



# Punnetts Town Community Primary & Nursery School

Part of Woodlands Federation

## Prospectus 2023/2024



*"Pupils love their school. They talk about it with pride. They are confident, polite and happy. They form trusting relationships with adults and with each other. Consequently, they feel safe." (Ofsted 2019)*



We are delighted to welcome you to Punnetts Town Community Primary and Nursery School. The school is at the heart of the community, offering a warm and friendly welcome to all aged 2-11.

Our aim is for the children and staff to be the best they can be, working together to follow the schools vision and values.

We believe that childhood is a precious time, and this underpins our aim to nurture our children's creativity, encourage their social development and create a love of learning within a culture of high expectations.

Punnetts Town is a fun, happy and special place to learn.

We hope this prospectus gives you a insight into our wonderful school and provides the information you require. If you would like to visit, or ask any further questions, please contact the school office.

[office@punnettstown.e-sussex.sch.uk](mailto:office@punnettstown.e-sussex.sch.uk)



# Our School History



Punnetts Town is a Community Primary and Nursery School; it opened in May 1879.

The school is at the western end of the village, 3 miles south east of Heathfield. Pupils attending the school live in Punnetts Town, Rushlake Green,

In 2006, a new extension was added to the Victorian School Building providing three classrooms, cloakrooms and a entrance/reception area for the school. There are a range of outdoor spaces for the children to play, including the Millennium quiet area, an outside gym and a school garden.

In 2020 the entrance was updated with a new roof and transformed into the school Library immersing everyone into books as they enter the school, show casing the importance of reading.

In September 2023 the school expanded to include an onsite nursery with a reduced age range to 2. We therefore now have 5 classes for children aged 2 to 11.







## Our Vision Statement

At Punnetts Town Community Primary and Nursery School, we recognise that we are privileged to share in the responsibility for the development of the children in our care. The staff and governors are committed to working together for the benefit of all the pupils in partnership with their parents / carers. Together, we aim to realise the unique potential of each child within a caring and stimulating environment.

*“Children in the early years behave well and are cooperative. This is because strong, positive relationships exist between adults and children”. (Ofsted 2019)*



*“Children access a wide range of activities independently, both in the classroom and outside. This enables them to develop their skills across all areas of learning. Activities are thoughtfully planned to enable children to apply what they have previously learned to new situations.”. (Ofsted 2019)*





At Punnetts Town we:

- ◇ *Place our children and families at the centre of all that we do*
- ◇ *Nurture our children's creativity*
- ◇ *Encourage their social development*
- ◇ *Create a love of learning within a culture of high expectations*
- ◇ *Value all children and keep them safe*
- ◇ *Give them every opportunity to do their very best*
- ◇ *Provide an education which is inspiring, relevant and broad*

We believe that creating a strong partnership between home and school will help every child achieve their potential and we encourage parental engagement to support the school in achieving this.



Reading is a key priority at Punnetts Town.  
As soon as you enter the school you are immersed  
in the school library and our passion and love for  
books is clear to see.



let our story begin ...





# At Punnetts Town Community Primary and Nursery School your child will be part of a school where:



- There is a caring family atmosphere
- Children are valued and treated as individuals
- There are high expectations of learning and behaviour
- Children are encouraged to be part of a wider community
- Your child's happiness is important



## We have developed a learning environment that is:

- Happy
- Safe
- Caring
- Inspiring
- Full of opportunities

## We are dedicated to pursuing excellence through:

- A stimulating and well resourced environment
- Enthusiastic and energising staff
- The development and encouragement of everyone at Punnetts Town
- Raising self-esteem and awareness of others
- Encouraging respect



## We deliver an exciting and relevant curriculum through:



- Excellent and enthusiastic teaching
- Innovation
- Encouraging reflection and thinking skills
- Providing opportunities to broaden creativity and self-worth
- Celebrating achievements with each member of our school community every step of the way



# Punnetts Town Nursery



Punnetts Town Nursery offers high quality child care and education for children aged 2 to 4 as part of Punnetts Town Community Primary and Nursery School.



We offer morning, lunch and afternoon sessions from 8.45 am to 3.15 pm during term time. The Nursery is also able to offer care from 7.30 am to 8.45 am and 3.15 pm to 5.15 pm on arrangement through the school office.

