



School Brochure

Greentrees Community Primary School
Sycamore Drive, Salisbury, Wiltshire SP1 3GZ (Infant Site)
Saunders Avenue, Salisbury Wiltshire SP1 3PG (Junior Site)

☎ 01722 340596

Email: admin@greentrees.wilts.sch.uk

Visit our website: www.greentrees-school.com

2023 - 2024 Edition

Pickwick
Academy Trust



Infant Site



Junior Site



‘This is a superb school in which all pupils achieve as well as they can.’

Ofsted Inspection Report – March 2015

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Vision Statement

'Reach for the Stars...Strive to Succeed'

Our Vision – Why do we exist?

To provide an environment where everyone feels safe and supported to achieve their very best and pupils receive an outstanding education, as a foundation for them to develop into independent, life-long learners and valuable members of a global society.

Our Values – Who are we?

Values are core beliefs, clearly understood and shared by every member of the school community. Those we strive to foster at Greentrees are:

- **Curiosity** – Wanting to know more and understand more
- **Kindness** – Being friendly, generous and considerate
- **Equality** – Treating everyone fairly and equally
- **Determination** – Keep trying to succeed, even when it's difficult
- **Collaboration** – working well with others to achieve our goals
- **Achievement** – Being successful through effort, skill and courage
-

Our Mission – What will we do?

Effective **collaboration** is the key to achieving our vision. All stakeholders will work together to ensure that we:

- Provide an enriching experience in which learning flourishes and where all **achievements** are celebrated
- Provide a bespoke, innovative and stimulating curriculum that promotes **curiosity** through an enquiry-led approach.
- Respect and value all members of our school's community **equally**.
- Nurture all aspects of personality - intellectual, emotional, creative, physical and spiritual.
- Challenge all children according to their individual needs, so that they achieve their true potential academically, physically and socially.
- Work in close partnership with all our families.
- Encourage **kind**, harmonious relationships between all members of the school's community, thus ensuring that standards of behaviour are high.
- Enable children to take their place in society with confidence, able to approach the changes and challenges the future will bring with a **determination** to succeed.
- Create good citizens who are able to contribute to the wider and global community.
- Develop people who have a concern for the environment.
- Create happy and healthy individuals.

Our Strategy – How will we do it?

- Provide effective CPD, based on the latest research, to ensure the highest standards of teaching and learning.
- Ensure consistency, underpinned by the Greentrees 'Charter for Learning'.
- Have robust systems in place to monitor, evaluate and review practice, policies and procedures.
- Be outward-facing, recognising the power of **collaboration** across the Trust and beyond.
- Give pupils a voice – involve them in decision making.
- Take care of our most precious resource by making staff wellbeing a priority.

A letter from the Headteacher

Dear Parents and Carers,

On behalf of the staff, children and governors, I would like to welcome you to our school.

We truly believe that Greentrees is a very special place where everyone works together to ensure that our pupils are successful. This collaborative effort is key to our success – staff, governors, pupils and their families working in true partnership towards a shared vision. Children feel safe, supported and motivated to achieve their very best.

We believe all children should feel happy, valued and secure. This will pave the way for their success and ensure good standards of behaviour and achievement.

The school has 14 classes and is a two-form entry school, across two sites, with a capacity to take 420 children. We also have a 12-place Resource Base for children with ASD, located at the junior site. As of 1st August 2021, the Department for Education (DfE) successfully converted Greentrees Primary School to an academy, and the school has joined Pickwick Academy Trust: www.pickwickacademytrust.co.uk

Bishopdown Farm pre-school is located at the Greentrees Infant site, providing excellent continuity of provision across the Foundation Stage. The pre-school also provides wrap around care in the name of 'Farm Friends', and was rated good in all areas by Ofsted (March 2018).

Greentrees has an excellent reputation and continues to achieve high standards. We had a very successful Ofsted Inspection in March 2015. The school was judged as '*Outstanding*' in all areas. (The full report can be viewed on the Ofsted website and also on the school's website.) We have also achieved the 'Healthy Schools' Gold award (July 2020), 'The International Schools Award' for the sixth time (July 2020-July 2023), the 'Basic Skills Quality Mark' for the sixth time which was re validated in July 2019, 'School Games' Gold award for sport and P.E. (September 2019) and 'Achievement for All Quality Mark' (January 2017). These are all awarded by external agencies according to rigorous criteria and indicate our commitment to delivering a high-quality education to all our pupils.

Greentrees is also the lead school in a Schools Direct Partnership with the University of Winchester. This provides training opportunities to graduates to apply for a PGCE and become the future generation of teachers.

We welcome you and hope that this will be the beginning of a happy and rewarding time for you and your child/ren.

Please do not hesitate to contact us for further information, or to arrange to visit the school. Application forms can be obtained from the Wiltshire Admissions website.

