Benwick Primary School Information Booklet

September 2026





Together We Can

Staff – Pupils - Family

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Our school aims

Our Mission Statement: Together We Can

Aims:

- Learning will be creative, exciting and fun.
- We value and celebrate confidence in ourselves as individuals, knowing that we can make our own contributions to the world.
- We understand the importance of respecting each other and members of our community and taking responsibility for our own environment.
- We strive to install a love of life long learning.

Our School Values

Benwick Primary School is committed to equal opportunities for all. Our school will make all members of our school community feel welcome.

Our School Values:

RESPECT- RESPONSIBILTY- HONESTY- RESILIENCE- COMMUNITY

Modern British Values:

Democracy- Tolerance- Mutual Respect- Rule of Law- Individual Liberty

Our Values



- Responsibility
- Resilience
- Respect
- Honesty
- Community









Senior Leadership Team



- Mrs Talbot – Headteacher



- Ms Millican – Deputy Headteacher



- Mrs Nicholson-Smith- SENDCo



- Mrs Hill – School Business Manager

Teachers

- **Mrs Edmond**- Class Teacher
- **Miss Wakefield** – Class Teacher
- **Mrs Clutton**- Class Teacher
- **Ms Millican**- Class Teacher/ Deputy Headteacher
- **Mrs Nicholson-Smith** – Class Teacher/SENCo

Teaching Assistants

- Mrs Barnes
- Mrs Few
- Mrs Smith
- Mrs Hay- HTLA
- Miss Hounsell
- Mrs Kelso
- Mrs Goude
- Mr Pedder
- Mrs Skeels

Support Staff

- Mrs Barton – Secretary
- Mrs Hinde – Cleaner in Charge & Midday Supervisor
- Mr Taylor – Cook

Midday Supervisors:

- Miss Priddis
- Mrs Hinde

The School Day

- 8.40 Gate opens and children go straight into class.
- 8.45 Gates are shut.

  Early morning activities & Register take place
- 9.00–10.30 Teaching sessions
- 10.30-10.45 Playtime
- 10.45-11.45 Teaching Session
- 11.45-12 Assembly
- 12.00–1.00 Lunch time
- 1.00-3.15 Teaching sessions

Uniform

Uniform and Dress Code:

We aim to encourage children to feel pride and a sense of belonging to the Benwick Primary School community by wearing their uniform. The school uniform consists of:

- Dark green sweatshirt or cardigan
- White polo, or white shirt/blouse;
- Grey/black trousers, pinafore, skirt or shorts;
- Green gingham dress in summer;
- Grey/black/white socks
- Green/ black/ grey tights
- Black shoes/closed sandals

- **Please make sure that all items of clothing and footwear worn in school are clearly labelled with your child's name.**

Uniform

- Children in Reception and Key Stage 1 should keep a pair of named wellies in school so that they can fully enjoy the outside area! We would also recommend provision of outdoor waterproof clothing particularly in Reception.

- Your child should also be provided with a sun hat in warm weather and a coat that is suitable to the season everyday. It is also essential to have a waterproof coat and sensible footwear in school everyday, as we are likely to be working outdoors or to be undertaking short walks in the countryside!

- Plain, unbranded uniform items can be purchased from supermarkets/department stores if you wish, as long as these are in our school colours. Items with sports logos should not be worn.

PE Kit

- PE Kit should be kept in school all week
- White PE T-shirt;
- Black shorts;
- Green jogging bottoms and fleece or Plain, dark jogging bottoms and tracksuit top
- Black plimsolls or white/black trainers;
- PE bag to keep it in.

- Ordering:

You can visit our uniform provider, Chroma at their store in Peterborough to try on and purchase your uniform or alternatively order and pay online by following the link: https://www.chromasport.co.uk/ then select 'School wear' and 'Primary School' and follow the order instructions. They offer a delivery option or click and collect with extended opening hours during the summer holidays.

Appearance

- We believe it is important to be comfortable and look smart at Benwick Primary School.
- Make-up (including nail varnish) and jewellery should not be worn in school. No bracelets, including charity bands are to be worn in school, except the time when the school is fundraising for the charity. Plain (not coloured) studs for pierced ears are acceptable, but hoops or dangling earrings must not be worn. Watches may be worn by children from Y2 onwards.
- Hair should be of a sensible style - shaved or coloured hair is not permitted at school. Hair beyond shoulder length must be tied back. Hair accessories should be in school colours.

Admissions

Our school is maintained by Cambridgeshire County Council and is a co-educational day school for primary age pupils.

Reception is the first year of full-time school. A short induction programme enables children to become familiar with their teacher and learning environment, before coming full time to education. This can vary depending upon the needs of the child.

Children are able to join our school at any time throughout the school year. We welcome families new to the area from this country and abroad.

