



*Cherish, Nurture, Achieve*

## BECKET PRIMARY SCHOOL

Headteacher: Mrs S James  
Monk Street Derby DE22 3QB  
Tel: 01332 347595  
Email: [admin@becket.derby.sch.uk](mailto:admin@becket.derby.sch.uk)  
[www.becket.derby.sch.uk](http://www.becket.derby.sch.uk)

Dear Parents and Carers

Thank you for taking an interest in our school and we hope you find the enclosed information useful.

Becket Primary School is a happy and calm school with a dedicated staff who work very hard as a team.

Our Vision:

We will develop the full potential of every child to thrive in a changing world.

To achieve this vision:

**Cherish:** We value all members of our school community. We will treat every child as an individual and recognise that they are all starting their school life with different needs, cultures and attitudes.

**Nurture:** Whatever the starting point of each child we will help them to grow and develop their skills academically and socially across a broad curriculum within a safe environment.

**Achieve:** Working in partnership with parents/carers each child will make progress to achieve the highest level of understanding and skill of which they are capable.

We hope you find the information in our brochure helpful. Do not hesitate to contact us if you require any further information about the school.

Yours sincerely

S.James

Mrs S James  
Headteacher

## WELCOME TO BECKET

Becket Primary School is proud of being Derby's first Board School, with a foundation going back to 1873. Our present premises were opened in 1976, in the St Luke's area of the city, to replace the Victorian school in Gerard Street.

The school name derives from Becket Well, which once supplied water for Saxon Northworthy, from a nearby spring. In about 1640, it acquired the conical cap which was a local feature until Duckworth Square was built in 1963. Our school logo is a plan view of the stone cap of Becket Well.



We are a co-educational primary school educating children from 3 - 11 years. The school is maintained by the Local Education Authority. We have places for up to 210 children in classes of 30 maximum and for 26 full-time equivalent nursery children.



# A dmissions

## Nursery

Prior to the start of compulsory education, every child is entitled to receive three terms of funded early years education. Children in Nursery will be considered for a part time place for a maximum of 15 hours per week. They cannot usually join the Nursery until the start of the term which falls after their third birthday. From September 2017 some families may meet the criteria to be eligible for 30 hours per week funding. Application forms and further information can be obtained from the school office.

## School

All admissions to school are made through the Local Authority procedures. Information on this process can be obtained from:

Admissions  
Children and Young People's Directorate  
Derby City Council  
Council House  
Corporation Street  
Derby  
DE1 2FS

Tel: 01332 642730

Email: [primary.admissions@derby.gov.uk](mailto:primary.admissions@derby.gov.uk)

For children starting in Reception Class, all applications must be submitted to the Local Authority by their prescribed application date.

# A ttendance

It is important for all children to attend school on a regular basis, and be on time to help them get the best out of their school day.

The school doors are open at 8.50.a.m. with registration taking place at 8.55 a.m. Any late comers must enter the building through the main reception and be signed in by office staff.

If your child is ill and unable to attend school please contact us on the first day of illness. If we do not hear from you then the school will call to check why your child is absent. This helps to ensure the safety of our pupils.

The school **does not** authorise holidays in term time. Leave of absence will only be granted in exceptional circumstances and a leave of absence



application will need to be completed and approved by the Headteacher. Application forms can be obtained from the school office.

Where children's attendance causes a concern this will be referred to the school's **Educational Welfare Officer (EWO)**. The EWO works closely with the school and may visit you if your child has frequent or long absences. This could lead to a fine or prosecution.

If you need to take your child out of school during the day for an appointment, please let the school know in advance. A verbal message from the child is not acceptable and children must be collected by a known adult.

For further information regarding attendance and punctuality please refer to the school's **Attendance and Punctuality information leaflet**.

## **B**ehaviour

At Becket Primary School we have high expectations of children's behaviour. This is important to maintain the health and safety of all children and staff and to create the right atmosphere for children to learn and make progress. At the beginning of the school year each class will establish ground rules for their classroom and with that will create a list of rewards and sanctions.

Children following class and school rules will receive rewards including team points, chance tickets and prizes. Children not following school rules will have loss of these privileges and may have detention at play or lunchtimes. Each class has a behaviour peg chart so that there is a consistency of approach by all staff.

## **B**ritish Values

Becket Primary School is committed to serving its community and surrounding areas. We recognise and value the multi-cultural, multi-faith nature of the school and understand how this reflects the wider society of the United Kingdom. We accept the crucial role our school plays in promoting important values to make our school community a safe, respectful and happy place to work, learn and achieve. The key British Values we actively and regularly promote within the Curriculum and extra-curricular activities include:

Respect, Individual Liberty, Tolerance, Democracy and Rule of Law.

# **C**harges

The school governors have a charging and remissions policy, which states that within the resources available, education should be free and to that end the governors use school funds to their full.