Yours sincerely



Mr Alan Geary

Headteacher

School Staff

Headteacher	Mr Alan Geary		
Deputy Headteacher	Mrs Jessica Praulins		
Teaching Staff	<p>Infant Classes:</p> <p>Mrs Melanie Eyers-Gibbs (Phase Leader)</p> <p>Mrs Tinu Patel Miss Katy Bath Mrs Claire Bonner</p> <p>Mrs Anna Glover Mrs Hailey Edmonds Mrs Ruth Jennison</p> <p>Miss Kaziah Cridge</p> <p>Junior Classes:</p> <p>Mrs Abby Blake (Phase Leader)</p> <p>Mrs Carla Sladen Miss Paige Shanley Mrs Philippa Killner</p> <p>Miss Abi Cruse Mrs Michelle Dickens Mrs Laura McKay</p> <p>Mr Ian Meatcher Mrs Helen Cole Mrs Louise Futchter</p> <p>Miss Hannah Mansell Mrs Becky Ong</p>		
Other Teaching Staff	Miss Louise Dymond	Mrs Helen Mills	
SENCO & Inclusion Manager	Mrs Helen Cole		
Teacher Assistants	Miss Paula Smith	Mrs Zoe Farr	Mrs Sarah Hughes
	Mrs Fodhla Godden	Mrs Julie Webber	Mrs Maggie Hill
	Mrs Sue Jackson	Mrs Alison Smith	Mrs Deanne Rendell
	Mrs Zoe Fletcher	Miss Linda Butcher	Mrs Julie Telford
	Miss Alice Bright	Miss Natalie Morrison	Mrs Kim Vickerman
	Mrs Carina Guyo	Mrs Gemma Cruttenden	
	Mrs Ilana Natelson-Carter		
Resource Base	Mrs Helen Cole (RB Manager) Mrs Kerry Faull (FS2/KS1 teacher) Mrs Justine Smith (KS2 teacher)		
Resource Base TAs	Mrs Emma Marsh	Mrs Melissa Loader	Mrs Laura Murray
School Administrator (Infants)	Mrs Emma Baker and Mrs Emma Webb		
School Administrator (Juniors)	Mrs Claire Jordan		
Senior Midday Supervisor	Infants: TBC		Juniors: TBC
Midday Supervisors	Mrs Julie Webber	Ms Cherrie Anderson	Mrs Gemma Cruttenden
	Mrs Zoe Fletcher	Mrs Fodhla Godden	Mrs Maggie Hill
	Mrs Melissa Loader	Mrs Emma Marsh	Mrs Lesley Mead
	Mrs Laura Murray	Mrs Michele Rebbeck	Mrs Alison Smith
	Mrs Rachael Smith	Mrs Verity Thomas	Mrs Julie Telford
	Mrs Ilana Natelson-Carter		Mrs Sasikala Pratheepan
Family Support Assistant and ELSA	Mrs Nicola Praulins		
Caretaker	Mr David Smith		

‘The headteacher, leaders and managers have maintained a relentless focus on sustaining outstanding teaching’

Ofsted Inspection report – March 2015

School Governors

Mrs Karen Beard (Chair)
Mr Mark Wilson (Vice Chair)
Mrs Charlie Boardman (Clerk)

A full list of Governors can be viewed on the school's website.

You can contact the governors by email: governors@greentrees.wilts.sch.uk

Our School Website

Our website is an exciting site full of information about the school. You can find out all the latest news, download useful documents and see what the children are up to.

Please refer to the site frequently. All newsletters and diary dates etc. will be posted on the site. You can listen to podcasts, view pupils' work and photos on class pages and find curriculum support materials, information and learning resources on the parents' pages.

Also, you can find the following 'Key Information':

- Link to Wiltshire County Council's 'Admissions Arrangements and Information'
- Link to the Department for Education's 'Performance Tables'
- Key Stage 2 SATs results
- Our latest Ofsted Report and Interim Ofsted Assessment Report
- Curriculum Information
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy and other SEND information
- Charging Policy
- Wiltshire Schools' Term and Holiday dates.

www.greentrees-school.com



We are on Facebook!

Please join the 'Greentrees Primary School' Group!

'The behaviour of pupils is outstanding because they are highly motivated to work as hard as they can, to produce their best efforts and to improve what they have done. This helps them learn extremely well'

Ofsted Inspection – March 2015

Our Achievements

Our achievements have been recognised by a number of external agencies through a range of awards:

The Basic Skills Quality Mark Award (Revalidated July 2019)

This is presented to schools that show a commitment to developing the basic skills of Literacy and Numeracy.

Healthy Schools Gold Status (Revalidated June 2023)

The National Healthy Schools Programme aims to make children happy and healthy so they can achieve their full potential in life.

The British Council's 'International School' Award (Re-accredited July 2020)

This is awarded by the British Council to schools that can demonstrate an international ethos throughout the school. This involves substantial curriculum-based international activity and schools must demonstrate collaborative work supported by a strong link with a partner school in another country.

Achievement for All - Quality Mark (January 2017)

At Greentrees, we aspire to ensure that all pupils, regardless of their background or level of need, achieve the very best outcomes. We have been working with 'Achievement for All' – a national charity set up to improve outcomes for disadvantaged learners. This work has equipped staff with invaluable knowledge and expertise to help raise the attainment, aspirations and ultimately, life chances of our most vulnerable learners. In January 2017, we were awarded the Achievement for All Quality Mark in recognition of this.

Primary Schools Games Gold Kite Mark Award (September 2019)

This is awarded in recognition of our commitment to provide high quality opportunities in a range of games and sports and through our PE curriculum.



School Organisation

We have 14 classes (6 infant and 8 junior). We offer a two-form entry throughout our classes and have a maximum of 420 pupils on roll with an additional 12 pupils in the Resource Base.



Admissions Policy

As an Academy, we are the responsible authority for admissions and are required to act in accordance with the Schools' Admissions code. The Local Authority (LA) is responsible for coordinating admissions (known as the co-ordinated scheme) across all Wiltshire schools. We also commission them to act for us in relation to any appeals.

Our Standard Admissions Number (PAN) is 60 in all year groups. If applications for admissions exceed this number, they may be refused.

Admission to Reception Class

Parents should apply via the Wiltshire Council portal early in the Autumn Term for the following academic year - <https://parentportal.wiltshire.gov.uk/web/portal/pages/home>. A school place is available for all children from the September after their fourth birthday.

All children are admitted to school full time in September, following a two week induction period of half days.

In the Summer Term (preceding admission), children will be invited to visit the school for induction sessions and there will be an information evening for parents. Where necessary, Early Years teachers visit the children in their pre-school settings, and are in communication with all key workers before they start school. We also arrange individual school visits early in the Autumn Term, before the children begin part time.

Transfer to Secondary School

When the children are at the start of Year 6 parents will receive details about transfer to Secondary Schools, together with information about the local schools available. Most schools will run open evenings and you will have the opportunity to visit the schools with your children. Salisbury operates a selective system, children may sit a secondary school selection test (11+) in September of their final year and it is on the basis of this, and parental choice, that children may be designated to one of the following:

St Joseph's School (11 to 16 mixed)

Wyvern College (11 to 16 boys)

St Edmund's School (11 to 16 girls)

Bishop Wordsworth School (11 to 18 boys)

South Wilts School (11 to 18 girls)

In the summer term there will be induction visits enabling the children to become familiar with their new school.