A member of staff is always delighted to show prospective parents/carers around. Please telephone or call in at the office to make an appointment.

Cambridgeshire Office for Children and Young People's Services (LA) is responsible for setting the admissions policy and criteria for this school. Parents wishing to apply for a place for their child at Benwick School should contact the school admission office - 0345 045 1370. For September admissions parents will be informed sometime in April whether a place is available for their child.

Places will be allocated on the basis of the Published Admissions Number (PAN) for the year group and the admissions criteria set by the LA. In the event of over-subscription, the following criteria will be used to determine priority for places:

Admissions Criteria

- Children with a Statement of Special Educational Needs that does not name the school will be referred to Student Assessment to determine an appropriate place.
- Children in Care also known as ‘Looked After Children’ (LAC).
- Children living in the catchment area with a sibling at the school at the time of admission
- Children living in the catchment area.
- Children living outside the catchment area who are unable to get a place at their catchment area school because of over-subscription.
- Children who live outside the catchment area, but nearest the school as measured by a straight line.
- In cases of equal merit in each set or criteria, priority will go to children living nearest the school as measured by a straight line.
- Parents seeking places in other year groups can apply via the admissions office at any time. If there is a place it will be offered. If the year group is full, the child will be placed on a reserve list and the parents will be offered the right of appeal.
- Further information about admissions can be found in the LA primary admissions booklet for parents.

Attendance

- Our school day begins at 8:45 a.m. and finishes at 3:15 p.m. Registration is completed by 8:55 a.m. prompt. Gates to the school will be open when children arrive but this should not be before 8:40 a.m. The gates are closed at 8:45 a.m. If you would like to speak to a teacher please make an appointment at reception. For safety reasons pushchairs/buggies are not allowed into the school buildings.
- Lateness will be recorded from 8.45am and counted as unauthorised after 8:55am.
- Regular attendance and punctual timekeeping establishes good habits for life. In addition it is a legal requirement that your child attends school and arrives on time for the start of the school day.
- The school has stringent measures in place to chase up absence and improve attendance and punctuality.
- On the first day of absence parents are expected to ring the school.
- Any unexplained absences will result in a phone call by the school to establish the reason for the absence.
- Class and whole school attendance is monitored weekly.
- The secretary monitors ‘late’ attendance termly.
- The secretary tracks children whose attendance falls below 90% weekly.
- The Education Welfare Office (EWO) monitors those children with concerning attendance records.
- Fines are administered for holidays taken in term time and for persistent absence (under 90% across an 8 week period).
- We aim to meet and exceed our target of 96%. Please make sure that your child arrives on time and is collected promptly. Attendance regulations require us to publish details of absence.

Curriculum

- The inclusive curriculum at Benwick Primary School is designed to provide a broad and balanced education that meets the needs of all children. Based on the **2014 National Curriculum**, it provides opportunities for children to develop as independent, confident and successful learners, with high aspirations, who know how to make a positive contribution to their local community and the wider society. A cross curricular 'topic' approach ensure meaningful links between subjects and practical real life experiences are incorporated to inspire and motivate our children.

- The school's curriculum uses a 2 year rolling programme of topics to meet the requirements of mixed-year group classes.

- Further details of the curriculum can be found on our website and each term on each Class' page.
  https://www.benwick.cambs.sch.uk/web/

Reading

- At Benwick Primary School, we believe that all pupils should have the opportunity to be fluent, confident readers who are able to successfully comprehend and understand a wide range of texts. Through reading, pupils have a chance to develop culturally, emotionally, intellectually, socially and spiritually.
- We believe reading opens up a new world for children and gives them the opportunity to explore new ideas, visit new places, meet new characters and develop a better understanding of other cultures. Building up the children's' vocabulary gives them the word power they need to become successful speakers and writers as well as confident readers. Reading is a key life skill and we strive to embed a culture of reading into the core of what we do, providing opportunities for children to read both independently and aloud, as well as allowing them the chance to discuss and recommend books they have read, to their peers.
- In Reception & Key Stage 1 we use Read, Write Inc. In the programme children learn sounds and the letters that represent them, and how to form the letters. Then, they read books written using only the letters they have learnt (and a small number of separately taught 'red words'). This gives the children plenty of early success and builds up their reading confidence.
- As children become more independent readers, we use Accelerated Reader to match books to ability and assess understanding through regular quizzing opportunities.

School Dinners

Hot Meals:

- School dinners, cooked on site in our school kitchen, are £2.65 per day, however all pupils in Reception, Year 1 and 2 are entitled to a government universal FREE school dinner each day. Menus are sent out each term, available on the website and parents order via SwiftKitchen.
- Whilst all children in Reception, Year 1 and Year 2 are eligible for a free school meal under the government Universal Infant Free School Meals scheme it is very important that parents eligible for free school meals still claim. When you apply for free school meals, you will normally receive either a Targeted or Expanded award.
  - **Targeted** means that the school qualifies to receive additional funding called Pupil Premium
  - **Expanded** means you only receive free school meals, with no extra funding for the school .

