



UPTON SNODSBURY CHURCH OF ENGLAND FIRST SCHOOL

SCHOOL PROSPECTUS

2011-2012



Upton Snodsbury Church of England First School
School Lane
Upton Snodsbury
Worcestershire
WR7 4NH

Tel: 01905 381288

Email: head@upsnodsfirfirst.worcs.sch.uk

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Head Teacher: Lorraine A Barber

*Upton Snodsbury C of E First School
"Where a love of learning grows"*

TABLE OF CONTENTS

Letter of Welcome	
School Staff	
The School & its Environment	
Vision Statement and School Aims	
School Charter	
School Priorities	
Directions and Plan of the School	
Admissions Policy	
Admissions with Disability	
The School Day	
School Uniform	
Professional Development	
Teaching Methods and The Curriculum	
Curriculum Subjects:	English
	ICT & Internet Security
	Mathematics
	Science
	Art & Design
	Design & Technology
	Geography
	History
	Music
	Physical Education
	Religious Education
	SEN
SRE	
Homework Policy	
Extra-Curricular Activities	
Assessment & Reporting to Parents	
End of Key Stage 1 Results	
Home/School Agreement	
Absences	
Pupil Numbers and Attendance	
Communication	
Parental Involvement	
Friends of Upton Snodsbury First School	
School Charging Policy	
Transport	
Health & Safety	
Accidents	
Medical	
School Security	
Lost Property	
St Nicholas C E Middle School, Pinvin	
Complaints Procedure	
Term & Holiday Dates	
Conclusion	

Governor Information

Worcestershire County Council
Upton Snodsbury C of E First School
School Lane
Upton Snodsbury
Worcestershire, WR7 4NH
Tel: 01905 381288
Email: head@upsnodsfirsr.worcs.sch.uk
Headteacher: Mrs Lorraine A Barber

-----"Where a Love of Learning Grows"-----¹

Dear Parents

This brochure is designed to tell you about our school, our aims, our curriculum and the ways in which we organise learning and teaching. We hope it will give you a flavour of the rich learning opportunities we provide for our children at Upton Snodsbury Church of England First School. We strive to foster independence and an understanding of how we learn in a caring and engaging environment. We are confident that your child will be happy with us and will receive every encouragement and support to achieve their full potential.

The teachers and staff in our school work as a team to ensure all children are given the best possible opportunities to be safe and happy in their learning here at school, but as you are your child's first educator we hope that by working in partnership we can make their time with us a successful, enjoyable and valuable experience. We pride ourselves in our "Outstanding" parent links.

We value opportunities to talk with parents and have an open door policy, so please contact us with your queries, views and suggestions or to arrange a visit into school - I will be glad to show you around so that you can meet and experience our children whilst they are learning.

We hope that you will join us in this exciting journey of learning and discovery.

Yours sincerely

Lorraine A Barber
Headteacher

SCHOOL STAFF

Mrs Lorraine Barber	Headteacher & Year 3/4 Teacher
Mrs Pat Holley	Year 2 Teacher
Mrs Jane Lowe	Year 3/4 Teacher
Mrs Laura Jay	Reception/Year 1 Teacher (Job Share)
Mrs Sam Dawson	Reception/Year 1 Teacher (Job Share)
Mrs Gillian Tullett	School Secretary
Mrs Helen Bennett	Caretaker
Mrs Dali Nedic	Lunchtime Supervisor
Mrs Pauline Perrins	Teaching Assistant
Mrs Kim White	Teaching Assistant

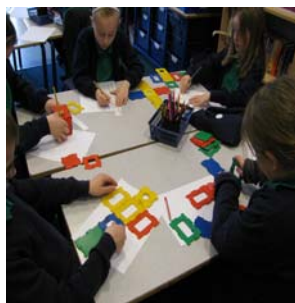


SAFEGUARDING CHILDREN AT UPTON SNODSBURY CE FIRST SCHOOL

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Safeguarding Policy in place, which we refer to in our prospectus. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first—**unless we have reason to believe that such a move would be contrary to the child's welfare**



THE SCHOOL AND ITS ENVIRONMENT

Upton Snodsbury C of E First School is set in the heart of the village. The school celebrated its centenary in 1965. There have been several extensions and improvements to the school, the most recent being the refurbishment of our year 1 /2 classroom

The school grounds provide us with a large playing field with a willow tunnel, a nature area, pond and adventure playground. In addition, we have an 'outdoor learning resource area' to support all areas of the curriculum and support our Forest School sessions. We also have a hard standing playground which has recently been resurfaced. The play areas are surrounded by mature trees, shrubs and plants.

Overlooked by black and white thatched cottages and the Parish church, the school's environment is always pleasant and peaceful.

As a Church of England voluntary controlled school, we have close links with both the local church, St Kenelm's, and the wider community. Indeed, the village and church provide opportunities for first-hand learning in science, RE, history and geography.

As a member of the Avonbrook Cluster of schools, Upton Snodsbury First School works closely with other small schools in the area. This provides opportunities for the older children to work together, sharing sporting events and other occasions. Staff from all the schools are able to share training, resources, ideas and expertise.

At the age of 9, most of our pupils transfer to St Nicholas C E Middle School in Pinvin, and from there to Pershore High School. However, there is no automatic right of transfer and normal County Admissions Policy applies.

We are a Local Authority (LA) School.

The LA has its offices at County Hall, Worcester.

