



**LONGWELL GREEN SCHOOL  
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## **HEADTEACHER'S INTRODUCTION**

April 2009

Dear parents and carers

It is with great pleasure that I welcome you to Longwell Green Primary School. Our expectation is that your child will have a wonderful time at the school, and we trust that our partnership with parents will be a significant part of this. This prospectus is designed to give you some basic information about the school and introduce ourselves to you. I hope you find it helpful.

We are proud of our school community and of our achievements to date, but we are certainly not complacent. We are continually striving for the highest possible standards and opportunities for all our pupils.

My main aim is that each child should be developed in the widest sense, using all their abilities, talents and qualities. I firmly believe that for this to be best achieved we must establish a genuine partnership between home and school. We pride ourselves on open communication and therefore if you have any concerns please do not hesitate to contact either your child's class teacher or myself.

We want all our children to be challenged intellectually, to feel secure, valued and confident and to be proud of belonging to the community of Longwell Green Primary School.

More information about the school is contained in our website [www.longwellgreenprimaryschool.co.uk](http://www.longwellgreenprimaryschool.co.uk)

Don Sibley  
Headteacher

## THE STAFF AT LONGWELL GREEN PRIMARY SCHOOL – SEPTEMBER 2009

Mrs Melanie Balch	Teaching Assistant
Mr Warrick Barton	Teacher- Year 3 and Deputy Headteacher
Mrs Jackie Bignell	Lunchbreak Supervisor
Mrs Carol Bowker	Teacher – Year 5
Miss Marion Brock	Teaching Assistant
Mrs Claire Bryant	Teaching Assistant
Miss Catherine Burkett	Teacher – Year 1
Mr Adrian Burnell	Part-time Caretaker
Mrs Sally Campbell	Lunchbreak Supervisor
Mrs Sandra Cardy	Teacher – Year 5
Mrs Deborah Clapp	Lunchbreak Supervisor
Mrs Suzanne Cleverley	Teacher (on maternity leave)
Mrs Stephanie Cole	Road Crossing Warden
Mrs Susan Dix	Administrative Assistant
Mrs Yvonne Dodge	Lunchbreak Supervisor
Mrs Jo English	Teaching Assistant
Mr David Farr	Teacher/SENCO
Miss Sophie Flook	Teacher – Year 4
Mr Neil Fry	Teacher – Year 6
Mrs Lesley Fudge	Administrative Assistant
Mrs Nicola George	Medical Teaching Assistant
Mrs Kirsti Harris	Teacher – Year 2
Miss Kath Hardie	Teaching Assistant
Mrs Jenny Hatcliffe	Teaching Assistant
Mrs Sarah Hawley	Teaching Assistant
Mrs Julie Lloyd	Teacher – Year 3
Miss Kate May	Teacher – Year 6
Mrs Rosemary Martin	Cleaner
Ms Gemma McElroy	Teacher- Year 4 maternity cover
Mrs Sandra McLeary	Lunchbreak Supervisor
Mrs Joan Moreman	Senior Lunchbreak Supervisor
Mrs Andrea Murdoch	Teacher – Year 1
Mrs Jayne Nicholls	Teaching Assistant
Mrs Moira Nielsen	Lunchbreak Supervisor
Mrs Wendy Parker	Lunchbreak Supervisor
Mrs Amy Perez	Teacher – part-time providing planning cover
Mrs Sharon Phillips	Teacher - Reception
Mrs Monica Porter	Teaching Assistant
Mrs Lorrita Powell,	Lunchbreak Supervisor
Mrs Jane Ryal	Breakfast Cook
Miss Elizabeth Rogers	Reception Teacher and Assistant Headteacher
Mrs Kate Rogers	Teacher- Year 4 (on maternity leave)
Mrs Mandy Shail	Cleaner
Mr Don Sibley	Headteacher
Mrs Jackie Smith	Kitchen Unit Manger
Mrs Sandra Sperring	Cleaner
Mr Tony Sperring	Cleaner
Mr John Stacey	Part-time Caretaker
Mrs Rachael Stone	Cleaner
Mrs Lisa Taylor	Lunchbreak Supervisor
Mrs Hilary Watts	Bursar
Mrs Debbie Whitchurch	Lunchbreak Supervisor
Mrs Debra Williamson	Road Crossing Warden
Ms Jennifer Wood	Teacher- Year 2
Mrs Kate Wright	Assistant Cook

## THE GOVERNING BODY

Rev David Adams, Mrs Pam Blackmore, Mrs. Carol Bowker, Mrs Sheila Davies, Mr Mike Henry, Mr Nigel Gazzard, Mrs Jenny Hatcliffe, Mr Gary Lewis, Mr Chris Pring, Mrs Clare Pring, Miss Elizabeth Rogers (Associate), Mr Don Sibley, Mrs Elaine Skidmore (Chair), Mr Paul Staight (Associate), Mrs Carrie Stainsby, Mrs Karen Llewelyn (Clerk).

