, intellectual and creative learning environment where all our pupils can develop to their full and individual potential. All staff are passionate about ensuring that your child's time at school is happy, productive and successful so that they can move confidently onto the next stage of their education and ultimately make a positive contribution to society as adults.

We are incredibly proud of our approach to raising achievement in all aspects of the curriculum, through developing self-confidence, motivation, self-reliance, creativity and co-operation in all we do.

In this handbook you will find key information about our school. If you require any further information please do not hesitate to contact our school office.

We look forward to welcoming you to our school.

Mr A Bhatti
Headteacher



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Chair of Governor's Message

I am delighted at your interest in our school and I can assure you that you will receive a very warm welcome should you visit us to meet our staff and pupils. This is a vibrant, achieving school and I have no doubt that you will very quickly experience our culture, spirit and the rich ethos which enthuses throughout.

The purpose of governance is to provide confident, strategic leadership. We, as governors of the school, set challenging aims and objectives and our highly skilled team of professionals deliver first class learning and teaching that excites, drives and motivates our young people to challenge them to do better still.

Our governors are all unpaid volunteers from diverse backgrounds and professions. Our common goal is to support our Headteacher and his team to create a happy and successful environment where pupils can thrive and develop. We encourage parents and carers to be involved in the life of the school because we recognise that they have an important part to play in their child's development.

Whatever decision you make for your child's education, I wish you all the very best for the future and thank you again for taking the time to visit us.

Sue Doran
Chair of Governors

Governors also:

- ensure the aims and strategic direction of the school are being followed
- monitor the educational provision and resources of the school
- check the progress of its pupils
- support and challenge the school leadership team to provide a safe and enriching learning environment
- monitor the financial management of the school
- ensure the school has a long-term commitment to improvement
- celebrate the school's achievements
- listen and respond to pupils, parents, teachers and the local community
- monitor and evaluate the effectiveness of policies and action plans
- ensure that all Governors have the necessary skills to carry out their duties



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Town Farm Primary School & Nursery

Admissions



Nursery

Parents wishing to register for a place in our Nursery will need to contact our school office and ask for their child's name to be entered onto the waiting list.

A child can be admitted to the Nursery at the start of term following their third birthday if space is available. The school office can provide further information on our nursery provision.

Our nursery offers the following provision:

30 hours free nursery

or

15 hours free nursery which is delivered over 2.5 days either Monday, Tuesday or Wednesday morning or Wednesday afternoon, Thursday and Friday.

Eligibility for 30 Hours

For families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year.

It is a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year.

Reception

Admission to the Nursery does not guarantee a place in Reception. Parents and carers can obtain further information on the admissions process and how to apply for a place from leaflets provided by Surrey County Council and online at www.surreycc.gov.uk.

We follow Surrey County Council's admissions procedures and Surrey's policy is to admit pupils in the following priority order:

- Looked after children
- Exceptional arrangements
- Siblings
- Children to whom the school is nearest
- Any other applicants



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Town Farm Primary School & Nursery

School Day



School Day

Nursery	30 hours	Monday to Friday 8.45am—3.00pm
	15 hours	Monday & Tuesday: 8.45am—3:00pm Wednesday: 8.45am—11.30am Or Wednesday: 12.30pm – 3.00pm Thursday and Friday: 8.45am – 3.00pm

All families of new Nursery and Reception pupils are visited in their homes before admission to ease transition from home to school.

Key Stage 1 Monday - Friday: 8:35am—3:15pm

Key Stage 2 Monday - Friday: 8:35am —3:15pm



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Attendance and Absence

As a parent, you set the standards and expectations for your child. Good attendance and punctuality are life skills. The school staff, alongside the Local Authority, firmly believe that all pupils benefit from regular school attendance in order to make good progress, become successful learners and develop lasting friendships. We know that every day lost to education can have a serious impact on pupils' attainment and overall progress in school. Therefore we encourage parents and carers to ensure that the pupils in our care attend regularly and that any problems that prevent full attendance are shared so we can act upon them promptly.

Regular attendance now means 100% of the time the school is open unless you have the permission of the Head Teacher to be absent.