You can apply online at: https://eyes-parent-portal.cambridgeshire.gov.uk/web/portal/pages/parents/travel-and-free-school-meals

Packed Lunches:

- Food for packed lunches must be enclosed in a suitable named plastic container and drinks should be in an unbreakable flask/bottle. **No glass bottles or fizzy drinks please.** No sweets or chocolate bars are allowed.

Snacks, Drinks & Break

Snacks:

- Children may bring a healthy snack for break time. Key Stage 1 children are provided with a piece of fruit or vegetable at morning break. A piece of fresh fruit or dried fruit is ideal.
- NO chocolate, sweets or crisps are allowed at these times.

Water:

- In order to keep the body and brain functioning well all day, children are encouraged to bring in a labelled water bottle. These are kept in one area and they can drink from this whenever they like during lessons. WATER ONLY PLEASE.

Milk:

- Children under 5 are provided with milk every day. Once they turn 5 parents have the option to buy the milk through Cool Milk. Free School Meal children are also entitled to the milk - school should be informed if your child wishes to start milk.

Break Times:

- Pupils are provided with a number of both structured and unstructured activities during break-time. Imaginative play activities include a train, sunken ship and a large trim trail. There are also a number of tables in the playground that lend themselves to quiet reading and drawing. The children have use of the Activall boards and basketball/netball hopes.
- Our Midday Supervisors are very experienced and have received training in playing games to encourage positive behaviour.

Arrangements for Secondary Transfer

- At the end of Year 6, the majority of children transfer to Cromwell Community College, Chatteris. Links between the schools are well established and there are a number of initiatives in place to assist in smooth transition. A number of our pupils also transfer to the Abbey College in Ramsey, the Neale-Wade Academy in March or Sir Harry Smith College in Whittlesey.

School Site

- The school is well maintained and the staff and children are proud of the environment in which they work. The school was originally opened in 1873. For more than a century the school has played a central part in the life of the village.

School Security:

- All visitors enter via the main entrance and sign a visitor's book. All gates are padlocked during the school day. The main entrance to the building is locked and access to the school is at the discretion of office staff. Teachers are happy to talk with you regarding your child at the beginning and end of the school day but please make an appointment. However they are not available between 8:45 a.m. and 3:15 p.m. Any urgent issues should be directed through the school office.

Travelling to School and Parking

- Children are encouraged to walk, cycle or scoot to and from school and should be appropriately supervised by an adult during this time. **Cycles and scooters should not be ridden down the side of the village hall or in the school playground.**

- **Parking on the school site is limited to staff and appointments only.** Parking or dropping off on the yellow lines outside the school gates is not permitted. For children's safety parents/carers are NOT permitted to use the car-park as a turning-round/dropping off point before or after school.

Illness and Absence from School

- Teachers have a statutory responsibility for accounting for absence and coding registers accordingly and parents / carers are asked to follow the procedures indicated below. All absences have to be recorded and sent for national collation and scrutiny.
- **In the event of absence:** Parents / Carers are expected to telephone the school office on the morning of the first day of absence explaining the absence. If your child has been ill with vomiting or diarrhoea, **DO NOT** send him / her to school for at least 48 hours after the last episode. If your child becomes ill during the school day we will make every reasonable effort to contact you but to help us with this please ensure that we have your up-to-date telephone numbers and that the other contacts on the list live close by so that children will be able to be picked up. A number of qualified first-aiders are on-site.
- **Leave of Absence:** Our policy, in line with the Government, states that when parents apply for permission to remove their child from school, the Headteacher should not authorise the absence unless there are extenuating circumstances.
- Parents seeking permission to be granted authorised leave must fill out a 'Leave of Absence' form which is available from reception or on our website: https://www.benwick.cambs.sch.uk/web/general_student_forms/171752

Illness and Absence Continued…

- It is important to remember that leave can only be authorised at the discretion of the Headteacher. Parents / Carers do not have any right or entitlement to expect leave to be authorised. If children are absent for five days consecutively, parents may be fined if no explanation for the absence is given.
- **Medical / Dental / Optician Appointments:** Every effort should be made to make appointments outside of school hours. If your child has to leave school during the day, please complete a leave of absence form prior to the day of the appointment and make sure that the class teacher is notified. Children are expected to attend school up to the most practical time before an appointment.
- **Medication in School:** We can give medication to children if it has been prescribed or recommended by a doctor or pharmacist. You will need to fill out a medication form available from the school office and medication must be in its original packaging with the child's name on.
- **Asthma:** The school maintains a register of children who suffer from asthma and parents / carers are asked to complete a form of information. The register is updated regularly. KS2 children are expected to keep their own inhaler in school, in a safe place and to know when and how to use it. KS1 children's inhalers should be given to the class teacher.
- **Sun Protection:** Please provide a hat or cap for your child to wear during hot, sunny weather. Sun creams should be named and are the responsibility of the child. Shoulders and necks should also be covered appropriately.