Telephone: 01905 763763

OUR SCHOOL PRIORITIES FOR 2011/12

Key Aims 2011-2012

- To continue to develop a curriculum to strengthens pupil independence and thinking skills developing their risk taking, co-operative working and confidence in themselves as learners through Building Learning Power
- To further improve the progress of boys writing especially in key stage 2 through the encouragement of reading throughout the school
- To develop our Global Partnership with the support of the Diocese and to strengthen local and community links with local church schools
- To continue to raise standards in mathematics and literacy challenging pupils to level 3 and 4 through continuing development of using and applying strategies in mathematics.
- Continue to develop effective assessment for learning strategies and strengthen APP in reading, writing and mathematics.(AFL)

Our School Vision and Aims

Upton Snodsbury C.E. First School "Where a love of Learning Grows"

We, at Upton Snodsbury Church of England First School aim to develop our children to their fullest potential in a Christian, caring and secure environment. Every child will experience a broad, relevant, creative and exciting curriculum that responds to their needs as individuals and each child nurtured and encouraged to develop as a learner.

Our Aims

- Our school to be known as a caring school, where children gain confidence, are positive happy learners who achieve highly both socially and academically.
- To ensure all children reach their full potential of excellence and to foster an ethos of challenge and high expectation to meet the demands of the 21st century
- To help our children learn skills and attitudes that will enable them to learn how to learn and will provide experiential and explorative learning opportunities for children to build on and apply what our children already know
- To continue to pursue high standards through developing a broad and cohesive curriculum with an emphasis on independence and creativity, supporting our children to take responsibility for their learning, make choices, ask questions and probe understanding
- To develop children's Christian and moral values enabling them to understand and appreciate our ever changing and diverse world
- To work in partnership with parents and the local community and will strive to strengthen opportunities for all to become involved in our children's education in and out of school
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SCHOOL ADMISSIONS POLICY

Parents are always welcome to view the school. Please make an appointment with the School Secretary on 01905 381288.

Full-time education is offered to all children in the school year following their 4th birthday, although part-time education will be available to those children whose parents would prefer this, or parents, in consultation with the school, may wish to defer admission until the term following their child's 5th birthday.

All requests for admission for the academic year 2011/2012 must be made by 15th January 2011, using form PA1, available in school. Parents will be advised about the allocation of places, normally within one month of the closing date for applications.

The pupil admission limit for our school is 14 children

When there are more applications than places in a Community or Voluntary Controlled school, children are admitted in the following order of priority:

- (i) Relevant* 'Looked after' children
- (ii) Pupils living within the **catchment** area of the school.
In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (as defined in our policy) at the time of admission and who are identified as living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved, are included in this category.
- (iii) Pupils who would still have a **sibling connection**: (as defined in our policy) attending the school at the time of application and still attending at the time of admission.
- (iv) Pupils who have a **significant reason** for admission. Such reasons, the validity of which will be determined by the Directorate of Children's Services, will include medical, social or compassionate grounds. To be considered under this category it has to be shown that only this school can meet the medical, social or compassionate needs. Parents/carers are required to produce a medical certificate or other appropriate information from an independent source. (**Significant reasons will not be considered unless independent supporting information is attached to your application form when submitted**);
- (v) Pupils who were attending a **feeder** school at the time of application.
- (vi) Pupils who live **nearest** the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath.

In accordance with legislation, a child with a Statement of Special Educational Needs will be offered a place at the school named in the Statement.

*Relevant is all those in the care of the Local Authority or provided with accommodation by the Local Authority under the terms of the Children Act 1989, 'looked after' at the time of the application for admission and who will still be 'looked after' **at the time of admission**.

Where there are too many applications from within any of the categories the next criteria will be applied.

The sibling connection, as well as brother and sister will include half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address.

All information relating to Admissions Policy and Appeals Procedures can be found in the leaflet "Information for Parents on Education Services" available from the School Office.

ARRANGEMENTS FOR THE ADMISSION OF PUPILS WITH DISABILITIES

Admission to school for children with disabilities is based on the same principles as admission for able-bodied children, although the school would wish to ensure that, where applicable, appropriate levels of support for children with disabilities would be provided.

All facilities in our school building are at ground level and most are accessible to wheelchairs, or could be made so.

THE SCHOOL DAY

The school day starts at 8.55 am and finishes at 3.00 pm. Key Stage 1 (Years R, 1 and 2) have lunch between 12.00 noon and 1.00 pm, and Key Stage 2 (Years 3 and 4) between 12.15 pm and 1.00 pm. Key Stage 1 children also have an afternoon break from 2.00 pm to 2.15 pm. No child is allowed to leave the school premises unaccompanied during the school day. Whilst your child is in our care, he/she is supervised at all times.

Lunches

Children bring packed lunches to school, including non-fizzy drinks, and are supervised throughout the lunchtime. As a 'Healthy School' we encourage 'healthy lunchboxes' and in addition, children in KS1 are provided daily with free fruit. Milk and orange juice can be purchased for break times. Free meals are supplied by the County in cases of hardship, and parents may contact the School Secretary for more details. Children are allowed to go home for lunch, but teachers must be notified by parents if this is to be the case. We have a hot dinner day every Tuesday provided by Pershore High School, these are ordered in advance through the school office.

Children are actively encouraged to drink water throughout the day and named bottles may be brought from home to facilitate this.

UNIFORM

School sweatshirts, polo shirts, ties, PE kits and baseball caps bearing our logo can be purchased from the school. Our colours are navy and emerald green. Uniform order forms are available from the school office.

Girls

- Winter: School sweatshirt/cardigan.
Navy blue V-necked jumper or cardigan.
White blouse and school tie
Grey skirt/pinafore or smart navy blue trousers.
White or navy socks and "sensible" black shoes (not trainers).
- Summer: Green and white checked dress.
White socks.
School baseball cap (optional).
Emerald green polo shirts/grey skirts

Boys

- Winter: School sweatshirt/navy blue V-necked jumper.
White shirt and school tie
Grey trousers and socks.
"Sensible" black shoes (not trainers).
- Summer: As above, or grey shorts.
Emerald green polo shirts
School baseball caps may also be worn.