The nursery known as Little Punnetts Class offers a safe, secure and stimulating environment where all children can flourish, develop and learn both inside and outside of the classroom.



“Staff plan and assess very effectively to gain a full understanding of children’s unique interests and learning needs. They treat each child as an individual and recognise how to help them meet their full potential” (Ofsted 2017)

The staff team are warm, friendly and professional with a caring approach, helping all children achieve their full potential.



# Early Years Foundation Stage



Our Foundation Stage pupils come from a range of nurseries and pre-school groups, including the onsite school nursery which is located within the main body of the school.



All children who are due to start in Reception will have the opportunity to visit and experience play sessions at our school during the summer term before they start school.

To help children feel part of our school family, a planned transition programme takes place for every child to ensure that the very important change to primary school life happens as smoothly as possible, both for child and parents!



Our Early Years class teachers will visit the children in their pre-school setting and opportunities to meet with parents are planned so that we have all the information that we need to support your child in the best way that we can.



As a Community Primary School, the County Council makes the arrangements for the admission of children to our school at age 4+. Admission procedures can be viewed on line on the East Sussex website at:

[www.eastsussex.gov.uk/educationandlearning/schools/admissions](http://www.eastsussex.gov.uk/educationandlearning/schools/admissions)

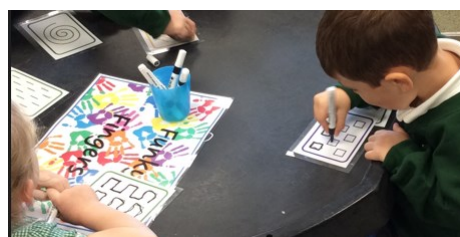


## Early Years Foundation Stage

Our Reception pupils are in their first year at school, which is a distinct stage and one in which play is vital, with child-initiated activity combined with teacher-led sessions.



Learning takes place through first hand experiences, focussing on the children's interests. Planned and purposeful activities provide opportunities for teaching and learning both indoors and outdoors. There is a designated outdoor play area for the pupils.



The curriculum is split into three prime areas and four specific areas:

### Prime Areas:

- ◇ Communication and Language
- ◇ Physical Development
- ◇ Personal, social and emotional development

*“ The class teacher's expert knowledge of the early years curriculum enables her to make accurate assessments of the children's learning and track their progress. As a result, they make good progress from their starting*

### Specific Areas:

- ◇ Literacy
- ◇ Mathematics
- ◇ Understanding of the World
- ◇ Expressive Arts and Design





# Key Stage One



After the first year in school the children move into year 1 and then year 2. These year groups comprise Key Stage One. The children are now taught from the National Curriculum. There is still time for free choice and structured play throughout Key Stage 1 with an increasing focus on more formal learning. This continues to allow children the opportunity to express themselves, develop new skills and build up their relationships with other children. It also gives them the opportunity to use their imagination and take the role of different characters. Topic work becomes an increasing part of curriculum time as the children expand their knowledge and skills. This forms an essential part of the children's learning about the wider world around them.



Artwork plays a valuable role in topics and in its own right. The children are encouraged to explore sound, rhythm and melody in music, using both tuned and un-tuned instruments.

In P.E. the children continue to develop their gymnastic, dance and games skills.

Information regarding topics is given to parents three times a year and is shared on the class website page.



Science and technology form an important base for the majority of topics, whilst other topics

*“The transition into key stage 1 is also effectively managed, enabling children to build upon the knowledge, skills and understanding developed during the early years”. (Ofsted 2019)*



## Key Stage Two

Key Stage Two starts in year 3 and finishes at the end of year 6.

Throughout Key Stage Two the threads of the curriculum from Key Stage One continue.

Cross curricular topic work allows the children to develop a greater understanding of the world, geographical and historical topics are covered more deeply. They are also encouraged to develop independent and co-operative ways of working. The children have greater opportunities to use different mediums in art and to develop their musical skills. They also take part in music performances and festivals such as the Big Dance Extravaganza in Tunbridge Wells.

We build on what the children as learners already know and have a culture of high expectation.



Understanding is developed through enquiry, creativity and group problem solving. Children are taught skills for life.

The children gain a greater understanding of playing team sports and take part in a variety of games within school and against other local schools.

We offer children the opportunity to take part in a number of sporting activities such as swimming, tag rugby, gymnastics, dance, football, tennis, netball and multi-skills.

