



# WINDHILL PRIMARY SCHOOL

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## PROSPECTUS 2025/2026



[www.windhillprimary.co.uk](http://www.windhillprimary.co.uk)



Artsmark  
Silver Award  
Awarded by Arts  
Council England



DONCASTER METROPOLITAN BOROUGH COUNCIL  
CHILDREN SERVICES

DIRECTOR OF CHILDREN & YOUNG PEOPLE'S SERVICE:

Riana Nelson  
Civic Office  
Waterdale  
Doncaster  
DN1 3BU

Telephone: 01302 737800

WINDHILL PRIMARY SCHOOL

Hollingworth Close  
Mexborough  
S64 0PQ

Telephone: 01709 586949

email: [admin@windhillschool.co.uk](mailto:admin@windhillschool.co.uk)

School Website: [www.windhillprimary.co.uk](http://www.windhillprimary.co.uk)

Headteacher: Mrs D Howard

Chair of Governors: Mrs L Mathers

This information applies to admissions during the academic year 2024/2025 and was correct at the time of printing. It should not be assumed that there will be no change affecting the relevant arrangements before the start of, or in relation to, subsequent years.



Dear Parent and Carers,

A very warm welcome to Windhill Primary School. We hope that your child has a very positive, exciting and rewarding time with us.

We see learning as a partnership involving parents and carers, staff and governors in helping each child to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

We have an excellent reputation in the local community for being a welcoming, supportive and caring school, which is constantly working hard to achieve high standards in all areas of school life.

Ofsted judged us to be a 'Good' school with 'Outstanding' support for pupils personal development in July 2022.

We hope that your partnership with us will be a very happy one and that you will always feel a welcome member of our school community.

Yours sincerely,

Mrs D Howard  
Headteacher

## **THE GOVERNING BODY**

The Governing Body is responsible for setting the aims of the school, managing the budget and appointing staff to carry out the school aims.

The Governors and staff have a joint responsibility to ensure that the education, welfare and development of the children are of the highest order.

### **REPRESENTATIVES:**

L.A. Appointees  
Parent/Carer Governors  
Community Members  
Staff Representatives  
Headteacher

Meetings of the School Board of Governors are held each term. Parent/carers are advised of the date beforehand.

Minutes of the Governors' meetings are available for inspection in school.

All governors can be contacted through the school if parent/carers wish to speak to them at any time.

### **GOVERNORS:**

Chair	Mrs L Mathers
Headteacher	Mrs D Howard
Community Governor (Vice Chair)	Mrs C Eaton
Parent Governors	Mrs L Flinders Mrs J Franney Mr C Gell
Co-opted Governor	Ms A Hepworth
Staff Representatives	Mrs K Burton Mrs A Hicks

## **STAFF:**

Headteacher:	Mrs D Howard
Deputy Headteacher:	Mrs A Hicks
Assistant Headteacher:	Miss E Woodward
Inclusion Manager:	Mrs J Neesome
Business Manager:	Mrs K Burton

### **Teaching Staff:**

Mr S McDonald  
Mrs K O'Dwyer  
Mr M Hedar  
Mrs R Wilson  
Miss C Larner  
Miss A Ramskill  
Mrs J Jepson  
Mrs L Rudram  
Mrs M Fletcher  
Miss P Troughton  
Miss C Courtney  
Mrs L Wardle  
Miss A Woodrow  
Miss M Bailey

### **HLTA/Senior TA's:**

Mrs A Eley  
Mrs A Grayson  
Mrs J Morton  
Mrs C Whitehead  
Mrs J Blackshaw  
Miss A Wesley

### **Support Staff:**

Mr S Stott  
Miss N Cooke  
Mrs J Corker  
Ms L Goulding  
Mrs S Snaith  
Mrs C Scott  
Mrs A Petty  
Mrs K Shaw  
Ms M Sadlek  
Mr C Glarvey  
Mr J Whitehouse  
Miss M Malloy  
Mrs M Hawley