PE Kit

- Navy shorts
White T shirt } bearing school logo, available
Named drawstring bag } from the school office
Pumps
Trainers and track suits may be worn in the Winter term



Swimming

Children in Years R, 1 and 2 have the opportunity to go swimming at Pershore Leisure Centre. A swimming costume and a towel will be required. You will appreciate how important it is for the children to be as independent as possible in dressing themselves.



Jewellery

If watches are worn to school they should be removed for PE, but remain in the care of the child.

For safety reasons, if earrings **MUST** be worn at school, they should be studs rather than loops or dangling ones. Even studs may be hazardous and the school cannot take responsibility for injuries incurred as a result of wearing them.

Art and Craft Activities

An overall that covers the child from neck to knee and down the arm to the wrists is essential. An old shirt worn back to front, with the collar removed and the neck and wrists elasticated is ideal.

PLEASE MAKE SURE ALL ITEMS ARE CLEARLY NAMED

TEACHING AND LEARNING

Children are taught using a variety of teaching methods, using activities which combine visual, auditory and kinaesthetic approaches to learning.

There are occasions when the teacher teaches the whole class together at one time. At other times the children may work in small groups of five or six. The children are grouped by the task or ability. There are other occasions when children work individually or in pairs or alongside the teacher, for example, when a teacher hears a child read or teaches a skill on the computer. Your child will experience a variety of teaching methods each day. The class teacher decides which is the most appropriate and suitable method. Our school is keen to develop pupil voice and children are encouraged to develop independent learning skills and to interact with all age groups on their learning journey.

THE CURRICULUM

At Upton Snodsbury First School both the Governors and the staff share a vision of the quality of education that we wish to offer the children. At this very important stage of a child's education we aim to establish the best possible foundation for future learning in a friendly, happy and caring environment. We have created a curriculum from The National Curriculum that enhances the experiences of our children, which aims to make learning exciting and stimulating for each child.

We provide a broad range of learning experiences designed to motivate a desire to learn and to develop confidence and social skills. We try to foster independence and to nurture a caring and responsible attitude to each other and to our surroundings. We emphasise personal achievement and provide positive feedback to the children by way of oral praise, stickers, awards and through marking their work. We encourage our children to reflect on their work and evaluate their learning during each lesson, discussing their successes and sharing points for improvement. All staff work hard to ensure these learning skills are developed throughout the curriculum.

Units of work are split into 6 -7 week blocks, parents receive a curriculum plan each half term to share the knowledge and skills their child will be learning during that term. Curriculum maps are also updated regularly on our website.



ENGLISH

Literacy is at the heart of all we do in school. It unites the important skills of reading and writing and incorporates the essential skills of speaking and listening.

The more carefully a child can listen, the more able they are to carry out instructions. The more clearly a child can put thoughts into words, the more able they are to reason and communicate their thoughts to others. We develop speaking and listening skills through a variety of activities across the curriculum such as science, technology, art, music, role play and discussion.

From their first day in school every child is encouraged to share, enjoy and read a wide range of books. We place great importance on developing reading skills but in a way that ensures pleasure, confidence and pride in achievement. We encourage you to share in this by reading with your child at home.

We aim to teach our children to write in a clear and legible style. We teach children to write their letters with "exit strokes" to ease the progression into a joined style of writing. They are taught to join their letters in Year 2.

We encourage a wide range of writing. This may include diaries, stories, reports, descriptions, poems, letters, notices and instructions during literacy lessons and across other curricular subjects.

From Year 1, children are also asked to learn a list of spellings each week. We value your support in helping your child to learn these. All children have a curricular target in reading and writing to work towards and try and achieve each term.

We follow the National Literacy Strategy to enable us to achieve the highest possible standards for your child. Our aim is to develop in children an avid interest and enjoyment in all aspects of English and to gain confident expertise in their development as readers, writers, spellers and listeners.



ICT (INFORMATION & COMMUNICATION TECHNOLOGY)

ICT is concerned with the storing, processing, presenting and communication of information by electronic means, i.e., computers, the internet and electronic devices such as video recorders, CD players, MP3 players, digital recorders and cameras. The development of ICT has an ever-increasing impact on the home and workplace and it is essential that children take advantage of its opportunities and understand its effects. Children use ICT to enhance, enrich and extend learning throughout the curriculum.

The school is well equipped and each classroom has an interactive whiteboard linked to the broadband-enabled internet. All children have access to our bank of computers and we also use digital photography to enhance our work. We have recently upgraded all our computers and bought new, larger interactive whiteboards to enhance further development of ICT throughout the school.

ICT is taught both as a discrete subject and also within other subjects to enhance, enrich and extend learning throughout the curriculum. Pupils are encouraged to use ICT in all subject areas.

Parents actively support the school through the Tesco voucher initiative, enabling us to purchase even more equipment and to update our software.

INTERNET SECURITY

We are very mindful of both the benefits and dangers of internet use. Children use the internet to support their work, but use is supervised at all times and activities are always planned and curriculum-related.

All children in Years 2, 3 and 4 sign a form relating to acceptable internet use at school. They read the form with their parents so that they understand the implications of using the internet and agree to use it responsibly and safely.

MATHEMATICS

The National Curriculum requires children to become competent in:

- ❖ Using and applying mathematics
- ❖ Number
- ❖ Shape, space and measures
- ❖ Data handling.



Mathematical experiences are developed through real experiences of counting, understanding pattern, investigation and discussion. All children are encouraged and supported to think about, work out and solve problems for themselves. We place an emphasis on developing mental skills and using and applying their mathematical skills in all subject areas.

We adopt a structured approach, taking the best from a variety of maths schemes and resources. We base our teaching on that outlined in the National Numeracy Strategy. We value the use of games to stimulate discussion and to give a greater relevance to maths. All this provides a syllabus which fits the requirements of the National Curriculum, yet offers a wide range of learning experiences to stimulate the children.

We ask you to share in this work by using opportunities to talk about numbers and play games which involve counting, spotting shapes and patterns. Older children will be encouraged to learn their multiplication tables and we appreciate your support in this too. All pupils have a curriculum target in maths to work towards and try to achieve over a term.