The School Offices

The offices are staffed between 8.30am – 3.30pm daily. At other times, messages may be left on the school answer phone.

Infant Site



Junior Site



The School's Facilities

The Infant Site was built in 2002 and therefore has the benefit of attractive, purpose-built accommodation. There is a bright and cheerful rainbow colour scheme both internally and externally. Floor to ceiling windows give attractive views across the Downs and make the classes light and bright.

The Junior Site was opened in January 2016 enabling the school to continue to grow in size and popularity and has enabled a two-form entry throughout all the years. The site is only 600 metres away from the Infant site, on the new estate of Riverdown Park. We are very proud of the new building, with its brand new IT suite and upper level classrooms.

The school is very well equipped and has an excellent ratio of computers to pupils. The school has interactive digital projectors and iPad in all classrooms. The use of technology is a strong feature of our curriculum. Children are taught specifically about keeping themselves safe in the digital age, in line with our rigorous e-safety policy.

With the school being based on 2 sites, we work hard to retain a whole school ethos and feeling of cohesion and 'oneness'. Children will often visit each site and work with pupils and teachers throughout the school.

The School Day

The Infant Site School starts at 9.00am and the Junior Site School starts at 8.50am.

All children **must be seated** in their classrooms by this time.

Both schools have a supervised playground from 8.30am. The children are able to play until it is time to enter their classrooms ready to begin activities with their teacher. There will always be a member of staff available at the gate should you need to leave a message for the class teacher.

NO CHILDREN SHOULD BE IN SCHOOL BEFORE 8.30am unless they are attending a before-school activity club.

Lunchtime: 12.00 pm - 1.00 pm

School finishes: 3.00pm at the Infant site and 3.15pm at the Junior site.

School Uniform and Equipment

School uniform consists of a bottle-green sweatshirt or cardigan, white polo shirt and grey/black trousers, shorts or skirt (shorts and skirts need to be of a reasonable length). When the weather is suitable, green and white gingham dresses may be worn. Shoes should be of a sensible nature, for safety and comfort. **They should be entirely black in colour. Trainers are acceptable if they are entirely black in colour.**

No jewellery is to be worn apart from a watch and stud earrings. (Earrings must be removed or taped up for P.E. lessons, including swimming).

Children should wear black or green shorts and a green T-shirt for P.E. Children will need trainers for outdoor P.E. and should have tracksuits / leggings when the weather is cold.

We also ask children at the Infants to bring in named wellies to be kept at school so that the school grounds can be accessed at all times. Reception children will also need waterproof trousers to be kept at home that will be worn weekly on 'outdoor learning' days.

We hold regular 2nd hand uniform sales with good quality uniform available at heavily discounted prices.

If you would like to order official school uniform this is available online at www.yourschooluniform.com. Uniform can be sent to your home address at a cost of £3.99 per order. Alternatively, orders will be delivered to school once a month. There is no charge for this service.

Current prices (January 2022): Sweatshirt = £12.29, Cardigan = £11.99, Polo Shirt = £8.89, Book Bag = £10.25, PE T-Shirt = £6.99.

Pupils will need to have a book bag for the protection of school reading books, reading records and for the safe storage of homework and school letters. We advise parents to check the bag daily!!! Other bags/rucksacks are not necessary in Reception.

All items of school uniform and equipment should be named.

Coats should have a 'loop' for hanging on a peg. School bags should be small (not required if pupils have a book bag). P.E. kit should normally be kept in school, in a P.E. bag, at all times. We will send it home for washing at half terms.

We do not encourage children to bring toys to school, as they can get lost or broken. If your child *needs* to bring a toy, they may bring **one** small, 'pocket-sized' toy, but nothing that is too valuable, precious or breakable!! It must be kept in their bookbag, and we accept no liability for loss or damage.

Appointments with the Headteacher

If you wish to arrange an appointment to see Mr Geary, please contact Mrs Baker, Mrs Jordan or Mrs Webb in the school offices. They will be able to arrange this for you, at a convenient time.

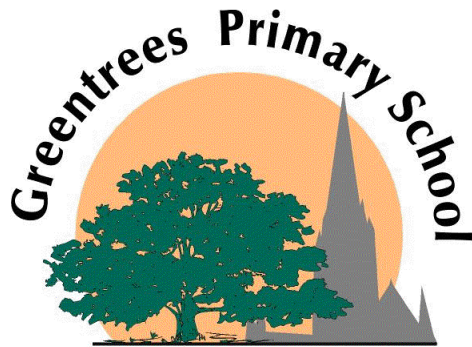
School Charging Policy

There are some activities for which charges will be made, or voluntary contributions requested. Please see the 'Charging Policy' on our website for more details and see the letter from Governors on the next page.



‘Teaching is of a consistently high quality...there is always a high level of challenge for pupils of all abilities.’

Ofsted Inspection Report – March 2015



Greentrees Primary School

Sycamore Drive
Saunders Avenue
Salisbury
Wiltshire

Telephone: 01722 340596

May 2021

Dear Parents,

VOLUNTARY CONTRIBUTIONS – A LETTER FROM THE SCHOOL GOVERNING BODY

You will all be aware that from time to time, the school requests voluntary contributions to help towards the costs of providing extra curriculum activities. As both a Governing Body, and Parents of Greentrees, we also recognise that continual requests for such contributions can at times seem excessive, and at most unnecessary.

Therefore we feel that it is only right to explain to you our Policy on voluntary contributions, (a full copy of which can be viewed in the school office) and why we believe they enable us to provide a rich and varied curriculum to enhance our children's learning.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. However the school is free to raise extra funds through voluntary contributions, from parents and others.

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to make voluntary contributions, either in the form of cash, or in kind, to help with the cost and organisation of the event. All contributions are voluntary. If we do not receive sufficient contributions, and funds cannot be made up from elsewhere, then we may decide to cancel the planned activity.

It should be noted that children of parents who are either unwilling or unable to make a voluntary contribution, will not be treated any differently. Providing parental consent has been given (where required), the child is still allowed to participate fully in the planned activity.

