



School Prospectus

2009 - 2010

ELMBRIDGE JUNIOR SCHOOL

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Head Teacher: Mr G Tharia*

June 2009

Dear Parents,

It gives me much pleasure to introduce you to Elmbridge Junior School. The school has a long tradition of excellence which continues to develop and I am very confident that your child will be able to take advantage of the many and varied activities which are part of the school's life.

Please take time to read through the prospectus. It contains a great deal of very valuable information, which you will find most helpful. However, there is nothing like visiting in person for getting a flavour of the school, and discovering what a very special place it is. You will receive a very warm welcome.

Elmbridge Junior School believes that by building self-esteem and confidence, equipping pupils with skills to learn, by working together as a team and by involving all stakeholders (parents, governors, pupils and staff), it will ensure a continuous improvement in its high standards of teaching and learning.

Should you have any queries arising from the prospectus, do not hesitate to contact me. I shall be only too willing to help.

Yours sincerely,



Glen Tharia
Head Teacher

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THE GOVERNING BODY

CHAIRMAN	Rev V Godden	LEA Governor
VICE CHAIRMAN	Mr J Goodman	Community Governor
	Mr G Tharia	Head Teacher
	Mr R Auckland	Community Governor
	Mr J Ellis	Parent Governor
	Mr D Elwin	Parent Governor
	Mr M Gough	Community Governor
	Mr E Grainger	Parent Governor
	Mrs L Haines	LEA Governor
	Mr R Harris	Community Governor
	Mrs J Jones	Support Staff Governor
	Mrs C Kawczynski	LEA Governor
	Mr I Mackie	Parent Governor
	Mr G Taylor	LEA Governor
	Mr D Wells	Parent Governor
	Mrs R Wiggins	Teacher Governor
	Mr T Wilton	Teacher Governor
	Mr G Woodfine	Parent Governor
	Clerk to the Governors	Mrs C Grocott c/o the School

At the end of each year the Governing Body now publishes a School Profile Report online which is common to all local authority schools and is available for you to view at <http://schoolsfinder.direct.gov.uk/9162013/school-profile>.

It is the responsibility of Governors to ensure that the National Curriculum is taught in accordance with current legislation. They are responsible for the recruitment of staff, for the use of the building and for prudent financial management of the school. To discharge these duties they are helped by staff of the Children and Young People's Directorate at Shire Hall.

Governors meet once each term and carry out their work through a series of committees e.g. Finance, Curriculum, Buildings and Personnel.

THE SCHOOL STAFF from September 2009

Mr G Tharia	Headteacher, Teaching and Learning Leader
Mr T Wilton	Deputy Head, Year 5 Team Leader, Art Subject Leader
Mr P Riddle	Senior Leadership Team, Year 6 Team Leader, Maths Subject Leader
Mrs A Reedman	Senior Leadership Team, Year 4 Team Leader, PHSCE Subject Leader
Mrs S Mackie	Senior Leadership Team, Year 3 Team Leader, Literacy Subject Leader
Mrs P Austin	Geography Subject Leader, Year 4 Teacher
Mrs H Brooks	Teaches across Year 4
Mr M Feltham	D&T Subject Leader, Year 4 Teacher
Mrs R Gronow	Music Subject Leader, Year 3 Teacher
Mrs S Harvey	French and RE Subject Leader, Year 5 Teacher
Mrs J Lange	Special Educational Needs Co-ordinator (SENCO) & History Subject Leader
Mrs M Schenk	PE Subject Leader, Year 5 Teacher
Mrs V Toppin	ICT Subject Leader, Year 6 Teacher
Miss K Townshend	Support Teacher in English & Maths for Year 6
Mrs R Wiggins	Science Subject Leader, Year 6 Teacher
Mrs R Aston, Mr R Barnett, Mrs L Base, Mrs R Bowman, Mr A Burby, Mrs S Cowley, Mr M Dean, Mrs K Hardman, Mrs N Hassanjee, Mrs M Hazelwood, Mrs D Howard, Mrs J Jones, Miss L McTaggart, Mrs L Newman,	Teaching Assistants
Mrs T Williams	Learning Mentor
Mr R Barnett, Mrs A Lathan	Play-workers ('Playmania')
Mrs C Grocott	School Administrator, Clerk to Governors
Mrs S Maynard	School Secretary
Mr W Grant	ICT Technician
Mrs H Derham, Miss S Elway, Mrs K Harris, Mrs L Newman, Mrs T Phillips, Mrs S Shone, Mrs B Staite, Miss L McTaggart, Mr M Dean	Midday Supervisors

Elmbridge Junior School

Mr C Bergonzi

Site Manager

Mrs H Arnold, Mrs C Witts, Mrs K Wiltshire,
Mrs R Durrant

Cleaners

Sarah Oemcke

Community Family Worker

EQUALITY OF OPPORTUNITY

Elmbridge Junior School is committed to being a place where everyone has equality of opportunity. Everyone must be respected and treated fairly regardless of learning ability, age, gender, physical capability, religion, ethnic origin, family background or personal characteristics. Discrimination through ignorance is as unacceptable as showing discrimination knowingly. All adults in the school community have responsibility for upholding this policy in all we do and are vigilant for any activity or situation which undermines our commitment. Staff actively encourage our children to share this commitment.

Your support for your child's education is crucial to their progress. Please tell us if there are any adjustments to we need to make to help you support your child, for example: letters in large font or Braille, providing a signer, explaining things over the phone, wheelchair access.

In line with our commitment to be a school where everyone has equality of opportunity the school has an Accessibility Plan that can be found at the back of this pack.