Sometimes a maths activity, investigation or game is sent home as part of our programme of homework and we encourage parents to share these activities with their children.

SCIENCE

The children's own experiences are used as a basis for their learning in science; investigations are practical and the children are encouraged to make predictions, share ideas in small groups and evaluate their own discoveries. Group and class discussions form an important part of science lessons, thus developing observational and questioning skills.

As well as "scientific enquiry" the children in both Key Stages study "life processes and living things", "materials and their properties" and "physical processes".

The school has one well-developed pond area, providing a natural habitat for wild plants and small creatures and the construction of our 'outdoor learning area' will provide us with greater opportunities for scientific investigation. Along with a willow tunnel and a picnic area, the grounds provide an attractive place that not only encourage us all to appreciate and look after our surroundings, but also provides a place to study scientific subjects such as "helping plants grow well" and "habitats".

Visits to Bishopswood and local woodland areas have provided exciting opportunities for the children to study science in an environment outside the school. The bi-annual residential field trip to the Malvern Outdoor Activity Centre for children in Years 3 and 4 also supports this. Through these activities and visits, we aim to develop a keen sense of enquiry that goes well beyond the classroom.

ART & DESIGN

Art and Design is an important part of the children's education, offering opportunities to develop creativity and imagination. A variety of visual, tactile and sensory experiences are provided in order to develop the children's understanding of colour, form, texture and pattern. For the younger children, art, craft and design activities are related to their own experiences, natural and man-made objects with which they are familiar and the locality in which they live. Assorted papers, fabrics, threads and ribbons are some of the materials used as part of their investigative work; the children's explorations then form a secure base for individual design. The children in Years 3 and 4 have the opportunities to build on their earlier experiences of art. Their skills and understanding of materials and processes are developed further through more complex activities. Themes are used which the children can then interpret in their own way, individually or with a partner.

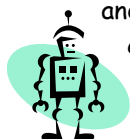
A sketchbook is kept by all of the older children in order to collect and store ideas, which can be used as reference. Sketches, photographs, pictures from magazines and the computer can be used to develop their own ideas. An "Art Day" is held every term where the timetable is relaxed and children work in mixed-age groups, with one adult per group. An overall theme is followed, such as "The Seaside", "Winter" or a famous artist, and each adult explores a different medium as the children experience different activities. It is an exciting day where co-operative work leads to imaginative results. We have planned a school visit to an art gallery this coming Spring to enhance children's knowledge

DESIGN & TECHNOLOGY

Design and Technology offers opportunities for children to develop their designing and making skills. Creativity is developed alongside their understanding of technological processes, products and their manufacture.

The children in Key Stage 1 use a range of materials, learn to use basic tools safely and discover how simple mechanisms work in order to make simple products.

In Key Stage 2 the children use their knowledge and understanding of a range of materials and techniques to design and make more complex products. We encourage our children to evaluate their work as it develops and alter it when necessary. We incorporate our D&T skills into our learning themes each term.



GEOGRAPHY

Geography is taught throughout Key Stage 1 and Key Stage 2 and their skills are integrated into the theme the children are studying. Through the different geographical projects we aim to:

- ❖ Stimulate children's interest in their surroundings.
- ❖ Encourage and develop an informed concern about the quality of the environment.
- ❖ Develop the children's sense of responsibility for the care of the Earth and its people.

In Key Stage 1, geographical skills, knowledge and understanding are developed as the children study their own environment and the people who share it. Fieldwork skills, including the making and using of maps as well as using photographs, are taught while the children study the areas in and around the school. Contrasting localities are studied, comparing the local area with a seaside town, as well as with a place "visited" by Barnaby Bear.

The children in Key Stage 2 study places and themes at different scales from local to national in the United Kingdom and overseas. They are taught to use the appropriate fieldwork techniques, atlases, globes, maps and plans to help in geographical investigation. As well as studying the immediate locality, we also investigate weather patterns around the world, a village in India and environmental issues that affect us all.

HISTORY

History is taught throughout Key Stages 1 and 2, as required by the National Curriculum, and using the scheme of work agreed with the local Middle School for Key Stage 2.

The children in Key Stage 1 are introduced to history by looking at people's lives and lifestyles. They are given many opportunities to develop their awareness of the past and to develop a chronological understanding. They find out about significant men and women from the past, encouraging an enquiring mind.

In Key Stage 2, children are encouraged to view history from a variety of perspectives: political, economic, social, religious, cultural and aesthetic. They investigate different periods in history including early invaders and settlers, the Aztecs and what life was like for children during World War II and in Victorian times. These topics help children gain an understanding of how the past influences the present.

The children use a variety of sources of information to help them investigate the past, including photographs, CDs, the internet, artefacts and visits to museums.

MUSIC

Music provides a wonderful opportunity through which all children can express, communicate and appreciate feelings and ideas. Throughout the school, children take part in activities which give them the chance to both compose and perform music. This is done through singing, playing a range of percussion instruments and through listening games and activities. Most recently we have used the excellent resources provided through the Department for Children Schools and Families "Sing Up" initiative.

The children are also involved in services in the church at Harvest, Christmas, Easter and the end of the Summer Term. Parents and family are always invited to join us on these occasions.

We are also able to offer other musical instrument tuition, e.g., guitar and flute. These classes are taken by a qualified Music Teacher who visits the school weekly. They incur extra costs to parents for instrument hire and tuition. Most children also learn to play the recorder.

PHYSICAL EDUCATION

The aims of physical education are to provide each child with a variety of skills at their appropriate level of development. The children are encouraged to experience a sense of achievement through physical activity and are guided towards co-operating with each other, to learn and discover. All children are provided with a balanced programme of movement, which gives the experience in the areas of gymnastics, creative movement (such as dance and drama), games skills and swimming. Children have two hours of high-quality PE activities each week in the Village Hall, in the playground or on the school field.