### **Aministration:**

Mrs A Tingle

### **Pre-School Staff:**

Miss H Clayton(Manager)  
Miss L Gamble  
Mrs T Wilson

### **Midday Support Staff:**

Mrs K Hughes  
Mrs S Spencer

### **Site Supervisor:**

Mr M Roebuck

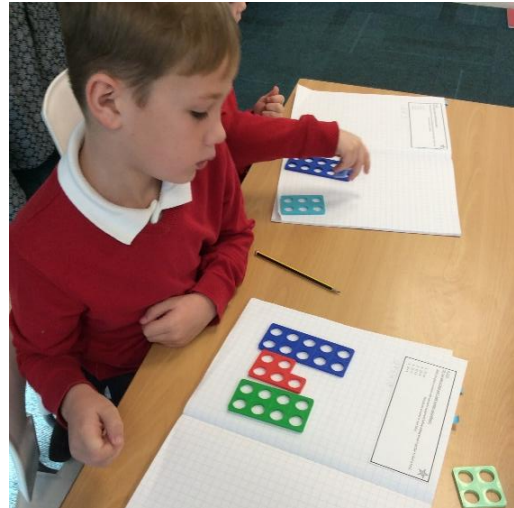
### **Cleaners:**

Mrs E Reynolds  
Mrs J Roe  
Mrs S Spencer

# LEARNING IS FUN!



**Pre-school**



**Curriculum**



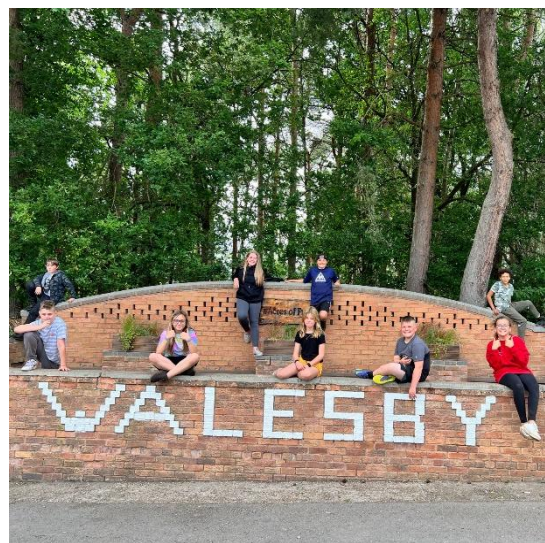
**Outdoor Learning**



**Sports**



**School Choir**



**Residentials**

## ASSESSMENT

**Continuous assessment starts in foundation Stage 1 and continues throughout the children's time at Windhill School, culminating in the SAT's – Standard Assessment Tests.**

Pupils take these tests:

- At the end of Key Stage 2, when they are eleven years old

On entry to Reception, pupils baseline is formally assessed.

Children in year 1 undergo phonics screening in June.

Children in Years 3, 4 and 5 are assessed in school using SAT style materials in English and Mathematics. They are designed to assist teachers in making judgements about the children's achievements and setting targets for improvement.

In addition the children are tested regularly on Reading Ability, Spelling and Mental Mathematics.

Records are kept on the children's achievement in all core and foundation subjects.



