



Newstead Primary  
School



# Prospectus 2025 - 2026



Achievement for All  
QUALITY MARK 2011 - 2013



CONTACT DETAILS.

Type of School:	Community - Primary, providing education for children 3-11 years of age.
Name and address:	Newstead Primary School and Nursery Hucknall Road Newstead Village Nottinghamshire NG15 0BB
Telephone:	01623 753681
Email:	<a href="mailto:office@newstead.notts.sch.uk">office@newstead.notts.sch.uk</a> <a href="mailto:head@newstead.notts.sch.uk">head@newstead.notts.sch.uk</a>
Web Site:	<a href="http://www.newstead.notts.sch.uk">www.newstead.notts.sch.uk</a>
Head Teacher:	Mrs H Woodward
Chair of Governors:	Mr A Raynor
Deputy Head Teacher:	Mr J Oldfield
Business Manager	Mrs L Stevenson
Office Manager	Mrs A Reddington



## CONTENTS



Contact details	2	Leave of Absence	17
Contents page	3	Our School Curriculum	18
Welcome to Newstead Primary School	4	Monitoring of Progress	19
Our School Aims	5	DAaRT Education	20
Our Mission Statement	5	Physical Education	20
School moto	6	Religious Education	21
Safeguarding Children	7	Special Educational Needs	21
Staffing Structure	8	Accessibility	21
Admission Arrangements	9	Behaviour	22
Visiting Arrangements	12	Equal Opportunities	22
Session Times	13	Complaints Procedure	22
Class Organisation 2024/2025	13	Governing Body	23
School Uniform	14	Pupil and Parent Information	23
School Meals	15	National Curriculum Year 6 SATS 2024	24
School Milk	15		
Attendance	16		

All information in this brochure is intended to relate to the academic year 2025/26. All information was correct at the time of writing but inevitably some changes may occur through the year.



WELCOME TO NEWSTEAD PRIMARY SCHOOL



Dear Parents / Carers.

On behalf of the entire school team, staff, children and governors, I would like to take this opportunity to welcome you to Newstead Primary School and Nursery. This prospectus aims to give you a flavour of the school and attempts to provide you with as much initial information as possible.

We hope this will be the beginning of a long and successful partnership where we work together to provide the best possible education for your child.

At Newstead Primary School we aim to provide a caring environment in which all children feel safe and secure. We offer a wide range of learning opportunities in order to enable each child to develop an enquiring mind and a thirst for knowledge. We expect the children to work hard in order to achieve the best possible standards in all areas of the curriculum. We insist upon high standards of behaviour at all times and have been widely praised for the positive ethos within the school. We have an excellent and supportive Governing Body and a committed and talented staff who work very hard to help each child achieve their potential.

We are an open and friendly school and we value your contribution, whether it takes the form of attending parents' evenings and school events, helping in school, or sharing any concerns or worries you may have with us.

Visits to the school are warmly encouraged, via appointment with the school office, in order to see the school at work.

I look forward to working with you and your child.

Yours sincerely

*Helen Woodward.*

Head Teacher.

## OUR SCHOOL AIMS



These aims encapsulate those things which we believe to be most important in the education of children.

- To provide a broad and balanced curriculum which promotes high standards of achievement and caters for the needs of the individual.
- To promote independence, self-motivation, self-control and self-confidence.
- To provide a safe, caring and happy environment.
- To maintain strong community links which promote mutual respect and understanding.
- To encourage respect and consideration for others.
- To encourage care of the local and wider environment.

## OUR MISSION STATEMENT

Our visual mission statement was Designed by the stakeholders of the school.

The roots symbolise core qualities Newstead Primary School begin with to ensure children grow and flourish into well rounded children.



SCHOOL MOTO



Our school moto is 'Aim High'. We expect high standards of respect, behaviour and work. This is the symbol that the children have on their uniform and book bags.

## SAFEGUARDING CHILDREN



Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Headteachers are required to refer their concerns to the Nottinghamshire Multi-Agency safeguarding Hub (MASH) for further investigation so that children at risk can be identified quickly. This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to the MASH/Social Care it is not accusing the parents of abuse but requesting that further investigation takes place to establish whether a child is at risk.