Swimming is an integral part of the National Curriculum and all the children in Years R, 1 and 2 have the opportunity to swim and use the Pershore Pool for up to 10 weeks in each year.

Through extra-curricular activities and Avonbrook Cluster activities, many children are able to take part in a large number of sports: Dance, Rounders, Orienteering, Football and Athletics.

We also have an annual Sports Day to which parents are invited.

RELIGIOUS EDUCATION

The aims of religious education at our school are:



- ❖ To provide pupils with knowledge and understanding of Christianity and other principal religious traditions in Great Britain.
- ❖ To develop pupils' understanding of the ways in which beliefs influence people in their behaviour, practices and outlook.

- ❖ To develop in pupils a capacity to engage in a search for meaning and purpose in order to enhance their own spiritual and moral growth.
- ❖ To encourage pupils to develop a positive attitude towards other people who hold religious beliefs different from their own.

Our approach to RE reflects the fact that the religious traditions of Great Britain are, in the main, Christian. Christianity is therefore the predominant religion taught to pupils in both Key Stage 1 and Key Stage 2. Taking into account the other principal religions represented in Great Britain, pupils study Christianity, Judaism and Hinduism in Key Stage 1 and 2.

If parents wish to exercise their right to withdraw their children from all or part of the religious education or collective worship provided in school, they should discuss the matter with the Head Teacher

DAILY WORSHIP

Whole school worship takes place at 10.15am each day. Our themes for each term are on our curriculum letters, and are of a broadly Christian character. Children are encouraged to participate in our Worship and contribute to our themes each week.

INCLUSIVE EDUCATION

For the vast majority of children, Upton Snodsbury First School will meet all the educational needs of the children. However, some children may require additional help from special educational needs services or agencies external to the school. In addition to Mrs Lorraine Barber who is both Headteacher and Special Needs Co-ordinator, provision for children with special educational needs is a matter for everyone at Upton Snodsbury First School. Any child who needs additional support in school has a targeted individual education plan which is shared with parents and reviewed regularly each term to ensure progress is carefully tracked to meet their learning needs. There is a named Governor, who has specific oversight of the school arrangements and provision for meeting Special Educational Needs.

SEX AND RELATIONSHIP EDUCATION

Sex and Relationship Education is taught as part of PSHE (Physical, Social and Health Education). We promote "good health" and an understanding of animals, plants and life cycles, as well as the human body, its growth, the family, personal safety and hygiene issues. We aim to present facts in an objective, balanced and sensitive manner. Should you have any questions regarding our teaching of SRE, please contact the Headteacher.

HOMEWORK POLICY

The philosophy of the school is that education is a partnership between parents, pupils and the school. Homework can help in creating and maintaining this partnership between parents and teachers in relation to each child's learning.

All children are asked to take home a book to read and enjoy. Along with this reading book will be a Reading Record which acts as a channel of communication between home and school. Parents are asked to sign and make relevant comments when they have read with their child.

From Year 1, children will be expected to learn a list of spellings each week. Normally there will be a short test the following week to check on progress. Children in year 3 and 4 may also receive an investigative task to tackle over the course of a week.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities play an important part in the education of all children. To participate gives an opportunity to develop interests and abilities outside classroom pressures and expectations. The range of activities provided changes each term, and last year included multiskills, football, tag rugby, street dance and gymnastics. Many of our clubs are run by experienced coaches such as multiskills, gymnastics and football.

ASSESSMENT AND REPORTING TO PARENTS

Your child's progress at Upton Snodsbury is constantly being assessed and monitored by the teaching staff.

You will be given regular opportunities to discuss your child's progress at Parents' and Open Evenings held once a term. Teachers also welcome informal 'chats' about any questions or queries parents may have.

Legislation requires that parents receive an Annual Report on their child's progress. At Upton Snodsbury we send out written reports to parents towards the end of each Summer Term. You will also receive a copy of your child's results in both Key Stage 1 Statutory Teacher Assessments at the end of Year 2. We also provide our year 4 children with an end of year assessment report.

Parents also receive termly 'Curriculum Maps' that outline areas of study for the term ahead, along with suggestions for activities parents might like to support children with at home. In addition, we run curriculum evenings for parents, often in partnership with the cluster schools, where we take a fun and practical approach to explaining the teaching methods and activities used in particular subjects.

END OF KEY STAGE 1 RESULTS 2011

	Reading	Writing	Maths
	Sch	Sch	Sch
% reaching L2+	80	80	80
% reaching L2B+	70	70	70
% reaching L3+	30	30	30
Av. Points Score	15.8	15.8	15.4

AVONBROOK CLUSTER

UPTON SNODSBURY C OF E FIRST SCHOOL HOME/SCHOOL AGREEMENT

For children to succeed at school it is important that parents, children and school are able to work well together. In order that this partnership can work effectively each party must be supportive and committed to work in the best interest of all concerned.

At Upton Snodsbury C of E First School we aim to develop an effective Home-School Partnership for the benefit of our children so that they are all able to achieve their full potential in a secure and happy environment.

The Child's and Parent's Entitlement:

The school will try to ensure that:

- ✓ We offer you an effective means of communication for exchanging information, queries and views on all school matters.
- ✓ We provide a broad and balanced curriculum for your child.
- ✓ We provide regular information about your child's work in school.
- ✓ We monitor your child's progress and arrange regular opportunities to discuss this.
- ✓ We alert you to any difficulties as they appear.
- ✓ We establish a code of behaviour which ensures a safe and caring environment.

The School's Entitlement:

You can support your child by:

- ✓ Ensuring regular attendance and informing school if your child is to be absent.
- ✓ Taking an interest in their schoolwork and supporting teaching reading and other homework activities.
- ✓ Taking part in any two-way communication with school in order to keep up-to-date with your child's progress.
- ✓ Sharing any concerns about your child's health, education or behaviour immediately.
- ✓ Supporting our behaviour policy.
- ✓ Taking an interest in the wider community activities of the school.

