

Live to Learn- Learn to Live
Hawthorn Tree



School

Prospectus 2010/11

last updated 09/09/2010



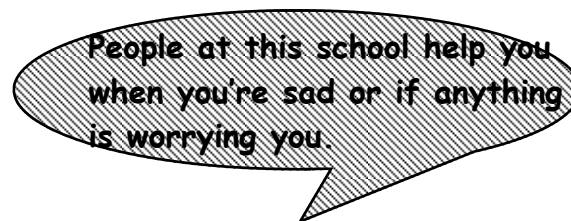
Our Aims

We have a school motto that sums up our aims for the school community:

Live to Learn – Learn to Live

Our Aims include:

- To provide a partnership between school, parents and children.
- To provide an entitlement to learning for all, where our children are given every opportunity to reach their full potential.
- To help our children to value themselves, respect others and the environment.
- To foster in our children to a commitment to the virtues of truth, justice, honesty, trust and a sense of duty”.



Contacts

The following can be contacted through the school:

Chairman of Governors
Mrs S Gaunt

Clerk to the Governors
Mrs S White

Boston Hawthorn Tree School
Toot Lane
Boston
PE21 0PT
Telephone : 01205 363031
Fax: 01205 355037
Email: Enquiries@hawthorn-tree.lincs.sch.uk
Web Site www.hawthorntree.co.uk

The address of the Local Education Authority is:

Children's Services Directorate
County Offices
Newland
Lincoln
LN1 1YQ
Telephone 01522 552222
Fax 01522 553257

The Staff

Mr M J Lister	Head teacher
Mrs Y Kadar	Deputy head teacher and Class Teacher
Miss J Glew	Class Teacher
Mrs S Herring	Class Teacher
Miss J Spillane	Class Teacher
Mrs D Edge	Class Teacher
Mrs J Smith	Class Teacher (job share)
Mrs P Graves	Class Teacher (job share)
Mrs L Allsop	Class Teacher
Mrs G Myers	Class Teacher
Mrs D Broadley	Class Teacher
Mrs C Nicholson	Bursar
Mrs C Purkiss	Admin Assistant
Miss A Tilley	Admin Apprentice
Mrs C Gilby	SEN Admin
Mrs J Early	Teaching Assistant
Mrs M Ferguson	Teaching/Admin Assistant
Mrs T Orrey	Teaching Assistant
Mrs T Swanson	Teaching Assistant
Mrs H Dickings	Teaching Assistant
Miss T Snowden	Teaching Assistant
Mrs H Rodgers	Teaching Assistant
Mrs J Ball	Teaching Assistant
Mrs S Chelladurai	Teaching Assistant
Mrs C Knight	Teaching Assistant/Learning Mentor
Mrs G Dust	Teaching Assistant
Mrs G Freeston	Teaching Assistant
Miss H Ward	Learning Mentor
Mr C Taylor	Caretaker
Mrs F Sharp	Midday Controller/Cleaner/Meals Admin
Mrs R Maxwell	Midday Supervisor
Mrs L Morley	Midday Supervisor;
Mrs J Stones	Midday Supervisor
Mrs S Nundy	Midday Supervisor
Mrs D Allen	Midday Supervisor
Mrs J Smith	Midday Supervisor
Miss L Keal	Trainee Teaching Assistant
Miss S Keen	Trainee Teaching Assistant
Miss TM Dixon	Trainee Teaching Assistant

The History of our School

The school opened in 1968. It was enlarged in 1972, 1993 and again in 1999. There are now ten classrooms, a dining room, a library, a hall, a resources room and an administration area. A cycle store is provided for pupils and a car park for parents. There is a playing field and two playgrounds. Hawthorn Tree is a Community Primary School.

Opening Times

School starts at 9 a.m.

and finishes at 3:20 p.m.

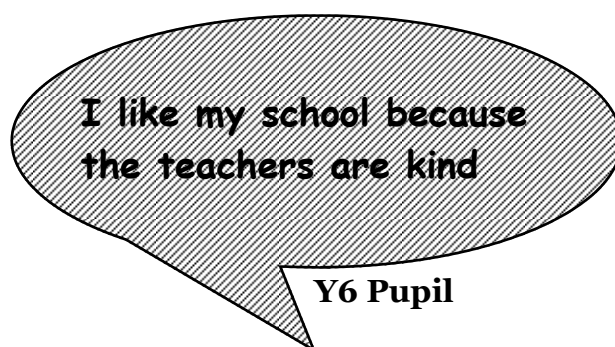
Key Stage 1 finish at 3 pm

Lunch is 12 noon to 1 p.m.