# LONGWELL GREEN PRIMARY SCHOOL PROSPECTUS

## SECTION 2

### SOME BACKGROUND INFORMATION

Longwell Green Primary School is situated in a semi-rural area on the eastern boundary of the city between Bath and Bristol. The school was originally built to serve a private housing estate in 1963 and consisted of seven classrooms, a hall and administrative block. The accommodation has subsequently increased to include a further seven classrooms. For September 2009 the 400 children in the school will be organised in fourteen classes as follows:

#### Early Years Foundation Stage (Infants)

Two reception classes

#### Key Stage 1 (Infants)

Two year one classes

Two year two classes

These classes are formed with a mix of age, gender, ability and friendship groups

#### Key Stage Two (Juniors)

Two year three classes

Two year four classes

Two year five classes

Two year six classes

These classes are formed with a mix of age, gender, ability and friendship groups

There is a strong emphasis on working collaboratively within the school. The current staff have a range of teaching experience, from newly qualified colleagues through to those with 30+ years in the classroom. As a generalisation there is not a high turnover of staff.

The school seeks to prepare children for living in the 21<sup>st</sup> century, including developing their understanding of sustainability, healthy living, independence and globalisation.

LGPS is heavily involved in developing links with schools internationally. In recent years the school has established partnerships with schools in Italy, Germany, Norway, Czech Republic, France, Portugal, New Zealand, India, Malta, Spain and Uganda. French is taught as a second language throughout the school and we often have foreign language assistants working in the school.

The school has close links with many partners, including the International Learning and Research Centre, based at Sir Bernard Lovell School, Hanham High and The Grange for sports links, and Bath Spa University.

The school has superb facilities, with modern ICT equipment set alongside an extensive and rich outdoor environment. The children are highly motivated; the parents supportive and the links with the wider community excellent.

**SCHOOL AIMS AND VALUES**

Our school aims are best summarised through our vision statement:

**LONGWELL GREEN SCHOOL IS AN INTERNATIONAL COMMUNITY  
WHERE EVERYONE IS EQUALLY VALUED, CHALLENGED AND  
SUPPORTED TO ACHIEVE HIGH STANDARDS IN THEIR “EDUCATION FOR  
LIFE”**

More specifically we aim to promote the following core values:

- **Opportunities for all**
- **High expectations of all**
  - **Well being of all**
  - **Kindness to all**

Children are encouraged to keep to these values and one way the school recognises children who do this is through Commendation Cards, which are awarded each Friday in assembly.



**LONGWELL GREEN PRIMARY SCHOOL**

**COMMENDATION**

.....  
**has been commended for**

.....

.....

.....  
**Class Teacher**

.....  
**Headteacher**

.....  
**Date**

# **CODE OF BEHAVIOUR 2009**

## **Go for it!**

- \* Make the most of any opportunities
- \* Help others along the way

## **Always do your best**

- Try hard with your work
- Think about what you need to do
- Stay away from places where you should not be
- Allow others to work without being disturbed
- Remember to think before you say or do something:

IS IT KIND?  
IS IT TRUE?  
IS IT NECESSARY?

## **Be happy and healthy**

- Walk through the school quietly and sensibly
  - Make playtimes happy for everyone
    - Eat healthily
  - Take plenty of exercise

## **Show kindness**

- Respect the school's and other people's belongings
  - Keep school a litter-free zone
  - Care for each other and the environment
- Talk to others in a polite, well-mannered way
  - Always be prepared to listen to others

*We want our code of behaviour to help us make Longwell Green School a happy and safe place for everyone to work in.*

Our children work hard to keep to this code - sometimes they struggle but adults are always ready to support them to do their best.

This page is deliberately blank for your notes.

**SECTION 3**

**SCHOOL PROCEDURES**

**ATTENDANCE** (for more information please see the Attendance Policy on the school website)



Rationale

Regular and punctual attendance is encouraged so that children gain fully from all the educational opportunities available to them at Longwell Green School. Once a pattern of good attendance is made it should stay with them throughout their school life and beyond.

