Plaistow Hill Primary and Nursery School

Prospectus

2026-2027

Headteacher
Mrs. Sharon Burnett
Email: Sharon.burnett@plaistowhill.co.uk

Assistant Headteacher
Mrs. Emma Young
Email: Emma.Young@plaistowhill.co.uk

All enquiries should be addressed to:
Senior Administrator - Mrs. Liz Santer

Plaistow Hill Primary and Nursery School
Roman Way
St Budeaux
Plymouth
PL5 2DT

Telephone: 01752 365410

Email: office@plaistowhill.co.uk

Governor Contact Information:
Chair of Governors – Mr. Kevin Cockram
Email: Contact via the school office

SEND Contact Information:
SENDCo - Mrs. Sharon Burnett
Email: Sharon.burnett@plaistowhill.co.uk

Learning Academies Trust

Central MAT Office

Salisbury Road

Plymouth

PL4 8QZ

01752 938028

Learning Academies Trust - http://www.learningat.uk

Email: info@learningat.uk

School Vision and Values

Every child should feel valued, safe and happy in our school (Belong)

Every child learns best when the curriculum is fun, engaging and creative (Enjoy)

Every child should be encouraged to develop their full potential (Aim high)

Every child should be taught to be aware of the feelings, wishes and rights of others (Respect)

We aim to achieve this by working as a team-staff, parents/carers, governors and the local community to:

Create a safe and nurturing environment where emotional well-being is supported

Promote high standards of behaviour and an environment where everyone is valued as individuals

Have a broad and balanced curriculum that is fun, hands on, creative and which is personalised to the children's needs

Have high quality teaching which inspires, motivates and engages all children and which develops a lifelong love of learning

Celebrate effort and produces confident pupils who are prepared to take risks and aim high

Focus on developing, caring individuals who have mutual respect for others and who will grow up to be caring and responsible citizens

Learning Academies Trust

On the 1st August 2023, Horizon Multi Academy Trust officially joined with Learning Academies Trust (LAT) to create an eighteen school Plymouth Primary Multi Academy Trust. Our new family of Plymouth schools will be by far the largest primary only MAT in the city, and we look forward to growing in strength through our collaborative working.

Our Strapline: 'Believe you can. Together we will.'

Our Mission: 'Together we will…work with our children, families and communities to provide exceptional learning opportunities for all our children.'

Our Vision: 'Together we will … be a family of schools ensuring excellence in primary education.'

Our Values: Together we will … make the following commitments:
Aspiration Together we will … not let disadvantage be an obstacle to success.
Excellence Together we will ... achieve the best outcomes for all.
Collaboration Together we will…work to harness the collective power of all.
Inclusivity Together we will…celebrate the unique nature of our diverse school communities.
Kindness Together we will…be caring and thoughtful in everything we do.
Respect Together we will... act with integrity and honesty.

The current 18 schools are; High View, Knowle, Mayflower, Mount Wise, Mount Street, Prince Rock, Salisbury Road, Shakespeare and Woodfield, Elburton, Ford, Hooe, Hyde Park Infants, Hyde Park Juniors, Pomphlett, Plaistow Hill, Victoria Road & Widewell

Admissions

Priority

1. Children living in the school's catchment area. With a sibling already attending the school at the time of admission.
2. Other children living in the school's catchment area.
3. Children living outside the school's catchment area with a sibling already attending the school at the time of admission.
4. Other children living outside the school's catchment area.

Admissions to Plaistow Hill are administered by Plymouth Local Authority. Parents can request a place at the school by:

Filling in a form in the 'Starting school in Plymouth' booklet and returning it to the LA or applying online at www.plymouth.gov.uk/primaryadmissions.

Plymouth LA school admissions number is 01752 – 307166

Arrangements for Admission to the Foundation stage (Reception)

Early in the Summer term you will receive a letter from the Headteacher telling you the date of the preliminary visit for children and parents and when your child will start school.

At the induction visit in July there will be a starting school pack available for you, an opportunity to meet the teacher and other adults who will be involved in making you and your child welcome. Following this you will be invited to join our induction programme which starts in September.

Attendance and absences

All children are required to attend school regularly.

Punctuality is important but the local authority issues advice on time of arrival at school since children should not be on the premises without adequate supervision. Children should not be on the school site prior to 8.25am unless attending breakfast club, which opens at 7:30am.

Absences should be kept to a minimum and normally such absences should be for medical or dental treatment or urgent family business. We would expect to be notified in writing prior to an absence so that we are aware of the child's intended absence from school. A form is available for the school office.

Absence due to illness should be notified to the administrator by telephone as soon as possible. Children who are absent from school through illness will not have work sent home for them except in exceptional circumstances. There is a 48-hour rule before returning to school after an upset stomach.