Organisation

There are four Infant classrooms and five Junior classrooms. All Reception/ Infant classes will be 30 or under.

Most Juniors are grouped in classes of two mixed years.



Playgroup and After School Club—Hawthorn Tree Community Children's Centre

A pre-school playgroup and After-school club is housed in brand-new purpose-built premises adjacent to the school and there are several others in the area. For details of the centre please telephone Mrs M White or Mrs C Upsall Boston 362255

Discipline and Behaviour

We work hard to ensure that our children behave excellently and we set high standards.

We expect children:

To be polite and well-mannered,

To be tolerant and understanding,

To possess a reasonable degree of self-discipline,

To take “no” for an answer.

We are rarely disappointed in our children, but when we do have to take action it is usually in the form of an admonition, or, in more serious cases, a withdrawal of privileges.

Behaviour Points

At the start of the week all the children are given three behaviour points, in recognition that the vast majority are well behaved. If a child has kept all their behaviour points then they take part in an 'Extra Playtime'. If a child has lost one or more points they miss out on this reward.

Along with all schools we will give full details of our Behaviour and Discipline policy on application, there is always a copy available in the school office.

Our 'Home-School-Child Agreement', sets out clearly our way of working and expectations.



The Curriculum

We provide the full National Curriculum, together with religious education, environmental education, health education and issues associated with personal development and economic and industrial awareness. We work within a curriculum framework using a mixture of subject work and topics. We aim to make the work interesting and exciting for the children.

Parents have the right of access to all school and County curriculum statements, all children's records and the right of complaint if the National Curriculum is not being provided. Details of this can be obtained from the school.

Religious Education

There is an act of collective worship (an assembly) every day, subject to normal conditions applying. A new R.E. syllabus has recently been introduced. Parents have the right to withdraw their children.

English

Every class has a full hour of Literacy every day. Children learn to read and write through direct teaching of the whole class, groups and individuals. We use the "Ginn 360" reading scheme, together with the "Oxford Reading Tree" and "1 2 3 and Away". We expect children to build words by sounding out letters as well as by word recognition and we ask parents to help with this at home. We send books home for parents to help their children read, except at holidays when we prefer you to provide them with other books so they are introduced to a wider vocabulary.

We expect children to learn spellings at home.

Mathematics

The basis of our work is the National Numeracy Strategy. There is time allocated every day in which children are taught mathematics directly. There is a strong emphasis on mental maths. Children are taught as a whole class and in groups as appropriate.



Mathematics and English are largely taught as individual subjects. Most other subjects are often taught as part of topics, though the individual subject approach is always used where this is not appropriate. **All subjects are outlined in our own design of the "Framework for the National Curriculum."**



Science

Science is taught as a separate subject to most age groups. The school's results for science in SATs are very high.

Music

Where possible, children are offered the opportunity to learn an instrument provided by various outside agencies who come in to provide lessons. Unfortunately the County do not provide free tuition to children and a charge is usually made. All children have the opportunity to participate in a musical event at Christmas or the during the summer term.



Physical Education, Provision for Sport

The school hall makes an excellent gymnasium and has a badminton court. The playgrounds have two netball pitches and the field one football pitch in winter and two rounders' pitches in summer. A running track is available for athletics and the school sports day. Cricket is usually played in the summer term. Uni-hoc is played in winter in the hall by the older juniors.

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Currently years three, four and five children have twelve weeks swimming tuition per year .

The school participates in inter-school competitions in swimming, football, rounders, netball and cricket at various times throughout the year. Other sports are occasionally played. External sports coaching has been used when available, occasionally at a charge to parents. Some of this takes place outside school hours.

Teams that represent the school in football, netball and other sports are chosen by teachers. Selection for teams is based on the teacher's knowledge of the child and so qualities such as perseverance and reliability are considered alongside sporting skill.

Design and Technology

We have a fully-equipped design/technology base and each class has access to a wide range of tools and materials.

Information and Communication Technology

The school has a suite of networked computers with full multimedia capabilities and access to the internet through the County's 'screened' connection. Children are supervised by adults in their use of computers, particularly the internet.