The children help to plan and perform a Harvest celebration, a Leavers' Service at the end of the year and also take part in Maypole, Christmas carol singing and class productions.

We take a keen interest in children playing musical instruments and have offered peripatetic music lessons for a range of instruments including the guitar and drums.







## Assessments

Teachers review children's progress throughout their schooling.

The results of all these assessments are communicated to parents/carers through the Annual Summary Report and parent consultations across the academic year.

In line with statutory requirements, our pupils complete National Curriculum tests and assessments.

Assessments are also made at the  
During the Reception year,  
Year 1 Phonics screening,  
Year 4 Multiplication skills test,  
and Key Stage 2 SATs assessments focusing on  
maths, reading and spelling, punctuation and  
grammar writing is also assessed.





# Sporting Aims and Provision



All children are encouraged to take part in sporting activities. Our aim is to promote enjoyment, healthy exercise, sportsmanship, co-operation and teamwork. Being a smaller school, children have a greater opportunity to take part.

*"We ran with all the other schools I was at the back, but managed to get to the front until I started running up the hill! I found the hills quite tricky. I still came in the first third of the runners"*



The school has a large, level playground enabling us to deliver high quality P.E.

We aim to widen children's sporting achievements by taking part in a variety of tournaments, festivals and individual games with other schools. These may be competitive, against other teams, or purely for enjoyment.

We compete in inter-school cross-country running, football, tag-rugby, netball, and swimming. We work with Heathfield Community College and other local primary schools to further develop sporting links between schools.

We were awarded the Sainsbury's School Games Sports' Mark Gold Award for our continued participation and activity within and beyond the school day.

*"I'm glad I was part of the team for the hockey tournament. I played attack and goalie. I knew not to worry if I lost the ball—just keep going! Hockey is now my favourite sport!"*



We encourage participation to the best of each child's ability.

Excellence in all sport is celebrated at every opportunity in school and in both local and national competitions.

Children are taught to support and encourage one another - both in victory and defeat. As part of the P.E. Curriculum, different games and skills are taught throughout the year. We compete in a variety of sports including cross-country running, dance, football, netball, tag-rugby, stool ball and swimming.

*"It was really good to be there as I'd never been to a tournament before. I love football and would like to go again next year."*

# Outdoor Forest School Learning

Our outdoor learning provides memorable learning experiences, helping children to make sense of the world around them by putting their learning into a meaningful context.

Being outdoors has a positive impact on children's sense of well-being. It offers opportunities for exploring learning in different ways. It gives children first-hand contact with weather, seasons and the natural world and offers them freedom to explore, use their senses and be physically active.



We are fortunate to have a designated area on site that has a wildlife area, raised beds and a campfire circle. In addition, we have extended grounds within the schools immediate locality to explore further. This ensures we have sustainable space to embed this as part of our school curriculum offer.



Our outdoor Forest School learning supports the National curriculum and reinforces the learning from inside the classroom in areas of Science, Art and Geography. For example mini-beast hunting, leaf pressing, clay modelling and treasure hunts to name trees and flowers. Underpinning the learning is the focus on children's personal and social skills, communication, problem solving, thinking skills and teamwork.





## Benefits of Outdoor Learning:

- Brings learning alive
- Supports children's physical and mental development
- Increases confidence and self-esteem
- Reduces stress
- Supports creativity and problem-solving
- Increases attention and concentration
- Improves nutrition
- Increases pupil engagement in learning
- Improves self-discipline
- Increases motivation and resilience
- Improves academic performance
- Adds depth to the curriculum



In addition, we provide many opportunities for children to enrich and benefit from learning with outdoor education and off-site educational visits. This encompasses visits to museums, churches, theatres, parks, woodland areas and other areas of interest.

When a child leaves Punnetts Town School, they will have increased confidence, maturity and self-esteem because of their varied experiences.

*“Leaders have ensured that the curriculum is broad, balanced and well planned. The curriculum makes sure that pupils enjoy and learn from a wide range of experiences, including going on many trips to enrich their learning, such as the recent key stage 1 visit to a local sea-life centre”.*





## Extra curricular activities

We value the importance of offering children a wide range of educational and sporting activities both during and out of school hours.