ELMBRIDGE JUNIOR SCHOOL VALUES...

Learning with enjoyment	Self-motivation	Respect for all	Doing your best
Caring for our environment	Creativity	A supportive community	Every child

AIMS OF THE SCHOOL

Elmbridge Junior School aims to:

- provide a happy, safe and healthy experience
- achieve the potential, academic or otherwise, of each child
- equip children with life long learning skills
- enable children to make a positive contribution to the community
- ensure each child acquires a set of moral values and attitudes including honesty, respect, perseverance, trust and personal responsibility
- foster a strong home-school partnership

To achieve this we will:

- create a friendly atmosphere, taking special care to establish a mutually respectful relationship with children when they first come to our school
- encourage the children to have caring and responsible attitudes towards each another, respect for property belonging to others and for that belonging to the community
- provide a broad and balanced curriculum which is exciting and challenging
- challenge children to think creatively and celebrate and encourage this as it happens
- provide opportunities for children to work both collaboratively and independently
- build a climate where children can take risks, reflect on values and be appreciated for their individual talents and contributions to the community
- engage parents by providing information evenings, consultations, use of a home-school diary, regular newsletters, an active PTA and offering an 'open door' policy
- regularly review our security and safety procedures

THE SCHOOL

Elmbridge Junior School is a Gloucestershire County Council Community School with 316 pupils on roll in June 2009.

In 1948 the kindergarten from the High School, Denmark Road, was transferred to Elmbridge where it reopened as a primary school. As numbers rose and accommodation became cramped, a separate junior school was built and Elmbridge Junior and Infants came into being.

Elmbridge Junior School opened in 1952, rapidly establishing itself as one of the most sought after schools in the City of Gloucester. An airy substantial building, complemented by spacious grounds, makes our site very special. Our large hall, with a real stage and removable apron stage, is ideal for drama, dance and music. We are proud of our tradition and continuing excellence in these arts and hope that you will encourage your child to participate. Our orchestra and dance groups have both been invited recently to perform at prestigious festivals.

Although a large Junior School we, nevertheless, treat our pupils as a close family. The two younger year groups, Y3 and Y4, comprise the lower school, the two older groups, Y5 and Y6, comprise the upper school.

SCHOOL HOURS

from September 2009

First Bell	8.50 am.
Break	10:25 am to 10:45 am
Lunch	12.10 pm to 1.10 pm.
Final Bell	3.10 pm.

Children should not arrive at school before 8.35 am. Staff are involved in preparing their classrooms and are not available to supervise children who arrive before this time.

SCHOOL OFFICE HOURS

The School Office is open from 8.30.a.m. until 4.30 p.m. daily. Some useful information including copies of letters to parents is held on our website www.elmbridgejuniorschool.co.uk; the school telephone number is 01452 523632; our e-mail address is admin@elmbridge-jun.gloucs.sch.uk (please bear in mind we receive a large number of e-mails daily so a reply may not be instant!).

SECURITY

In order to keep the children safe the entrances to the school are locked during school hours. All visitors **must** use the buzzer and intercom to request access from the office staff. Please **do not** encourage children (even your own) to release the door lock, as to do so is strictly against school rules.

On entry, all visitors must report to reception staff and obtain a security badge. At the end of the school day, please wait for children outside the building rather than coming into the cloakrooms. It is crucial that security is not compromised by unauthorised adults coming into the school at any time.

SCHOOL HOLIDAYS & ABSENCES

Parents are informed of the new academic year term dates during Term 6 and a copy of this is included within this document as Appendix 4.

All absences should be explained, either by telephone or in writing. Would parents please note that the maximum number of school days allowed for holidays during school time is limited to 10. However, the school discourages holidays in term time unless there are exceptional circumstances. The law now requires permission to be sought from the head teacher for family holidays in term time and requests should be made in advance by completing the holiday request form. This is available from the school office or can be downloaded from the school website. Permission **will not** be granted for Year 6 children to be absent during SATs week. For further details please refer to our attendance policy enclosed.

Absence for which no explanation is received is regarded as 'unauthorised' or, in simple terms, as truancy.

From time to time, school is closed to children to enable teaching staff to be trained for the changed needs of education. We aim to notify parents, well in advance, of the dates of these closures.

The school's attendance rate is very good. For full details please see Appendix 3.

Punctuality is regarded as being of vital importance and parents are asked for their co-operation in ensuring that children arrive at school on time.

SCHOOL UNIFORM

There is an attractive school uniform and all children are encouraged to wear it. A limited stock of those items marked * are available from school for purchase. However, parents may prefer to visit the Trutex Gloucester shop in Northgate Street, Gloucester where they can purchase all their uniform requirements during normal opening hours.

GENERAL UNIFORM		
Girls in Winter	Girls in Summer	Boys
Grey Skirt or Smart Black Trousers	Red and White Check Dress	White or Grey Shirt
White Blouse	Red Cardigan *	Grey Trousers
Red Cardigan *		Red Sweatshirt *
Red Sweatshirt *		
Grey/Black/White socks or Grey/Black tights		Grey or Black socks

FOOTWEAR
All pupils are to wear shoes i.e., trainers are not allowed except for games. Girls are to wear shoes that are flat heeled.

P.E. KIT		
Black Shorts *	White/Red Shirt *	Plimsolls

FOOTBALL KIT	
Red or White Football Shorts	Red or White Football Shirt
Red or White Football Socks	Football Boots

Prices are displayed in school. Sweatshirts and cardigans are embroidered with the school logo.

