

# SCHOOL PROSPECTUS AUTUMN 2023

## **Frogwell Primary School & Complex Needs Resource Base**

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## **HEADTEACHER'S WELCOME**

Welcome to our school! I am very proud to be the Headteacher of Frogwell Primary School and Complex Needs Resource Base – a happy, friendly, caring and exciting place where every child matters and children come first.

Children thrive in our school because they feel valued and safe and enjoy the broad range of learning opportunities on offer. We pride ourselves on the richness and variety of our curriculum and our approach to children's holistic development.

I hope this prospectus gives you a flavour of Frogwell Primary School: our inquisitive and hard-working children; our talented, dedicated and supportive staff; and the caring and positive parents and friends of the community who all make this school a special place to learn.

**Rachel Neville**  
Headteacher

# SCHOOL FACILITIES

## Indoors

Frogwell Primary School is fortunate to have a spacious and well-equipped learning environment. Our facilities include an IT suite with enough Chromebooks for one per pupil, library, music room, cookery room, our pastoral room ('The Den'), rooms and spaces for small group work and a large hall with extensive PE equipment. Our own kitchen provides nutritious hot dinners in a separate dining room.



## Outdoors

The buildings are surrounded by large and attractive grounds for playtime and sports. This includes a secure pond area, low-level climbing wall, equipment for climbing and balancing, as well as plenty of space to run around. We have our own on-site Forest Schools area too. We also have places to sit for those who wish to enjoy a quiet moment, as well as space for our school rabbits, Ollie and Wiggles.



## Early Years Foundation Stage classroom



In addition to the large indoor classroom, the EYFS children also benefit from a dedicated outdoor learning area. This provides a variety of experiences including riding big bikes and balance bikes, building, sailing the boat, gardening and enjoying the mud kitchen.



# STAFF AND CLASS ORGANISATION 2023/224

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<b>Headteacher</b>	Ms Rachel Neville	
<b>Assistant Headteacher</b>	Mrs Lucy Cooper	
<b>SENCo</b>	Mr Tom Filer	
<b>Teachers</b>	Mrs Catherine Jenkins Mrs Sara Andrews Miss Jenny Coles Ms Sarah Nicholls Mrs Adele Ward	Ms Kezia Judd Mrs Carol Snowden Mrs Trudy Sheppard Mrs Samantha Gumbrell Mrs Jessie Akin
<b>Higher Level Teaching Assistants</b>	Miss Charlotte Marsh	Mrs Davinder Gosal
<b>Teaching Assistants</b>	Mrs Tracey Martinson Ms Charlotte Dodd Mr Fred Laroze Mrs Georgina Barnard Mrs Angela Webb Miss Lisa Reeves Miss Laura Metcalfe Miss Kiera Fry Miss Janine Jukes Miss Shinead Broom	Mrs Alison Coleman Mrs Georgi Bain Mrs Katherine Manuel Mrs Hayley Crawley Miss Emma Wakeham Mrs Angela French Mrs Julia Dubrie Mrs Sharon Rankin Mrs Sarah Love Mr Laurence Nash
<b>Pastoral Support Manager</b>	Ms Jessica Galvin	
<b>School Business Manager</b>	Mrs Cheryl Attrill	
<b>Admin Officer</b> <b>Admin Assistant</b>	Mrs Christina McCosh Mrs Gail Ogborne	
<b>Site Manager</b>	Mr Mark Pierce	
<b>Froggy Fun Club</b> <b>(Breakfast &amp; After School)</b>	Mrs Sharon Rankin Miss Laura Metcalfe	Miss Kiera Fry Mrs Sarah Love
<b>School Cook</b> <b>Assistant School Cook</b>	Mrs Louise Waldron Mrs Marie Roberts	
<b>Midday Supervisors</b>	Mrs Tina Smith (Senior MDSA) Mrs Vicky Smith	Mrs Lesley Jones
<b>Cleaning Staff</b>	Mrs Jane Ind Mrs Lesley Jones	Mrs Julie Williams Mrs Sue Maslen



## CLASS ORGANISATION

POTTER CLASS	Resource Base 1	Mrs Gumbrill
MCKEE CLASS	Resource Base 2	Mrs Ward
DONALDSON CLASS	Early Years Foundation Stage (Reception)	Mrs Jenkins
HALLS CLASS	Year 1	Mrs Snowden
DAHL CLASS	Year 2	Mrs Akin
KING-SMITH CLASS	Year 3	Miss Coles
LEWIS CLASS	Year 4	Ms Judd
MORPURGO CLASS	Year 5	Ms Nicholls/Mrs Sheppard
ROWLING CLASS	Year 6	Mrs Andrews / Mrs Cooper



# INFORMATION AND PROCEDURES

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## ADMISSION AND TRANSFER ARRANGEMENTS

Frogwell Primary School has no fixed catchment and takes children from the town of Chippenham and surrounding areas. Our Admissions Policy can be found on our website.