## Windhill Aims and Values for its pupils and staff:

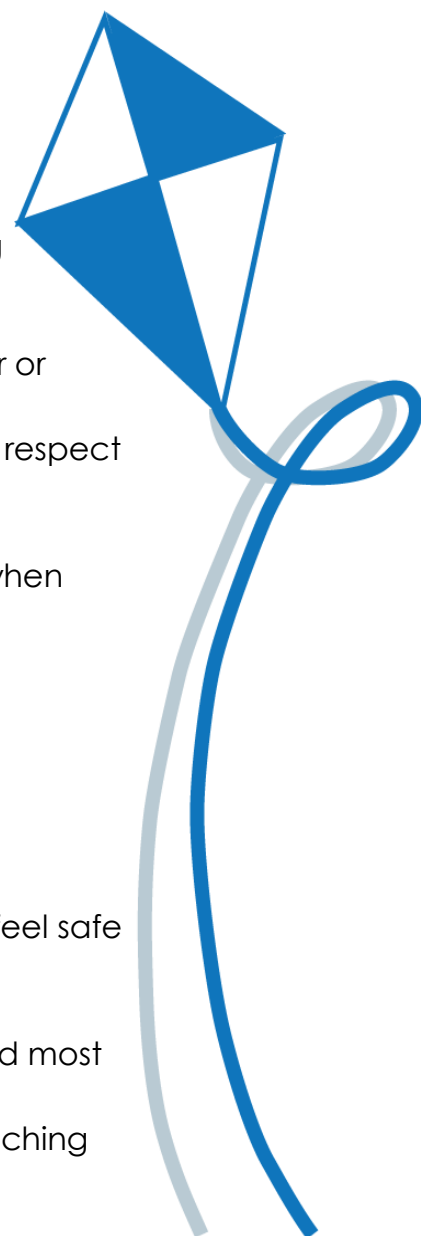
### Flying high for excellence

Windhill Primary School promotes high achievement and a life-long love of learning by working with children to:

- Achieve their full potential regardless of background, gender or barriers to learning
- Develop positive, caring attitudes, with high self-esteem and respect for themselves, others and the environment
- Be able to work independently as well as collaboratively
- Develop their resilience and determination to find solutions when they face difficulties
- Share their ideas to support school improvement
- Develop their understanding of British values
- View challenge as a positive

Windhill Primary School will ensure that we:

- Put children at the heart of everything we do, ensuring they feel safe and valued
- Recognise that every child has the potential to succeed
- Meet the needs of all learners, seeking the best strategies and most up to date learning resources to help every pupil succeed
- Deliver lessons that demonstrate consistently high-quality teaching
- Have the highest expectations of all pupils and staff
- Provide a broad and balanced curriculum for every pupil
- Use evidence to inform our approaches and spending
- Work in partnership with parents, carers and the community



## CONTACT WITH STAFF

Open evenings are held three times a year (October, February and July). Parent/ carers are invited to discuss their children's progress and targets with their class teacher.

Concerts are held throughout each term, all children have the opportunity to take part and parents, carers and family members have the chance to watch their children perform.

All staff are pleased to see parent/carers on any matter concerning their children. Teachers are available for brief consultations after school from 3.20 p.m. to 3.30 p.m. If the matter requiring attention is more complex please arrange an appointment at a mutually convenient time.

**Please feel free to discuss your child with us.**

IF YOU NEED TO SORT OUT A PROBLEM – WHO WILL HELP?

TO WHOM SHOULD YOU GO FIRST?

1. Your child's class teacher can deal with most problems first.



2. Give the teacher time to deal with it, then go back to find out the result.



3. If you are still worried ask to see the Key Stage Leader. Give them time to look into the matter



4. If there is still a problem ask to see the Deputy Headteacher (Mrs Hicks) or Inclusion Manager (Mrs Neesome). Explain your concerns. Give time for an investigation into the problem.



5. If the problem remains unsolved please ring or call in to arrange an appointment with the Headteacher (Mrs Howard).

## SCHOOL BEHAVIOUR POLICY

It is a primary aim of our school that every member of the school community feels valued and respected and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's behavior policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The Governing Body has policies in place, which include:

- A clear set of values
- Clear boundaries of acceptable behaviour
- A school's moral code
- Consistent strategies for rewards and sanctions

These points are included in the:

- Behaviour Policy
- Anti-Bullying Policy
- Ethnic Diversity Policy

## POSITIVE LEARNING BEHAVIOURS

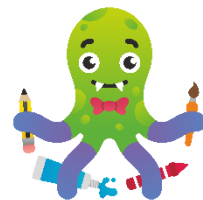
At Windhill Primary School, we are excited to introduce our six Positive Learning Behaviour characters. These characters are used to guide children through their learning and help them further understand what qualities they need to be the best learner they can be.



**Motivated**



**Reflective**



**Creative**



**Resilient**



**Inquisitive**



**Interdependent**

## **CORPORAL PUNISHMENT**

Section 47 of the 1986 Education Act abolished all corporal punishment in all maintained schools.