## STAFFING STRUCTURE



Mrs Helen Woodward	Head Teacher
Mr John Oldfield	Deputy Head Teacher KS2 Teacher
Mrs Alyson Morgan	Early Years Teacher
Mrs Suzanne Megeary	KS2 teacher Teaching and Learning Leader
Mrs Stephanie Walsh	KS2 Teacher SENCO
Miss Chloe Swann	KS2 Teacher
Mrs Emily Wensley	KS1 Teacher
Miss Emily Martin	Sports Coach
Mrs Lindsey Howlett Mrs Emma Greenhalgh Mrs Gillian Naylor Mrs Tracy Bird Mrs Kelly Shipstone	Teaching Assistants
Mrs Lizzie Stevenson	Business Manager
Mrs Alison Reddington	Office Manager
Mr Richard Parkes Miss Kay Wood	Site Manager Cleaner
Miss Davina Donkin Miss Stacey Griffiths Miss Chloe Shipstone Miss Kele Blackwell Miss Linda Ancliffe	Senior Dining Room Assistant Senior Midday Supervisor Midday Supervisor Midday Supervisor Midday Supervisor





## **THE FOUNDATION STAGE.**

The Foundation Stage is made up of the Nursery and Reception classes Children can be admitted into nursery in the term after their 3rd birthday. Children will begin full-time school in the school year they will turn 5 years old.

## **NURSERY ADMISSIONS - 15 HOURS CHILDCARE**

Newstead Primary School and Nursery offers up to 15 hours of childcare provision for 3 and 4 year olds. All parents receive the universal offer of 15 hours of funded childcare provision.

For children attending for 15 hours children attend morning sessions from 9.00am until 12 midday

If a place for your child is not immediately available, names are placed on a waiting list. It is advisable to place your child's name on the list as early as possible.

The children will then transfer into Foundation 2 (full time) at the start of the autumn term (September) following their fourth birthday. All children must apply for a full-time place in the school through the local authorities admission arrangements. Children do NOT automatically receive a school place even if they live in the catchment area or have attended part-time. (see first admissions information below)

## **FIRST ADMISSIONS - FULL-TIME EDUCATION.**

Nottinghamshire local authority controls the first admissions process and a school place must be applied for.

Nottinghamshire schools have a single point of entry, admitting pupils in the September of the academic year in which they turn 5.

Each school has a pupil admission number (PAN), in the event of over-subscription, the following criteria will be applied once places have first been allocated to pupils who have a statement of special educational needs which names the school:



- 1) Children looked after by the local authority and previously looked after children.
- 2) Children who live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school.
- 3) Other children who live in the catchment area
- 4) Children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to school as the crow flies. Distances are measured from the entrance of the child's home to the principle entrance to the main administrative building of the school.

### **SPECIAL CIRCUMSTANCES**

The following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

Children of nomadic travellers will be allocated a place at their catchment area school.

### **ADMISSION TO YEAR GROUPS OTHER THAN THE INTAKE YEAR**

Applications for admission to other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions. In some schools, changes in circumstances, such as the building of additional classrooms or as a result of teaching group organisation, will require the school and the LA to agree admission numbers which will apply to each year group. The Local



Education Officer will agree the detail of this should any issues arise. If places are available within the year group, applications will be considered in accordance with the current published admission criteria for admission to the school. If places are available, the child will normally be admitted to the school.

### VISITING ARRANGEMENTS

Parents considering applying to the school for a place may visit the school by arrangement with the Head Teacher to see our pupils at work.

Parents are always welcome. We are an open and friendly school and we try to work in partnership with parents for the benefit of all our pupils. If you need to see the Headteacher, however, please telephone first to make an appointment.

You will be invited into school regularly to discuss your child's progress with members of staff. If you have any concerns or worries about your child please come and tell us so that we can do our best to arrive at a solution together.

We are always pleased to receive offers of help in school - let us know if you have any skills or hobbies which you feel you can share with us. If you would like to help with this please contact your child's teacher in the first instance.

## SESSION TIMES

The school session times are as follows;

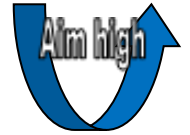
Nursery Children	9:00am - 12:00am
Foundation 2 (full-time) Key Stage 1 Key Stage 2	9:00am - 12:15pm and 1:15pm - 3:30pm

The school gates open at 8:50. A bell sounds at 9:00am to indicate that all children should be in school.