However to enrich our curriculum parents will be requested to make a voluntary contribution for certain activities, including visits and trips which provide valuable first hand experiences. No child will be excluded from an activity through failure to make these contributions but if the school has insufficient funds to cover costs there is a risk that visits and trips may be cancelled.

Parents will be requested to contribute to any accidental or other damage incurred by pupils in school.

Parents are welcome to contact the Headteacher in the strictest confidence in cases of hardship. No pupil should be discouraged from school activities. Given enough notice, usually a way forward can be found.

# **C**hild Protection

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. If the school has concerns that a child may be subject to ill treatment, neglect or other forms of abuse we have a duty of care to follow Derby City Council Child Protection Procedures and inform the Social Care Team at Children and Young Peoples Services of our concern.

The school building is a secure site and external doors and gates are secured at the start of the school day. All visitors must report to the main office and be signed in.

All staff who work in school have an enhanced DBS check. All staff are trained in safeguarding children and senior managers at the school have completed training in the Safe Recruitment of Staff.

Our policies and practices of safeguarding children are reviewed regularly with the staff and Governing Body.

# Cubs

A variety of clubs are offered for the children and take place after School. Current clubs on offer include:

Homework  
Gardening  
Cycling  
Street Dance  
Gymnastics  
Tennis



The range and type of clubs offered is reviewed regularly and changed meeting the requests of children and parents. Some clubs have a nominal charge if they are run by an external coach, some are free. All children are encouraged to attend clubs to broaden their experience and make a positive contribution to the school.

# Complaints Procedure

If you have any questions, concerns or complaints about the school curriculum or any other matters, please refer them initially to the Headteacher. It is expected that most concerns and questions can be dealt with in this way. If complaints cannot be resolved then a formal procedure can be invoked. Copies of school policies and procedures can be viewed by appointment with the Headteacher.

# Curriculum

The school follows the National curriculum. For children in the Early Years; Nursery and Reception class they follow the Early Years Foundation Stage.

The children are taught and assessed in seven areas of learning. Three of these are the prime areas of learning:

Communication and Language

Physical development

Personal, Social and Emotional Development

The other four areas are:

Literacy

Maths

Expressive Arts and Design

Understanding the World

In Key Stage 1 and 2 the children follow the National Curriculum in the following subjects:

English

Mathematics

Science

Geography

History

Art

Music

P.E

Computing

Languages (French) - Key stage 2 only.

The school also teaches Personal, Social and Health education and follows the Derby City locally agreed syllabus for R.E. 'All Our Worlds'.

The curriculum for each class is planned for by each class teacher and is sometimes taught as discreet subjects and sometimes taught through topic work.

In maths we follow the 'Maths No Problem' scheme of work and in spelling we use 'Read, Write Inc'.

## **E**xtended School

Becket Primary offers child care for pupils in **full time** school at the beginning and end of the day through our Breakfast Club and After School Care. This provision provides quality child care, activities and food by staff that are employed by the school. This provision is paid for by parents and further information on costs and times can be obtained from the school office.

## **F**ood

We are very fortunate to have our own catering team on site that cooks fresh, healthy food. Children in Reception, Years 1 and 2 receive free meals through the Universal Free School Meals Offer. Children in KS2 will need to pay £2 for each day unless families receive certain benefits and are entitled to Free School meals. Information about entitlement for free school meals and application forms are available from the school office. It is important that families entitled to free school meals complete a claim as this will also generate pupil premium funding for the school to spend on the education of their child. Dinner money needs to be brought into the school at the beginning of the week and dinners need to be paid for in advance. Children may bring in a packed lunch and advice is given to parents on providing a healthy packed lunch. School does not allow fizzy drinks or glass bottles in packed lunches.

All children in key stage one are provided with a piece of fruit at snack time so do not need to bring any snacks into school. As part of our Healthy School Status children in key stage two are encouraged to bring in fruit at playtime.

All children have access to fresh drinking water and are encouraged to bring a water bottle into school. The bottles should be brought each day and taken home to be cleaned.



# H

## Health and Well being



### **Accidents**

Where there is a minor accident at school the children will be supported by qualified staff who have undergone paediatric first aid training. All accidents are recorded and any injuries will be reported to you at the end of the day.

With more significant injuries or illness it is important that we have up to date information so that we can contact parents quickly. All information is updated at the beginning of the year but if addresses or phone numbers change then parents must be responsible for informing us.

The school reviews health and safety on a regular basis so that accidents are kept to a minimum.

### **Medication**

If your child needs to take medication during school time, please report to the school office and complete a medication form which will include information about times and dosage. Please be aware that in some circumstances parents may be asked to administer the medication themselves.

