



SWALLOW DELL PRIMARY AND NURSERY  
SCHOOL

Blackthorn Road  
Welwyn Garden City  
Hertfordshire  
AL7 3JP

Telephone number: (01707) 339079

Fax number: (01707) 880922

admin@swallowdell.herts.sch.uk



Swallow Dell Primary and Nursery School

strives to build self worth

through achievement.

I would like to warmly welcome you to Swallow Dell and I wish you and your child every happiness whilst you are part of our school community. I hope that our brochure will give you an insight into the way we work and provide you with the information you need, but please feel free to contact us if you have additional questions.

We know that you will want your child to grow and learn in a happy, caring and creative atmosphere. We enable our pupils to gain confidence, self-discipline and self-respect as well as respect for others and provide a wide range of learning opportunities whilst expecting every child to do their best at all times

Swallow Dell is a two form entry school, housed in two separate buildings. We have a newly opened 30 place morning Nursery on site and extensive school grounds keenly used by both the staff and children for additional learning opportunities. We pride ourselves on being an inclusive school with high expectations for all and ensure that we listen to all members of the school community; the children, staff, parents and governors. We believe that listening to this community; will enable us to move forward with the children's learning and that the influence of both home and school is vital in order to ensure that your child develops in to a happy, confident and successful manner. Therefore, we welcome you as partners in your child's education and recognise the contribution you make, both at home and at school. There are regular opportunities to meet your child's teacher and to see the school in action; you will also be invited to share in special events such as sports days, sharing assemblies and end of term celebrations.

I wish you and your child every success and happiness during your time at Swallow Dell Primary and Nursery School and I look forward to working with you and your children.

Clare Hollingsworth  
Headteacher

*'The good start children make in the Reception classes is built upon as they move through the school.'*

*'Pupils acquire well-rounded personal skills and individual talents flourish.'* Ofsted 2013

### Our School Day.

We are a two form entry school with two purpose built blocks for the Infant and Junior age range. We have a maximum class size of 30 children per class. The grounds are large and varied with a large field, woods, picnic areas, environmental area and paddling pool for the infant children.

#### Nursery.

09.00am - 12.00pm

#### Reception

Morning: 08.50am - 11.45am

Afternoon: 12.50pm - 3.10pm

#### KS1 (Years 1 and 2)

Morning: 08.50am - 11.55am

Afternoon: 1.05pm - 3.10pm

#### KS2 (Years 3 - 6)

Morning: 08.50am - 12.25pm

Afternoon: 1.25pm - 3.15pm



### School Admissions (Reception - Year 6)

We follow the Hertfordshire County Council Guidelines on School Admissions. Please contact:-

**The Admissions Department: Telephone No.  
0300 123 4043**

After contact with the Admissions Department at County Hall parents of children new to the area are invited to visit the school at a mutually convenient time, for discussion and an opportunity to see the school as a working unit prior to the admission of their children.

Nursery admissions: please refer to the policy on our website.

### School Attendance

Regular and prompt attendance is extremely important, since it is only through such attendance that children can make the fullest use of the educational opportunities available in the school. The School has a target of 96% for attendance and has set procedures in place for challenging poor attendance and rewarding good attendance. Family holidays during term time will not be authorised.

Whenever a pupil is absent it is necessary for the school to be notified by the parent, either a letter or telephone call, as to the nature of the absence. Schools are now required to publish information about authorised and unauthorised absence for pupils in the compulsory school age range. Apart from emergencies you are strongly urged not to remove children from school. Where possible, please ensure dental, medical appointments etc are made outside of school hours.

#### The office team:

Mrs. S. Giblin - Business Manager   Mrs. C. Cross - Office Manager/ICT Administration

Admin Assistants : Mrs. L. Fitzgerald, Mrs. J. Harris and Mrs. B. Haynes.

### Punctuality

Please ensure that your children are on time for the beginning of the school day. After the children are admitted at 8:50 a.m. the doors will be locked for the safety of the children. Any child arriving after 9:00 a.m. will have to report to the school office in the Sweet Briar Building for registration and will receive a late mark in the register.

### Safety

Parents and children who arrive later than 9am will find access restricted, so you will need to enter by the main school office door. Dogs are not allowed on the school site, other than guide dogs.