Parents are not permitted to take term-time holidays except in exceptional circumstances.

A form S2 - available from the School Office - needs to be completed and returned for the Headteacher's authorisation. Please avoid this wherever possible as your children's contact time in the classroom is precious and extremely important in terms of their continuity of learning. The school is unable to authorise any holiday request in school time and you may be liable for a fine from the Local Authority should you wish to take a holiday in term-time. Holidays will **not** be granted during SATs, usually the 2nd or 3rd week of May.

School Day

We operate a short rolling start to the day and the children are able to come in via the main entrance from 8:35am and doors close at 8:40am

Nursery – 8.30-11.30am 12:00-3:00pm All day-8.30-2.30 with a £2.50 charge to stay until 3:00pm

Main school- 8:40 am. - 12:00pm. 1:00pm. - 3:10pm.

The children have a morning break of 15 minutes.

Term dates 2026-27

Term 1

Thursday 3rd September – Thursday 22nd October

Term 2

Tuesday 3rd November – Friday 18th December

Term 3

Wednesday 6th January – Friday 12th February

Term 4

Tuesday 23rd February – Thursday 25th March

Term 5

Monday 12th April – Thursday 27th May

Term 6

Monday 7th June – Wednesday 21st July

Staff list

Teaching staff

Headteacher Mrs S Burnett

Assistant Headteacher Mrs E Young

Teachers: Mrs J Pester Mrs S Sobti Mrs G Cleland Miss L Dyer Mrs C Watson Mrs E Young Miss J Parry Miss D Verhoest

Nursery Lead: Mrs L Carne

Teaching Assistants

Mrs E McCrorie Mrs K Davies Mrs K Jordan Mrs H Williams Miss L Atwill
Mrs D Vunnava Mrs H Bench Mrs C Williams Mrs S Perera Mrs R Ewart

Nursery staff

Mrs L Carne Mrs K Phipps Mrs R Harison Mrs E Dezfouli

Administration

The office hours are 8:00am - 4:00pm (Mon-Thursday) 8:00am – 3.30pm (Friday)
SENIOR ADMINISTRATOR: Mrs L Santer
RECEPTIONIST/ADMINISTRATOR: Miss L Atwill

Catering staff

KITCHEN MANAGER : Mrs M Knight **CATERING ASSISTANT**: Miss V Berring

MTAs

Mrs D German Mrs K Haddy Mrs D Cairns Miss H James Mr J Pluckrose Miss T Lavis

Mrs Z Rahinihaghighi

Other support staff

SITE MANAGER: Mrs A Bailey

CLEANING STAFF: Miss V Berring

Breakfast Club

The school runs a breakfast club each day of the week. It starts at 7:30am and costs £2.50 per child per session attended. Please make breakfast club payments via Arbor.

After School Club

A series of clubs are run voluntarily by staff after school during the year. We also run sports clubs which are run by District Sports for which there is a small charge. All of these clubs change on a termly bases and you will be sent information about the clubs available to your child.
We also offer a regular After-School club up until 5:15pm. This is available for children aged 3-11 years. The Prices are £4.50 per child from 3:10pm - 4.15pm or £7.00 per child until 5:15pm. A light snack is provided. We ask that you pre-book for both Breakfast and After School Club so that we can plan the necessary staffing to ensure that we are within ratio.

Uniform

All children should adhere to our uniform policy at all times

WINTER UNIFORM	SUMMER UNIFORM	PE kit
Grey/black skirt or pinafore White blouse/shirt or white polo shirt Grey or black school trousers Purple cardigan or jumper (with or without logo) Black shoes with flat soles	As per the winter uniform or as below Purple and white gingham dress Tailored grey or black school style shorts (these must be thigh length)	Plain white t-shirt or with PH logo Plain black shorts of suitable length Plimsolls or trainers A School jumper/cardigan and/or black track suit bottoms when cold **A school PE kit can be worn all day on a PE day rather than a school uniform which is why it must follow school policy. A school jumper and/or a cardigan must be worn.**

School logo sweatshirts/cardigans, book bags, and PE kits can be ordered via the Schoolwear Shop in the main town centre but they do not need the logo and just be a plain purple jumper or cardigan. The shop is located on Mayflower Street. Sun cream (self-applied) and caps are permissible on very hot days and for events such as Day trips and Sporting events. Hoodies are not permitted.

Footwear

Parents are to ensure that children wear sensible shoes to school. Trainers may be worn for outdoor games and on PE days, activities, out-of-school hour clubs etc. Unless your child is able to do laces then Velcro shoes/trainers are a good option. High heels, flip-flops or high-heeled boots are not allowed.