History and Geography

We have equipped the school extensively over the last few years to resource these subjects to the full and some of our work in history has been praised in the press.

Sex Education

Sex education is given to children in Year six. This is given by a teacher and to date no one has complained about the material used or withdrawn their child. However parents do have the right to withdraw children. A full policy statement is available to parents on entry. Year five girls are given a talk on menstruation. You have the right to withdraw your child.

Art and Design

The art curriculum is currently supplemented by after-school activities and the club has frequently gained prizes in external competitions.

Tests

Currently the government is testing children in primary school at the ages of 7 and 11. Whilst there is some variation from year to year, our children have done extremely well in these tests .

Reports and Parents Evenings

Reports are issued annually in July. You are invited to come along and discuss the report with the teachers if there are any issues you wish to discuss further. A parents evening is held in October to meet your child's new teacher and discuss how your child is settling in at the beginning of the year. The main Parents' Evening is in the Spring term, during which you can discuss with the teacher how your child is progressing and ways in which you can encourage your child.

We do, however, encourage parents to come and see us immediately any problems arise. Teachers are sometimes available before and after school. Teachers may have clubs, staff meetings and training sessions that take place after school, and so it is advisable to telephone to arrange an appointment in advance.



Special Educational Needs

It has been estimated that at sometime in their school lives, one in five children will have S.E.N. All teachers are involved in identifying these problems and one member of staff co-ordinates our approach. Most children's needs are dealt with within school and the governors have always been generous in their support for ancillary provision giving one-to-one contact whenever possible. However occasionally other educational professionals, supplied by the Local Authority, supplement our work. Parents are always kept informed of their child's progress.

Gifted and Talented children will also be given work appropriate to their needs whenever possible.

Secondary Schools

Boston has a secondary school selection system that operates in year six. You have the right of withdrawal. Children not selected for grammar school education go to a variety of schools at the choice of their parents. These usually include St. Bede's R.C. Secondary, the Haven High School, The William Lovell School or The Giles Comprehensive. Full details are given in letters to parents.

The Ethos of the School

We are proud of our school and try to give your child the best education we can. This involves not only academic work, but also the development of the whole child. On joining us, your child becomes part of a large family that can only function at its best if we all work together.

Children are encouraged to participate in school life through activities such as our annual Public Speaking Competition, concerts and talent shows. Older children often get involved in raising money for charities through, for example, running 'Bring and Buy' sales. We encourage children to take part in one or more of our wide range of out of school clubs.

Please note the points outlined on the following pages which affect the ethos, or spirit, of the school and, we believe, help to raise our standards.

Uniform

Apart from looking neat and tidy, this helps to foster a spirit of community identity.

Boys: red pullovers or sweatshirts, grey trousers .

Girls: red cardigans or sweatshirts and grey skirts.

In summer many girls wear red/white check dresses and in winter grey or black trousers.

Red sweatshirts, fleeces and further clothing items showing the school motif are available from Jeans Station in Boston Market Place.

A white T-shirt, black shorts and plimsolls are required for P.E.

**Football and sports kit should not be worn except during games lessons.
Jeans are not acceptable.**

All clothing and equipment should be named.

Charities

As part of our links to the community, we support a number of charities during the year.

Recently we have supported:

- Red Nose Day
- British Legion
- British Red Cross
- Barnados

Attendance

Absence can only be authorised if a child is unable to attend school through illness. A period of up to 10 school days can be authorised at the head teacher's discretion for a family holiday. The school has very few unauthorised absences. Much of this success is due to the excellent support our parents give us. If your child is away, you must give us a reason - it saves us having to write to you. For security reasons please ring the school the first day your child is away.

For the reporting period of September 2006 to May 2007, the percentage of half-days missed through authorised absence was 4.5%, and the percentage of half-days missed through unauthorised absence was 0.2%.

After-school Activities

We are very proud of the number and variety of extra-

curricular clubs offered to the child. School staff run most of the clubs in their own time. We may have to limit membership of some clubs due to over-subscription or age, but all are open to children regardless of sex. Full details of clubs are usually given in newsletters at the beginning of term. Some may have to be abandoned because of lack of support, or staff changes, but below is a list of those that have run in the past two years.