## CLASS ORGANISATION 2025/2026

Our cohorts and classes are variable in size. The class organisation for the academic year 2025 and 2026 will be as follows;

Mrs Alyson Morgan	Foundation 1 (Nursery)	Acorn Class
Mrs Alyson Morgan	Foundation 2 (Full-time reception)	Willow Class
Mrs Emily Wensley	Year 1 and 2	Elm Class
Mrs Chloe Musgrove Mrs Stephanie Walsh	Year 3 and 4	Pine Class
Mrs Suzanne Megeary	Year 4 and 5	Maple Class
Mr John Oldfield	Year 6	Oak Class



## SCHOOL UNIFORM

Our school uniform, is as follows:

- Navy blue sweatshirt / jumper / cardigan
- White or navy blue polo shirt
- Grey or black skirt / pinafore dress
- Grey or black trousers
- Sensible black shoes (not trainers)

Sweatshirts / Cardigans / Polo-shirts / Fleece supporting the school logo can all be purchased at competitive prices from the school office.

For Physical Education lessons (PE) your child will need a PE kit comprising of the following:

- Navy or black shorts
- White t-shirt
- Plimsolls or trainers

PE kits, including a bag can be purchased from the school office.



Book bags, showerproof fleeces, sun caps with the school logo are also available from the school office.

### JEWELLERY.

We would like to remind you that jewellery SHOULD NOT BE WORN to school with the exception of watches and small stud earrings.

However, earrings and watches MUST NOT be worn for PE. These items must be removed and kept in a safe place by the child. Staff are not permitted to remove earrings so we advise that earrings be removed at home.



If your child has recently had their ears pierced, plasters must be provided in order for your child to continue with their PE lessons. Physical Education is part of the National Curriculum and children must take part unless they are physically unable to do so.

### SCHOOL MEALS.

At lunchtime children may opt to bring sandwiches or have a school dinner. School dinners consist of a two course meal (main meal and dessert) at a cost of £2.90 a day (prices correct at time of publishing). We request that dinners must be paid for in advance or on the day the dinner is required. Please inform the school if your child has a special dietary requirement.

Children in Reception / Year 1 and Year 2 are entitled to a free school dinner (Universal free school dinners)

Parents who think they may be eligible for free school meals because they receive benefits they should contact Nottinghamshire County Council on 0300 500 80 80.

### SCHOOL MILK

All children at the school may have a carton of milk each day. This is free whilst your child is under 5 and there is a charge after your child's 5<sup>th</sup> birthday. The milk is provided via the Cool Milk Company and you will need to register for the scheme with them at [www.coolmilk.com](http://www.coolmilk.com) . Further details will be given to you at your child's pre-admission visits.

## ATTENDANCE



The Government, through the local authority, and OFSTED continue to give regular attendance at school a high profile as part of its programme to improve standards in schools. As a school we are required to record attendance in detail.

We ask parents to help the school by notifying us of all absences on the first day of absence. The school office will then record notified absence. If no notification has been given regarding the child's absence, then we will send an e-mail or an APP message requesting a reason for absence.

Parents will be informed if a child's attendance falls below 90% and a meeting may be requested by the school to discuss the issue.

If attendance does not improve, or no resolution can be found between school and home the Local Authorities Family Service will be contacted.

An absence can be "authorised" if children are out of school for illness and for medical appointments, which genuinely cannot be made out of normal school hours. Absences for shopping trips or a day off for other than genuine illness are not valid reasons for keeping children away from school. These will be recorded as "unauthorised"

Attendance and absence details are given to parents / carers at the end of the year.

We encourage children to arrive on time and those who do arrive late after the registration time should go to the school office for their registration to be recorded accurately.

Certificates of attendance to mark and recognise achievement are given in the following ways:

- Weekly award for the class who reaches the highest percentage in attendance.
- Children who reach 100% attendance are awarded in the final assembly of the year.
- Termly awards for children who reach 96% attendance.

## LEAVE OF ABSENCE



It is at the Headteacher's discretion, in exceptional circumstances, that children will be permitted a leave of absence during an academic year, but this is extremely rare.

Children taking holidays during term-time will not be authorised.

Leave of absence forms are available in the school office and must be submitted to the Headteacher at least **4 weeks** in advance.



## OUR SCHOOL CURRICULUM.



At Newstead Primary School we plan and deliver a broad and balanced creative curriculum that ensures the skills for life are incorporated. Firmly rooted at the heart of the curriculum are the skills of Literacy and Numeracy and cross-curricular teaching occurs as appropriate.