The school also recognises that humiliation, verbal or physical, of the pupil is not acceptable as a form of discipline.

Physical restraint is not normally used, but on rare occasions it may be used only to prevent a pupil causing harm to himself/herself or others.

## **ADMISSION OF PUPILS TO THE SCHOOL**

Only the LA is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools. The total number of children who can be admitted each year to a school depends upon the 'Admission Number'. The Admission Number for the school for the 2023/2024 school year is 40.

The full Admission Arrangements for Community Schools 2023/2024 school year are available in school.

## **SCHOOL ORGANISATION**

The number of teaching areas available and the ratio of teachers to pupils govern the organisation of the school. Classes are organised in whole year groups/mixed year groups as appropriate.

Expected Numbers on roll: **September 2025 297**

### **Class organisation:**

Pre-School	12
Foundation Stage 1	23
Foundation Stage 2	33
Year 1	36
Year 2	40
Year 3	39
Year 4	37
Year 5	37
Year 6	40

This organisation also allows staff to plan purposefully with other colleagues, in Year Teams and Key Stage Teams.

## ORGANISATIONAL GUIDELINES

The Parents and Governors have agreed that as a matter of policy children should have a school uniform. I hope that you will support this decision.

In order that the school can function effectively, we ask for your co-operation over the following:-

### Winter uniform

- Grey trousers, skirts, pinafore dresses.
- White polo shirts or blouses or shirts
- Red cardigans, pullovers or sweatshirts
- Black shoes



### Summer uniform

- Red and white gingham dresses
- Grey school shorts

### Sportswear

- Indoor red T-shirt, black shorts
- Outdoor red T-shirt, black shorts, plimsoles/trainers.
- Children may wear a track/jogging suit in cold weather

In year 5 a towel and suitable swimwear will be required. Sportswear bags must be small due to shortage of space.

### Jewellery

The only jewellery permissible in school is a wristwatch and stud earrings. Earrings must be removed (by either parents or the child) before PE lessons.

### Private Property

Please note that school cannot accept liability for private property lost or damaged. All clothing needs to be clearly marked with the child's name. Children should not bring unnecessary money or valuable items of property to school.

## DATES OF SCHOOL YEAR – 2025 / 2026



Period	School Closes p.m	Re-opens (am)	No.of pupil days (on holiday)
		Mon. 1 <sup>st</sup> September	Inset Day
Autumn Half Term	Fri. 27 <sup>th</sup> October	Mon. 3 <sup>rd</sup> November	5
Christmas	Fri. 19 <sup>th</sup> December	Mon. 5 <sup>th</sup> January	10
Spring Half Term	Fri. 13 <sup>th</sup> February	Mon. 23 <sup>rd</sup> February	5
Easter	Fri. 27 <sup>th</sup> March	Mon. 13 <sup>th</sup> April	10
May Day	Fri. 1 <sup>st</sup> May	Tues. 5 <sup>th</sup> May	1
Summer Half Term	Fri. 22 <sup>nd</sup> May	Mon. 1 <sup>st</sup> June	5
Summer	Mon. 20 <sup>th</sup> July		

5 Training Days: Monday 1<sup>st</sup> September 2025  
 Friday 24<sup>th</sup> October 2025  
 Friday 19<sup>th</sup> December 2025  
 Monday 1<sup>st</sup> June 2026  
 Monday 20<sup>th</sup> July 2026

## TIMES OF THE SCHOOL DAY

Breakfast Club	8:00 a.m. – 8:45 a.m.
Registration + 1st session	8:45 a.m.
Break	10:15 a.m.
2nd session	10:30 a.m.
Dinner Break	12:00 p.m. – 1:00 p.m.
3rd Session	1:00 – 2:15 p.m.
4th Session	2:15 - 3:15 p.m.
Finish	3:15 p.m.
After School Activities	3:15 – 4:00 p.m.
After School Child Care	3:15 – 5:30 p.m. (4:30p.m. Fridays)

# CURRICULUM STATEMENT

## Academic Curriculum

The curriculum at Windhill is carefully planned to include content of knowledge, a progression of skills to be mastered and to foster desirable values, attitudes and interests.

