

Academic Year  
**2024/  
2025**  
**PROSPECTUS**



**Thythorn Field  
Primary School**



## Thythorn Field Primary School

Address	Thythorn Field Primary School Bideford Close Wigston Leicester LE18 2QU
Telephone	0116 2889040
Email	office@thythornfield.leics.sch.uk
Website	www.thythornfield.co.uk
Type of School	LA Maintained Primary School
Age Range	4 – 11 years Foundation – Year 6
Chair of Governors	TJ Ragan
Head Teacher	Mrs Claire Price



## Welcome to our School

Welcome to Thythorn Field Primary School. We are a caring and inclusive school, taking great pride in the learning experiences we offer and the values we strive to foster. This is possible because of the close-knit family atmosphere we have and the expertise and commitment of all the staff. We believe a child's education will only be successful if we work in partnership with parents/carers. As such, there will be many opportunities to visit the school and share in our activities, school functions and Parent's Evenings.

The school's ethos is '**working and learning together to achieve our full potential**'. We aim to offer an exciting and relevant curriculum which seeks to develop the whole child through recognition that all areas are important, promoting learning through praise and encouragement.

At Thythorn, we work together within our school community and beyond; communicating clearly with everyone to secure their contributions, share expertise and value each other's strengths.

We want our children to have an equal opportunity to achieve success and reach their full potential; to become independent learners within a safe, caring and happy environment.

By working closely with children, parents/carers and the community, we will strive to help our pupils develop into well-motivated, responsible and fulfilled young people.

Thank you for your interest in our school.

Mrs C Price  
Head Teacher





## Our School Day

8.35am	School Gates Open
8.45am	School Begins
8.45am	Morning Registration
12pm – 1pm	Lunch Time
1pm	Afternoon Registration
3.15pm	End of school day

## Class Structure

EYFS	
Foundation Stage	Age 4 / 5 years
KEY STAGE 1 (INFANTS)	
Year 1	Age 5 / 6 years
Year 2	Age 6 / 7 years

KEY STAGE 2 (JUNIORS)	
Year 3	Age 7 / 8 years
Year 4	Age 8 / 9 years
Year 5	Age 9 / 10 years
Year 6	Age 10 / 11 years

## Admissions

Thythorn Field Primary School is a Local Authority School. We admit pupils in accordance with Leicestershire County Council's Policy on Admissions.

Our school admissions are processed centrally by the Admissions Department at County Hall. Further information and advice is available on the Leicestershire County Council website. Please visit:

[www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions](http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions)



## Safeguarding

Everybody at Thythorn Field Primary School has a responsibility for ensuring children are being looked after safely and placing safeguarding at the forefront of our minds. The lead DSL in school is Mrs C Price. The Deputy DSL's in school are Mrs Emma Boyd, Mrs Sarah Brewster, Mrs Samantha Brewster and Mrs Dawn Muddimer. These are the staff any concerns or queries should be raised with. Please contact the school office on 0116 2889040 to speak to a member of the safeguarding team.

All staff and volunteers have an extensive safeguarding induction, informing them of all processes and procedures in relation to this important area of school life. The Child Protection and Safeguarding policy can be found on the website at [www.thythornfield.co.uk](http://www.thythornfield.co.uk). Visitors are informed of the Designated Safeguarding Leads and how to raise any concerns they may have.

Safeguarding covers many areas including radicalisation and extremism. Safeguarding changes and updates are communicated to staff/volunteers and governors via a monthly Safeguarding Newsletter.

In line with safeguarding procedures, all visitors and contractors are asked to sign in and wear a sticker indicating they are visitors.

## Internet Safety

E Safety is an integral part of the school curriculum for all children, and empowers them to make safe and sensible decisions when online. Parents and carers are asked to refrain from taking videos/photographs of their child at school events such as performances / assemblies. These may contain images of other children who are not permitted to be photographed. Parents/carers are given the opportunity to photograph their own child at the end of an event.

Parents and carers are asked for permission for photos and images of their child to be used in a range of resources at the beginning of each school year, alongside a range of other permission requests. Permission may be retracted at any point through the year, please speak to the office staff for further information.