Asthma inhalers are kept securely in classrooms so that they are easily available for the children who need them. On admission to the school please make us aware if your child needs to use an inhaler or has any other medical condition.

### **Family Support**

There are many agencies who can offer support to families. Please do not hesitate to ask staff, who will be able to direct and recommend ways in which help can be found that suits your needs.

# Homework

In key stage one parents are asked to support by regularly listening to their child read and talking about the books they have brought home. Children will also have key words to practise.

In key stage two children will be bringing home spellings and reading as well as homework for English and Maths in their Learning Journal.

The school has a homework club which runs on a Thursday after school. All children are welcome to attend with so that they have a quiet space to complete homework.

# Jewellery

For Health and Safety reasons the children are not allowed to wear Jewellery to school. Where children wear pierced earrings we ask that these are small studs and the children will be asked to cover these with tape for P.E lessons. Valuable items should not be brought into school. Parents should be aware that school cannot accept liability for the loss or damage of personal property.

# Parents and carers

We regard parents/ carers as partners and firmly believe that children learn most effectively when parents and school work together. Teachers are normally available for 'quick chats' at the end of the school day but we may ask you to make an appointment at a mutually convenient time if you require a longer discussion.

The Headteacher and Assistant Headteachers are available at the beginning and end of the day or will be happy to arrange a time for you to meet with them.

Parent consultation meetings are held twice a year in the Autumn and Spring Terms and a final report of your child's progress is issued in the Summer Term. Towards the end of the Summer Term you will be invited to an information evening with your child's next class teacher. You will be kept informed of your child's progress through our Assertive Mentoring Scheme where we use the following colour codes:



= Exceeding targets

 = On Target

 = Below Target

Parent/carers will be invited into school at other times for performances, workshops and other activities.

We have an increasing number of parents who support school by volunteering to help with reading and accompanying children on trips and also with our PTA. All helpers in school are required to undertake safeguarding checks. If you are able to help, please talk to the Headteacher.

## **P**hysical Education



All year groups are involved in physical activities as part of their curriculum. The children will need appropriate dress which enables them to do P.E safely and for most children this will be a T shirt, shorts and pumps. All items of P.E kit should have the child's name in and brought to school in a small bag. For health and safety reasons, children should not wear any jewellery for P.E.

The children in Years 3 take part in weekly Swimming Lessons. These take place at Queen's Leisure Centre on Thursday mornings and the children are transported by bus. Boys require swimming trunks (shorts with long legs are not allowed) and towel. Girls require a one piece swimming costume, towel and hat. The pool rules do not allow any children into the pool if they are wearing earrings of any kind.

## **P**upil Premium

Pupil Premium is additional funding provided by the Government to support children whose families are entitled to certain benefits. The funding is held by the school and used to support the child's learning. Full details of how we spend our Pupil Premium Funding can be found on our website. The list of eligible benefits can be obtained from the school office along with the application forms which parents need to complete so that we can claim the funding for your child.

# **R**elationship and Sex Education

This is taught as part of the curriculum through Science and Personal, Social and Health Education. Parents are kept informed of when their children will be taught these lessons and are welcome to view the materials and resources that are being used in lessons. Parents have the right to withdraw their children from these lessons but would need to discuss this with the Headteacher.

# **R**eligious Education

We are required to teach Religious Education according to the local agreed syllabus. This is non-denominational and multi-cultural. It was drawn up by a committee representing many faiths, as well as Christian. In this school, we have pupils from a number of faiths. We try to provide for all these beliefs in some way.

We have an act of worship each day. This could include stories, discussions or talks which aim to try to meet the spiritual needs of the children. The content of some assemblies may also support aspects of the curriculum. Assemblies are broadly Christian or include moral and social issues that are generic to all Religions. The beliefs of other faiths are also covered in topic work and celebration days. Parents are invited to attend any assemblies led by their child's class.

If parents do not wish their child to be taught the agreed R.E. syllabus or to take part in the act of worship, they must let the school know. A letter will be required for our school records. Parents will be invited to discuss the alternative arrangements which the school can make.

# Special Educational Needs and Disabilities

All children work in class in a way and at a level that supports their learning best. Many children from time to time need some extra help and specialised support to make sure they use all their talents to the full. If we think your child needs this sort of help with either learning or behaviour we will:

- Talk to you about this before we begin any work and include your child's name on the Special Needs Register.
- Write your child his or her own plan to help with learning (IEP).
- Keep you fully informed of their progress and make sure you know what is happening next by inviting you to IEP review meetings.
- If needed involve you in discussion with other professionals, e.g including Speech and Language Therapist, Educational Psychologist.

For children with physical disabilities, there are no steps to negotiate in the building and we have a disabled toilet. Access arrangements are reviewed regularly for disabled pupils and changes are made accordingly. When admitting pupils with special needs or disabilities we always seek the views of parents in how best to support your child in making a smooth transition into our school so it is very important that parents keep us informed of any needs that their children have. Please talk to staff if you have any concerns about this.