In the interests of safety all pupils should wear sensible footwear and **the wearing of jewellery is not allowed.** Should earrings be worn they must be of the stud type, one per ear and are to be removed for P.E.

All uniform and other school clothing should be clearly marked with the pupil's name.

ADMISSION TO THE SCHOOL

Although we have pupils on roll from other parts of the city, most of our children transfer, in the September following their seventh birthday, from the Infant School which is situated across the playing field. It is the aim of both Head Teachers that the transition should be as smooth as possible. Pupils visit the school a number of times in the final Infant year. Teaching staff also visit each other to discuss the pupils who are moving into our school.

To help the transfer, a meeting is held in Term 6 for parents of incoming pupils and the children's new teachers are present. The children are also visited by their new teacher in the familiar surroundings of the Infant School.

Parents who are thinking of sending their child to Elmbridge Junior School are invited to telephone for an appointment with the Head Teacher (01452 523632).

TRANSFER TO SECONDARY SCHOOL

At present, children leave Elmbridge for a variety of Secondary Schools both selective and comprehensive.

The transfer is made through a combination of parental choice, the results of verbal reasoning tests for those children for whom a grammar school place is requested, junior school reports and availability of places at secondary schools.

An information evening about secondary transfer is held in Term 6 all parents of Year 6 children at the beginning of their final year to explain the places offered and the method of allocation. Each parent is then invited to discuss their child's progress and choice of schools with the class teacher. Parents receive an explanatory pack and choice of school form from the Local Authority (L.A.) at the start of Term 1.

It is the firm intention of both the school and the L.A. to help parents secure a place for their child in an appropriate Secondary School. Over 90% of parents are given their first choice. In the few cases where parents are dissatisfied with the allocation there is a right of appeal, to the Secretary of State for Education if necessary. The Head teacher will advise parents about an appeal in appropriate cases.

CLASS ORGANISATION

Classes are of mixed ability and children are placed in a year group according to their age. Maths and English is taught in ability sets throughout the school. Teachers always plan work in such a way that it is geared to the needs of individual children and what is expected of them in their year group. Pupils normally change teacher at the end of each school year.

BEHAVIOUR

We believe that children have the right to learn and teachers have a right to teach. We also aim to foster a sense of belonging and community. To this end it is essential for us all to provide

- A stimulating, positive and safe environment
- Clear expectations
- Opportunities to be responsible citizens

In order to achieve the above we aim to

- Create a friendly atmosphere, taking special care to establish mutually respectful relationships, so that everyone has a voice.
- Encourage all members of the school community to show respect for their own and others property and the school community.
- Provide a broad and balanced curriculum, which is exciting, challenging and personalised.
- Develop children's natural sense of curiosity and develop their love for learning.
- Provide opportunities for children to work both collaboratively and independently.
- Build a climate where individual talents and contributions of all are recognised and celebrated.
- Regularly monitor and review policy and practice to ensure the safety and emotional well being of our community.

As a result, we subscribe to these four simple rules:

1. We will show respect for each other
2. We must listen and follow instructions
3. We will do our best at all times
4. We will respect other people's property

A complete copy of the Behaviour Policy is enclosed with this Prospectus.

HOMEWORK

Homework is given as appropriate. This may include the weekly learning of tables and spellings, completion of any unfinished work and researching for topics in which the children may be engaged. At the start of the academic year each year group informs parents of the specific homework requirements. Parents are asked to support and encourage their children to complete these tasks.

EMERGENCIES

The school has neither staff nor facilities to care for children who fall ill during the day and it is important that we should be able to contact parents in the event of an emergency or illness.

Each child will be given a form at the beginning of the school year which parents are asked to complete and return, **promptly**, giving **full** details of where both parents may be contacted during school hours.

It is of vital importance to the well being of your child that this information is always kept up to date.

COMMUNICATION

We try very hard to keep parents regularly informed about what's going on at the school and a newsletter is issued to parents every two weeks. Paper letters often go astray on the way home and we are increasingly aware of the environmental impact and substantial costs involved in photocopying so we have decided to subscribe to a service called ParentMail®. This service is used to communicate with parents by email and text message and a form is enclosed with this prospectus for you to complete with your details. ParentMail® is registered with the Data Protection Registrar and guarantees that all information supplied will be kept private. There is also NO advertising associated with the scheme. Paper copies will be sent home with those pupils whose parents decline to participate. Copies of letters and other school information can also be found on our school website www.elmbridgejuniorschool.co.uk.

THE CURRICULUM

The National Curriculum defines the content of what the children are taught and the teachers have worked hard to deliver a curriculum which is relevant and interesting to all pupils, irrespective of level of ability, as they pass through the school. To this end, we are currently moving towards a more topic based curriculum where some subjects are linked together through a themed approach. We use a variety of teaching methods, whole class or group work, as appropriate.

MATHEMATICS

We achieve the objectives of the National Curriculum through the implementation of the Government's Numeracy Strategy. A great deal of time, effort and resources have been invested in its introduction. Emphasis is placed on learning 'tables' and gaining competency in number bonds. We hope to help children understand what they are doing and why and to encourage real enjoyment in Maths. All children are taught in ability sets.

ENGLISH

Our English teaching broadly follows the Government's guidelines. We encourage children to enjoy reading and writing as well as to be able to use these skills for a variety of practical purposes. We believe that handwriting and spelling are important and so teach these systematically.

We regard the ability to speak and listen in an appropriate manner to be important and provide opportunities for children to develop in these areas. These opportunities range from contributing to School Council debates and class discussions to drama and poetry activities.

We welcome parental involvement in reading at home and at school.