Only staff and persons with a Disabled Parking Permit may be allowed to drive cars into the school grounds and park within the designated bay.

### Illness

When children have been ill parents are requested to keep them at home until fully recovered. Please telephone or email the school office as soon as possible on the first day your child is unwell. IF we do not hear from you, we will contact you by text.

Please ensure that the school is aware of any medical needs your child has before they start with us.

The office staff will administer prescribed medication BUT only when a consent form has been completed by the parent. Parents are always welcome to administer medication themselves and just need to report to the school office so the child can be collected by a member of staff.

Children suffering from asthma or allergies MUST have their own clearly labelled medication.

If your child has been vomiting or has had diarrhoea, please keep him/her away from school for 48hours after the last episode.

On sunny days, please ensure your child has sun cream applied before they come to school, and a sunhat.

### Emergencies

It is important we are able to contact you in an emergency, so please ensure that the school has up-to-date contact details, such as home, work and mobile telephone numbers. Contact details for a neighbour or close relative who can look after your child if you are unavailable.

### Walking and Parking.

It would be lovely if we were all in the position to walk to school, but that isn't always possible. If you do have to drive to school please take care in the surrounding roads as it gets very busy and please respect the residents who live in the surrounding streets. We are now a WOW school, which means we try to encourage everyone to Walk Once a Week (at least). Please be aware that parking in the school grounds is not allowed without permission.

### First Aid

All our staff undertake First Aid and paediatric First Aid training.

We will always ensure that children are looked after medically and will contact you if it is something more serious.



## **Teaching and Support Staff at Swallow Dell**

**Headteacher:** Mrs. C. Hollingsworth

**Deputy Headteacher:** Mrs. E. Ginger

**Assistant Headteachers:** Ms. E. Rhoades & Mrs. N. Adams

**INCo:** Ms. S. Ayscough

### **Early Years**

**Juniper Nursery:** Miss N. Harvey

Mrs. D. Wright, Ms. K. Marshall, Miss F. Carlino & Mrs. R. Pope

### **Reception**

**Pine Class:** Miss D. Kane, & Mrs. K Rayner

**Chestnut Class:** Miss V. Haynes, Ms. T. Newberry-Cooper & Mrs. A. Wakeman.

### **Key Stage 1 (Years 1 & 2)**

**Beech Class:** Mrs. C. Joyce & Mrs. J. Easdale.

**Cherry Class:** Miss S. Wisdom & Mrs. S. Setters

**Oak Class:** Mrs. N. Adams, Mrs. V. Arends, Mrs. J. Clark & Mrs. D. Allen.

**Maple Class:** Mrs. C. Williams & Mrs. W. Sommerville.

### **Key Stage 2 (Years 3 - 6)**

**Silver Birch Class:** Miss S. Tydeman & Mrs. L. Xhaferraj

**Apple Class:** Miss J. James & Miss S Sawyer.

**Ash Class:** Mrs. N. Trendall & Miss V Howard.

**Willow Class:** Miss L. Moore & Ms D. Shala.

**Sycamore Class:** Mrs. R Bartholomeusz & Mrs. V. Harris.

**Elm Class:** Miss A. Hansen & Mrs. S. Ward

**Cedar Class:** Ms. E. Rhoades, Mrs. C. Morgan & Dr. K. Aswania

**Poplar Class:** Miss F. Andrew & Mrs. H. Evans, Mrs. P. Nutter

Mrs. S. Leach, Mr. G. Collier,

### **Inclusion team**

Mrs. N. Purches, Ms. C. Hazelwood, Mrs. N. Barber, Miss J. Capelli,

Ms. D. Rea, Ms. S. Lloyd, Miss N. House, Mrs. C. Smith.

### **Site Manager**

Mr. R. Nutter.

### **'The Swallows'** (Extended school day provision)

Ms. J. Goulden, Mrs. K. Stevens, Mrs. C. Smith & Mrs. J. Easdale



### School Visits and Outings

We take the children on day trips - to museums, theatres, parks etc. Before going on any journey that involves cost we will contact you to let you know how much it will cost us per child. You will be asked to make a voluntary contribution towards this. The children, in Years 5 and 6, are offered the opportunity to go on a residential trip where charges can be made to parents for the cost of board and lodging. The school will sympathetically consider remitting these charges, in part, on an individual needs basis.