Through our curriculum we provide a range of activities to give each child the chance to achieve their personal potential. We are committed to raising standards and the curriculum is regularly reviewed. The curriculum includes all the National Curriculum subjects and is taught through a themed approach.

Planning takes into account the individual needs, aptitudes and abilities of the children in each class. Staff use both whole class, group work and individual teaching strategies as appropriate, depending on the nature of the activity.

### LITERACY AND NUMERACY

All the children in school take part in a Literacy and a Numeracy session each day either as a discreet subject or through cross curricular teaching.

Skills in communication, reading and writing are developed using a wide range of resources at the child's appropriate level. A wide range of books are used to match the needs of each individual child and to provide the gradual progression necessary for children to read well and to enjoy books. Drama activities and a 'talk for writing' approach are used to develop confidence in spoken communication.

In school, children are encouraged to write by a variety of means. They will be taught how to write within a wide range of genres whilst also taking account of their personal writing development. Grammar, spelling and punctuation skills are taught widely through school.





Numeracy work, in the early stages, is taught orally and practically. Each child is encouraged to progress at his/her own pace. The emphasis is on good foundation work that will give a child a real understanding about how mathematics works and how it can be used in everyday situations.

Mathematical knowledge is important but the ability to use that knowledge practically is even more so. We ask children to solve practical problems that relate to real life situations. We use various ways of recording mathematical calculations in a formal way. The schools emphasis on children learning their times tables is also incorporated into Numeracy lessons.



### **ALL OTHER SUBJECTS.**

Subjects such as Science, Information Technology, History, Geography, Music, Art, Design and Technology are taught within a topic approach. Skills within each subject are taught and planned for carefully within a creative approach which also takes account of cross curricular skills in Literacy and Numeracy.

### **MONITORING OF PROGRESS**

All children who attend our school will regularly have their progress assessed in key areas of the curriculum. Parents will be informed formally every term about their child's progress, however this could be more regular if it's deemed necessary.

### **DAaRT (Drug, Alcohol and Resilience Training)**

DAaRT is an educational course developed between the Police Service and Education. The DAaRT programme is run in school on an annual basis to children in Year 6, it is delivered by an experienced Police Officer and Class Teacher. The topic of substance misuse is covered along with strategies which will hopefully enable them to resist peer pressure to become involved in the use of such substances.



### **PHYSICAL EDUCATION**

All children have regular Physical Education sessions both indoor and outdoor each week. These lessons are used to develop both the children's physical skills and their physical fitness.

School offers an after-school club, four times a week, based on developing in differing areas of sport each half term. This is delivered by a fully qualified sports coach employed by the school.

The school also takes part in competitions and events organised by the family of schools, these sports include football, cross-country, boccia etc.

### **Swimming**

Swimming lessons are provided for children in Key Stage 2 (Year 4) during the Autumn and Spring Term. These lessons take place at Hucknall Leisure Centre. Children who in Year 4 who do not gain their 25 meters, will have the opportunity, if numbers allow to complete another cycle of swimming lessons to ensure they can meet the 25 meters expectation.

### **RELIGIOUS EDUCATION - RELIGIOUS AFFILIATIONS.**

The school is not affiliated with any particular religious denomination and follows the National Curriculum Religious Education programme of study. Parents have the right to withdraw children from religious worship; prior to this a meeting should be arranged with the Head Teacher and all requests put in writing.



### **SPECIAL EDUCATIONAL NEEDS**

The school has an agreed Special Needs Policy in place to meet the needs of all pupils with SEND whether the child has a Education Health Care Plan (EHCP) of SEND or not.

We recognise the LA's policy and follow the 'Special Needs Code of Practise'. Advice and support are provided from outside agencies where necessary.

A copy of the SEN policy is available from the School upon request.

We try at all times to comply with the Governments Code of Practise and LA's guidelines based on the recognition of a continuum of needs and provision. We recognise the 4 areas of SEN as outlined by the Code of Practise

- Cognition and Learning
- Communication and Interaction
- Behaviour, Social and Emotional Development
- Sensory and Physical

As part of the Kirkby College Family of Schools we have regular meetings to ensure continuity of practise and working. It is via these meetings that we can gain extra funding through AFN (Additional Family Needs) and we access extra support from the LA through HLN (High Level Needs) funding. HLN funding is targeted at those children with identified exceptional needs.

### **ACCESSIBILITY.**

We have appropriate disabled access throughout our school building including a toilet. We aim to ensure that all areas of the curriculum are accessible to all of our pupils.