If appropriate and funds allow, the school or others, may consider paying a proportion of the costs in order to support a visit. The school will provide a breakdown of the costs, detailing how the activity is to be funded, with the letter requesting the voluntary contribution.

Charging in kind

The cost of ingredients, materials, equipment, etc.; needed for practical subjects such as cooking, technology and science, is budgeted for and borne out of the school finances. However, on certain projects, the school may decide to make a charge for, or request the supply of, ingredients and materials if the product is to be owned and taken home by the child afterwards. The school will inform parents prior to such activities taking place.

Application

In Greentrees we believe in “Reaching for the Stars”, and one way of enabling our children to achieve their best is to continually enhance the learning experience by expanding the curriculum to its maximum potential.

Visits from the world of dance, music and the arts, help to add another dimension to everyday subjects, and help the children appreciate things in different ways. Learning about other countries, like our link school in Zambia, provide an appreciation of what they have and what others can only wish for.

All this, we believe, helps to build a foundation in which our children can be better prepared to tackle the challenges they will face, as they progress through life.

Unfortunately, the delegated school budget does not always cover all these additional curriculum activities, and therefore from time to time, we need to ask for voluntary contributions. We could of course cut back on the number of activities; however we feel both the school, and more importantly, the children, would be a lot poorer without them.

I hope that this letter goes some way to explain the policy and reasons behind voluntary contributions. However, if you still have any questions or concerns, then please contact a member of the Governing Body, who would be pleased to discuss this matter further with you.

Karen Beard
Chair of Governors
On behalf of the School Governing Body

Teaching and Learning

At Greentrees Primary School, we have a '*Charter for Learning*'. This describes the **Golden Standards** that we strive to achieve in all that we do.

- Relationships are positive – all are valued and shown respect.
- The curriculum is innovative, stimulating, motivating and challenging.
- There is a shared understanding of learning.
- There is good teamwork and communication.
- Everyone knows that they can achieve success.
- We celebrate diversity.

We hope that by achieving these Golden Standards, children will become self-motivated life-long learners, who understand how to learn, and have a range of strategies to support their learning. We believe that every member of the community is a learner, and that adults can model learning behaviours for children.

Building Learning Power

Greentrees is a 'Learning to Learn' school

In particular, we try to develop four aspects of children's learning:

- Resilience – being able to lock on to learning (perseverance, managing distractions, noticing, and absorption).
- Resourcefulness – being able to learn in different ways (questioning, making links, reasoning, imagining).
- Reflectiveness – being able to become more strategic about learning (planning, distilling, and revising).
- Reciprocity – being able to learn alone and with others (imitation, interdependence, empathy and listening, collaboration).

These dispositions help children to increase their learning capacity.

Our Vibrant Curriculum

Intent

At Greentrees, our curriculum engages all our pupils in challenging and interesting learning, which promotes our core values of curiosity, achievement, determination, collaboration, equality and kindness.

We want our young people to 'speak up'; to make choices and feel that they are part of a global family where everyone matters. We place our young people in the context of what it means to be human and by taking a people-centred approach to the curriculum, better understand our impact on the world, past and present and future.

We believe it is our duty as humans to look after nature and the world around us. Using an enquiry-led approach, our young people are challenged to be critically curious about the world.

Our curriculum has two primary aims – to ensure that all pupils, irrespective of their background or level of need, are equipped with essential knowledge so that they are prepared for the responsibilities and experiences of later life and to provide opportunities and experiences that promote positive spiritual, moral, cultural, mental and physical development.

Implementation

From Foundation Stage to Year 6, pupils develop their substantive (know of) and disciplinary (know how) knowledge. They encounter learning experiences that are progressively matched to their cognitive development, exposing them to the wider world in carefully planned stages.

Our curriculum framework enhances the National Curriculum, using an enquiry-led approach. Cross-curricular learning objectives are woven into enquiries, placing an emphasis on 'being' rather than 'doing'. Our pupils are historians – they don't simply 'do' history; they are scientists – they don't just 'do' science.

Enquiries allow pupils to seek answers to questions that are too big to answer straight away. In doing so, they will experience different states of being and recognise the essential links between them.

Some areas of study, including English and Maths are taught discretely and we use a number of proven, evidence-based schemes of work to provide high-quality learning experiences.

Using Guy Claxton's 4 Rs of learning, we promote a 'learning to learn' ethos, encouraging children to take ownership of their learning and develop high levels of self-efficacy - recognising that what *they* do and decisions *they* make have a real impact on how successful *they* will be.

Our curriculum is bespoke to our school and pupils are inspired by the people, places and stories of our unique setting. In addition and in keeping with our human-centred approach, our curriculum is enhanced further still by theme weeks focussing on three key areas of global significance:

- Equality and diversity
- Sustainability
- Careers

Impact

Our pupils leave us with a rich, age-appropriate understanding of the world around them, ready for the next stage of their journey towards being life-long learners and valuable members of a global society.

While experiencing a genuinely broad and balanced school experience, Greentrees pupils perform well in the core subjects. Outcomes in statutory tests are routinely above the national averages – further strong evidence that by the time they leave us, our pupils are very well prepared for the next stage in their education and beyond.

‘The curriculum is exciting and carefully planned to give pupils a wide range of experiences and opportunities to develop the skills they need to succeed’

Ofsted Inspection Report – March 2015

Special Educational Needs and Disabilities (SEND)

Greentrees encourages the participation and inclusion of all children and, in accordance with our Equality Policy, this includes those with special educational needs and disabilities. We aim to support all learners and provide well-resourced, appropriate and effective provision which is personalised to meet the needs of individual children.

We fully implement the Code of Practice for Special Educational Needs and Disabilities (SEND) and our policy is reviewed annually. We also publish a SEND School Information Report on our website.

We are committed to providing the best possible learning environment for every child and teachers employ appropriate strategies, activities and programmes to assist the development of all children in their class. The school can draw upon the help of our Special Needs Co-ordinator, the Wiltshire Specialist Special Educational Needs Service, other agencies and other schools within the local area.