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### School Meals

These are served in the dining hall from 11.45am onwards. We have our own cook who provides meals of a high standard. Children have a choice of three main courses, including a vegetarian option. A salad bar is available daily. School dinner costs change annually and you will be informed of these. Meals must be paid for in advance. Dinner money should be brought on a Monday in a named envelope and be given to the class teacher. If you are claiming Income Support, Job Seekers Allowance, Pensioners Credit, Child Tax Credit or other benefits you are probably entitled to free school meals - please ask at the school office for information. This is still important for children in Reception to Year 2 as this provides extra funding which will inevitably benefit them. If you prefer, your child may bring a packed lunch instead. The packed lunch should be in an unbreakable named box or bag. We are a 'Healthy School,' and packed lunches should reflect this. Here are some websites that provide fun and healthy ideas:

<http://www.bbcgoodfood.com/howto/guide/school-packed-lunch-inspiration>

<http://www.nhs.uk/Livewell/childhealth6-15/Pages/Lighterlunchboxes.aspx>

During the lunchtime break, the children are supported in their play as well as in the dining room by a dedicated team of Midday Supervisory Assistants.

### Religious Education And Collective Worship

Our school is not affiliated with any particular religion or religious denomination. However, school follows the Hertfordshire agreed syllabus. Pupils take part in a daily act of collective worship which takes place either in the school hall i.e. assembly or in classrooms. Acts of collective worship takes the form of a special thought and is part of daily assembly. Assemblies follow a weekly theme. Parents are invited throughout the year to attend class and special assemblies. Parents are advised of their right to withdraw pupils from collective worship in accordance with the Education Reform Act 1988. Please make an arrangement to discuss this with the Headteacher if you wish so that alternative arrangements can be made.

### **Special Educational Needs Code Of Practice**

The organisation of special needs provision follows Local Authority and DfE guidance. Swallow Dell's Inclusion Manager is Ms Ayscough and also a designated Inclusion Governor. The school policy on special educational needs is available to all parents. The school works in partnership with parents to ensure pupils' learning and behaviour needs are met. Our school adopts a systematic staged approach to identification and assessment of pupils with special educational needs. The Headteacher is informed about children at each stage and parents are updated regularly. External agencies and specialists are involved as necessary and the school liaises with several organisations such as services to support autism, behaviour, speech and language, health, Children's services - all to improve provision for pupils; parents are involved in this process. The school provides quality first provision in all classes and differentiates for all children's needs. When pupils arrive at Swallow Dell, their particular needs are assessed. Pupils are given targets and interventions put in place where necessary. Targets are reviewed termly and reset and parents are informed of these. Differentiation and accessibility is planned for each subject so that all children can access the National Curriculum.

### **Parent Helpers - We need you!**

We welcome parents who come and help us in school with a variety of activities. These include reading, art work and school visits. We are grateful for any extra support for our children. If you have a special talent or are simply interested, we would be delighted to hear from you. If you would like to help in school, please contact us via the school office or class teacher to arrange an appointment with Mrs Ginger, Deputy Head.

Swallow dell is committed to safeguarding and as such all adults who work within the school either as employees or volunteers are subject to the necessary CRB checks.

### **Communication**

Regular opportunities are provided for you to meet your child's class teacher to monitor their progress and hear curriculum updates. These take the form of curricular meetings or individual parent teacher meetings.

To keep you informed of all the things happening at school we aim to print half termly newsletters and provide you with a termly Curriculum Map (these can also be accessed via the school website). Parents are also encouraged to sign up to parent mail for electronic copies of school communications, details of which can be sought via the school office. The school has a Facebook Page as well as Individual Class Blogs, (see our school website for further details).

## Safeguarding Statement

Swallow Dell Primary and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the statutory section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Senior Person for Child protection (DSP) is Mrs Clare Hollingsworth (Headteacher). Our Deputy DSPs are Mrs L Ginger (Deputy Head), Ms S Ayscough (Inclusion Manager) and Mrs C Morgan (Assistant SENCo)