Windhill follows the National Curriculum, which includes:

- Mathematics
- English
- Science
- Information and Communications Technology
- Design Technology
- History
- Geography
- Music
- Art
- PE
- Modern Foreign Languages (KS2 only)

In addition we teach Religious Education, which covers Christianity and other faiths, beliefs and traditions.

These subjects are not the complete curriculum and subjects such as Citizenship, Environmental Education, Health Education, Personal and Social Education, Gender and Multicultural issues are included to ensure that the following dimensions are covered.

## Social

Our aim is that the children develop as mature, responsible and independent young people who are able to work collectively and collaboratively and who can recognise their role in, and contribution to, the school community and beyond.

## Spiritual

We teach to develop and communicate their beliefs, reflect on their experiences and on the deeper meaning of life.

## Moral

We teach children to be aware of the needs of others, to know the difference between right and wrong, to have respect for the truth and that the majority of members of society share these values.

## Cultural

We help children understand and appreciate our multicultural world by giving them a rich programme of music, art, literature, history and geography from their own and different cultures.

**We follow the department of education guidelines for promoting British values as part of pupils SMSC (spiritual, moral, social and cultural) development.**

## Health and Physical development

We teach children how to keep healthy and fit, maintain personal hygiene and to understand the need for a safe and healthy environment.



## Sex education

The school has a sex education programme which is taught at the appropriate age and level of understanding and in such a manner as to encourage the children to have regard for moral values and family life.

## Relationship and Sex education – The governors Policy

It is the policy of the Governors that relationship/sex education as part of the ongoing Health Education programme, forms part of the wider curriculum for all the children. It is the duty of the Headteacher to implement the policy decided jointly with the Governing Body.

Parental involvement and discussion will be encouraged at all stages and due consideration will be given for any particular religious or cultural factors bearing on the whole issue of Sex Education.

The policy and scheme of work is available for viewing on the school website or upon request.

## Inclusion

We fully cater for children of all abilities. Children who require extra help with their learning may be supported within the classroom or in small groups.

Their teachers closely monitor children who show signs of behaviour or work problems. We invite parents to discuss the matter with the teacher and the Inclusion Manager.

Most problems are temporary but occasionally there are more long-term and we ask for advice from professional consultants.

We liaise with the Educational Psychology Service, members of the Sensory Impairment Service and the Language Unit.

We also give able children help to ensure that they are working at a suitable level to maintain their interest and provide challenges.



## Complaints

The school has a complaints procedure which has been approved by the Governors. A copy of the complaints procedure is available from the school or via our website.

## Extra-Curricular Activities

Depending on the availability of staff, children are given the opportunity to attend a variety of clubs, including: Football, Computers, Craft, Dance, Bingo, Cricket, Basketball, Art, and Gymnastics. Other clubs are offered and the above varies according to staff talents and interests.



## Music

All children have the opportunity to learn to play a musical instrument.

We employ Peripatetic Music Teachers to teach a variety of instruments.

All year 5 children participate in the wider opportunities programme where they play in a band.

Children are entered for external examinations and have enjoyed many successes.



# OUTDOOR LEARNING



## Welcome to our wild garden

We are lucky to have a wild garden in our school grounds. Our Eco-council work very hard to improve and maintain this valuable asset, which is used to support and enhance a variety of lessons across the curriculum.



## BREAKFAST CLUB AND AFTER SCHOOL CHILD CARE



The Breakfast Club is available from 8:00 am each school day. The charge for this is £1.00 per day, payable in advance via the online Parent Pay system. Children enjoy a choice of nutritious breakfasts and can relax with friends before school.

The out of hour's facility is fully flexible and can be catered around the needs of you and your child. You may require wrap around care from 8:00 am to 5:30 pm five days a week or maybe just one or two sessions whilst you work.

After School Care is available each evening until 5:30 pm (4.30 pm on a Friday). The cost is £7.50 per night and is payable in advance via the online Parent Pay System.