We understand and support the Home/School Agreement.

For the School: _____

For the Parents: _____

ABSENCES

When your child is absent from school for whatever reason, we ask you to 'phone school before 9.15 am. Please follow this up with a note of explanation addressed to the class teacher, on your child's return to school. The LA requires us to keep written records of all absences from school. Absences fall into two categories - those authorised by the LA and those unauthorised by the LA. "Authorised" absences include sickness, visits to the doctor/dentist, compassionate leave and a maximum of ten school days' holiday per academic year. Please note that you must fill in a holiday form to cover family holidays during school time. **This should be returned to the school office at least six weeks before the holiday commences.** Forms are available from the school office. Your child's absence has to be recorded as "unauthorised" if it does not fall into one of the categories authorised by the LA.

PUPIL NUMBERS AND ATTENDANCE

Pupil Numbers

There are 62 pupils on roll at the school this year

Attendance for 2010/2011

The attendance rate for the year 2010/2011 was 96.7%

We had an authorised absence rate of 4.2%

Our unauthorised absence rate was 0%

COMMUNICATION

Parents are always welcome to talk informally with teaching staff either at the beginning or end of the school day. Termly Parents' and Open Evenings are organised during the year to give you the opportunity to discuss your child's progress in more detail.

At the beginning of the year we send home Curriculum letters which lets you know the topic your child will be studying during the half term and the skills they will be learning.

A newsletter is sent home from school EVERY FRIDAY to keep you informed of school activities and dates. This at present is in electronic and paper form. Our website is updated every Friday with a snapshot of photographs showing what your child has been learning over the week.

Useful information for parents is also stored on the school's website,

www.uptonsnodsburyschool.org.uk.

If you wish to contact us, you may email the school office at

office@upsnodsfirfirst.worcs.sch.uk or the headteacher at head@upsnodsfirfirst.worcs.sch.uk.

In the event of severe weather it may not be possible to open the school. When this happens always try to contact the school before your child leaves home. If possible, advance warning of school closure will be announced on Radio Wyvern (102.8 FM or 1530 MW) and on BBC Radio Hereford and Worcester (104 FM), so try to tune in! This information is also relayed to parents through our weekly newsletters.



PARENTAL INVOLVEMENT

We value the help and support offered by parents in whatever capacity. If you have a skill that you would like to share with the children or just want to lend a hand, then please contact any member of staff. Your help is always greatly appreciated, at present we have parents who support in all of our classes.

In common with all other schools in the county we do have a "police screening process" for all employees and voluntary helpers, ensuring that all people with access to your children are vetted. All volunteers have an enhanced CRB check.

FRIENDS OF UPTON SNODSBURY SCHOOL (FUSS)

The Friends of Upton Snodsbury School work hard to raise funds for extra resources at school. This enables us to broaden the range of learning experiences for all our children and we are immensely grateful for their support. Over the years, the Friends have funded the following projects:

Provision of Bibles and Hymn Books
Outdoor clothing/ equipment for Reception/Year 1 children
School discos and entertainers
Children's Christmas party and presents
Trips to the theatre
Classroom resources
Library furniture

FUSS is not solely concerned with raising money though; we do like to have fun, with and without the children. Social and fund raising events are held throughout the year and these have included a May Ball, race and quiz nights an 80's disco for adults, plus children's discos, pantomimes, fashion shows and Easter egg hunts around the surrounding area. Events planned for the coming year include a themed adult Ball, Christmas and Summer Fayres.

All parents are automatically members of the Friends Association. You may wish to become a member of the Committee, or just offer your support and join in with the events.

SCHOOL CHARGING POLICY

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to upholding the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contribution in whole or in part from parents. Without the financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The school's policy is as follows:

a) **Day Visits**

For visits during school time the school will invite a contribution from parents to meet costs. If a visit cannot be funded without voluntary contributions this will be made clear at the outset and a visit may have to be cancelled. For visits outside school time (which are not in respect of the National Curriculum, a syllabus for a prescribed public examination or Religious Education) parents will be charged for all allowable costs. Voluntary contributions and charges will be waived for children whose parents are in receipt of the benefits listed in the *Note and may be waived or reduced for children in other circumstances whose parents make application to the Head.

b) **Residential Visits during School Time or outside School Time which are in respect of a part of the National Curriculum, a syllabus for a prescribed public examination, or Religious Education.**

The school will invite contributions from parents to meet costs other than children's board and lodgings. If a visit cannot be funded without voluntary contributions this will be made clear at the outset and a visit may have to be cancelled. Parents will be charged for the actual cost of board and lodgings. Charges will be waived for children whose parents are in receipt of the benefits listed in the *Note and may be waived or reduced for children in other circumstances whose parents make application to the Head.

c) **Residential Visits outside School Time (and not part of the National Curriculum, a syllabus for a prescribed public examination or Religious Education).**

Parents will be charged for the full cost of the visit, including all allowable costs** and board and lodging. Charges may be waived or reduced for children whose parents make application to the Head.

**Allowable costs include:

- (i) The pupil's travel and subsistence costs
- (ii) Materials, books, instruments and other equipment
- (iii) Non-teaching staff
- (iv) Costs of teaching staff where separately engaged under a contract for services for the visit or activity
- (v) Entrance fees to museums, castles, theatres, etc
- (vi) Insurance costs.

d) **Instrumental Music on an Individual Basis**

Any tuition provided during school hours is currently charged to parents. Additionally, a charge is made for the hire of the musical instruments used in individual (or small group) tuition. Charges will be waived for children whose parents are in receipt of the benefits listed in the *Note.

e) **Classroom materials**

No charge will be made for materials or equipment. However, for certain practical activities (technology, cookery, etc), parents may be invited to provide materials or

ingredients. 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.

f) **The Governors are required to keep their policy under review.**

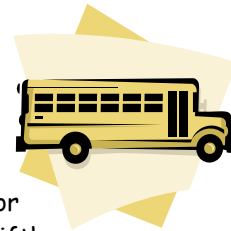
***Note**

Waiver will apply, where indicated as available, to those parents who are in receipt of these benefits

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £15,575 (financial year 2008/09)
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.