In order to keep your child's attendance as high as possible, you can:

- Ensure they are in school by the registration times of 8.45 am and 1.00 pm.
- Make any medical appointments after or between these times, so that they do not miss registration
- Send your child in to school if you are 'not sure' if they are ill. Rest assured that we will send them home if they are unwell in school
- Ensure that you do not take any time off school for holidays or other days unless there are exceptional circumstances, which will be determined by the Head Teacher

If your child is absent from school for any reason then you must inform the school on the first day of absence by either:-

- Telephoning the school office on 01784254380 before 8.30 am to leave a message
- Emailing details to the school office email account (info@town-farm.surrey.sch.uk)
- If you need to make any medical or dental appointments during school hours, notify the school office and your child's teacher beforehand so that your child is registered correctly.

Holidays must not be taken during term time and the Headteacher will only authorise absence in term time in exceptional circumstances. All absences from school are recorded and the reason for any absence must be explained by the parent or carer. In the case of unexplained absence, or where continuous poor attendance becomes a matter of concern, Surrey's Inclusion Officer (IO) will investigate.

Equality and Diversity

Town Farm Primary School and Nursery is committed to equality of opportunity and serves the local community by welcoming pupils from all backgrounds and faiths. We value and respect the diversity of our community and aim to set all pupils on life's path through thoughtfulness and understanding to one another and respect for one another's differences.

Any questions?

Our office team is always happy to answer any questions you may have.

Our office is open Monday to Thursday 8:00am—3:30pm and Friday 8:30am—3:30pm

Telephone: **01784 254380**

Email: **info@town-farm.surrey.sch.uk**

Or visit our website: **www.town-farm-surrey.uk**



Early Years Foundation Stage

Our Early Years Foundation stage consists of a nursery unit for pupils aged from three and two full-time Reception classes for pupils from the age of four (please see admissions page for options).

Our Early Years is a vitally important first step at Town Farm school and is the basis for an enjoyment of learning which will support our pupils through the rest of their lives in school and beyond. The early development of speech and language skills and mark making is an important area of focus for our staff.

We provide an extremely spacious and well equipped indoor and outdoor learning environment, which is supported and enhanced by our highly effective practitioners and teachers.

We believe that pupils thrive:

- In a happy and caring environment where learning opportunities are carefully planned to capture pupil's imaginations and to meet their individual needs
- With a motivating curriculum centred on inspiring pupils to enquire, become involved, concentrate and enjoy achieving
- Through adult-led and child-initiated activities offering both play and learning experiences.

Teaching and Learning in EYFS

In Nursery and Reception, the curriculum covers seven areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



As well as enjoying opportunities for creative play, pupils are encouraged to share and make friends, listen to and value and respect others providing the valuable cornerstones of good behaviour for learning.

At the end of the Summer term, as Nursery pupils prepare to join Reception, parents can meet with the EYFS team to discuss their child's transition and the pupils can visit their new class and meet their new teacher.

At the start of the new academic year both pupils and parents are introduced to the class systems and routines of the main school.

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The Foundation Subjects

Key Stage 1 (KS1) consists of pupils in Years 1 and 2 (aged 5 to 7 years)

Key Stage 2 (KS2) consists of pupils in Years 3, 4, 5 and 6 (aged 7 to 11 years)

The curriculum at Town Farm is rich and engaging curriculum that is planned to excite and inspire our learners. Confucius, a famous Chinese philosopher and thinker once said,

"I hear and I forget. I see and I remember. I do and I understand."

Our exciting curriculum is full of opportunities for our pupils to be involved in hands on, practical experiences that develop a love of knowledge and a lifelong passion for learning. We have carefully developed inspirational curricular for each of our subject areas that challenge their abilities and encourage maximum progress and attainment from all children.

'By 2030, every child will be taught a broad and ambitious curriculum in a school with high expectations and strong standards of behaviour. From early years onwards, all children will be taught a broad, ambitious, knowledge-rich curriculum'

Opportunity for all: strong schools with great teachers for your child

Presented to Parliament by the Secretary of State for Education by Command of Her Majesty March 2022

In looking at curriculum design, there has been a strong shift away from topic-based teaching approaches and returning to a subject-specific programme of study.

This means that our curriculum offer:

- Covers the 2014 National Curriculum
- Is subject-specific
- Is knowledge-rich
- Is broad, balanced and ambitious
- Assesses knowledge

Parent partnerships are vital to enhance learning opportunities. Teachers will inform parents about the learning which will be covered and how they can support this at home.