## Trips

The staff will frequently organise trips or visits for their class. The purpose of these visits is:

- To enhance pupils' learning through the provision of real or first hand experiences.
- To increase knowledge, understanding and the appreciation of the local area and those areas different from our own
- To develop skills in observation, recording and reporting
- To assist in the development of pupils' confidence, independence, sense of adventure and the sense of responsibility, particularly towards their own safety and the safety of others
- To help pupils learn to live and work with others.

Parents may be asked to make a voluntary contribution towards these trips but no child will be disadvantaged from taking part. The contribution is voluntary but not the activity.

# Uniform

The school governors and staff would like all children to wear our school uniform. It helps show that we are all a part of the school team and it is relatively inexpensive and practical. Please ensure that all items of clothing are clearly named so that they can be returned to their rightful owner.

## Boys

Grey or black trousers

White shirt or polo shirt

Red sweatshirt preferably with the Becket Logo

Black shoes.

## Girls

Grey or black skirt/ trousers or pinafore

White polo shirt or blouse

Red sweatshirt or cardigan preferably with the Becket Logo

Red Gingham dress (suitable in the Summer)

Black shoes (no heels)

## P.E Kit

Plain colour T shirt

Plain colour shorts

Jogging bottoms for winter

Black or white pumps



*Cherish, Nurture, Achieve*

**OUR GOVERNING BODY CONSISTS OF:**

Chair of Governors:

**Mr C Wynn (L. A Governor)**

Vice Chair of Governors:

**Mr C. Walker (Co-opted Governor)  
Mrs R. Walker (Parent Governor)**

Co-opted Governors:

**Mr M Matthews  
Mrs J Montague**

Parent Governors:

**Vacancy  
Mrs D Judd  
Vacancy  
Mrs R Hopwell**

Teacher Governor:

**Mr I Ridgway**

Non-Teaching Governor:

**Vacancy**

Head Teacher:

**Mrs S James**

Clerk to the Governors:

**Miss J Burley**

# Our School Staff



*Cherish, Nurture, Achieve*

<b>Mrs S James *</b>		<b>Headteacher</b>
<b>Mrs D Murphy *</b>		<b>Assistant Head</b> Early Years Manager Extended Schools Manager Maths Co-ordinator
<b>Mrs R Varley *</b>		<b>Assistant Head</b> Inclusion Manager Nurture Group Manager Music Co-ordinator
<b><u>Y6 teacher</u></b>	<b>Mrs E Stewart *</b>	<b>KS2 Lead Teacher</b> Science Co-ordinator
<b><u>Y5 teacher</u></b>	<b>Miss C Paskin</b>	
<b><u>Y4 teacher</u></b>	<b>Mr I Ridgway</b>	Humanities and Writing Co-ordinator
<b><u>Y3 teacher</u></b>	<b>Ms L Jones</b>	MFL Co-ordinator
<b><u>Y2 teacher</u></b>	<b>Mrs D Chilvers *</b>	<b>KS1 Lead Teacher</b> Reading Co-ordinator PSHE Co-ordinator
<b><u>Y1 teacher</u></b>	<b>Miss H Durose</b>	ICT Co-ordinator
<b><u>YR teacher</u></b>	<b>Mrs D Murphy/ Mrs L Swaby/ Mrs B Swords</b>	ICT Co-ordinator
<b><u>Nursery Teacher</u></b>	<b>Mrs H Padda</b>	R.E Co-ordinator
<b><u>Extended School Teacher</u></b>	<b>Ms J Flewitt</b>	P.E Co-ordinator
<b><u>EAL Teacher</u></b>	<b>Mrs D Watkins</b>	Drama Coordinator
<b><u>Achieve In Reading</u></b>	<b>Mrs L Page</b>	
<b><u>Learning Mentor</u></b>	<b>Mr M Chell</b>	
<b><u>Teaching Assistants</u></b>	<b>Mrs A Lawrenson Mrs B Walton Mrs A Coopearson Mrs N McNamara Ms V Lobley Miss B Staves Mrs K Walker Mrs P Akhtar Mrs R Bramley</b>	

**School Business Manager** Miss J Burley

**Admin** Mrs A Tooth

**Caretaker** Mr P Moore

<b><u>Kitchen Staff</u></b>	<b>Mrs G Harding</b>	Catering Manager
	<b>Mrs S Litchfield</b>	Assistant Catering Manager
	<b>Miss C Gee</b>	Catering Assistant
	<b>Miss B Lee</b>	Catering Assitant
	<b>Mr I Chalkley</b>	Catering Assistant
	<b>Mrs K Webster</b>	Catering Assistant

**\* Indicates the management team**