The school works in partnership with parents recognising that parents play a key role in the education of their children. We keep parents informed and involved, with regular opportunities to discuss their child's learning with teachers.

Governors report to parents on the implications of the school's policy for pupils with special educational needs in the Annual Report to Parents.

Both school sites are designed to be accessible to all.

Collective Worship

There is a daily active worship which is led either by the Headteacher, Deputy, class teacher, invited speaker or groups of children. Assemblies are mainly Christian in character.

Parents have the right to withdraw their child from assembly or R.E lessons (ref. DES Circular 3/89, obtainable at school or from the DfES).



Relationships and Sex Education

Relationships and Sex Education (RSE) is implemented as a natural development of pupils' needs and interests according to their age and circumstances. It is delivered by the children's teacher possibly with support from the school nurse, or other agencies, and will evolve throughout the school.

The policy and scheme of work for relationships and sex education is reviewed annually by the Governors and staff. A copy of the RSE policy and scheme of work is available to view, should you wish to.

Parents have the right to have their child wholly or partly excused from receiving sex education, except in so far as such education is comprised in the National Curriculum for Science.

Religious Education (RE)

Teaching and worship are broadly Christian based, in accordance with the Wiltshire Agreed Syllabus. This reflects the fact that the religious traditions in Great Britain are in the main Christian, whilst taking account of the teaching and practices of the other principal religions represented in Great Britain.

Extra-Curricular Activities

We offer a full range of extra-curricular activities including opportunities in sport and music. The programme will depend on staffing and the time of the year. Please let the school know if you are able to support us with extra-curricular activities.

Peripatetic music lessons are also available. We currently offer violin, clarinet, flute, recorder, singing, piano and guitar lessons to junior pupils. Please ask in the office for details of availability, charges etc.

‘The school has strong links with a range of other schools and benefits from the British Council project to link pupils in Salisbury and Zambia. This gives pupils an excellent grasp of the wider world and the lives of children elsewhere, and promotes tolerance well’

Ofsted inspection Report – March 2015

Visits

These are an important aspect of children’s learning and are often remembered by children for a very long time. Whenever it is possible, children will work ‘in the field’ e.g. visiting the local church, a farm, the theatre, museum etc. This helps to bring their studies to life. We organise residential visits for older children. Currently, the children in year 5 visit Braeside Residential Centre in Devizes for 3 days. Children in year 6 spend 4 days at ‘Osmington Bay’ in Dorset.

Greentrees – An International School

One of the distinctive features of Greentrees School is that it is an International School. We are a member of the Global Schools’ Partnership, sponsored by the British Council and Department for International Development (DFID).

We have strong links with partner schools in other countries including Zambia, France and Belgium.

In June 2017, 2 former pupils were inspired, through the international learning they were involved in at Greentrees, to visit Chainta Basic School, our partner school in Zambia. This emphasises the long-term impact of this element of the curriculum at Greentrees.

We regularly have international themed days, during which children learn about the culture and customs of different nations. We invite guests to the school to run workshops such as dance and music, and we often organise food festivals. We think it is really important that pupils have an awareness of cultural diversity. In order to truly become world citizens, children also need to consider their rights and their responsibilities to others around the globe.



Greentrees Community Primary School

Home-School Agreement

REACH FOR THE STARS ... STRIVE TO SUCCEED

Our Mission:

Greentrees is an innovative, international school family where everyone matters. Our children are happy, successful, healthy and safe. Learning is fun!

The Governors will:

1. Strive to ensure the highest standard of education is delivered to all pupils.
2. Support the pupils, parents and staff through their commitment and dedication to the school.

The School will:

1. Encourage the children to do their best at all times.
2. Care for your child's safety and happiness.
3. Achieve high standards of learning and behaviour through building good relationships and developing a sense of responsibility.
4. Keep parents informed regularly about their children's progress and general school matters.
5. Follow the DfES requirements and guidelines on home learning.
6. Welcome parental involvement.
7. Encourage children to take care of their surroundings, possessions and others around them.

Headteacher's signature



The Family will:

1. Make sure that the child arrives at school on time (juniors 8.50am & infants 9am), in school uniform and properly equipped.
2. Make sure that the child attends regularly and provide a prompt, written explanation if the child is absent.
3. Attend Parent Evenings and discussions concerning the child's progress.
4. Support the child in home learning and other opportunities for home learning.
5. Support the mission, aims and policies of the school.
6. Support the school in maintaining the 'Golden Rules'.

Parent's/Guardian's signature

The Child will:

1. Try to keep the 'Golden Rules,'
 - Do be gentle – don't hurt anyone.
 - Do be kind – don't hurt others' feelings.
 - Do be honest – don't cover up the truth.
 - Do work hard – don't waste time.
 - Do play co-operatively – don't spoil other people's games.
 - Do look after property – don't waste or damage things.
 - Do listen to people – don't interrupt.
2. I will try to do my best and be a good friend to other children.

Child's signature (if mature enough)

Together we will:

1. Support any special needs.
2. Encourage the child to follow the 'Golden Rules'.
3. Promote responsibility and good citizenship.
4. Support the children's learning to help them to achieve their best.



Our current Chair
Debbie Garrett – Year 2 Mum

“Working together in partnership for the School community”

What does FrOGS stand for?

Friends of Greentrees School (FrOGS) is the Parent Teacher Association (PTA) and plays a key role in the life of Greentrees School. We hold events throughout the year primarily to raise funds for the school, but also to provide fun and social activities for the children and their parents/guardians.

Who are we?

FrOGS is a charitable organisation (Charity Number 1096506). We currently have a Chair, Vice, Treasurer and Secretary and around another 10 regular members. Friendly half termly meetings are held to organise fundraising events supported by a member of staff.

FrOGS hold their Annual General Meeting at the school every September when the new Committee is elected. We welcome as many parents/guardians as possible to attend the AGM to listen to future plans and there is no obligation to join the committee. Parent committee members come from all walks of life, you do not need to possess any specific qualifications!

What have we achieved so far?