Child Protection Procedure

- Under the Education Act 2002 (section 175), schools must 'make arrangements to safeguard and promote the welfare of children'. We endeavour to provide a safe and welcoming environment where children are respected and valued.
- The School will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection.
- Parents / Carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent / carer, and where possible, inform them of the referral to Social Care. This will only be done where such discussion will not place the child at increased risk of significant harm.

Child Protection Cont'd

- In accordance with local information sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that the children and young people are safe and receive the right service.
- Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents / Carers will appreciate that the Designated Person for Child Protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.
- The designated Safeguarding lead is: Mrs Talbot
- Deputy Safeguarding Leads are: Ms Millican & Mrs Barton

Home and School - A Partnership

Parents and Carers are a vital part of our team. We recognise the importance of good links between home and school. We aim to work together in a partnership of mutual support.

- Friends of Benwick School (FOBS): FOBS are a registered charity which consists of a small group of parents/carers and staff who meet and arrange events to raise money for those all important 'extras' which the school budget doesn't allow for, making the school a better place for all our children's education and also providing entertainment for children, parents, staff and friends.
- Community Involvement: We welcome and encourage community involvement in our school in many different ways. Visitors are invited into school on a regular basis and children make visits within the local community.
- Helping in School: We greatly value your involvement and support in school and encourage you to play a positive part in your child's education at all times. We always appreciate your help during school time and there are many ways in which you can be involved. If you do have some time or particular skill to offer, please contact the school office. Security checks are undertaken for anyone carrying out regular activities within school and with groups of children.

Home and School Partnership Cont'd

- **Home Learning:** Teachers encourage all children to share their learning at home. Children are expected to read at home daily and to complete a range of home learning tasks. These tasks will vary in quantity depending upon the age of your child. They are intended to be fun and support existing learning undertaken in the classroom.
- Parents/Carers are encouraged to become involved in the children's out of school learning. If you have any difficulty in doing this please talk to the class teacher who will always be willing to help.
- **Reporting to Parents/Carers:** We invite you to attend consultation evenings in the Autumn and Spring Term. This gives you an opportunity to see how your child has settled, look at their achievements and support your child with their learning at home. In the Summer Term you will receive their written report. Children are encouraged to attend these evenings. SATs results at the end of KS1 and 2 are sent home with the written report. An opportunity to discuss the report with teachers is offered to all parents/carers.
- **Class Dojo:** We use Class Dojo for informal messages and information

Compliments and complaints

- The school aims to provide your child with the very best education. We welcome feedback and, in discussion and consultation with parents / carers, enjoy hearing about what you feel we are doing well as well as ways in which we can improve. We seek to overcome any problems that may occur in a timely and informal manner in the first instance. However, there is a formal complaints procedure for dealing with complaints about the school:
- Informal Stage - discussion between parent / carer and teacher, senior staff or Headteacher
- Formal complaint to the governing body
- Formal complaint to the Local Authority
- It is clearly in the interests of everyone involved that any concerns about a child's progress are voiced at an early stage. Discussion with the child's class teacher will usually sort out any problem. If this fails then Senior Staff or the Headteacher will become involved. It is unusual for complaints to progress beyond the first stage.
- A copy of the county's complaints procedure is available upon request and is also available on our website. https://www.benwick.cambs.sch.uk/web/policies/158913

Governors - What is their role?

Governors are the school's 'Critical Friend'. They are part of the leadership team of the school and fulfil a strategic overview role. They support and challenge the school to raise standards and ensure the school provides a good quality education to the children in a safe and secure environment.

The school website has more information about the Governors:

https://www.benwick.cambs.sch.uk/web/the_governing_body/171608

Governors - How their role is fulfilled.

- Governors hold regular meetings and make formal visits to the school enabling all governors to stay fully informed.
- Undertake training to assist them in their role.
- Support the leadership team and staff in many areas whilst at the same time challenging ideas and expectations.
- Monitor and evaluate progress towards the schools targets.
- Work together to make joint decisions on school policies.

The Governing Body can be contacted via email: chair@benwick.cambs.sch.uk

Ofsted – We are a GOOD school

You can find a link to our latest report here:
https://www.benwick.cambs.sch.uk/web/ofsted_/415450