SCIENCE

Topics are chosen which link with other areas of the Curriculum and which help children understand the world around them. Our aim is to encourage them to test and question their ideas and experiences.

INFORMATION & COMMUNICATION TECHNOLOGY

The school has a designated “ICT Suite” which is timetabled for weekly use by all classes. Each classroom is equipped with an internet connected computer and interactive whiteboard. The children are given opportunities to enhance their ICT skills in ICT lessons and in linked activities across the curriculum. This is also aided by use of a laptop ‘bus’ which consists of 16 laptops for children to use within their classrooms.

RELIGIOUS EDUCATION

Religious Education plays an important part within the broad and balance curriculum offered at Elmbridge Junior School and it has an essential role in the ethos of our school.

Children attend the daily assembly, which is mainly Christian in character, but may also draw on stories from other faiths.

R.E. is taught in line with the Gloucestershire Agreed Syllabus. Pupils are welcomed from any religious faith or none, and will find their opinions respected.

Parents do, however, have the right to withdraw their child from the whole or part of the R.E. curriculum. Any parent requiring further information or wishing to withdraw their child should contact the headteacher.

HISTORY AND GEOGRAPHY

To meet National Curriculum needs, our teachers have thoroughly planned each term's work to help pupils understand the needs of the world they live in while, at the same time, discovering the excitement of the past.

TECHNOLOGY

Design and Technology require pupils to apply knowledge, experience and skills to a variety of situations. They will be encouraged to identify needs and plan, design and carry out, problem solving activities. Within this context they will use tools and materials carefully and evaluate their own work. The children should become aware of ways in which technology is changing the home, the workplace and the world around us.

PHYSICAL EDUCATION

Our aim is to develop a sense of achievement and self confidence and to encourage positive attitudes to a healthy life style, fair play and honest competition.

All pupils are able to benefit from gymnastics, dance and games during their lessons. Games basically comprise of Winter and Summer activities which give the children the necessary skills and attitudes to participate with enjoyment. Competitive aspects are encouraged in Years 5 and 6 when team participation in Football, Netball, Cross Country and Rounders takes place. Year 5 and 6 pupils also benefit from specialist teaching in some aspects of PE throughout the year.

Certain staff use their expertise in these activities and organise and run successful school teams. Parental help and support is much appreciated.

The school benefits from links with the Elmscroft United Football Club and the highly successful Gloucester City School Sports Partnership.

Swimming lessons will be available for Year 5. Each class will visit the pool for 10 weeks during the academic year. It is necessary to ask parents to meet the cost of admission, instruction and transport. Costs are kept as low as possible so that all children may take part in these valuable lessons.

Legislation means that we must ask parents for a *voluntary* contribution and this is explained further in Appendix I "School Charging Policy". Parents are informed by letter of forthcoming visits and the level of contribution asked for.

MUSIC

All classes learn music using the 'Music Express' Scheme which offers opportunities for pupils to develop skills in singing, playing and composing. In Year 3, all the children learn to play the recorder. Year 5 and 6 pupils also benefit from specialist teaching throughout the year.

Pupils who show a particular aptitude for Music are encouraged to learn to play one of a variety of instruments with the peripatetic music teachers. There is a charge for this service. Bills will be issued from school with clear instructions as to when and where payment must be made.

We believe that there are fewer finer ways to enhance a child's concentration, aesthetic appreciation and intelligence than by learning a musical instrument.

TUITION FEES	£40.00 PER TERM
VIOLIN & VIOLA HIRE	£12.00 PER TERM
CELLO, FLUTE, SAXOPHONE CLARINET, TRUMPET, FRENCH HORN OR TROMBONE	£25.00 PER TERM

ART

The curriculum gives the children opportunities to experience different media and develop appropriate skills. Various famous artists are studied and appreciated.

SPECIAL EDUCATIONAL NEEDS

Elmbridge Junior School admits pupils with already identified special educational needs, as well as identifying, and providing for those not previously identified as having special educational needs. Pupils are seen to have special educational needs if they have a significant need in one or more of the following areas:

- Communication and Interaction
- Cognition and Learning
- Behaviour, Emotional and Social development
- Sensory &/or Physical development

For most pupils, extra help will be provided within the classroom, managed by the class teacher and with some support from the SENCO or appropriate Teaching Assistant. In exceptional cases, some pupils may need support from external agencies. In very exceptional cases, the pupil may need a Statement of SEN and require additional support from the LA.

Parents of children with special educational needs will be contacted by the SENCO , and informed of the support arrangements for their child. Further information can be found in Appendix 6.

ABLE PUPILS

In line with current educational thinking, we identify and make provision for pupils who are gifted and talented. In order to identify able pupils we use a variety of strategies including VRQ tests, CAT tests, QCA results and teacher recommendations. Once identified, the children are entered on a register. Our co-ordinator talks to the children and communicates with parents. A programme of extension activity is available for the children, the school subscribes to a magazine which is circulated among the children and occasional trips are organised.

PERSONAL, SOCIAL and HEALTH EDUCATION

Personal, Social and Health education is considered to be important so that children can develop an understanding of themselves and of the environment in which they live. In this context and as part of a varied approach, subjects such as understanding ourselves, myself and others, protecting our health, food, enjoyment and health and safety are covered. Parents will be notified and may be invited to attend with their children any videos or talks which deal specifically with sex education.

TESTS AND REPORTS TO PARENTS

Towards the end of each school year pupils in Years 3,4 and 5 are tested in the basic skills of Mathematics and English. The results are carefully recorded and build up a useful picture of each child's progress through the school. In addition, children in Years 4 and 5 take a verbal reasoning test in Term 3. In Year 6, during the Term 5, all pupils are required to take part in Government based tests known as SATS. The results of these are communicated to parents and also are given under Appendix 2.