Since the PTA was set up in September 2002 FrOGS have raised nearly £85,000. We have been involved in a wide range of fundraising events; from the traditional like the summer and Christmas fairs, to topical events like a World Cup football night. We have hosted children's events including regular discos, Twilight Tales and even Art Competitions. Adult events like the Annual Quiz have been well supported over the years. This summer we are trying something new and having a Big Top Circus visit for our summer event.

FrOGS run the Easy Fundraising scheme and in recent years we have been running Bags2School clothes collections.

FrOGS have their own newsletter “The Leaplet” and in keeping with the technological age we now have our own Facebook page, email address; frogspta@hotmail.co.uk and our own pages on the school website. We use these to advertise upcoming events, organise volunteers and exchange new ideas for fundraising.

Why have a PTA?

FrOGS benefits the whole school in a range of ways.

- Pupils and teachers are able to receive additional funding outside the school budget e.g. play trail equipment, the pond and copse, music workshops or even providing subsidized travel for trips.
- The opportunity to meet new people, form friendships and socialise.
- FrOGS provides an additional link between staff, parents and pupils and adds to the whole school community.

How can you help?

You can help FrOGS in three main ways:

1. Become a committee member
2. Volunteer to help at one of our events
3. Attend the events that we hold, come along and have some fun while raising money for your children.

For further information on joining or becoming a supporter/volunteer of FrOGS please email us, join our Facebook page or ask on the playground to be directed to a friendly committee member.



Parent/Teacher Consultations

The Headteacher and Staff are always pleased to meet with Parents who wish to discuss their children's education and development. Teachers may be available for a brief 'chat' after school, though should you wish to make an appointment to see a Teacher or the Headteacher you can do so through the school office.

Home-School Communication

There are a number of systems in place:

- A weekly Newsletter
- School website (including an opportunity to make 'Guest Book' entries)
- Facebook Group 'Greentrees Primary School'
- HomeRun App
- Parent Teacher Consultations (2 x year – October and March and 1 x year invitation to discuss reports in July if required)
- Email links:
head@greentrees.wilts.sch.uk
admin@greentrees.wilts.sch.uk
- Open Afternoons (3 x year) – parents are invited to view children's work, school displays etc.
- Parent Questionnaires (1 x year)
- 'Feedback Forms' on annual school reports, parent consultation summary sheets etc.
- Curriculum Information Evenings
- Teacher Assistant/Headteacher/Deputy Head available in playground at the start and end of the day
- You can contact the governors by email: governors@greentrees.wilts.sch.uk

We would genuinely like to discuss any issues or concerns you may have and we usually manage to see parents within one or two days when they request an appointment.

We have decided to convert our mailbox by the front entrance to a '**Suggestions Box**'. Please do feel free to send your ideas and views to us, anonymously, if preferred.



Home Learning

'Home Learning' refers to any work or activities which pupils are asked to do outside lesson time, either on their own or with parents or carers. It does not just mean formal exercises carried out by children without any adult help. It is the involvement of parents and carers in joint activities, which may be extended or short activities. We hope this will often be fun and can take the form of games to stimulate learning.

For infants, specific home learning activities are set when they link appropriately to learning in the classroom. When these activities are not set, children are expected to select tasks from a list of 'ongoing' activities. Details of these can be found in our Home Learning policy.

For pupils in years 3, 4 and 5, a menu of activities, linked to all aspects of that term's learning, will be sent home at the beginning of the term. Children choose one activity from this menu to complete each week. In readiness for their transition to secondary school, pupils in year 6 are set a weekly maths and English task. These activities are supplemented in all year groups by daily reading, reading related activities, ongoing spelling and development of mental maths skills through 'Maths Passports' and times tables practice.

The Government recommends that Key Stage 1 children have one hour per week, children in years 3 and 4, one and a half hours per week and children in Years 5 and 6, thirty minutes per day. We implement these guidelines.

It may take a little while at the beginning of a new school year for the teacher to organise a timetable.

Parent and Volunteer Helpers

We welcome parent and volunteer helpers in the classroom. Please advise the office or class teacher if you are able to help in any way. We welcome support in a variety of areas. If you think you have a particular skill, talent or hobby do let us know, or perhaps you just want to help out and have some free time available. Volunteer helpers in school will need to undertake a full **Disclosure And Barring Service (DBS)** check, provide 2 references and have a brief chat with the Headteacher, as well as training in child protection & prevent (once every 3 years).

The 'Pupil Voice'

The children are, of course, the most important part of the school's community and it is important that their views are considered. Our School Council enables the children's voice to be heard. Children have clear and sound ideas about what helps them to learn and often they have very wise suggestions about school procedures. We want to listen to them.

Money in School

Whenever children need to bring money to school, please ensure it comes in a **named** envelope or purse. However, children rarely need money and we would prefer them to hand any money to the class teacher for safe keeping, if they do need it for a specific purpose.

Medicines in School

The school has a 'Medicines in School' policy, which is available to read on our website.

Absence

From September 2022, the Department for Education has issued new guidance for managing school attendance. At Greentrees, our attendance target is 97% and action will be taken when a pupil's attendance falls below this threshold.

We understand that from time to time, children are not well enough to attend school. When this happens, please let us know the reason for your child's absence **before 9.05 a.m.** If we do not receive a message on the first day of absence, we will phone home in order to ensure that the pupil is safe. Please send a short, written explanation when your child returns to school.

Parents should avoid booking holidays during term time. **Taking your child out of school during term time may harm your child's academic progress.**

It is particularly important that holidays are avoided in May; this is the school's key assessment period. Wiltshire Council Holiday dates are printed at the back of this brochure.

Schools are not able to authorise any holiday absence. Requests for day trips will also be refused. Parents of pupils who are absent for 10 or more half days in a 6 month period may be subject to a penalty notice.

Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time, available from the school office.

We really need to know if you or your child has any kind of physical or mental disability. This will enable us to try to ensure you and your children have full access to the school and all of its activities. Please make sure that we are aware of any issues. See also page 27.

Equality

The school is committed to working towards equality, promoting positive approaches to difference, and opposing all forms of prejudice and discrimination. Parents may view our 'Equality' Policy in the school office or on our website.