The goal of the new curriculum is for pupils to acquire knowledge through a broad, balanced and ambitious offer. At Town Farm Primary School, we are committed to the Town Farm Standard, which at its core, is the relentless pursuit of the highest standards in education. Quality teaching and learning raises standards of achievement for all pupils and equips them with the skills, knowledge and understanding necessary to become autonomous, life-long learners who will aspire to lead successful lives as responsible citizens.

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Mathematics – White Rose Maths

Mathematics teaches us how to make sense of the world around us through developing a child's ability to calculate, to reason and to solve problems. It enables pupils to understand and appreciate relationships and pattern in both number and space in their everyday lives. Through their growing knowledge and understanding, pupils learn to appreciate the contribution made by many people to the development and application of mathematics.

English - Power of Reading

At Town Farm, we embrace the importance of books and literature in enabling pupils to become confident, happy and enthusiastic readers and writers, with all the benefits this brings. Our English teaching is based on the 'Power of Reading' which has created an ethos that excites, enthuses, inspires and values reading and writing. High quality texts are carefully chosen to immerse the pupils in an engaging and creative English curriculum. We actively foster reading for pleasure and pupils are celebrated as authors, allowing reading and writing skills to be used in unison. Alongside the other curriculum areas, our teaching takes literature beyond the English lesson allowing cross curricular planning with quality literature as the starting point.



Science

At Town Farm, science is viewed as one of the key subjects within the Early Years and Primary Curriculum. Science is all around us in everyday life and is therefore used to excite pupils' curiosity about the phenomena and events that occur in the world around them and develop enquiring minds. This focal point of Science within Town Farm has been developed to increase pupil's ability to make predictions about scientific concepts and evaluate and amend them through analysing and interpreting data collected independently, with adult modelling as a guide.



RE and SMSC

We follow Surrey's agreed syllabus for Religious Education, which covers the main faiths practiced around the world. We aim to enable pupils to gain knowledge and understanding of the most important aspects of religion, such as an appreciation of the beliefs of others and respect for themselves and those in our community and country. SMSC (social, moral, spiritual and cultural) values are embedded in all areas of the curriculum.



PSHE

Personal, Social and Health Education is taught through the Jigsaw scheme. Through its teaching, the pupils acquire the knowledge, skills and understanding of citizenship and equality, learning how to become responsible and considerate members of the community and in modern Britain.



PE

Physical Education is an important part of the curriculum at Town Farm and its aims complement and support the teaching and learning policy of the school. A balanced programme is essential to the development of the whole pupil: intellectual, social, emotional, spiritual and physical. It provides the foundation for a healthy lifestyle and promotes character building, resilience, co-operation and self-esteem as well as developing courage and determination. We follow the REAL PE scheme in the teaching of PE.



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Special Educational Needs

Our Inclusion team consists of:

- SENCO
- Pupil Premium Lead
- Home School Link Worker
- Behaviour Lead and 4 Learning Mentors
- School Counsellor
- Two EAL teachers
- More able lead teacher

This team supports our teachers and teaching assistants as they meet the needs of our pupils who have been identified as requiring additional support, including those with special educational needs or disabilities (SEND), those in receipt of pupil premium funding, pupils with English as an additional language (EAL) and the more able, gifted or talented.

Pupils are given targeted levels of work according to their individual needs and the Inclusion Leader can coordinate additional support through the use of provision mapping. By providing for the needs of every pupil at the school, our aim is to give everyone the best possible opportunity to develop to their full potential, to make a difference and achieve excellence.



At Town Farm we also have an *Accessibility Plan*, which helps us to prepare for the additional needs of any pupil, parent, staff member or visitor who may require assistance.

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School Uniform

At Town Farm School expectations in all aspects of school life are high, and that includes uniform. Uniform promotes a sense of pride in the school and engenders a sense of community and belonging. We ask all parents who send their children to our school to support the school uniform policy ensuring that all items of clothing, including PE kit, are clearly named. With the exception of a watch for pupils in Key Stage 2, jewellery is not permitted to be worn in school.