Written reports are issued at the end of Term 6. Parents are welcome to talk to their child's teacher at any time during the year. An appointment should be made as teachers are involved in school clubs and staff meetings after normal school hours and may not be available.

An evening is set aside in Term 2 for parents to come to school and talk to the class teacher. This is followed, in Term 4, by the school's main consultation evening.

Do not wait until a formal consultation evening if there is a difficulty. If problems occur at any time the Head Teacher will be happy to help. Please make an appointment to arrange a mutually convenient time.

EXTRA CURRICULAR ACTIVITIES

In addition to the curriculum subject areas referred to, many activities and areas of experience are catered for on a voluntary basis. Extra curricular activities play a large part in the life of the school and children are encouraged to take part. Some activities are oversubscribed and preference is given to older pupils. For some clubs there is a simple aptitude test. Activities currently in operation are listed below:

Choir	Orchestra	Chess
Rounders	Short Tennis	Football
Cricket	Gymnastics	Cross Country
Recorders	Healthy Cookery Club	Art
ICT	Country Dancing	Orchestra
Rock School (Y6)	Sewing	Fun Football
Judo	Netball	

COMPLAINTS PROCEDURE

The school has a formal complaints procedure relating to any aspect of school life. A copy of the full procedure is available for inspection at school. The procedure provides for complaints to be addressed informally and through appropriate channels as described in the policy.

MEDICINES IN SCHOOL

Normally, if a child is taking prescribed medicine we would not expect that child to be well enough to attend school. There are conditions such as hay fever or asthma, where medication is infrequently but urgently needed. Our policy in these cases is:-

- 1] medicines **will be given only** on the completion of the consent form available from the school office.
- 2] all medicine must be clearly labelled with the child's name and amount and frequency of dose and handed to a member of staff.
- 3] **inhalers for Asthma sufferers are the responsibility of the individual child and must be carried at all times.** A beltbag may be purchased from the office for this purpose. A "reserve" inhaler may be kept in the classroom. Parents must ensure that supplies are updated and replenished as necessary.
- 4] other medicines must **never** be carried by a child.

LOST PROPERTY

Each term the school collects a considerable amount of lost, and often unclaimed property. This is kept in boxes in the cloakrooms and children are asked to look here in the first instance for any missing item. Parents are positively encouraged to look for missing items themselves, at any reasonable time.

Children's property should be clearly marked with the owner's name.

ROAD SAFETY

The School integrates Road Safety with other curriculum subjects wherever possible to include a Road Safety Section in either Health Education or Pastoral Care.

The School makes use of visiting staff from the Road Safety Unit who provide specialist help, advice and materials, both as a support to the teacher involved in project work or when general services are provided.

All pupils are given the opportunity in Year 5 to take a cycling proficiency test after a course of instruction at school.

INSURANCE

The Local Authority's insurance policy covers accidents to pupils arising from negligence or faulty equipment.

In addition, parents may if they wish, take out personal accident insurance for their children.

BEYOND THE CLASSROOM

All year groups have the opportunity to participate in various educational visits to enhance the curriculum. Recent trips have been organised to: Westonbirt Arboretum Year 6; Chedworth Roman Villa Year 3; Black Country Museum Year 5; Saxons and Vikings at the Wilderness Centre Year 3; Tudor Trail at Gloucester Cathedral Year 4; Bourton on the Water Year 3; South Cerney Activity Centre

Year 6; Hayden Science & Technology Centre Year 5. Year 4 have the opportunity to undertake a 3 day residential trip to a PGL environmental education centre in the Forest of Dean. Year 5 children are offered an adventure activities week with PGL or South Cerney and Year 6 pupils a five day visit to the Isle of Wight.

We also have several groups of people who visit the school to give presentations and provide activities. These have included: Theatre groups; Life Education Centre (PSHCE); Viking Living History Day; music workshops; Cheltenham Museum Outreach service; storytellers.

Unless all parents are willing to make a voluntary contribution to cover the cost, the journeys cannot take place. Please also refer to *Appendix I "School Charging Policy"*.

CHARITIES

We support a wide range of charities during the school year including: Children in Need, Red Nose Day, British Legion Poppy Appeal, Lepra, Christian Aid. Children are encouraged to see themselves as part of the local, national and international community.

SCHOOL MEALS

Pupils may either go home to lunch, bring sandwiches or take a school meal which is cooked on the premises. The cost of a school meal is, currently, **£2.00** per day for Primary School children. Dinner money is collected by the school office.

Meals must be paid for in advance. We would prefer parents to use the online service, ParentPay, with your unique username and password issued by the school. Making a payment is straightforward and ParentPay holds an electronic record of your payments for you to view at any time. Alternatively, any cash or cheques (made payable to GLOUCESTERSHIRE COUNTY COUNCIL) must be sent to school at the beginning of the week in an envelope, properly sealed so that no money can drop out. The envelope must be clearly marked with the Pupil's Name, Class and the amount enclosed. A copy of the School Meals Debt Policy is included with this pack.

Only those children who are known to go home to lunch are allowed to leave the premises at lunch time. A child who normally stays to lunch will not be allowed to go home unless the class teacher has been informed by the **parent**.

Supervision is provided in the dining hall and in the play area by the mid-day meal supervisors, assisted by the Head Teacher and other members of staff.

As part of the school's drive to encourage 'healthy eating' only fruit or vegetables are allowed for mid-morning snacks. The school kitchen can provide this at 35p per portion (£1.75 per week) and payment must be made by **cash only**.