We believe that our children benefit from additional activities, gaining valuable skills and discovering new strengths that will give them a solid foundation for their future ahead.

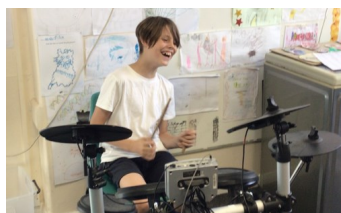
### Music



Music lessons are offered by East Sussex Music and Red Butler Music School.

Pupils are taught by peripatetic teachers at school.

We currently have musicians learning to play the guitar and drums from year 1 to year 6.



### School trips and events

- Whole School Maypole
- Macmillan Coffee and cake sale (Year 6 led)
- Big Dance Extravaganza 5/6
- Federation Days
- Christmas Decoration Morning
- Nativity and Christmas Carol Service
- Federation Carols
- Whole school trip to Port Lympne
- Class trips to Wilderness Wood and Battle Abbey
- Christmas Bazaar, Easter Activities and Summer Fair (FPTCPS events)
- Harvest Festival Service at Heathfield Chapel
- Summer Production
- Cookery Sessions with Chartwells
- Y4 and Y6 residentials
- Y6 leavers events
- Sports Day

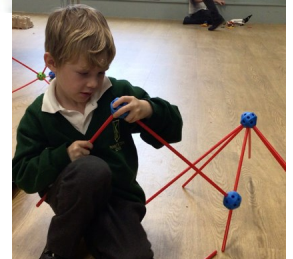


# Wrap around care



## Breakfast Club:

We offer a Breakfast Club running from 7.30am until 8.40am. Children can choose to have breakfast. A variety of craft and construction activities are offered.



## After-School Club:

We offer after-school care after school, from 3.15pm until 5.15pm. Within this session the children have time to complete home learning activities and have a variety of activities across the week including outside gym time, bikes, craft, games, use of the library and iPads.

## Sports Clubs:

We offer a great range of sports clubs which work alongside our wrap around care. Sports clubs are offered throughout the academic year. Some of the sports offers change depending on the time of the year. We encourage all children from across the school to participate in the clubs offered. We work with Premier Education and Nxtgen to offer two of our clubs and the others are delivered by our talented school staff. The wide range of clubs include:

- |                         |              |
|-------------------------|--------------|
| • Archery               | Table Tennis |
| • Sports Hall Athletics | Football     |
| • Netball               | Dodgeball    |
| • Benchball             | Tri-Golf     |



## Creative Clubs:

To ensure our club offer is broad we also have opportunities for craft, construction and gardening. This helps us appeal to all interests.





# Punnetts Town Children



We believe that Punnetts Town CP School is a special place for children to learn,  
make friends and celebrate their achievements.

But don't just take our word for it, read what our children think about their school:

*"Part of a Federation which means that we get to share live learning sessions, meet people from other schools, make friends ready for secondary school. We also get to do fun tournaments."*  
Yr6

*"I like outdoor learning because I get to find weird bugs and it might help me with my survival skills."*  
Yr 2

*"I like playing with my friends especially football. Punnetts Town school is really good, it's got everything."* Yr3

*"I like coming to school because I'm excited to do maths and art because I enjoy those subjects."* Yr4

*"I like coming to school because it is a good school where I've made lots of friends. There is lots of space to play and nice equipment."* Yr6

*"I like coming to school because it's fun and I like doing Maths."* Yr1

*"I enjoy coming to school for science and science experiments especially."* Yr3

*"School's fun... playing with my friends."* R

*"I like doing writing, drawing pictures, numbers and lunch times."* Yr2

*"I like playing with my friends, learning my times tables in maths, writing stories in English and swimming too, because as we learn, we get better."*  
Yr 4



## School Meals

School meals are prepared and cooked in the School Kitchen. The menu is planned with healthy eating in mind; a vegetarian option is also provided. If a different diet is required for a medical reason parents can consult the School Cook or Chartwells and inform the school office. Bookings for meals are made on line via Parent Pay. This flexibility enables families to opt for the meal choice that suits them best. All pupils in Years Reception, 1 and 2 are entitled to Universal Infant free school meals and we encourage you all to use this facility.