It is important that your child feels secure and happy when starting school so we have in place an induction process that includes home visits, informal 'stay and play' visits to the school and a part time timetable at first. In addition to the normal classroom facilities, we also have an exciting outdoor classroom with areas for different learning experiences for our Early Years children. This ensures that the best possible foundation is laid for our pupils before they progress on through the school.

Children leaving Frogwell at the end of Year 6 are involved in a carefully planned liaison programme with our local secondary schools – Hardenhuish, Sheldon and Abbeyfield. Excellent relationships exist with the secondary schools and your child is likely to take part in class visits, sports festivals and induction days. In addition, visits by secondary teachers to the school take place to discuss induction of pupils.

### Transfer of pupils between Chippenham schools – town primary schools' agreement

Please note that the following agreement is in place between all of the Chippenham primary school:

- 1) Children may transfer at any time if as a result of moving home and entering another school's 'catchment area'.
- 2) Where there is no residential relocation, children will usually be admitted at the start of the next full term unless there are exceptional reasons by agreement with the Headteacher.



## THE SCHOOL DAY

School starts at 08:45 and children must have arrived in school by this time. We open the gates at 08:40 and children go straight into class. The gates are closed at 08:50 and anyone arriving after this time needs to enter via the main office and will be signed in as late.

School Sessions:

Morning      08:45 – 12:00/12:30

Afternoon      12:55/1:25 – 15:15

There is a morning playtime from 10:25 – 10:45.



## BREAKFAST AND AFTER SCHOOL CHILDCARE

We run a breakfast and after school club called Froggy Fun Club for parents who need childcare before or after school. The Club provides a caring environment with a variety of fun activities and food and drink. This is a chargeable service. Further information is available from the school office.

## PARENTS AND SCHOOL

We hold two Parents' Evenings during the year, usually in the autumn and spring. A written report is sent home at the end of the year and an opportunity is provided should you wish to discuss it with the class teacher. Overall curriculum information is shared with parents in Term 1 which will help you to find out what and how your child is being taught in their year group. For each new term or unit of work we then share key information such as important vocabulary through our 'Knowledge Organisers' so that it can be reinforced at home. If you have any issues, please do come and see us to talk about them. We are always pleased to see you, but it is best to arrange an appointment for after school.



## COMMUNICATION WITH PARENTS

We use a text messaging system to inform parents of emergency notifications, reminders, short notice changes to clubs and pupil successes ("happy texts"). We also use email as our main way to share letters and longer information. Parents are emailed to inform them of any head bumps or will be phoned if immediate attention is needed. In addition, our website contains lots of useful information such as policies, recent letters and the current dinner menu.

## SCHOOL EVENTS AND CLUBS

The children enjoy events such as discos, movie nights, nativity plays and end of year performances among other events. After school clubs in the last school year included a wide range of sports, computing, art, gardening, pop choir, Lego and drama.

## SCHOOL UNIFORM

All children are expected to wear the Frogwell school uniform. School logo jumpers and other items can be purchased from our online shop site with Gooddies -

<https://www.gooddies.co.uk/product-category/schools/frogwell-primary-school/> . Plain items of uniform are available in supermarkets.

### Everyday clothes:

- Royal blue school sweatshirt or cardigan (plain or with school logo)
- Grey skirt, trousers or smart school shorts
- Pale blue polo shirt / shirt
- Blue checked summer dress
- Black, grey or white socks / black or grey tights

### Shoes:

- Sensible flat black school shoes or smart plain black trainers (not boots please)
- Sturdy sandals are permitted in the summer but these must be securely attached to the feet and suitable for active play (no flip-flops, sliders or similar)

### PE Kit:

- Plain black / navy shorts and plain white t-shirt
- Trainers for outdoor PE (indoor PE is done in bare feet)
- Plain black / navy joggers and a plain black / navy sweatshirt or 'hoodie' may be worn for cold weather outdoor PE in the winter
- Please remember to pack socks for those who wear tights with their normal school clothes