FREE MEALS

Parents who think they may be entitled to free meals may obtain an application form from the school but we are unable to supply meals without charge until the application has been dealt with at Shire Hall. Those children who transfer from Elmbridge Infants School, who are already entitled to free meals, will continue to receive them at the Junior School without a fresh application being made.

MEDICAL INSPECTIONS

Dental screening takes place in Year 4.

If a pupil is found to have a learning difficulty it may be suggested that the school arrange a sight or hearing test or otherwise seek advice from the school nurse. Parents will be consulted before this takes place.

Parents may, themselves, request medical help via the school.

From time to time the school nurse holds 'drop-in' sessions for parents who have queries or concerns about their children. Flyers are sent out giving notice of these.

VALUABLES

We strongly advise you not to permit the children to bring valuable possessions to school as loss or breakage can be very distressing. N.B. mobile phones are not permitted in school except in very rare circumstances by arrangement with the Head Teacher.

BRINGING MONEY TO SCHOOL

In addition to dinner money, children need to bring money to school for other purposes. It is strongly recommend that payment is made using the online service, ParentPay, with your unique username and password issued by the school. Making a

payment is straightforward and ParentPay holds an electronic record of your payments for you to view at any time. In exceptional circumstances the school will accept payment by cheque. However, should your child need to bring cash to school please would you ensure that it is securely sealed in an envelope, clearly marked with your child's name and class.

Payment for:-	Make cheque payable to:-
Dinner Money	Gloucestershire County Council
Instrumental Tuition Fees	Gloucestershire County Council
Educational Visits	Elmbridge Junior School
Any other payment	Elmbridge Junior School

VISITS TO SCHOOL

The main entrance to school is kept locked and all visitors are required to communicate their arrival via the intercom. On gaining access they should report to the Secretary to sign the visitors register and obtain a security badge.

PARENT TEACHER ASSOCIATION

The school has an active and supportive P.T.A. which has, over the years, made many invaluable contributions to the school and has done much to encourage good relationships between parents and staff.

It is very much hoped that all parents will play an active part in the cultural, social and fund raising events organised by the Association. Membership is free and at the A.G.M. held in Term 3 a committee of parents and teachers is elected.

We encourage all parents to play a part in the cultural, social and fund-raising events organised by the Association. Please fill in our enclosed tick sheet if you are interested in helping in any way.

PARENTAL HELP

There are many aspects of school life in which parental help is invaluable. Currently parents help with sports teams, needlework, cooking, school journeys, listening to

children read, cataloguing resources and supervision in our school library and on the swimming coach. If you have an unusual job, hobby or particular expertise, or are willing to help in any way, we shall be delighted to hear from you. It will be necessary for all volunteers to undertake a CRB criminal records check before being able to help in school.

CAR PARKING

May we appeal to parents who bring children to school by car NOT to park on or opposite the yellow zig zag traffic lines at the school gate. The temptation to park near the gates is an obvious one but if everyone complies, the situation will be safer for all.

BEFORE AND AFTER SCHOOL CLUB

The Before and After School Club is based at the Junior School and provides affordable and reliable childcare by trained and police checked staff. The Club is open between 8 a.m. to 8.50 a.m. and 3.10 p.m. to 6 p.m. Further details regarding charges are enclosed.

The information in this brochure is correct at the time of writing but it may be necessary to make changes as the result of events in the course of the year. Changes are notified to parents as and when they occur.

Thank you for reading this prospectus. Copies of HMI/Ofsted Reports and school policy documents are available upon request from the school office.

Appendix I

SCHOOL CHARGING POLICY

Education is provided at the school without compulsory charges to parents. The vast majority of activities is financed by the school with funds received from the County Council.

There are some valuable educational activities which the school cannot provide without seeking some financial support from parents including Swimming and Educational Journeys.

Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme currently provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum.

The law recognises that charges may be made to parents in certain defined circumstances. The Governing Body of Elmbridge Junior School has decided that, until further notice, its policy will be as follows:-

- 1. Day Visits.** For visits occurring during school time, the school will invite a voluntary contribution from parents to meet costs. For visits outside school time, parents will be charged for all allowable costs*. Charges may be reduced for children whose parents make application to the Head.
- 2. Residential Visits during School Time.** The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Parents will be charged for the full cost of children's board and lodgings. No charge for board and lodgings will be made for children whose parents are receiving Income Support or Family Credit. Charges may be reduced for other children whose parents make application to the Head.
- 3. Residential Visits Outside School Time.** Parents will be charged for the full cost of the visit, including all allowable costs* and board and lodging. Charges may be reduced for children whose parents make application to the Head.

Allowable costs include:

- a. the pupil's travel and subsistence costs
- b. materials, books, instruments and other equipment
- c. non teaching staff
- d. costs of teaching staff where separately engaged under a contract for services for the visit or activity
- e. entrance fees to museums, castles, theatres, etc.
- f. insurance costs

g. classroom Materials **

** No charge will be made for materials or equipment. For certain practical activities (Technology, Cookery, etc.) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

Appendix 2
SCHOOL RESULTS

These tables show the percentage of pupils at the end of key stage 2 achieving each level in the school in 2008.

The number of pupils at the end of key stage 2: 87

Figures may not total 100 per cent because of rounding.