## Morning Snacks and Drinks

Children up to the age of 7 years (Years R to 2) are provided every day with a mid-morning snack, fruit or vegetable through the NHS 5-a-day project. Older pupils are encouraged to bring a healthy snack to school. Children up to the age of 5 years are provided with free milk. Children over 5 years may purchase milk, at a subsidised price, for their mid-morning break. All children must bring a bottle of water to school everyday.





# School Uniform



We are very proud of our school uniform and the children wear them with pride. The uniform is a practical set of clothes suited to life at school. It underlines the the child is coming to school wearing special clothes ready for work. The uniform also helps develop the idea of belonging to a community.

Our school uniform is as follows:

Grey skirt, grey pinafore, grey culottes or grey trousers.

Summer uniform option: Green and white checked dress or grey shorts

White polo Shirt \*

Year 6 ONLY to wear a yellow polo shirt

Bottle-green jumper, cardigan/sweatshirt \*

Bottle-green school fleece \*

White socks, grey/bottle green tights or black/grey socks

Sensible shoes or ankle boots (finishing on the ankle bone), i.e. no raised heels, no opened toe sandals, sling backs, boots or trainers, school base-ball / legionnaires cap \*

N.B. Skirts/dresses/pinafores/culottes should be knee length.

This is practical for the varied activities during the school day.

## PE kit

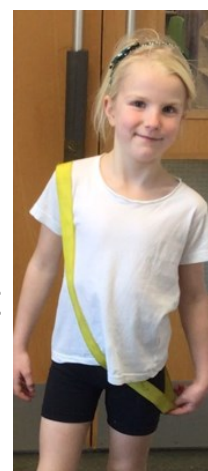
White t-shirt \*

Black shorts or black skirt

Plimsolls, Black or White plain Trainers

Black or Grey Track suits may be worn for games, during cold winter weather, by all pupils

**The PE kit can be kept in school for the term, in a named drawstring PE bag\* – NO plastic bags please**



## Other things to note:

Boys and girls should attend school with their hair in an appropriate style

Children with shoulder length hair must wear it tied back, as simply and securely as possible at all times during the school day. Hair ties/bands should be school colours or neutral i.e. brown/black/green and plain. Hair bands are not worn in PE.

Children should bring one bag to school. A school backpack or bookbag can be purchased from the office.

All articles brought to school should be clearly named (and renewed after washing)

**\* Items available for purchase via the school office**

# School staff



**Headteacher:** Mrs Claire Kinsella (DSL)

**Inclusion Manager/SENCO:** Ms Susan Conaway (DDSL)

**Bursar/Secretary:** Mrs Anita Saunders

**Admin Assistant:** Mrs Kim Venner

**Caretaker:** Mrs Sheila Longley

**Gardener:** Mr Gary Miller

## **Elm Class - Years 5 & 6:**

**Teacher:** Mrs Catherine Winter (DDSL)

**Support staff:** Miss Tara Sherwood, Mrs Siobhan Jones  
and Mrs Iona Sands

## **Oak class - Years 3 & 4:**

**Teachers:** Mrs Melanie Smith and Mrs Angie Ellin

**Support staff:** Mrs Liz Evinson, Mrs Sandra Curquejo

## **Hazel class - Year 1 & 2:**

**Teachers:** Mrs Laura Fletcher

**Support staff:** Miss Michelle Webb

## **Beech class - Reception:**

**Teachers:** Mrs Suzanne Black and Mrs Ruth Andrews

**Support Staff:** Mrs Liz Darville

## **Little Punnetts class - Nursery:**

**EYFS lead:** Mrs Su Black

**Practitioners:** Mrs Hannah Bateman, Mrs Jackie McCarthy and  
Miss Kelly Reynolds

## **Breakfast club staff:**

Mrs Sheila Longley and Mrs Lorraine Hutchinson

## **Wrap around care staff:**

Mrs Siobhan Jones, Miss Tara Sherwood, Mrs Liz Darville and  
Mrs Sandra Curquejo

**Designated Safeguarding lead (DSL):** Mrs Claire Kinsella

**Deputy Designated Safeguarding lead (DDSL):** Mrs Catherine Winter





## Woodlands Federation

Geographically close, rural, primary Schools working together to improve the learning opportunities for all of the pupils. The school character is maintained within their village settings.