### Hair, make-up, jewellery etc:

- Children should not come to school with 'fashion' hairstyles including dyed hair colours, mohicans or tram lines / shaved patterns.
- Long hair should be tied back.
- Hair accessories should be kept simple and small (e.g. no 'JoJo bows' or fancy hairbands).
- Make-up and nail varnish are not to be worn to school. False / acrylic nails are not allowed
- The only jewellery permitted is a watch and one pair of small stud earrings (earrings must be removed or covered for PE for safety reasons). Hoop earrings are not suitable for school due to the risk of them being caught and pulled during active play or in busy environments.
- Temporary tattoos are not to be worn to school.
- Parents are responsible for making sure that any weekend or school holiday make-up etc is completely removed before children come back to school. This includes where children have worn make-up etc as part of theatrical or dance performances out of school.

We hope children are proud of their school uniform and that it makes getting ready for school easier for parents. We appreciate parents supporting us, and their child, by ensuring they are dressed appropriately for school. This is a good habit for children to get into for their future at secondary school and in employment.

# FOOD AND DRINK AT SCHOOL

## SCHOOL MEALS

School meals are prepared in our own kitchen and follow an agreed healthy menu including a daily vegetarian option. Meals are booked and paid for in advance using our online system (at the time of writing meals cost £2.50 per day). Children may bring a healthy packed lunch and a non-fizzy drink in a leak-proof container (not glass please).

## FREE SCHOOL MEALS

Free school meals entitlement is dependent on parents/carers (not foster parents) being in receipt of:-

- Income Support
- income-based Job Seekers Allowance (NOT contribution based JSA)
- income-related Employment and Support Allowance (NOT contribution-based ESA)
- support under Part VI of the Immigration and Asylum Act 1999 - National Asylum Seekers Support (NASS)
- the guarantee element of State Pension Credit
- Child Tax Credit (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (April 2012)
- Working Tax Credit 'run-on' - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

Application forms are available from the School Office. Information regarding those children who are entitled to free school meals is entirely confidential to the administration of the school. Application can be made directly to Wiltshire Council.

It is important that you still apply for Free School Meals status even if your child is in FS2 (Reception) or KS1 and entitled to a Universal Infant Free School Meal. Each pupil registered for Free School Meals status will also attract additional funding to the school so please do claim if you are entitled, even if you intend your child to have a packed lunch. This funding is known as the Pupil Premium and it is used to provide a range of additional support for pupils throughout the school.

## SNACKS AND WATER BOTTLES

At morning break fruit is provided for Key Stage 1. Key Stage 2 may bring in a piece of fruit or basic plain cereal bar or similar for a morning snack (no chocolate or sweets please). Children should bring a named bottle of water daily to keep in the classroom. Water bottles are available from the office.



# PUPIL WELFARE AND PASTORAL CARE

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## **SAFEGUARDING AND CHILD PROTECTION**

The staff and governors at Frogwell Primary School are committed to safeguarding children. We have a legal duty to ensure that no child in our care is at risk of harm, at any time, including the time when they are at school. All staff are responsible for being alert to the signs of neglect and abuse and for reporting them to the Safeguarding Team (Ms Neville and Mr Filer).

It can be difficult to accept or understand, but all children can be at risk of harm or abuse. Safeguarding legislation and government guidance says that safeguarding means that professionals have a duty to:

- protect children from maltreatment
- prevent the impairment of children's health or development
- ensure that children grow up in circumstances consistent with the provision of safe and effective care
- take action to enable all children to have the best outcomes

The school has a legal obligation to report any concerns about a child to if they feel that they may be subject to neglect or physical, emotional or sexual abuse. This includes concerns about the child in the home and the wider environment, including different forms of exploitation. If we have such a concern, we will contact the Wiltshire Multi-Agency Safeguarding Hub (MASH) to ensure that concerns are dealt with in a manner which puts the well-being of the child as priority. We appreciate that parents and carers can find these events very worrying and upsetting. Whenever possible, we will discuss concerns with parents before seeking advice to safeguard a child; however, there are some circumstances when we are obliged to seek support from a professional trained to investigate safeguarding concerns.

All school staff have a responsibility to provide a safe environment in which children can learn. All staff receive training and regular safeguarding updates. The Designated Safeguarding Lead and Deputy Safeguarding Lead have additional training so that they can carry out their responsibilities effectively.

Our Safeguarding and Child Protection Policy and other useful documents relating to the safeguarding of children are available on the school website.