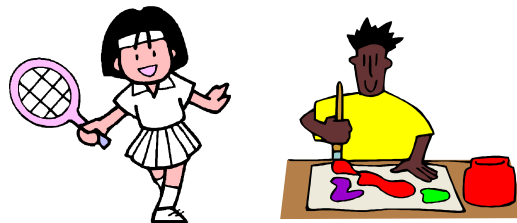
Cricket

Netball

Football

Fun and Games

Performing Arts



Parents and Friends of the School (PFA)

There is a flourishing association that aims to provide social functions for children and parents and to raise money. All parents are automatically members.

Information for Parents

All parents and carers receive a twice termly newsletter from the school.

Homework

At Hawthorn Tree we want to encourage parents to work with their children and support their learning. A better name for homework might be 'Parent supported work.' We think parents (whenever possible) should be involved in their children's learning.

Whatever work we ask children to take home will only benefit them and achieve the aim of helping their progress if you, as a parent, encourage your child to complete it and know why the work should be done. We do not think that primary children should be burdened with hours and hours of homework each week. Our children work very hard at school and deserve to have a great deal of free time at home. Children need to spend time with their families and enjoy socialising with their friends.

We also know that regular practice with basic skills and research for a class topic will help your child to make better progress at school. We have a homework policy available.

Reading

We would like all children to read every day at home. Younger children should read to an interested adult (this does not always need to be mum or dad-any family member or friend could help). As children grow older and more competent and confident they can read to themselves. However, children will gain far more from their reading if an adult reader asks them about the content of the their book and encourages them to read an ever wider and challenging range of books. Try asking your child about what has happened in the story, what is happening and what do they think might happen. If your child likes reference books or even fan magazines full of statistics then let them read them and tell you what they have found out.

Mathematics

Times tables play a very important part in our teaching. Children will only learn these thoroughly if they have someone to hear them. There are many fun ways of doing this... just ask a teacher! Children do need to learn tables. It really makes all the difference!

Spellings

From Year One onwards children usually have a list of spellings to learn. Ask your child what these are at the beginning of the week. Please encourage your children to learn their words in any way you or they feel happy with. Get them to write the words out on a list to stick to the fridge door. Use any means you can to help them to learn the words.

Topic Research

Teachers try to encourage children's interest by asking them to follow up work from a class topic by finding information at home. Not everyone has a stack of reference books at home but often in every home - somewhere there will be sources of information. Many children use Boston Library to help in their research. It is free and the staff are very helpful if you tell them the topic in which you are interested. The Library has some multimedia computers and you can access the Internet for a small fee.

Many Internet web pages now make available information that children can use to learn more about topics they are studying in school. The hard truth is that, if you know where to look, there is more precise, up-to-date and entertaining information presented on the Internet than even the largest and wealthiest school can ever possibly provide. Please ask at the school for details of these web pages.

www.hawthorntree.co.uk

Homework diaries

Year six will have a homework diary. The teacher will ensure that children record the type of homework and its 'due in' date. We would like a parent to sign the book to show that the child has completed the work. Using a diary in this way will give year six children an idea of things to come when they join their secondary school.

Health and the Environment

Children are encouraged to bring only healthy snacks, such as fruit, to school for their mid-morning break.



Hot School Meals

We are now able to offer a daily menu to all children with a vegetarian option. The cost is currently £2:50 per meal but parents entitled to certain benefits are encouraged to apply for **free school meals**.

Admission of Children

It is advisable to **informally** register your child at our school (at any time after birth) so that we can remind you about the **formal application process**. We will also invite you to attend a session of a tour of the school, usually in November.

When you call, give us your child's name, date of birth, address, telephone number and your initials.

Lincolnshire County Council run a coordinated scheme for first admissions to school. Please refer to the Coordinated Scheme booklet about starting school, "Going to School in Lincolnshire" or the website www.lincolnshire.gov.uk/schooladmissions for full information. As our school is a community school, we use the County Council admission policy, which can be viewed on their website.

Currently children can start school in the September after their fourth birthday. If you prefer, you have the right to wait until the beginning of the term after your child's fifth birthday, but this would result in your child entering an already established class.

Our school's admission number is currently 40

All applications are treated on an equal basis at the time allocations are made. Parents need to pick up an admission pack from school if you are applying for a place at this, or any other community or controlled infant or primary school. The application form should be sent in to Lincolnshire County Council's School Admission

Team by **the December deadline** if your child is to start at the beginning of the following Autumn Term. You can also apply online at their website at www.lincolnshire.gov.uk/schooladmissions.