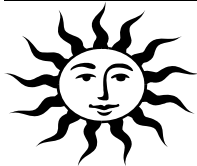
Practice

- 1) Holidays  
School has the discretion to authorise up to 10 days for a family holiday within each school year where it is difficult for the family to take the break during normal school holidays. Any additional holiday will be recorded as unauthorised. **All absences from school are disruptive and children can miss important stages of the teaching programme.** Requests for absence for a family holiday may be made using a form obtained at the office. No holidays will be authorised during terms 1 and 5 (September/October and May), nor at the start of term 3 (January).
- 2) Sickness – the office should be contacted when a child is first unwell (preferably between 8.30 am and 9.15 am). If school is not informed the office will telephone to ask for the reason by 9.30.
- 3) Medical Appointments – routine medical/dental appointments should be made after school or during holidays whenever possible; if this is not an option then we request appointments are made for 10.00-12.30 or after 2.30 so that a child can be registered for attendance at the beginning of the morning and afternoon.
- 4) Punctuality – the school registers close at 9.10. If a child is persistently late the Headteacher will be notified who will then discuss any problems with the parent. Our school Education Welfare Officer can also support the family where help is needed.

**ADMISSION ARRANGEMENTS**

Coming to school is a significant event for all the family. We are covered by the admission arrangements for local authority controlled schools and as such have no say in which children come to the school. Applications for admission must be made through the local authority. If your child is successful in getting a place at the school, we want to work with you to ensure that starting school is a positive experience for all. A golden rule for you is to ask if you have any concerns. We try to give answers to general queries at our Summer Term meetings; even so, there are often things which you may feel need further explanation or which haven't been covered. If this is the case, please ask. Don't wait to be invited; anything to do with your child is legitimate and we are approachable. If everyone is open, the path towards genuine partnership is established.

## SUMMER MEETINGS



All parents are warmly invited to a meeting at school in the Summer Term prior to their child starting. This will be an opportunity to meet some of the staff and be shown around the school by some of our older pupils. At this time children and parents are also invited to come to school in small groups to visit their classroom and meet their teacher.

## SCHOOL TIMINGS



The times of the school day are as follows:

<b>Morning school</b>	<b><i>8.55 for all children</i></b>
Morning Play time	Infants 10.25am – 10.40am Juniors 10.45am – 11.00am.
<b>Lunch time</b>	Infants 12.00am – 1.00pm Juniors 12.15pm – 1.15p.m.
Afternoon Play time	Infants 2.25pm - 2.35pm.
<b>Home time</b>	<b><i>3.15 for all children</i></b>

## COMPLAINTS



Our experience is such that the great majority of complaints are resolved through informal discussions with the class teacher or Headteacher.

Where the matter cannot be resolved the complainant has a right to bring the matter to the attention of the school's Governing Body. Formal complaints should be addressed to the Chair of Governors at the school.

## **CHARGING POLICY** (for more information please see the Charging Policy on the school website)

The school sometimes arranges non-profit making educational visits or enrichment experiences. Voluntary contributions may be requested to cover costs for these, but there is an appreciation of differing economic circumstances so we have a waiver system in place. Please ask at the office. The school retains the right to cancel any trip if sufficient funds are not forthcoming.

On a residential trip all board and lodging has to be charged for. We can negotiate a longer period of regular payment to assist families to spread the cost.

## **PERSONAL BELONGINGS**

The school's insurers will not accept liability for the loss or damage to pupils' property. Parents are therefore strongly advised not to allow their children to bring valuable items in to school. Mobile phones are expressly forbidden. All other personal belongings should be clearly marked with a child's name. We have a large amount of lost property, kept in the hall, which is always cleared at the end of each term.

## **SCHOOL MEALS**



School meals are available. Please see **Section 4** for more details.

## **SCHOOL UNIFORM**

Our school uniform is a combination of bottle green and grey. Although the wearing of uniform is not compulsory the great majority of families have adopted it and the children do look very smart. **Please name all items of clothing.**

**Boys:** Grey trousers, green sweatshirt or pullover, white shirt

**Girls:** Grey skirt, pinafore or trousers, green cardigan or sweatshirt, white blouse.  
In summer, green gingham or striped dress is an alternative.

The school keeps a supply of certain items at the following prices:

**Sweatshirts** - Round or 'V' neck (Sizes 24-32") - **£8.00**

Adult sizes - Extra small, small, medium - **£9.00**

**T-Shirts** - Age 5/6, 7/8, 9/11 and small adult - **£5.00**

**Bottle Green Cardigans** with school logo - **£10.00**

**Sun hats** with school logo - **£3.00**

**Tracksuits** or similar are a useful addition for outside PE sessions and may be kept in school in a PE bag.

**Book bags** bearing Longwell Green logo are available for purchase to protect books carried from school to home. These are very durable and cost **£3.00** each.