## **MEDICAL CARE**

Parents are responsible for ensuring that the school has all the relevant and up to date information about medical conditions, allergies etc. The school works with the School Nursing team to support long term health conditions and for general health issues. You will be given a Health Checklist and an information booklet on Health Services for Children to complete when your child starts school in the Early Years class. Medicals will only be carried out by special request. Occasional checks are made of sight and hearing by the School Nurse/Audiometrician. Parents are advised if treatment is thought necessary.

If your child has a serious or recurring medical problem or any serious allergies, you need to discuss this with the school to establish whether a health care plan needs to be drawn up to support them.

## ADMINISTRATION OF MEDICINES

It is the policy of the Governing Body that parents/carers have prime responsibility for their child's health and that school staff should not be put under pressure to administer medicines during school time. Prescribed medication should be brought to the school only when absolutely essential and when prior agreement has been obtained.

If a parent/carer wishes for prescribed medication to be given to their child during school time, they must first make a written request to the school on a Short-Term Medicine Administration Form obtainable from the School Office or the school website. Parents/carers are responsible for providing all the necessary information to the school when making their request. Short-term medicines will be kept securely in the school office and, if agreed, will be administered from there. Inhalers should be clearly labelled with the name and dosage for the child concerned and will be kept in the classroom so they can be easily and quickly accessed when needed. Please ensure out of date inhalers are replaced.

If your child has a long-term medical condition or allergy that requires regular or 'rescue' medication in school, please discuss this with the school as a health care plan may need to be drawn up.

## ILLNESS AND ACCIDENTS

If your child becomes ill at school we will contact you so that they can be collected. Any accidents resulting in minor bumps and bruises will be dealt with by one of our qualified First Aiders. If an incident is more serious we will contact the parent/carer and if thought appropriate we will contact the Emergency Services. Some incidents such as a bump to the head will result in an email or text being sent home with the child so the parent/carer knows what has happened.



## ATTENDANCE

Good attendance at school has an extremely positive impact on children's learning. It is also a legal requirement that pupils must attend regularly. Missing school can seriously disrupt learning and it can be difficult to catch up.

Parents/carers must let the school know the reason for a child's absence by 9.15am on the first day of absence. Please email [attendance@frogwell.wilts.sch.uk](mailto:attendance@frogwell.wilts.sch.uk) or use the online form - <https://forms.office.com/Pages/ResponsePage.aspx?id=7Ypk5XR-kaTOZh0u8wNfzv3bwULs1dOITc3rL8iPEtUNUpVTpTVERMMFE4UkJET0hFWE0yRDRWRy4u>

Failure to contact school will mean that an absence will be recorded as unauthorised.

Term-time holidays or other absences will not be authorised except in very exceptional circumstances. Schools cannot legally authorise more than ten days absence in a school year. All requests for term-time absence should be made at least two weeks prior to the date leave is

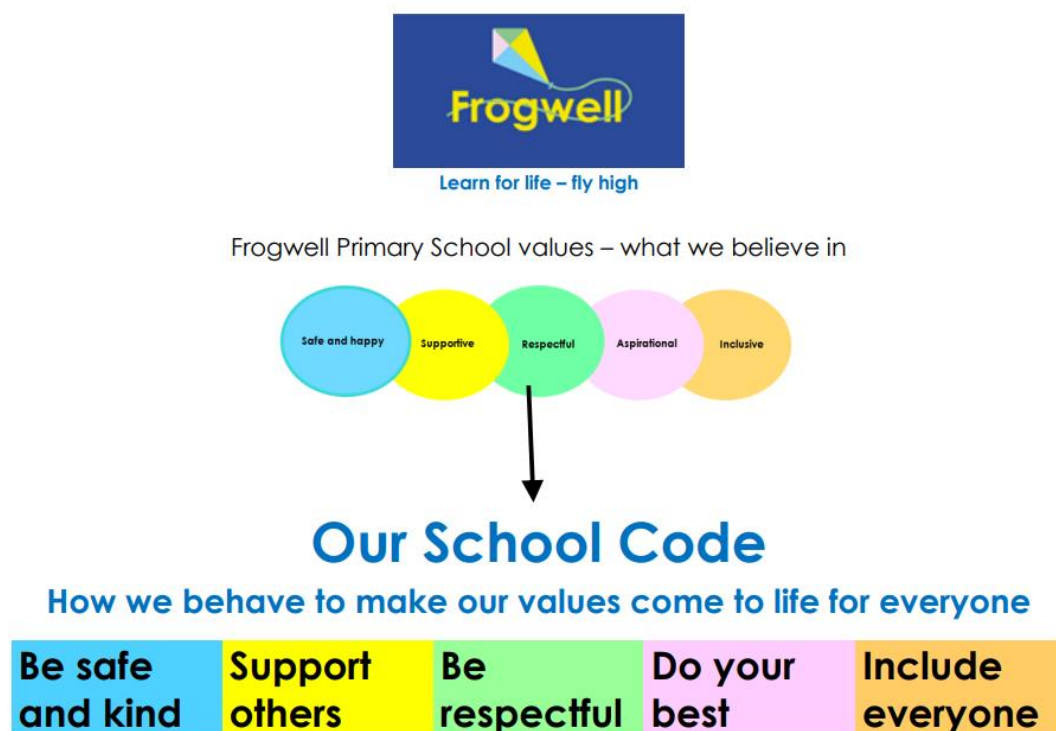
requested. Leave of Absence request forms are available on the school website or on request from the school office.