Expectations for Town Farm Primary School and Nursery Uniform

Year	Branded items in bold
Nursery	School white polo shirt with school logo School red sweat cardigan or V-neck sweatshirt with school logo Grey skirt, pinafore dress or grey trousers or shorts Black or grey tights White, grey or black socks Reversible red school fleece jacket or similar red/black waterproof coat Black flat polishable school shoes Town Farm book bag or ruck sack
Years R-6	White blouse or long sleeved shirt School red sweat cardigan or red V-neck sweatshirt with school logo School tie (elasticated for R-Y2) Grey skirt, pinafore dress or grey trousers Black or grey tights White, grey or black socks Reversible red school fleece jacket or similar red/black waterproof coat Flat black polishable shoes Red woolly hat with school logo if required Town Farm book bag or ruck sack
Summer Uniform	Red and white check dress Short sleeved white blouse or shirt Grey skirt or pinafore dress Grey trousers – long or short School tie (elasticated for R-Y2) White, grey or black socks Flat black polishable shoes Grey, black, white or red cap with school logo Town Farm book bag or ruck sack
PE Kit for all children – to be worn on PE day	School white polo shirt Black sports shorts or black skorts White, grey or black socks Black trainers (Velcro fastening until pupils can independently tie laces) Plain black jogging bottoms and plain black sweatshirt for the winter – no logos or stripes please. Swimwear – swimming costume or swim shorts, no bikinis please

Our uniform is available from School Uniform Direct

- Online: www.schooluniformdirect.co.uk/schools/183/town-farm-primary-school
- In Store: School Uniform Direct, 23 High Street, Staines, TW18 4QY
- Telephone: 020 8544 5440 (please select option 1 followed by option 5)

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After School Clubs and Lunchtime Activities

We strongly believe in providing all pupils with the same opportunities, regardless of their starting points.

In addition to the curriculum-based activities provided during the school day, we offer a wide variety of after school clubs throughout the week. These extra-curricular activities provide opportunities for our pupils to take up a new interest or spend additional time enjoying an existing one.



We also facilitate a high quality wraparound care provider, giving parents the option of before and after school care for their children.

Please contact the school office for more information.



Healthy Eating

School Lunches are cooked on the premises and are free for all pupils up to the end of KS1.

The weekly lunch menu can be found on our website www.town-farm-surrey.uk/school-meals

At Town Farm we encourage healthy eating and home-packed lunches should not include sweets, chocolate or fizzy drinks. Foods containing nuts are not allowed, due to allergies.

As part of the National School Fruit Scheme, Reception and KS1 pupils are provided with a healthy snack in addition to their lunch. We encourage all of our pupils to bring fruit to school for the mid-morning break and/or included as part of their packed lunch, if they bring one.

To encourage regular rehydration, pupils are asked to bring a drinking bottle into school containing only water, which can be refilled during the school day.

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Safeguarding

Safeguarding encompasses all the things we do to protect our pupils. At Town Farm we have a culture of safeguarding and we recognise our legal duty of safeguarding and promoting the welfare of all pupils and expect staff and volunteers to share this commitment. Safeguarding includes child protection, health and safety, poor attendance or late punctuality, anti-bullying and preventing child-on-child abuse, preventing risk of radicalisation, e-safety, behaviour, and ensuring there is no discrimination based on race, cultural background, sexual identity/orientation, disability, religion or gender. It also includes disclosure and barring checks on staff and adults in the school. In addition the school has robust procedures for identifying and managing any issue likely to cause harm to pupils, ensuring a safe environment in which our pupils can thrive, learn and develop. We will always take a considered and sensitive approach in order to support all of our pupils and recognise that every pupil's wellbeing is of paramount importance.



Care and Safety

Our staff know that the school should provide a caring, positive, safe and stimulating environment and promote the social, moral, spiritual, cultural and physical development of each pupil. The safety and wellbeing of our pupils is of the utmost importance and all staff at the school take their responsibilities for the care of our pupils very seriously. During break and lunchtimes our pupils are encouraged to play safely together and all areas are supervised by members of staff. Pupils learn the importance of respecting and caring for each other and school rules are in place across the site, reinforcing the importance of mutual respect and safe behaviour. Key staff are qualified in first aid and are capable of dealing with pupils who feel unwell or have been hurt. In the very unusual event of a more serious incident we will contact parents immediately and keep them updated on the situation until they can collect their child.

Medicines

We would prefer medicines to be administered at home but we are aware that this is not always possible. Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent

In some cases, the dosage and frequency of the medication must be verified by the prescribing doctor.

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Behaviour

At Town Farm we aim to provide a happy, caring and secure environment where all pupils (irrespective of race, disability, sexual orientation, gender and religious belief) are encouraged to demonstrate an understanding of self-discipline and respect to all members of our school community and do their best. It is based on the principle of inclusion and equal opportunity and reflects the values of our school vision. As a consequence, we expect parents to work with us to enable pupils to behave sensibly and safely.