Disability:

We offer modern school buildings that are generally suitable and accessible for adults and pupils alike. We have appropriate toilet and shower facilities and our school halls have speaker systems for the hearing impaired. We have an 'Accessibility Plan' in place that proposes further improvements to the buildings to ensure equal access for all.

It is important that the school is aware of any physical or mental disabilities that either pupils, or their parents, may have. Together with parents, and other agencies, we plan for children's needs to ensure that they have equal access to the curriculum and extra-curricular activities. Work is differentiated, as required. Please ensure that the school is informed of your child's needs. We also need to know if parents have needs so that we can ensure that they are able to access meetings, school literature, functions etc.

Behaviour

Children who keep the '*Golden Rules*' and who try to do their best will be rewarded. Rewards will be in the form of verbal acknowledgement, stamps, stickers, team points, certificates and so on. Most importantly, children will qualify to participate in weekly '*Golden Time*' (privilege time). We shall also have a special Worship Time each week where pupil achievements will be celebrated.

Children who fail to keep the '*Golden Rules*' will, in the first instance, have a quiet, verbal reminder, or 'look'! If behaviour does not improve, there will be a further range of steps that will be taken to encourage the child to improve their behaviour, including the issuing of a 'yellow card'. If this is not successful, children will receive a 'red card' and will encounter a loss of '*Golden Time*'.

If a child causes difficulties repeatedly, we will inform the parents. A meeting will be arranged to discuss how to put the matter right. Such co-operation between the parents and School helps bring about an improvement in the child's behaviour. If a child causes difficulties repeatedly at lunch times, it may become necessary to exclude the child from school during this time until the child can be re-integrated. On rare occasions it may be necessary to temporarily, or in extremely rare cases, permanently exclude a child. This may happen as a result of fighting, aggressive behaviour, bullying, making racist comments or stealing.

The 'Golden Rules'

We expect all children to keep the 'Golden Rules':

- ☺ Do be gentle – don't hurt anyone.
- ☺ Do be kind – don't hurt others' feelings.
- ☺ Do be honest – don't cover up the truth.
- ☺ Do work hard – don't waste time.
- ☺ Do play co-operatively – don't spoil other people's games.
- ☺ Do look after property – don't waste or damage things.
- ☺ Do listen to people – don't interrupt.

These rules are simple enough for all the children to understand. There will be frequent reminders of the rules in school assemblies, during class discussions and on posters throughout the school. By maintaining the rules, all members of the school community will feel happy, valued and secure.

Bullying

Bullying can be a very serious problem. We shall do all we can to ensure that it does not become an issue at Greentrees School. We encourage children to recognise bullying and to speak out against it. We do not want children to 'suffer in silence'. Bullying is a subject which is discussed in assemblies and in class. It is an integral part of our PSHE policy. The teachers and support staff monitor bullying carefully so that action can be taken at the earliest opportunity. The Headteacher reports to the Full Governing Body on this issue. Please encourage your child to TELL us about problems. If children feel unable, parents should inform us.

Cyber bullying is also a significant concern. Children are taught how to protect themselves in their ICT lessons.



‘Pupils have an excellent understanding of what might constitute bullying, but they say bullying of any kind is very rare. If it did happen they say it would be stopped’.

Ofsted Inspection Report – March 2015

Healthy Eating

This school does its utmost to teach children the key points about living a healthy life, including the importance of eating healthy food. The school recognises the important connection between a healthy diet and a student's ability to learn effectively and to help them achieve higher standards in school. We have a comprehensive Food Policy stating our aims (available on request).

We request that all parents respect our healthy food policy and further enhance this by supporting it fully through the food they give their children in their lunchboxes.

NHS guidance on packing a lunch box suggests:

- Generous helpings of bread and other cereals.
- 1 serving of meat, fish and alternatives.
- 2 servings of fruit and vegetables.
- 1 or 2 milk or dairy foods
- A small helping of fatty/sugary foods.



Packed lunch checklist:

- Sandwich or roll with suitable filling or cold pasta, rice, salad or slice of pizza.
- Fruit and/or raw vegetables (e.g. carrot sticks, cherry tomatoes, cucumber).
- Drink e.g. water, milk, dilute fruit juice.
- Yoghurt or fromage frais.
- Small sweet or savoury snack (optional) e.g. malt loaf.
- ICE PACK (**essential** in hot weather).
- Spoon, if needed, and paper napkin/kitchen towel.

Try to avoid foods with a high fat content (e.g. crisps) or high sugar levels (e.g. chocolate bars).

PLEASE DO NOT PUT ITEMS MADE WITH OR FROM **NUTS** IN YOUR CHILD'S LUNCHBOX.

School Meals

Our school meals are very popular and are of a high quality; meeting the National Food Agency's rigorous standards. Our current meal provider is CleverChefs. Meals currently cost £2.50 per day. From September 2014 all infant aged pupils are entitled to a free school meal, this is a national government initiative. Menus can always be found on our school website [here](#)

Alternatively, children can bring a packed lunch to school in a named lunchbox. Lunch boxes should be placed on the class trolley at the start of the day.

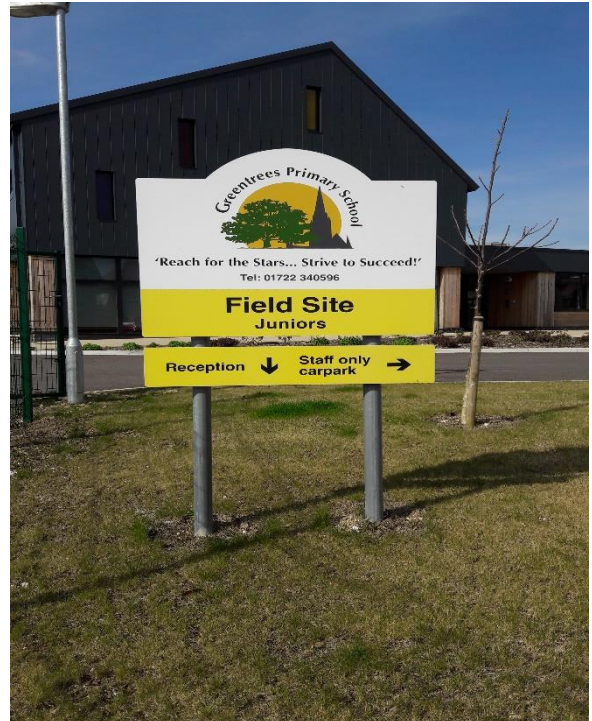
Please let Mrs Baker or Mrs Jordan know if your child is eligible for a free school meal.