If you are interested in after school child care, then please feel free to call at the school office and a member of staff will be able to give you more details.



## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

The Education Reform Act imposes certain changes to the teaching of Religious Education and collective worship in schools.

We teach children to appreciate the world they live in by drawing their attention to the everyday things around them, the people who help them and the contribution they themselves can make towards making other people happy.

Daily assemblies are required to be mainly Christian in content. Occasionally we have visitors to the school assembly including people from the local community.

There is provision for Religious Education for all pupils. The Authority's Agreed Syllabus for Religious Education reflects the fact that religious traditions in the country are in the main Christian whilst taking account of the teaching and practices of other principal religions.

Parent/carers do have the right to withdraw their children from both religious education and collective worship and they should contact the Headteacher about this.

## **HOMEWORK POLICY**

- Is always at the right level for your child's age and ability
- Strengthens and builds on the learning that your child has already achieved
- Is explained clearly to your child
- Leads to useful feedback about the quality of the homework
- Is interesting and varied, with a wide range of tasks being set

### **Keeping an eye on things**

To make sure that the Homework Policy is working well, we will be monitoring its operation. This will be done regularly by staff and any necessary changes to the policy will be made in communication with parents and carers.



## To help your child comply with their home learning

- Give your child somewhere quiet and comfortable in which to do homework
- Check that your child has done all the homework set
- Encourage your child to spend time on doing the homework as well as possible, and give lots of praise
- Take an interest in what the teacher says about the work your child has handed in.

## How the learning will be organised

Below is set out a general "homework timetable" for your child. Your child's class teacher will give a more detailed timetable to you at the beginning of each year.

year	Type of Activity	How often
Foundation Stage 1	Sharing a book with your child and helping in such things as taking objects and books into school and finding out information	When needed
Foundation Stage 2	Sharing a book with your child and helping with recognising words and spelling; maths (including games); other things related to the topic given for homework	Each week
Year 1/2	Activities chosen from: reading; spelling; handwriting; maths (including games and tables); other things related to the topic given for homework	Each week
Year 3/4	Activities chosen from: reading; spelling; writing; maths (including games and tables); other things related to the topic given for homework	Each week
Year 5/6	Activities chosen from: reading; spelling; writing; maths (including games and tables); other things related to the topic given for homework, particularly helping your child's work in English	Each day

As far as possible, a routine will be established so that your child has learning linked to particular lessons on the same day each week.

**READING SHOULD BE ENCOURAGED AS A DAILY ACTIVITY**

## HOW IS YOUR CHILD DOING?

At Windhill School we think that it is very important indeed for children to know just how well they are doing – that they get “feedback” about their work in general, and also about their homework.

Your child will get feedback:

- Through discussion with the teacher
- Through the marking of the work
- Rewarding with certificates

Your child will, depending on the type of activity, get feedback:

- Individually
- In a group
- As a whole class

You will get feedback:

- Through informal discussion
- Through discussion at parent/carers' evenings
- Through written reports

As a school, we will celebrate children's efforts and successes in assemblies, through school displays and by our merit system.

### Special educational needs (SEND)

If your child has special educational needs, the class teacher will consult closely with the special education needs co-ordinator (senco) to ensure your child is fully supported.

## PASTORAL CARE

The children's wellbeing is our greatest concern and each child's school day should be a happy one.

We are all concerned with the pastoral care of the children. We have excellent transition procedures in place as well as extra support for children new to the school.

### **Please note:**

- Breakfast Club opens at 8:00 a.m.
- There is no supervision in the playground before 8:45 a.m.
- Mentor groups run every lunch time
- Activities and sports are organised every lunch time.
- Buddy systems operate throughout school
- Please inform the class teacher or the office staff if you need to collect your child during school time. You should collect your child at the office where you will be asked for appointment cards and asked to sign out.

### **First Aid**

We have permanent members of staff who are trained in first aid. Any sick or injured children are attended to immediately. Parents are informed as soon as possible of any serious illness or injury.

### **Sickness**

If your child is ill please let us know as soon as possible by phone or by note when they return to school. Children must stay away from school for a minimum period for certain diseases (consult doctor) and for at least 24 hours after sickness and diarrhoea.