## **BEHAVIOUR**

Our policy is based on the principle that every child has the right to learn and each teacher has the right to teach. The behaviour policy is based on positive reinforcement of desired behaviour, through clearly defined rules, which is designed to raise the self-esteem and self-confidence of each individual child. Nevertheless, there are consequences for children who chose to ignore the rules that have been agreed and reinforced through school.

The school works collaboratively with parents, so children receive consistent messages about how to behave at home and at school. We ask parents to support their child's learning and to co-operate with the school, as set out in the home-school agreement. We try to build a supportive dialogue between the home and the school and we aim to inform parents as soon as we have concerns about their child's welfare or behaviour.

Please refer to our Behaviour and Relationships Policy for further details.

## **EQUAL OPPORTUNITIES**

The school complies with all national and local Equal Opportunities guidelines and policies. All pupils are integrated into the school regardless of race or gender.

## **COMPLAINTS PROCEDURE.**

There is a standard procedure agreed by the Local Education Authority for dealing with complaints about the school curriculum and other related issues. The following procedure has been adopted by the school and agreed with the Governing Body:

1. All concerns and complaints will be taken seriously.
2. If you do have a concern or a complaint, speak to your child's class teacher or ask for an appointment to see them.
3. If you feel the matter has not been dealt with appropriately then speak to the Head Teacher.
4. Most concerns and complaints will be resolved at this stage, but if this is not possible, or your complaint is about the Head Teacher, you should write to the Chair of Governors at the school address.
5. The Chair of Governors will then inform you how your concerns will be investigated and respond to you directly. He will write to on behalf of the governing body with the results of the investigation.
6. If you have a complaint about the governing body, contact the local authority's Head of Governor Services.



### **GOVERNING BODY.**

The Head Teacher is responsible for the day-to-day management of the school. The role of the Governing Body is to provide strategic management and to act as a 'critical friend' supporting the work of the Head Teacher and the staff.

The Governing Body meets twice per term and each governor serves a four year term.

The Governors of the school are made up of; Parent Governors, Teaching and non-teaching representatives, Local Authority Governors and Community Governors.

Parent Governors are important and essential to represent the voice of the community. They must have a child in the school and are elected by the parents of the school.

### **PUPIL AND PARENT INFORMATION**

We always ask parents and carers to fill in a "Pupil Information Sheet" when children enter the Foundation Unit or transfer into school at other times.

Information including home address, emergency contacts, allergies etc are stored for use in school and are essential in the event of an emergency. This information is covered by the Data Protection Act.

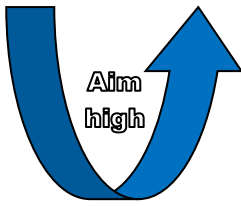
Parents and carers are always encouraged to tell us in school of any changes in Circumstances, particularly phone numbers so that we can update our information and ensure accuracy.

### **PUBLIC ACCESS TO DOCUMENTS.**

Parents are welcome to contact the school at any time to seek information on matters relating to their child. They have the right to ask to see the following;

- The Ofsted Report on the school - July 2022
- Policies relating to each curriculum area
- Nottinghamshire's procedure for dealing with complaints about the curriculum.
- Safeguarding Policy
- Attendance Policy
- Equality Policy

Parents/Carers requiring to view any of these should contact the school to make suitable arrangements.



Newstead Primary School

Assessment Results 2025.



Below are the results from the SATs taken by our year 6 children in May 2025.

Please also note that this set of results are based on a cohort of 14 children making each child 7%.

Average Progress Scores

<u>Subject</u>	<u>Average Progress Score</u>
Reading	
Writing	
Maths	

Average Scaled Scores

<u>Subject</u>	<u>Average Scaled Score</u>
Reading	108.3
Maths	101.3

Percentage of pupils who achieved the expected standard or above

<u>Subject</u>	<u>% of children who achieved expected</u>
Reading	86%
Writing	79%
Maths	79%

Percentage of pupils who achieved a high level of attainment

<u>Subject</u>	<u>% of children who achieved a high level of attainment</u>
Reading	36%
Writing	29%
Maths	21%

Percentage of children to achieved combined in reading, writing and maths.

<u>Subject</u>	<u>% of children who achieved expected</u>
Reading, Writing and Maths	79%
<u>Subject</u>	<u>% of children who achieved a high level of attainment</u>
Reading, Writing and Maths	7%