Parents have the right of appeal if a place is not offered at the school of your choice. The telephone contact number to Children's Services for parents concerning admissions and appeals is 01522 782030.

PLEASE INFORM SCHOOL ADMISSIONS IF AT A LATER DATE YOU ARE TO LEAVE THE AREA OR IF YOU WILL NOT BE TAKING UP YOUR PLACE. EACH YEAR SEVERAL APPLICANTS DO NOT SECURE PLACES AT OUR SCHOOL. THEREFORE ALL PLACES ARE VERY PRECIOUS.

When your place is secured, we will send you details of the induction process which includes an evening for new parents and several sessions for your child to attend school in the summer.

Applications for special early entry would have to be agreed by the Local Authority. Early Years policies and procedures mean that there is usually provision at a local provider now.

Mid-Year Admissions

Our school maintains a reserve list for mid-year admissions.

Policy on Charging for School Activities

Schools may not levy a charge for activities occurring wholly or mainly in school time. Schools may however (and we do) request a voluntary contribution to assist with the cost of such activities. No pupil will be excluded by virtue of inability to pay. However, as the cost may be beyond the school's means, failure to raise sufficient revenue from voluntary contributions may lead to the cancellation of an activity.

For residential visits occurring mainly out of school time, families will be charged the full cost, except in cases of statutory remission where families receive Income Support, Disability Working Allowance or Income Based Job Seekers Allowance.

Letters will refer to this policy and further details are available on request.

Advice, Information and Complaints

In the past, when any problem has arisen that hasn't been solved in school, the L.E.A. has usually been the body to which matters can be referred. Whilst School Services still operates in respect of matters such as

placing children in secondary schools, and Education Welfare exists for problems in its area, the School Management Section has been reduced and tends to be concerned principally with disciplinary issues. Many problems with which they used to deal are now referred to the governors, to whom they also offer advice.

Complaints to the governors operate at two levels. Formal appeals on matters of discipline and National Curriculum would tend to go to the appropriate sub-committee. Other complaints are either dealt with formally or informally by the Chairman and/or the governors' meetings, though the governors would not normally wish to be involved in matters that come within the realm of daily management. In any event, as the governors operate very much in the rôle of an appeals tribunal, their objectivity could be compromised by early involvement in an issue and normally they should not be involved in items until they have passed through the school.

The point of contact for the governors is the Clerk, or failing that the Chairman.

We are happy to help and assist parents and carers in supporting our children. Class teachers and the Head-teacher are available at the beginning and end of the day. If you require an appointment please contact the school to arrange a time. Above all please do ask and/or draw issues to our attention so that we can work together to sort out any difficulties.

Nursery School

The nearest nursery is the Boston Nursery in Church

Road, telephone 358647 (Mrs Steed)

We have been asked by the County to bring the following two items to the attention of parents:

Personal Property on School Premises

Pupils are responsible for the security of their personal possessions.

Personal Accident Insurance for pupils

The insurance market offers personal accident cover for pupils for 24 hours a day. Parents may not be aware of this, and if they wish to avail themselves of this cover for their children, they should make enquiries with insurance brokers or companies accordingly.

Crossing Patrol

There is a supervised crossing point on Toot Lane, just by the school. We hope you will use this and encourage your children to walk to school as often as possible.

The Crossing Patrol operates,
8.35 a.m. to 9.05 a.m. and
3.15 p.m. to 3.45 p.m.

Like many schools, car parking is a difficulty as many parents are aware. We encourage children and parents to walk and bike to school, or to park a little way away and then walk.



SCHOOL TERMS AND HOLIDAYS 20010/11

**Term 1 Monday 6th September 2010
To
Friday 22nd October 2010**

**Term 2 Monday 1st November 2010
To
Friday 17th December 2010**

Bank Holidays: Monday 27th December & Tuesday 28th December 2010 and Monday 3rd January 2011.

**Term 3 Wednesday 5th January 2011
To
Friday 18th February 2011**

**Term 4 Tuesday 1st March 2011
To
Friday 8th April 2011**

Bank Holidays: Good Friday 22nd April and Easter Monday 25th April 2011

**Term 5 Tuesday 26th April 2011
To
Friday 27th May 2011**

Bank Holidays: Mondays 2nd and 30th May 2011

**Term 6 Monday 6th June 2011
To
Friday 22nd July 2011**