We have high expectations of our pupils and we recognise and reward positive behaviour. As well as the school's own rules for behaviour, pupils write their own codes of conduct and these are reinforced by members of staff across the school. We also have year 6 Prefects elected in the school who represent Town Farm pupils at different events through the year i.e. parents' evenings, open evenings and at community events such as Remembrance Sunday each year.



Should a pupil be involved in unacceptable behaviour, they are spoken to and dealt with in accordance with the behaviour policy; we then follow a 'Good to be Green' card system that is applied consistently throughout the school from nursery to year 6. Parents are contacted if their child's behaviour is of a serious nature and the expectation is that the school and parents work together to support pupils to make the right choices.

Mini Parliament

The Mini Parliament (MPs) are a group of pupils voted in by their classmates to represent the views of their constituency/class. Our democratic structure mirrors that of our county, with Departments for Education, Justice, Community, Environment and Health and Social Care.

The pupils focus on school priorities, ensuring that any ideas and changes they would like to make are presented to the Extended Leadership, Leadership and Governors within the school.

They meet on a regular basis and have a key vision to achieve. We regularly review their work to see the impact they are having on our school. The Mini Parliament play a vital role in ensuring that pupil voice is heard at Town Farm.

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Parent Partnership

A strong partnership between the school and parents is vital. Mutual understanding and good communication between home and school are essential if a child is to succeed, along with a consistency in attitudes towards behaviour and homework. The values of '**Ambition, Courage, Determination, Enquiry, Equality, Integrity, Resilience and Respect**' are at the heart of our school and, with the support of parents, we encourage our pupils to take these values out into the community.

Leading Parent Partnership Award

We value highly our partnership with parents and as part of our drive to increase parental involvement and enhance parental support for learning, we have achieved the Leading Parent Partnership Award – a national award that provides a coherent framework through which schools can deliver effective parental engagement. It provides excellent opportunities to strengthen our partnership with parents and in turn impact on our pupil's learning. Some of the ways we help engage parents are through regular drop-in sessions, workshops and opportunities for parents to learn alongside their children.



Leading Parent
Partnership Award

2019–2022

PTA

All parents, carers and staff are automatically members of the PTA (Parent Teacher Association).

Our aims are:

- To organise a range of events and activities to raise funds for projects that will help the school advance the education of the pupils
- To build a strong sense of community between school staff and families

We are a very active group, which organises social and fund-raising events to raise money to meet these aims. We hold regular meetings to organise fantastic events such as the Christmas Fayre, the Summer Fayre, Cake sales and Discos.

The fundraising efforts have enabled the school to invest in resources such as outdoor play resources, prizes for competitions and school trips.

We welcome any suggestions for fund-raising events and are grateful to anyone able to devote their time to help organise them.

Please check the newsletter for updates and details of the meetings.

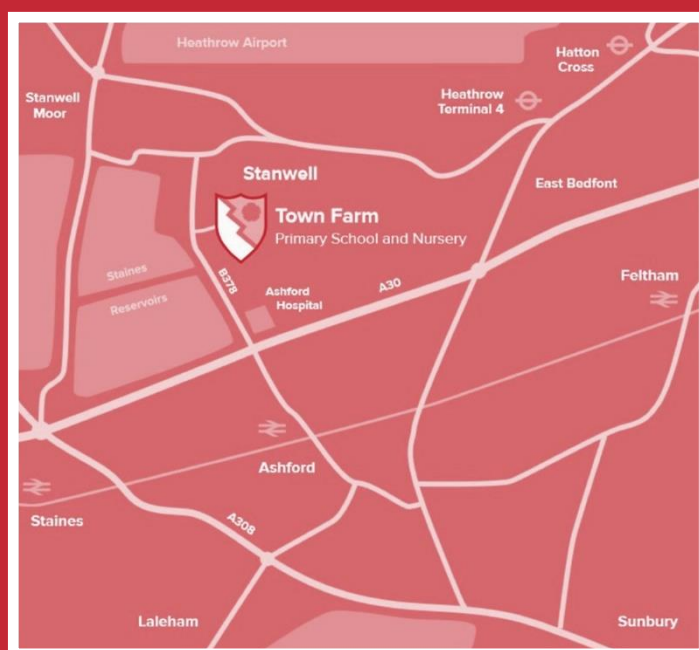


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