Mobile Phones

Younger children should not bring mobile phones to school as there is no need. No phones should be used whilst on the school playground and we would appreciate if parents can also adhere to this to set a good example to the children. Children in UKS2 who are allowed to walk home and have a phone as a safety measure will need to place their phone in their class baskets on entry to their classroom each morning and collected on exit from school each day. They must not be kept in school bags.

Jewellery

To avoid injury and loss of items please limit jewellery to basic studs. Ornate styles are not acceptable. Rings and necklaces are not to be worn. Watches must be removed for PE and we do not accept responsibility for lost or damaged watches.

Make Up

Make-up is not permitted in school. This includes lipstick, lip gloss and nail varnishes. A clear lip salve will be allowed if treatment of chapped or sore lips is required.

Hair

Unnatural, mixed dyed colouring of hair and / or inappropriate haircuts are not acceptable. Long hair should be tied back for reasons of cleanliness and for ease of working and safety in games and PE. We understand that children like to have fashion hair styles but please be advised that as a school we do not allow extreme designs in the hair.

Head Lice

The problem occurs despite repeated efforts on behalf of us all to minimise the effects. Head lice are not just a school problem, they are a community problem and the close head –to-head contact necessary is more common among family and friends than in the classroom. Since checks of this nature have not been undertaken by school nurses for a number of years it is important that parents check their children's hair as a matter of routine and take-action quickly if necessary.

Please inform us if you find that your child has head lice so that we can notify other parents to check their children.

Secondary Transfer (Year 6 children)

Children at Plaistow Hill transfer to secondary education in the September following their eleventh birthday.

Plaistow Hill is as a feeder school to Marine Academy Plymouth and a strong liaison exists between the schools to ensure continuity of progress in all aspects of the children's education. However, parents are free to make other choices of secondary schools for their child.

Parents should however be aware that the LA criteria for admissions to secondary schools are very specific and ordered in relation to transfer. Parents will receive full written details on this procedure from PCC in their child's final year. Advice is available from the school at this point. The Headteacher will be pleased to advise parents regarding Primary/Secondary transfer at any point during their children's primary phase of education.

Information regarding other options for transfer to secondary education including the Selective Examination Procedure (11+) is also supplied through the PCC Education Department and can be discussed with your child's class teacher.

School Meals

School meals are cooked and served on the premises but if parents do not wish their children to take a cooked meal, they may bring packed lunches which are mainly consumed in the classrooms. Parents are asked to support the school healthy eating policy when making up packed lunches, e.g. no sweets or fizzy drinks. Please note that we are a nut-free and kiwi-free school as we have a child with an allergy. Please make sure

that lunch boxes are clearly marked with your child's name. If a child forgets their packed lunch, they will normally be provided with a school meal and the meal may be paid for on the following day.

Universal Free School Meals are provided for Reception, Year 1 and Year 2.

School meals can be paid either daily or weekly. All payments need to be made Online through The Pantry.

Free school meals are provided for children of parents in receipt of Income Support/Income Based Jobseekers Allowance/Child Tax Credit. (Those receiving Working Credit do not quality).
An official application form must be completed and returned to the School Office. Copies of this form are obtainable from the school. Enquires can be made by contacting Mrs Santer or Miss Atwill at the office. You may be asked to provide paper evidence to support your claim. No reference is made to children eligible for free school meals on the class register and only the school office will be aware of this information.

Pupil Premium

If your family receives certain benefits, it may mean that our school could receive an extra £1550 into our budget. This will mean that your child would receive some extra support in school, receive a free school jumper and be eligible for reduced trips. Please ensure that you inform us if your circumstances change. If you think you might be eligible then please apply. You can claim if you receive any of the following benefits:

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit (with no Working Tax Credit and annual income not exceeding £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guarantee element of pension credit
- Income Related Employment and Support Allowance
- Universal Credit (from 1 April 2018 and provided you have an annual income of no more than £7,400)
- Support under part VI of the Immigration and Asylum Act

Trips and Visits

We try as much as possible to enrich our curriculum with trips out and visitors into school. These are important to improve the children's life experiences and we try to keep costs for these as low as possible and subsidise wherever possible.

Medicines in School

Ideally a child will have finished a course of prescribed medicine before returning to school. Any parent wanting medicine administered by first aiders needs to arrange this with the office. The school is only able to administer medication that has been obtained by prescription. Inhalers for asthmatics are generally held in the child's classroom so that they are easily accessible. Inhalers should be marked with the child's name. Please call into the school office for an administering medicines form if you require one for your child.

No Smoking Policy

The School has a NO SMOKING policy which covers all school grounds for reasons of Health and Safety.

Dogs

Dogs pose a potential danger to the children. Please do not bring dogs into the school grounds. (This includes puppies/small dogs held in arms).