The Local Authority has amended its Local Code of Conduct in respect of Penalty Notices issued for truancy to include unauthorised pupil holidays in term time. If a pupil has total unauthorised absences amounting to 10 or more sessions (5 school days) within the previous six months in the current academic year, schools are expected to notify the Education Welfare Service. A Penalty Notice will be issued to each parent for each child where that applies.

## BEHAVIOUR

Good behaviour is an essential part of the learning process in school. Frogwell Primary School believes that good behaviour should be rewarded and also recognises that poor behaviour can lead to underachievement not only of the child but of other children in school. The school has a Behaviour and Relationships Policy which is available on the school website and you will receive a copy of this when your child starts school.

Our School Code is the guide for how we behave at Frogwell Primary School:



## BULLYING

Historically, bullying has been extremely rare at Frogwell Primary School but it is taken very seriously throughout the school and by the Governing Board. The Governing Board monitors incidents of bullying and reviews the effectiveness of the school's policy and anti-bullying strategy regularly and requires the Headteacher to keep accurate records of all incidents of bullying and to report on them at Governing Board meetings.

Teachers are acutely aware that bullying can occur and, if it is observed, deal with it immediately. Due to its nature, parents are often aware of it first, so parents are encouraged to come and discuss it when they first become aware of the situation. The school has an Anti-Bullying Policy which is available on the school website and you will receive a copy when your child starts school.



## ROAD SAFETY AND PARKING

Like many schools, parking at the beginning and end of the school day can be very congested. Your support in helping to ensure the safety of our pupils is expected. You are asked to observe the following advice when transporting your child/ren to and from school:

- ✓ DO keep to the speed limits – 5 mph on our site, park sensibly and give consideration to other road users, pedestrians and the school's neighbours.
- DO NOT park in the bays allocated for taxis/buses.
- DO NOT park in disabled bays unless you are displaying a valid blue badge **and** the user of the blue badge is getting out the vehicle.
- DO NOT use the drop off zone for parking.
- DO NOT park in the Spring Rise car park on Frogwell.

## COMPLAINTS PROCEDURE

The Education Reform Act 1988 states that all schools must publicise their procedure for dealing with complaints. At Frogwell, complaints are generally dealt with informally by the class teacher in the first instance. Unresolved complaints then need to follow the hierarchy laid out in the school complaints procedure. Beyond this, there is a stipulated policy that fully involves the Governors. The full complaints procedure policy is available on the school website.

## DATA PROTECTION

Frogwell Primary School is fully committed to compliance with the requirements of the EU General Data Protection Regulation. The school will therefore aim to ensure that all employees, contractors, agents, consultants, or partners of the school who have access to any personal data held by or on behalf of the school, are fully aware of and abide by their duties and responsibilities under the Regulation. Our Data Protection Policy and Privacy Notices can be found on the school website.

## CHARGING POLICY FOR ACTIVITIES

The school is committed to organising trips and residential visits; we strongly believe in the value of first-hand experiences and regard this aspect of education as vitally important. Legislation states that schools may not charge for activities such as day trips or swimming. Since the school cannot wholly subsidise such activities, we ask for voluntary contributions towards the cost. However, if we do not receive enough voluntary contributions for an activity, it will be cancelled. Please do talk to us to discuss costs if this creates a difficulty, since no child should be prevented from taking part in an activity for reasons of cost. Children currently have the opportunity to experience two residential visits at Frogwell in Years 4 and 6.



# CURRICULUM AND LEARNING

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## THE NATIONAL CURRICULUM

Our curriculum content uses the statutory National Curriculum as a starting point and is personalised to our school through units of learning that aim to make children's learning relevant, exciting and real.