Punnetts Town Community Primary and Nursery School and Dallington Church of England Primary School work in partnership as Woodlands Federation. Both Schools have a Headteacher and Share the same Governing Body. The schools enjoy working together sharing knowledge and practice. The schools enjoy bringing learning opportunities where possible. The schools share a federation curriculum to enhance the curriculum.

In addition we host federation days, school outings, productions and residentials to encourage the children to mix beyond their school to forge new and strong friendships.

## Governing Body

Woodlands Governing Board is made up of 2 Parent Governors, 1 Staff Governor, 1 Local Authority Governor, 2 Foundation Governors, the Headteachers of Punnetts Town School and Dallington School, and up to 7 co-opted governors. They have a range of skills and experiences that enable them to carry out their roles effectively. The Governing Board works together with dedicated and experienced staff, all of whom are passionate about providing the very best primary education for all our children.

Claire Kinsella	Headteacher – Punnetts Town
Paul Cox	Headteacher – Dallington
Suzanne Black	Staff Governor
Monica Pell	Chair – Co-opted
Susan Conaway	Co-opted Governor
Denyse Whitehouse	Co-opted Governor
Kirsty Coates	Co-opted Governor
Robin Martin – Jenkins	Co-opted Governor
Alison Doig	Local Authority Governor
Rev. Marc Lloyd	Foundation Governor
Fenella Holmes	Foundation Governor
Claire Mayhew	Parent Governor
Bintou Sy	Parent Governor
Anita Saunders	Associate Member
Shirley Chagouri-Brindle	Associate Member
Kim Venner	Clerk



## Friends of Punnetts Town School

Friends of Punnetts Town has proved a superb link for parental engagement and vital fundraising, enabling the school to make huge investments in it's grounds, transforming and invigorating the learning environment.



**Library**



**Beech outdoor**



**Hazel outdoor**



**Elm area**



**Playground**



**Willow**



**Wrap Around  
Care room**



**School Garden**



# Our Community - Communication with Parents



## Communication with Parents

As a small village school we pride ourselves on knowing each individual family that forms our school community, working together in partnership which is crucial to the well being of the children in our care.

## Parent/Teacher Consultations

Parent Teacher Consultations to discuss pupil progress and welfare are held twice a year and an Annual Summary Report is sent home, giving a written account of progress during the school year, results of assessments and targets for future development.

## Communication

Opportunities for shared learning are held throughout the year affording teachers and children the chance to share their work and achievements with parents.

A 'topic overview' is sent home to share the term's curriculum to empower families to support and engage in learning at home. Curriculum meetings and workshops are held to keep parents informed about developments and approaches being utilised in our teaching, and to explain new initiatives. Communications, including fortnightly newsletters, are sent out via Studybugs with the aim of keeping parents and carers informed about school life.

## Volunteers

At Punnetts Town Community Primary and Nursery School we place great emphasis on an active partnership between home and school. We have working groups for parents to help on a regular basis or for special projects, visits or sporting activities. An extra pair of hands is always useful for a school. Staff and children welcome this help; it strengthens the bond between home and school and it assists in the quality of education we are able to offer. Parents find it can also help them learn new skills and it's fun!

Sometimes, for local visits or sporting events, members of staff or volunteer parents transport pupils by private car, these are all kept on a register updated annually. The school has a Code of Conduct for all volunteer drivers.

*"Parents speak very positively about all aspects of the school's work, particularly the Inspection report: Punnetts Town Community Primary School, 25–26 June 2019 Page 4 of 10 progress their children make and the support provided for pupils with SEND. They feel that their children are taught well and are prepared well for secondary school. One parent commented: 'My daughter loves her school. They look after her in such a caring way and she is excelling in all aspects of her learning.'" (Ofsted 2019)*

## How to contact us:



Address: Battle Road  
Punnetts Town  
Heathfield  
East Sussex  
TN21 9DE

Telephone: 01435 830361

Email: [office@punettstown.e-sussex.sch.uk](mailto:office@punettstown.e-sussex.sch.uk)

Headteacher: Mrs Claire Kinsella

Bursar/Secretary: Mrs Anita Saunders

Chair of Governors: Mrs Monica Pell

Local Education Authority:  
East Sussex County Council



Woodlands Federation:  
Punnetts Town Community Primary and Nursery School is federated  
with Dallington Church of England Primary School.

HASP: Punnetts Town CP&N School is a member of the  
Heathfield Area Schools' Partnership (HASP)