## Process for Starting School in the Foundation Stage

### APRIL

Parents and carers are informed via Leicestershire County Council, if their application for their first school choice has been successful. At the same time, Thythorn is informed of the children offered a place for the upcoming Autumn term.

**PLEASE NOTE: Thythorn will not routinely contact you at this time. We will be in touch before June to invite you to a new starter meeting.**

### JUNE

Thythorn will write to you, inviting you in for a meeting to distribute a new starter pack and give a brief introduction to the school. There will be the opportunity to meet the Head, staff in Foundation Stage and ask any questions. The pack will need completing in full, along with a copy of your child's birth certificate. The copy can be taken in the school office. All paperwork will need returning before the end of the school year (mid-July). Please note, the pack will include an information form which requests contact information for parents/carers and other emergency contacts. This information is crucial to enable the school to contact parents in cases of emergency. Please ensure this is fully completed.

### JUNE/JULY

Parents/carers and children will be invited into school to take part in an open afternoon. This is an opportunity for the new children to enjoy an afternoon in the Foundation Stage with their parents/carers, familiarising themselves with the setting, staff and routines. This also gives another opportunity for any questions to be raised.

Home visits are offered to all families if they choose to take up this opportunity. The Foundation Stage teacher makes a short visit to see the child in their home surroundings. This can also be a time to discuss specific matters about your child. Staff may also visit your child in their pre-school/nursery setting, if required.

### AUGUST

The new term begins. Please see the term dates included later in the prospectus. Parents will be informed of the staggered start dates for their child for the beginning of the first term. The pattern of attendance for the first week is part time and will vary from child to child. Please ensure you note the sessions your child is to attend. This will be given to you in letter form in your information pack.

**If at any point throughout this process you are unsure, or wish to discuss anything with the school, please contact the school office. No question is a silly question, and a simple conversation with the office staff can alleviate any uncertainties you may have.**



## Parents Evenings

Parents Evenings take place throughout the academic year. This is an opportunity for you to meet with the class teacher, discuss your child's progress and ask any questions which you may have. Attainment, progress levels and areas in which you could support your child's learning will be discussed. SEND pupils have an additional parents evening in the summer term.

## Open Evenings

We hold two open evenings at Thythorn. The first takes place shortly after the children have started in their new class at the beginning of the academic year. This allows parents/carers to see how their child has settled in. The second open evening takes place towards the end of the academic year to celebrate the children's success throughout the year. It also gives parents/carers a chance to meet their child's new class teacher.

## Pupil Progress & Assessment

Throughout the Foundation Stage, an Early Years Profile will be written, summarising your child's areas for development, strengths and weaknesses. This will be shared with you at the end of your child's first year. During the summer term, children in year 6 take part in national curriculum tests (SATs) and teacher assessments. These are published nationally and used to analyse progress within the school. Children in all years are assessed at school level. Results from all assessments in all years are shared with parents and carers periodically throughout the year via Parents Evenings and snapshot reports.

## Special Educational Needs

We carefully monitor the children with special educational needs and provide additional support when necessary. This could be both in class support of small groups or via individual support. We work closely with our families to meet all the children's needs. Please see our website for further information. Our SENDco is Mrs Sarah Brewster.





## Behaviour

Our school values are based upon a set of school rules which are drawn up with the children; these rules are regularly revisited and reviewed. They allow the children to gain ownership of what is right and wrong within their learning environment. Please refer to the school Behaviour Policy on the website for more details.

## Pupil Premium

If you are a family receiving Universal Credit, your child may be entitled to additional funding to support learning and activities in school. This funding is called Pupil Premium. Your child may also be entitled to free school meals (although all children in EYFS, Year 1 and Year 2 are already entitled to these, the entitlement would carry on into KS2). If you receive Universal Credit and have not yet registered for the opportunity for Pupil Premium funding and/or free school meals, please call Leicestershire County Council on 0116 3055417. The check can be done over the phone and your child will become eligible within a couple of days.

## Parent/School Links

We are proud of our vibrant and supportive school community and the many ways in which we work together. There are a number of ways that you can get involved. We have a group of parents who fundraise for the school, working together to plan events throughout the year. Your help in running these activities would be warmly welcomed.