Home Learning

This complements and extends classroom learning and we encourage all children to complete the tasks set by their teacher. As a minimum, it is expected that all children read at least three times a week and practise their phonics. Children who undertake Home Learning should do it on a regular basis ideally with parental support. Home Learning includes Reading, Multiplication Tables, Number Bonds, Handwriting and Spelling as well as the natural interests in an extension of school-based project work which can be initiated or supported by parents at home as applicable. Home Learning may also include the completion of work unfinished at school. We value the extra-curriculum activities that children are involved in e.g. ballet, football, rainbows etc. We do not expect home learning to prevent children from taking part in these valuable experiences.

Parental Involvement in School Life

The curriculum organisation aims to cater for the needs of all children by supporting their development areas and extending their strengths. Parent/teacher meetings are held during the year and you will also be invited in for other events during the year such as class drop ins and class assemblies. An annual report will be sent home each academic year and will be different times for different year groups.

It is always acceptable for parents who have matters to discuss to visit the school at other times. Often this will be with your child's class teacher in the first instance. However, please remember that the beginning and end of the school day, when classes are being admitted and dismissed, is a very busy period and not conducive to attentive, uninterrupted listening and confidentiality. As a school we are keen to ensure any concerns are resolved as quickly and as smoothly as possible.

School Nurse

Every school has the services of a trained School Nurse. Our School Nurse is readily available when needed. The School Health Service provides advice on the health of children as it relates to their educational needs or where there is a Health concern. The School Nurse offers health interviews to all parents as required. Please ask for a form via the school office if you wish to make an appointment.

Teaching and Learning

We all strive to ensure that our children are provided with the highest quality teaching and learning opportunities to ensure they reach their full potential. We create an environment where children are encouraged to develop their knowledge and skills through a creative curriculum.

The curriculum page and class pages on our website gives full information on what the children will be learning.

Sex Education

The Local Governing board have an age appropriate Relationships and Sex Education Policy which adheres to statutory guidelines and can be viewed on the website. Sex and Relationship Education is an important strand of Health Education and is taught as appropriate to the age and maturity of the children. Due consideration is given for any particular religious, cultural or social bearing on the discussion of sexual issues. Children will not embark on a programme of Sex and Relationship Education involving human reproduction without the prior knowledge of their parents (this usually takes place in the summer term). Should parents wish to exercise their right to withdraw their children from this aspect of sex education, they should inform the school in writing.

Special Educational Needs and Disabilities

The school adheres strictly to the Code of Practice where children may be on 1 of 2 stages, EHCP or SEN support. All children on either stage have their own Individual Support Plan (ISP) following lengthy discussion

between the Special Needs Co-ordinator (SENDCO), Special Needs team, class teacher and parents. Specific, measurable time related targets are set for each child. The SENDCO is responsible for ensuring class teachers co-ordinate the pupil's work in the classroom. Close monitoring of progress is required. ISPs are reviewed with parents at least every six months. Children with EHCP's have their ISPs reviewed termly. Children at SEN support stage may be referred to other outside agencies who provide further expertise. These agencies may include speech therapy, hearing unit, behaviour support, specific learning difficulties or the Educational Psychologist. We have an intimate Care Policy and Administration of Medicine Policy. Some children may have an individual Healthcare Plan or Medical Care Plan.

Inclusion Opportunities

At Plaistow Hill we welcome all children. Where a child has a recognised disability, we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the school.

Pupils with disabilities will not knowingly be discriminated against. There is full disabled access both into and around the school and equal opportunities are given to all pupils, able-bodied or disabled within the school.

The school is committed to the inclusion of all children and works hard to accommodate their diverse needs. The school Special Needs Co-ordinator is Mrs S Burnett.

Keeping children safe

Keeping children safe is a key priority and we believe that everyone has the right to be happy, to be safe and to be able to learn. We are clear that keeping children safe is everyone's responsibility.

Our full Safeguarding and Child Protection Policy is available on our website.

Designated Safeguarding Staff

Designated Safeguarding Lead – Mrs Sharon Burnett
Deputy DSL– Mrs E Young

Governing Body

At Plaistow Hill we have a Local Governing Board which consists of voluntary members – Parents, Staff and Community Governors. They meet on a regular, termly basis to discuss all aspects of school life and to support the School Leadership Team in the running of the school, acting as critical friends and have a strategic over-view. As vacancies arise for positions, nominations may be requested.

The Local Governing Board is fully committed to providing a safe and happy environment in which your child can learn and grow, as well as maintaining good standards of education.

The Local Governing Board can be contacted through the Clerk to Governors at the school address. It reports to the Trust Board

Our Governors are:

Mrs Sharon Burnett Mrs Emma Young Mr Kevin Cockram Mrs Beccy Knight
Mrs Mary-Jane Saunders

We hope that this has given you an insight into our school but should you require any further information or would like to visit, please telephone (01752) 365410