### **Medicines**

Staff are able to administer prescription medication to children with the written consent of parents / carers. If your child needs to be taking such medication, please obtain the appropriate form from the school office.

We are not able to administer non-prescription medication, however, parents/carers are welcome to come into school themselves to give the medication.

## **Fire Drill**

We have a practice fire drill at least once a term. The premises and fire fighting equipment is inspected regularly to ensure safety standards.



## **Safeguarding**

It is the policy of the Governors that anyone employed at the school who sees or hears or has any concerns for a child, which may involve physical, sexual or emotional abuse, or neglect must contact the Headteacher. This must then be reported to the appropriate authorities.

## **Lunch Time and Break Time**

Children are always supervised throughout the school day. The children are well cared for by trained supervisors. A senior member of staff is always available to deal with any difficult problems or emergencies. Most children have a nutritious school dinner, which is freshly cooked on the premises. Some children bring a packed lunch and this must be brought in a secure container with the child's name clearly marked. Canned drinks or drinks in glass containers are not allowed.

## **Dinner Money and Milk**

Milk must be ordered and paid for on line (information on how to do this can be obtained from the school office). All children throughout school can order milk, children on free school meals must still register but do not have to pay.

Dinner Money should be paid in advance via the Parent Pay on-line system (£12.50 per week). Children who are changing from Dinners to Packed Lunches or vice versa must inform the school office. Parent/carers receiving income support are entitled to free school meals and milk and should apply on-line. Please contact the Office where all enquiries are treated confidentially.

As we are a Healthy School we recommend that children don't bring sweets, biscuits or crisps into school.

## MONITORING ATTENDANCE

Absence or lateness for whatever reason will adversely affect children's education. It is a legal obligation for children to attend regularly and punctually.

- School should be contacted on the first morning of an absence
- Frequent or unexplained absence will be reported to the Education Welfare Officer
- Absence is monitored by the LA and Ofsted
- Holidays will not be authorised except in extreme circumstances which are laid down by the LA.
- Please notify the class teacher or office of any medical or dental appointments and bring in the appointment card.
- Full and high attendance is celebrated by individual gifts weekly, at the end of each term and at the end of the year.

### Holidays

Please help us to maintain a good attendance record. This is particularly important during the SATs period in the Summer Term. Long term absences are detrimental to your child's educational progress. There is no entitlement for parents to take their child on holiday during term time, such holidays cannot be authorised by the Headteacher and will incur a fine by the local authority. Holidays will only be authorised in extreme circumstances and have to be authorised by the LA.

Children are regarded as having unauthorised absences if they:

- Are very late for school without a note
- Are absent through illness or other reason without a note
- Are on holiday

### Attendance Table

The following table shows attendance in the school during 2024/2025 up to Summer Half Term:

<b>Attendance</b>	<b>93.4 %</b>
<b>Authorised Absences</b>	<b>5 %</b>
<b>Unauthorised Absences</b>	<b>1.6 %</b>

## EMERGENCY PHONE NUMBERS

Parents are asked to ensure that we have up to date information of hours, places of work and telephone numbers and/or a contact person.

This information is very important in case children are taken ill or are involved in an accident. We operate a text messaging system.

## CHARGING POLICY

Many aspects of the school's curriculum, for example museum, parks, field centre visits, take place outside the classroom. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children in the school. Recent legislation (Education Act 1988) prohibits the charging for such activities. However, by requesting contributions towards the cost it will be possible for their continuation. It follows therefore that without sufficient voluntary contributions the school may well be unable to provide certain activities.



## SECONDARY EDUCATION

After leaving Windhill Primary School, our children attend the local High Schools.

The 2025 leavers will attend the following schools:

27 children    The Laurel Academy

1 child        Dewarrene Academy

1 child        Swinton Academy



WINDHILL PRIMARY SCHOOL

Windhill Primary School  
Hollingworth Close  
Mexborough  
S64 0PQ

Telephone: 01709 586949



Doncaster  
discover the spirit