Parents/carers may wish to volunteer their time in listening to children reading, or assisting in the classroom in other ways. Volunteers must undertake safeguarding checks and an induction process, but this can be arranged if you have regular time to offer the school. We also support our volunteers with a range of training opportunities.

Homework is used as a means to reinforce a child's learning and provide additional opportunities to secure knowledge.

There are a number of curriculum meetings which take part throughout the year. These focus on key areas such as Maths, English and Information Technology. The focus of the meetings is to explain how children are taught and the methods by which this is achieved, using a range of resources including written, video and diagrams. Letters will be issued before each meeting, inviting parents to attend.

## Our Learning Environment

We are very fortunate at Thythorn that the school grounds are extensive. This enables teachers to use both inside and outside areas to extend learning. The classrooms are open-plan and located in one building with a separate hall and studio. Outside, there is a large field, playground areas and a nature area with a pond and many mature trees.





## Child Illness / Absence

If your child feels poorly whilst at school, you will receive a phone call from staff. Depending upon the circumstances, you may be asked to collect your child if they are too unwell to remain at school. If we are unable to contact the first priority contact, we will go to the other contact details provided on your child's enrolment form. We will keep your child comfortable until you are able to collect them.

If your child is poorly, please contact the school before 9.00am to inform of the reason for absence. If your child suffered from sickness and/or diarrhoea, there is a 48 hour clearance policy, meaning your child is unable to return to school until 48 hours have passed from the time of the last incident. This policy will be strictly followed to minimise potential spread of germs and we appreciate your support in following this request.

If your child has been prescribed medication, we are able to administer this. We are not however, able to administer non-prescribed medication. Please bring any prescribed medication to the school office and complete the necessary medication form. All medications must be handed directly to the school in the morning and collected by parents/carers themselves at the end of the day.

If you need your child to attend a doctor or dentist appointment, please try to make these appointments outside of school hours where possible. If needing to collect your child within the school day, please come to the main office to sign your child out.

## Attendance & Punctuality

Attendance plays a major role in a child's academic achievement. It is very important that families ensure their child attends school regularly and on time. Arriving late to school disrupts not only your child's learning, but that of the whole class who have to be interrupted by the late arrival. Crucial learning begins from the very start of the day and it is vital that your child is in school and ready to learn from the very beginning of the day.

## Ofsted Report

A full Ofsted report can be found at:

<https://reports.ofsted.gov.uk>

The school last had an Ofsted inspection in October 2024 and received a GOOD outcome. A copy of the full inspection report can be found on the school website.





## Lunchtime Arrangements

Children may have a hot school dinner, or alternatively, a packed lunch from home can be brought in. We are very fortunate to have an on-site kitchen where food is freshly prepared each day. There is always a vegetarian option. If your child has any dietary requirements, please complete the relevant form to enable the kitchen to accommodate your child's needs. Please note, until you have received confirmation of this request, your child will need to bring in a packed lunch.

Meals cost £2.65 a day for children in Years 3-6. We use an online payment system for payment of school lunches. You will be issued with an online payment letter when your child starts school. This will include an access code which is used to set up your account for the first time.

Children can order a meal daily via the class teacher. Children in Foundation Stage, Year 1 and Year 2 are entitled to a Free School Meal each day through the Universal Free School Meals Scheme. Your child automatically qualifies for this, you do not need to do anything.

Please note we are a nut free school. Any food brought into school should not contain nuts, or traces of any nuts.

## Complaints Procedure

There is an approved procedure for dealing with complaints within school. In the first instance, contact should be made with the school and the matter discussed with the class teacher. If a resolution is not found, a meeting with the Head Teacher can be arranged to discuss the matter further. A copy of the full Complaints Policy can be found on the school website. Please note, complaints must follow the steps listed in order.

## Curriculum Content

Please visit the school website to access a full description of all areas of the curriculum. Each teacher will provide you with more detailed information about the curriculum which your child is currently learning as the term progresses. You will also be given further information at Parents Evenings.

## Staff & Governor Training

Staff development is linked to the School Development Plan and areas highlighted for closer focus. Staff carry out training on the 5 training days throughout the academic year, often following a whole school focus such as safeguarding. Staff also regularly attend external training in an area in which they are subject leader. Governors also take part in training, both through the school and directly with the Governor Development Service at Leicestershire County Council.