TRANSPORT

A school bus is provided free of charge for children living more than 2 miles from school if they are between the ages of 5 and 8, or 3 miles for children over 8 years old. It is necessary for parents to pay for "rising fives". These are the children who have not reached their fifth birthday by the beginning of a school term.



The free bus facility applies only to those children for whom Upton Snodsbury is their neighbourhood, or provided school. The bus route below gives an indication of the areas covered.

Other children "en route" may be able to use the bus if there are seats available, upon application to the LA. A charge will be made and a bus pass provided.

The route currently taken is as follows:

The bus starts at Swinesherd, Spetchley and travels along the A422 to Spetchley roundabout. It then turns right and travels through Sneachill, White Ladies Aston and Churchill before returning to the main road at Broughton Hackett.

Children must carry their bus passes on every journey to and from school.

"WALKING BUS"

A walking route to school from the car park at The Oak public house has been improved with the addition of a stile. The necessary risk assessments have been carried out and the "Walking Bus" was introduced in September 2009. At present new volunteers are needed to tackle the Winter walk but this should lead to less congestion on the roads around school at the beginning and end of the school day.



HEALTH & SAFETY

Upton Snodsbury First School sees it as a priority to provide a secure and safe environment and to achieve and maintain this, Mr Ian Edwards, the Governor with special responsibility for Health and Safety, and Mrs Barber, undertake regular risk assessments throughout the

school buildings and grounds and report back to the Head and the Governing Body. Any issues highlighted are addressed as soon as possible. Fire drills, evacuation procedures, control of visitors on premises, the correct use and storage of equipment, appropriate training and the monitoring of the children during activities, are all part of ensuring that these responsibilities are fully met.

Any health or safety concerns should be raised with Mrs Barber or Mr Edwards.

In line with County Council Policy, Upton Snodsbury First School operates a strict, on-site no smoking policy.

ACCIDENTS

All accidents which come to the attention of staff are recorded in the Accident Book where they are signed and dated. Minor cuts, bumps and grazes will be attended to by a member of staff. Parents are also notified of any head bumps by letter at the end of the school day. Our Qualified First Aiders are Mrs Holley and Mrs White.

If urgent medical attention is required an ambulance will be called and the child's daytime contact informed immediately. It is therefore essential that you keep us up-to-date with any changes or additions to your contact information. If it isn't possible to contact the child's parents, the Headteacher or a member of staff will take the child to receive treatment while someone continues to try to reach the parents.



MEDICAL

The Department for Children Schools and Families, and the Department of Health have a shared programme of work to improve children's health and wellbeing. As part of this programme all children in Reception are required to be weighed and measured. You will be informed in advance and given the opportunity to exclude your child if you wish.

For safety reasons, we are unable to administer any medicines in school, prescribed or other. The advice we have been given states that a three-dose anti-biotic can be taken before and after school and again at bedtime. If these intervals are not suitable, a parent may prefer to come to school at lunchtime to give the medication themselves. Medicine which is to be taken four times daily suggests that the child should not be attending school.

It is vital that you inform the Headteacher of any medical condition or history of illness which could affect your child's general development at school. This information is, of course, treated confidentially.

Our School Nurse is based at Pershore Health Centre and can be contacted on 01386 502067.

ASTHMA

We recognise that asthma is a condition affecting many school children. We encourage and help children with asthma to participate fully in school life. We realise that immediate access to inhalers is vital. It is essential that you inform us if your child suffers with asthma so that we can discuss it with you and their inhalers are sent in to school.

COMMUNICABLE DISEASES

Our policy is strictly in line with the advice issued to all Local Authorities.

If a child is to be away for more than a few days or has an infectious illness please contact the school as soon as you know.

<i>Chicken Pox</i>	<i>Children to be kept at home</i> 6 days from the onset of the rash
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<i>Mumps</i>	7 days or until the swelling disappears
<i>Measles</i>	7 days from the onset of the rash
<i>German Measles</i>	4 days from the onset of the rash
<i>Impetigo</i>	48 hours after start of treatment with antibiotics

The above is intended to show the minimum amount of time children are to be kept away - sometimes absences are longer.

SCHOOL SECURITY

We are fortunate that Upton Snodsbury First School does not suffer unduly from trespassers outside school hours.

Governors are aware of their responsibilities in providing a safe and secure environment for the children and have appointed Governors with these specific responsibilities. The Governors review school security and discuss any security incidents.

All doors to the school premises are locked and public access to the school is via the office where visitors sign in

LOST PROPERTY

We have a lost property box in school. It is checked regularly and named items are returned to their owners. Un-named items are displayed in assembly each half term. Un-named items that are unclaimed after a term are given to charity. Obviously it is a great help if ALL of your child's clothing is named.



ST NICHOLAS MIDDLE SCHOOL, PINVIN

Our school has links with St Nicholas Middle School in Pinvin. Many of our children transfer to St Nicholas Middle School when they leave us at the age of nine, although there is no automatic right of transfer. Children in their final year at Upton Snodsbury visit the Middle School on several occasions to share sports events and musical festivals with children from other local First Schools who will also be transferring to Middle School. This gives the children the opportunity to meet new friends, meet the staff and get to know the building. Teachers from the Middle School also visit us in school. All this helps to ensure that the transfer to Middle School is as smooth and enjoyable as possible for the children.