"Drink to Think"

Research has shown that we concentrate best when we have plenty of water to drink. We would like children to bring a named, 'non-spill' container of **water** to school each day, so that they can have a drink when required (no squash please). Children can keep these on their tables for easy access.

"Snack Attack and Coolmilk"

All infant children receive a free piece of fruit daily as part of the Governments 'Healthy Eating' initiative. Junior children may bring their own fruit or vegetable snack to school for mid-morning break. If required, it should be brought to school in a **named** container and put in the class 'snack box' at the start of the day. (Litter should be disposed of thoughtfully.) Children aged 4 are also entitled to free milk via the CoolMilk scheme. Children over 5 are also able to have milk, more information can be found in the welcome pack or by visiting their website <https://www.coolmilk.com/parents/>



SCHOOL TRAVEL PLAN



The following guidelines have been devised by a group of parents, teachers and governors
in consultation with *Travelwise* and Wiltshire Police.

We request that parents follow the guidance given below.

Our aim is to ensure that:

- ☺ **Our children are safe,**
- ☺ **Our children develop a healthy lifestyle,**
- ☺ **We protect the environment,**
- ☺ **We conserve energy.**



If you live on Bishopdown Farm, Hampton Park or Riverdown Park - please WALK your children to school.

If you live further away, and *have* to drive –

Infant Site

We request that you avoid Sycamore Drive completely, and stop in *The Pavilion* car park, travelling around Ash Crescent. Please escort your children to school from here and park here at the end of the school day when you collect your children. Do not park by the 'One Stop' Shop or Vet and Doctors' Surgeries. Please park with consideration for other road users and local residents.

Junior Site

There is a turning and drop off area to the left of the school where parents can safely leave children to enter the school through the designated gates.

The school's car parks are for staff only.

These measures will improve visibility for all children, and ensure SAFE access, immediately in front of the school sites.

Help our children to see and be seen!

Thank you for your co-operation.


SCHOOL TERM AND HOLIDAY DATES 2023 -24

September 2023							October 2023							November 2023						
M		4	11	18	25		M		2	9	16	23	30	M		6	13	20	27	
Tu		5	12	19	26		Tu		3	10	17	24	31	Tu		7	14	21	28	
W		6	13	20	27		W		4	11	18	25		W	1	8	15	22	29	
Th		7	14	21	28		Th		5	12	19	26		Th	2	9	16	23	30	
F	1	8	15	22	29		F		6	13	20	27		F	3	10	17	24		
Sa	2	9	16	23	30		Sa		7	14	21	28		Sa	4	11	18	25		
Su	3	10	17	24			Su	1	8	15	22	29		Su	5	12	19	26		

December 2023						January 2024						February 2024					
M		4	11	18	25	M	1	8	15	22	29	M		5	12	19	26
Tu		5	12	19	26	Tu	2	9	16	23	30	Tu		6	13	20	27
W		6	13	20	27	W	3	10	17	24	31	W		7	14	21	28
Th		7	14	21	28	Th	4	11	18	25		Th	1	8	15	22	29
F	1	8	15	22	29	F	5	12	19	26		F	2	9	16	23	
Sa	2	9	16	23	30	Sa	6	13	20	27		Sa	3	10	17	24	
Su	3	10	17	24	31	Su	7	14	21	28		Su	4	11	18	25	

March 2024						April 2024						May 2024					
M		4	11	18	25	M	1	8	15	22	29	M		6	13	20	27
Tu		5	12	19	26	Tu	2	9	16	23	30	Tu		7	14	21	28
W		6	13	20	27	W	3	10	17	24		W	1	8	15	22	29
Th		7	14	21	28	Th	4	11	18	25		Th	2	9	16	23	30
F	1	8	15	22	29	F	5	12	19	26		F	3	10	17	24	31
Sa	2	9	16	23	30	Sa	6	13	20	27		Sa	4	11	18	25	
Su	3	10	17	24	31	Su	7	14	21	28		Su	5	12	19	26	

June 2024						July 2024						August 2024					
M		3	10	17	24	M	1	8	15	22	29	M		5	12	19	26
Tu		4	11	18	25	Tu	2	9	16	23	30	Tu		6	13	20	27
W		5	12	19	26	W	3	10	17	24	31	W		7	14	21	28
Th		6	13	20	27	Th	4	11	18	25		Th	1	8	15	22	29
F		7	14	21	28	F	5	12	19	26		F	2	9	16	23	30
Sa	1	8	15	22	29	Sa	6	13	20	27		Sa	3	10	17	24	31
Su	2	9	16	23	30	Su	7	14	21	28		Su	4	11	18	25	

key:	
	School Holiday
	Bank holiday
	Term Time

Academy, Free Schools, Foundation & Voluntary Aided schools can set their own term dates and may differ from ours. Please check with the individual schools for their term dates.

5 days are also available for professional training day closures during term time, set by the Headteacher and Governors of each school.

Term dates summary:		
Term 1	01 September to 18 October 2023	34 days
Term 2	30 October to 20 December 2023	38 days
Term 3	04 January to 09 February 2024	27 days
Term 4	19 February to 28 March 2024	29 days
Term 5	15 April to 24 May 2024	29 days
Term 6	03 June to 24 July 2024	38 days
TOTAL		195 Days

Bank and Public Holidays 2023/2024	
Christmas Day Holiday	26th December 2023
Boxing Day Holiday	26th December 2023
New Years Holiday	1st January 2024
Good Friday	29th March 2024
Easter Monday	1st April 2024
May Day Holiday	06th May 2024
Spring Bank Holiday	27th May 2024
Summer Bank Holiday	26th August 2024