**PE & Games:** White vest or T-shirt, white shorts and daps are required. Children will use bare feet for apparatus work in line with local authority guidance. Children are asked to avoid wearing jewellery on PE days. We aim to do PE outside as often as possible so children should also have a dark track suit or similar clothing which can be kept in their PE bag. Bottle green school tracksuits are ordered on request (£10 child sizes, £12 adult sizes). The school office can also order reversible fleeces at £14.99.

Parents may pass to the office any items of uniform that are unwanted or outgrown. These are sold to parents at low prices to raise additional income for school funds.

## **THE BEGINNING AND THE END OF THE SCHOOL DAY**

### PARKING



Parking is always a problem, particularly at the end of the day. Parents may use the Church car park just 100 metres from school. **The safety of children must be our major concern and Ellacombe Road is a dangerous place. Thoughtless parking is always a problem, and as part of its Travel Plan (see Section 6) the school takes active steps to ensure the safety of the children as they arrive or leave school. PLEASE DO ALL YOU CAN TO HELP. Please do not use the school car park to drop off or collect your children as this causes a hazard to others**

### CYCLING

We encourage children (and parents) to cycle to school, and provide cycle training for older children to give them the confidence and skills to ride safely. Please use the cycle storage provided.

### DOGS

Dogs are not allowed on the school site for health and safety reasons. The only exception to this is if a dog is being brought into class for curriculum purposes, and to assist people with a visual impairment.

### SMOKING

Smoking is not allowed anywhere on the school site. We also request that adults do not smoke directly outside the school gates for health reasons.



**SECTION 4**

**YOUR CHILD'S HEALTH, SAFETY AND WELFARE WHILE AT SCHOOL**

**MEDICAL MATTERS**

The following people make routine visits:

**The School Nurse** visits regularly. The weight, height and eyesight of all the children are checked in their reception year and also year 4.

**The School Dentist** visits once a year to inspect children aged five years. Parents will be notified in writing of the date of this visit. No treatment is given during the inspection but if your child requires treatment you will be notified. You can then decide if you wish this to be arranged through the School Dental Service or by your own dentist.

**The Audiometrician** conducts hearing tests on all children at some point during their first year in school. If any hearing problems are found, you will be notified and further tests are arranged.

The School is also fortunate in employing a specialist medical teaching assistant who oversees the day to day medical provision in school in liaison with the above staff.

**MEDICINES**

If your child has need of permanent medication, the medicine, clearly marked with the child's name and class and the instruction for administering it, should be left in the school office. Asthma inhalers are kept in the child's class to be accessible at all times.

Should your child be ill at school we will contact you during the day. Please fill in the Pupil Information Sheet asking for telephone numbers and notify us immediately of any change of employment, address or telephone numbers. This form is updated annually and your co-operation is appreciated. **IT IS VITAL THAT THIS INFORMATION IS KEPT UP TO DATE.**

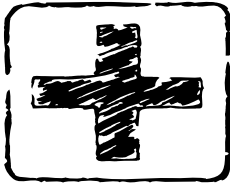
**HEADLICE**

Headlice are passed from person to person by head to head contact, regardless of age or how clean their hair is. Daily combing and weekly head checks on wet hair is essential to try to prevent infection. If headlice are found please inform the school who will advise other parents to be more vigilant, without breaking any confidences. Further information on headlice and details of the two methods of treatment currently recommended are available from the school office.

**INFECTIOUS DISEASES**

A copy of "Guidelines for Parents on Infectious Diseases" prepared by the local Healthcare Trust is kept in the school office. Please contact the school if you have any concerns.

**ACCIDENTS AND FIRST AID**



If a minor accident occurs in school our policy is that a “Ben Bunny” letter is sent home (see example below). If we feel that the accident is more serious we will contact parents directly by phone. **FOR THIS REASON IT IS ESSENTIAL THAT WE HAVE TWO UP TO DATE CONTACT NUMBERS.** Following any bumps to the head, a high visibility sticker is stuck to the child’s collar.

*South Gloucestershire Council*  
**LONGWELL GREEN PRIMARY SCHOOL**



INVESTOR IN PEOPLE

**Headteacher: Mr D.M. Sibley**

Ellacombe Road  
Longwell Green  
Bristol BS30 9BA

Tel:01454 866460  
Fax:01454 866462

E-mail:head@longwellgreenprimaryschool.co.uk

Date: .....

BEN BUNNY (By Ben Britton)



Dear Parent

Unfortunately your child .....  
had an accident at school .....  
.....  
Time ..... Place .....