SCHOOL LIFE

We continue to participate in the programme of events for schools within the Avonbrook Cluster. These include sporting events, a singing workshop and a dance festival. The purpose of these events, apart from the educational value and enjoyment, is for our Year 4 children to meet with other Year 4 pupils of other "feeder" schools, so that when they commence at St Nicholas Middle School in Pinvin, they will already know most of the children in their Year 5 classes. This, hopefully, makes the transition from First to Middle School much easier for the children.



The children and teachers have enjoyed the following school events over the last few years:
 A variety of services held in Church - Harvest Thanksgiving, Christmas Carol Service, Easter.
 Bhangra Dance Workshop.
 Christmas party
 Visit to SmartTrees (orienteering)

Visit to Worcester Museum (World War II experience)
Visit to Weston Super Mare
Musical performance of "The Garden Party" by all children
Sports Day
Malvern Outdoor Centre Residential Visit for Years 3 and 4
Art Days
Royal Wedding Week
Visits by a variety of guests talking to and entertaining the children.
Theatre trips

COMPLAINTS

As with all institutions it is inevitable that complaints about the school will arise from time to time. Our policy for dealing with complaints is set out below.

Firstly, the complaint should be discussed at the most immediate level by the parents with the member of staff concerned.

Secondly, if the matter is not satisfactorily resolved or if it is more serious, it will be referred to the Head Teacher.

Thirdly, again if the matter is not satisfactorily resolved, it will be discussed by a Committee of the Governing Body.

If the matter remains unresolved, or if it involves a complaint about the Governing Body, appeals may be made to the LA.

It is our intention that all matters of complaint shall be dealt with fairly and quickly to the satisfaction of all concerned.

Complaints must be raised within 3 months of the matter being known to the complainant. After this period, the Governing Body reserves the right to treat the complaint as being "out of time".

Full details of Worcestershire LA's guidance on School Complaint Procedures are available from the school office.

We keep a written record of all complaints.

CURRICULUM COMPLAINTS

Under the Education Reform Act 1988, the LA has established arrangements to consider parents' complaints about the school's curriculum and related matters. A copy of the full procedure for this is available for inspection in each school and Public Library maintained by the Authority. It covers matters relating to the National Curriculum and includes provision of external exam courses, religious education, the operation of the school's charging policies in relation to the curriculum and the provision of information. The procedure provides for complaints to be directed initially to the Head of the school and for an attempt to be made to resolve them informally. If this fails, there is then a formal appeals procedure available to parents.

Maintenance, Transfer and Disclosure of Educational Records

Statement of Arrangements Agreed

The Governors have delegated to the Headteacher the day-to-day implementation of the policy. Included in the record will be material on the pupil's academic achievement, other skills and abilities and general progress in school, together with other information relevant to the pupil's personal and social development. The content of the record will accord with Regulations to be made under sections 4(2) and 22 of the Education Reform Act 1988. The material will be updated at least once a year.

Where a pupil transfers to another school, due to age, change of area, etc, the pupil's full educational record will be transferred within 14 days.

Full details of this and all school policies are available at school for viewing. Please contact the Headteacher for an appointment if you wish to see them.

TERM DATES - ACADEMIC YEAR 2011-2012



<u>School Term</u>	<u>Opens on</u>	<u>Closes after school on</u>
Autumn Term 2011	Tuesday 6 th September	Friday 21 st October
	Monday 31 st October	Tuesday 20 th December
Spring Term 2012	Thursday 5 th January	Friday 10 th February
	Monday 20 th February	Thursday 29 th March
Summer Term 2012	Monday 16 th April	Friday 4 th May*
	Tuesday 8 th May	Friday 1 st June
	Tuesday 12 th June	Friday 20 th July

HOLIDAYS

Monday 24th October - Friday 28th October 2011 - Half term
Wednesday 21st December - Tuesday 3rd January 2012 - Christmas Holiday
Monday 13th February - Friday 17th February 2012 - Half term
Monday 2nd April - Friday 13th April 2012 - Easter Holidays
 Good Friday - 6th April 2012
 Easter Monday - 9th April 2012
 * Monday 7th May 2012 - May Day Bank Holiday
Monday 4th June - Friday 8th June 2012 - Half term

INSET Days (When school will be closed)

Monday 5th September 2011
Monday 17th October 2011
Wednesday 4th January 2012
Friday 30th March 2012
Monday 11th June 2012

* May Day Bank Holiday

CONCLUSION

The information in this prospectus and report is correct at the time of writing. Parents will be notified of any changes by letter or by the school's weekly newsletter. The 2005 Education Act requires the school to make documents available to parents on:

- ❖ Any statutory instruments and circulars sent to school by the DCSF about the curriculum and National Curriculum.
- ❖ Published OFSTED reports on the school - Our ofsted report is available on our website
- ❖ Any schemes of work and syllabuses in use.
- ❖ The school's policies.

The Governing Body

<u>Name</u>	<u>Category of Governor</u>	<u>Term of Office Ends</u>
Position to be filled	Parent Governor	
Mr Alastair Findlay	DBE Foundation Governor	1 October 2013
Mrs Lyn Busfield		(Ex-Officio)
Mrs Lorraine Barber	Headteacher	N/A (Ex-Officio)
Dr Elizabeth Hocking (Chair)	LA Governor	1 October 2009
Mrs Patricia Holley	Staff Governor	1 October 2012
Mr Michael Saunders	Community Governor	14 May 2013
Mr Michael Simmons	Community Governor	1 October 2013
Mrs Carole Wiles	Parent Governor	1 October 2013
Mrs Jane Harding	Parent Governor	1 October 2015
Mr Ian Edwards	Parent Governor	1 October 2015
Mrs Gillian Tullett	Clerk to the Governing Body	

Apart from ex-officio Governors, each Governor's term of office is 4 years.
The Chair and Clerk can be contacted at the following address:

Upton Snodsbury C of E First School, School Lane, Upton Snodsbury, Worcestershire,
WR7 4NH