<i>TEACHER ASSESSMENT</i>									
	Percentage at each level								
	W	1	2	3	4	5	6	Pupils disappplied	Pupils absent
English	0	0	0	10	56	33	0	0	0
Mathematics	0	0	2	17	37	44	0	0	0
Science	0	0	0	6	43	52	0	0	0

<i>TEST RESULTS</i>						
	Percentage at each level					
	Below Level 3*	3	4	5	Pupils not entered #	Pupils absent
English	0	6	55	39	0	0
Reading	0	3	51	46	0	0
Writing	0	16	52	32	0	0
Mathematics	5	16	46	33	0	0
Science	0	7	45	48	0	0

W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

* represents pupils who were not entered for the tests because they were working below level 3 in English, mathematics or science; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

pupils working at the levels of the tests, but unable to access them, formally

N.B. Level 4 is the average score for a Year 6

Appendix 3
ATTENDANCE

Figures relate to the 2008/2009 academic year up to 22nd May 2009.

Group	Total No. of pupils	Authorised Absences			Unauthorised Absences		
		No. of Pupils	% of Pupils	% of Sessions	No. of Pupils	% of Pupils	% of Sessions
Y3	60	56	93.3	4.9	3	5.0	0.1
Y4	81	76	93.8	3.8	1	1.2	0.0
Y5	93	89	95.7	3.7	2	2.2	0.0
Y6	92	92	100	4.8	6	6.5	0.1
School	326	313	96.0	4.3	12	3.7	0.1

Appendix 4

SCHOOL TERM AND HOLIDAY DATES 2009/2010

Term 1

Tuesday 1st September 2009 (Teachers only)

Wednesday 2nd September (pupils) to Tuesday 20th October 2009

Term 2

Monday 2nd November to Friday 18th December 2009

Term 3

Tuesday 5th January to Friday 12th February 2010

Term 4

Monday 22nd February to Thursday 1st April 2010

Term 5

Monday 19th April to Thursday 27th May 2010

Term 6

Monday 7th June to Friday 23rd July 2010

Appendix 5

HEALTH AND SAFETY STATEMENT OF INTENT

1. This policy statement is the local supplement to Gloucestershire County Council Corporate Health and Safety Policy Statement.
2. The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:
 - 4.1 the premises are maintained in a safe condition.
 - 4.2 safe access to and egress from the premises is maintained.
 - 4.3 all plant and equipment is safe to use.
 - 4.4 appropriate safe systems of work exist and are maintained including offsite visits.
 - 4.5 sufficient information, instruction, training and supervision is available and provided.
 - 4.6 arrangements exist for the safe use, handling and storage of articles and substances at work.
 - 4.7 a healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to protect the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.
6. The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.
7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety

performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- 7.1 to take care of their own safety and that of others and;
 - 7.2 to co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice will be complied with as necessary.
 9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
 10. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
 11. This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Appendix 6

SPECIAL EDUCATIONAL NEEDS

The Special Educational Needs of children throughout the school are identified according to the revised Special Educational Needs Code of Practice 2003. All staff are involved in identifying the children's special educational needs, and in giving appropriate support. The current Special Educational Needs Policy was approved by the governors in Term 6 2009. The implementation of the Policy has been successful in identifying those children with special educational needs and in providing appropriate teaching and support throughout the school. This includes SEN support both in and out of the classroom, Specific Learning Difficulties support groups, a dyspraxia support group, behaviour modification and social skills support. All pupils with special educational needs follow the National Curriculum with differentiated work being set as necessary.

The budget allowance for SEN has enabled us to continue to build up resources for special educational needs, including computer soft ware and Specific Learning Difficulties support material. When necessary the appropriate outside agencies and support services are contacted. These include: the Educational Psychologist; the SEN Support Service; English as an Additional Language support team; School Doctor; School Nurse; Speech Therapist; Communication and Interaction Advisory Service; Advisory Teacher for ICT support for children with SEN, Primary Behaviour Support Team; Advisory Teacher of the Deaf; and Occupational Therapy.

DISABILITY EQUALITY SCHEME

2007 - 2010

Introduction

Elmbridge Junior School is committed to ensuring equal treatment of all its employees, pupils and any others involved in the school community, with any form of disability and will ensure that disabled people are not treated less favourably in any procedures, practices and service delivery.

This school will promote positive attitudes to disability and will not tolerate harassment of people with any form of physical or mental impairment.

Elmbridge Junior School recognises that 'disability is not caused by individuals, but by the physical, environmental and attitudinal barriers which exist in the educational system and in society as a whole'.

What do we understand by 'disability'?

'Disability is a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities' (DDA 1995 Part I para. 1.1.)

Disability Equality in Education (DEE) recommends that all pupils with SEN and those with long term medical needs be treated as disabled for the purposes of the Act. Behavioural difficulties arising from physical or mental impairments or from mental illness are also included.

In our school people with disabilities include hearing impairment, physical impairment, those suffering from long term medical needs and those with SEN.

How we will meet the General Duty and Specific Duty

The production of this Disability Equality Scheme provides us with a framework for integrating disability equality into all aspects of school life and demonstrates how we are seeking to meet the specific duty i.e. to produce a Disability Equality Scheme for our school.

The General Duty

We will actively seek to:

- promote equality of opportunity between disabled persons and other persons
- eliminate discrimination that is unlawful under the Act
- eliminate harassment of disabled persons that is related to their disabilities
- promote positive attitudes towards disabled persons
- encourage participation by disabled persons in public life
- take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

We will do this by carrying out the DES action plan cited in appendix 7.1 and through carrying out the accessibility plan, appendix 7.2. (The accessibility action plan will be agreed on at the next Buildings Committee Meeting)

Involvement of Disabled People in Developing the Scheme

Pupils, staff, parents, carers and disabled members of the community who may use school facilities are involved in developing the scheme and identifying actions.