The subjects in the National Curriculum are:

- English
- Maths
- Science
- Computing
- History
- Geography
- Art and Design
- Music
- Design Technology
- Physical Education
- Modern Foreign Language (French) in Key Stage 2 only

Though not part of the National Curriculum, we are also required to teach:

- Personal, Social and Health Education and Citizenship (including statutory Relationships Education in all year groups and some non-statutory Sex Education in Year 6 – please see the RSE policy on the school website for full details)
- Religious Education

Our overall curriculum is designed to:

- improve coherence and sequencing of knowledge
- provide greater clarity on the specific knowledge to be taught in each year group
- improve retention of learning in the longer term
- increase cultural capital and aspiration
- create a strong focus on children's vocabulary development

## RELIGIOUS EDUCATION & COLLECTIVE WORSHIP

RE is taught in accordance with the Local Authority guidelines and statutory requirement that RE is provided for all pupils. We use the 'Discovery RE' scheme. The programme is designed to provide a broad understanding of Christianity along with other major religions including Islam, Judaism, Sikhism, Buddhism and Hinduism.

Collective worship is mainly Christian, though not distinctive of any particular Christian denomination, and involves groups of pupils and staff coming together. There are three whole school assemblies per week plus class and key stage assemblies. We are fortunate that we have links with the local churches, and people representing them lead assemblies during the year. Assemblies also provide opportunities to learn about and reflect on important festivals from a variety of other faiths.

Parents have the right to withdraw children from RE or Acts of Worship. Provision will be made for these children but we cannot guarantee that it will be with an equivalent age group. Requests for withdrawal should be made in writing to the Headteacher.

## HOME LEARNING

Home learning is anything that children do outside the normal school day that contributes to their learning in response to guidance from the school. Home learning encompasses a whole variety of activities instigated by teachers, children and parents to support children's learning. For example, a parent who spends time reading or telling a story to their child before bedtime is helping with home learning.

The main home learning tasks that will be set are:

- regular reading at home (including completion of the home-school reading log)
- learning and practising spellings
- learning and practising key maths facts and times tables.

Sometimes topic-related tasks or projects will be set too. We use Google Classroom as a platform for home learning in the mainstream school, and ClassDojo in the Resource Base.





## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

According to the 2015 Special Educational Needs and Disability Code of Practice, a child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools.

The support a child receives to enable them to get the most from the curriculum will be tailored to their needs, through differentiated teaching, use of specific or specialist equipment and resources and personalised intervention programmes. To achieve this goal, Frogwell Primary School ensures teaching is matched to the needs of each child. This is achieved in the first instance through high quality first teaching. Some children may require more focused support and additional adults, where appropriate, may be used to meet this need. Some children who have a special educational need may require a personalised targeted intervention to support their learning and enable them to access the curriculum.

Our Special Educational Needs Co-ordinator (SENCo) is Mr Tom Filer.

## RESOURCE BASE FOR CHILDREN WITH COMPLEX NEEDS

Frogwell Primary School is privileged to host a specialist Resource Base for pupils who are identified by the Local Authority as having Complex Learning Needs. These are needs beyond those which a mainstream primary school can meet. These pupils are placed on our roll by Wiltshire Council as part of the SEND provisioning process. Admission to Frogwell Primary School's mainstream classes will not fast track a pupil with SEND to Resource Base provision.



## GOVERNING BOARD

The school's Governing Board is:

<b>Nigel Linacre</b>	Chair of Governors
<b>Rachel Neville</b>	Headteacher
<b>Fiona McClintock</b>	Vie-Chair
<b>Danielle Kimmings</b>	Parent Governor
<b>Sarah Scott-Bowen</b>	Parent Governor
<b>Alison Burge</b>	Co-opted Governor
<b>Fred Guscott</b>	Co-opted Governor
<b>Teresa Hutton</b>	Partnership Governor
<b>David Rousell</b>	Co-opted Governor
<b>Christina McCosh</b>	Staff Governor
<b>Lucy Cooper</b>	Associate Governor

The Clerk to the Governing Board is Hannah Becket and she can be contacted via [clerk@frogwell.wilts.sch.uk](mailto:clerk@frogwell.wilts.sch.uk)

## PARENTS-SCHOOL-FRIENDS ASSOCIATION

From September 2023, the school has a new Parent-School-Friends Association called 'Parent Pond'. All parents and carers are automatically members of Parent Pond. The aim of the PSFA is to organise events to raise money to help provide enrichment activities and experiences for the children.