We will achieve this through providing information to parents about the scheme, inviting them to be part of the consultation process and arranging a meeting with parents of pupils who have disabilities within our school.

The DES Working Party met in July 2008.

The Buildings Committee (Governors), the SENCO, Headteacher, a representative parent of a disabled pupil and any support staff involved with working with a disabled child formed this working party.

Gathering information from disabled pupils, staff, parents, carers and people from the wider community using the school.

The school will seek to improve how we gather information from people with a disability by access to a dedicated area on the portal for information sharing and enable them to feedback, and through informal meetings with the working party.

To comply with the DDA requirements will consider in particular

- The educational opportunities and achievements of pupils
- The recruitment, development and retention of disabled employees

Gathering information will be an on going process. We will collect data about disability over time and analyse our policies and procedures in the light of our findings.

Using the information to prepare the Action Plan and assess the impact

The DES working group will use the information gathered to prepare the Disability Action Plan and to review annually the effectiveness of the actions taken. Where necessary new action points will be included.

Information will be analysed to show how much progress has been made in relation to disability equality. Educational achievements and wider opportunities for pupils with disabilities will be monitored. Further opportunities to promote equality will be included in subsequent Action Plans.

Links between school policies, the Accessibility Plan and the Disability Equality Scheme

This scheme relates to the School Accessibility Plan, School Development Plan, Every Child Matters framework and the following school policies:

- Disability Discrimination Duties
- Equal Opportunities and Disability
- Special Educational Needs

These policies are available in the school office.

Arrangements for Publication

This scheme will be published on the website and hard copies can be found in the school office. The scheme is also cross referenced in the prospectus.

Appendix 7.1

Priority	Action Required	Success Criteria	Timescale	Responsible Person (s)
1	To inform parents of the new DDA Act and DES. Invite them to take part in the consultation process.	Newsletter will have the updated information about the DDA/ DES. Parents will express an interest in being part of the consultation process.	Summer 2008	Headteacher
2	Set up a working party to gain views on the DES/ accessibility plan.	A working party of governors/ parents/ pupils with disabilities will be formed. Their views will be included in the scheme.	Summer 2008	Buildings Committee/ Headteacher
3	Write and publish DES.	DES will be written and put in the prospectus, web-site and staff handbook. Governors agree to the scheme.	Summer 2008	SLT
4	Hold a staff meeting to raise awareness of DDA/ DES and policies which relate to equal opportunities.	All staff will be familiar with the new duty and the DES and how to address issues of discrimination.	Summer 2008	Headteacher
5	Amend prospectus, web-site and staff handbook to include statement about support for inclusion of disabled people.	Prospectus, website and staff handbook will include the statement about supporting inclusion of disabled people. Any stakeholders with disabilities will feel included in all areas of the school.	Summer 2008	SLT
6	Purchase books with positive images of disabled people.	There will be a range of books across each age phase that shows positive images of disabled people.	Autumn 2008	Literacy Subject Leader
7	Cross reference all policies with the DES/ equality of opportunity where appropriate.	All aspects of teaching and learning will have references to equal opportunities. The whole school will be inclusive to all.	Spring 2009	SLT

Appendix 7.2

This plan forms a significant part of the School Disability Equality Scheme and is divided into two parts:

1. The forward.
2. A detailed response to the Access Audit Report dated 4th October 2005 and measures focused on teaching and learning considerations arising within the activities carried on in the school.

The Governors have reviewed the Access Audit Report. Excluding first, (a) installing a lift to the first floor and (b) disabled parking bays and signage in the car park, the Governors have requested that all items notified in the report as priority 1 and 2 are addressed by appropriate works to the premises to the extent necessary to comply with best practice and advice from Gloucestershire County Council.

These works should be carried out at the earliest reasonable opportunity and completed by the end of the academic year 2008/ 09.

The governors will review the excluded items if it becomes apparent to the School that any particular person is being avoidably hampered in their use of the School facilities, but otherwise the Governors do not want to see avoidable expenditure made because:-

- a) Accessibility difficulties to upstairs classrooms can be accommodated by switching affected classes to ground floor rooms.
- b) Until current issues regarding the car park are resolved, introducing disabled parking bays and changes to signage in the car park will only be short term.

Access Audit Action Plan 14/5/08

Priority	Action Required	Success Criteria	Time Scale	Responsible Person/s
There is a sole purpose hall area, but there is no induction loop system provided.	It is recommended that an induction loop be provided.	An induction loop be fitted in the hall.	Spring 2010	Head Teacher/ RW
There is no suitable handrailing provided.	It is recommended that handrailing on the main entrance be fitted to each side, in line with best practice guidance.	Handrailing to be fitted on each of the three fire exits on the front of the building.	December 2009	Site manager
There are no ramps on the fire exits to the front of the building.	It is recommended that ramps on the fire exits be fitted, in line with best practice guidance.	Ramps to be fitted on each of the three fire exits on the front of the building.	December 2009	Site manager
There is a suitable call bell system externally, however it is too high for wheelchair users.	The unit should be lowered to between 750mm and 1000mm.	The unit to be lowered to between 750mm and 1000mm.	Autumn 2009	Site manager
There is standard open plan library provision, but the layout creates a problem for accessibility.	It is recommended that the layout is rearranged for wheelchair access	When the library is relocated the layout will take into account access for wheelchair users.	Autumn 2009	Head Teacher/ RW

The foregoing information is correct as far as known at the time of going to print. Should any changes occur parents will be notified by letter. The Prospectus will be updated annually.