The appropriate first aid was given and I feel that a satisfactory recovery has been made. However, please do consult your Doctor should you have any doubts about the injury.  
The accident was dealt with by .....

Yours sincerely

DM Sibley  
Headteacher

## **PHYSICAL EDUCATION AND HEALTH AND SAFETY**

The Health and Safety Officer has explicitly advised all schools that -

“The wearing of jewellery in PE, which includes the wearing of chains, watches, rings, earrings and necklaces is prohibited on grounds of safety. The only exception is in the case of recently pierced ears. In this case a stud earring can be worn provided the earring is completely covered (A plaster or similar being acceptable). The ear should have healed within about six weeks and after this time the earring must be removed. I trust that the above does clarify the position in this respect and would confirm that where pupils do not remove jewellery they are not allowed to take part in the activity.”

Parents can best support their children and school by keeping to these school guidelines.

- 1) Studs are not worn on the days when children have PE, games, swimming or take part in a sporting extra-curricular activity.
- 2) Ensuring that children are able to insert and remove studs by themselves. School staff are not allowed to do this for the children.

**Additionally the school cannot accept any liability for any lost jewellery - our advice is that jewellery of any sort is not worn in school.**

## **GUIDELINES FOR DEALING WITH CHILDREN IN SENSITIVE CIRCUMSTANCES**

In a primary school where pupils are aged from 4 to 11 there will inevitably be situations where children have to be changed following soiling or spillages.

1. The child should be treated sensitively and in private with two adults being present.
2. The child's teacher will always be informed.
3. A brief note using initials and date should be made in the back of the accident book e.g. child (use initials) soiled - changed (name of other adult/teacher) informed. Signed ..... Date .....
4. If in any doubt, please seek further advice from the Headteacher

## **INTERNET SAFETY**

We are very aware of the new dangers raised by the use of the internet. In school an adult always supervises children when they are accessing information via the internet. The service provider filters information, and staff are competent at monitoring the information accessed by pupils. Any inappropriate usage is dealt with immediately.

## **DEALING WITH BULLYING IN SCHOOL**

Every member of the school community should be able to feel secure. The concept of caring for each other is implicit in the school's values. The school's ethos is such that bullying in any form is regarded as unacceptable.

Positive messages are constantly emphasised and reinforced through the following: Class Golden Rules, School Assemblies, Personal, Social and Health Education, The Code of Behaviour, Home/School Agreement.

Many incidents described as ‘bullying’ are often to do with children falling out. However, any incident described as ‘bullying’ is dealt with as such and supportive strategies are used for a child who has been upset, and steps are taken to ensure no repeat of any inappropriate behaviour.

### **SAFEGUARDING OF CHILDREN** (for more information see the school website)

The school is committed to having an effective range of measures, used by all adults in the school, which ensures the safeguarding of all children. These measures include the following policies: Child Protection Policy, Safer Recruitment Policy, Whistleblowing Policy, Behaviour Policy, Health and Safety Policy and a Code of Conduct for all adults working with children.

### **DATA PROTECTION**

Information stored on children is kept for appropriate educational purposes only and confidentiality is ensured. Parents are entitled to see the school records kept on their child, but are not entitled to have access to information about another child.

### **NUTRITION AT SCHOOL**

#### **SCHOOL MEALS**

School meals are cooked on the premises daily, and are served following strict nutritional guidelines. They are therefore healthy and tasty! At present the cost is £1.55 per meal, which we believe is excellent value when compared with the costs of packed lunches. This money **must** be sent in to school in a sealed envelope **each Monday morning** (with the eldest child in the school). Cash or cheques (made payable to South Gloucestershire Council) are accepted. Suitable envelopes are available from the office.

**We have over 400 children with several having the same names so it is essential that all envelopes sent into school must be clearly marked with the child’s full name and class.**

#### **PACKED LUNCHES**

Children may bring a packed lunch. Please provide a suitable container clearly labelled with your child’s name. As part of the school’s healthy eating approach, we encourage a good mix of healthy foods and regularly advise parents about appropriate contents of packed lunches. Please do not send in glass bottles, cans, fizzy drinks or sweets, and please note that children are expected to bring all their waste back home with them at the end of the day. This helps you to monitor what your child is eating on a daily basis. Children are always encouraged to eat the ‘savoury’ part of their packed lunch first, leaving sweet things to later.

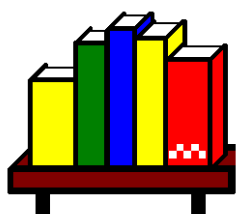
#### **TUCK**

We are fortunate that infant aged children received free daily fruit under the government scheme. We provide a tuck shop during the morning break for junior children at which they can buy a variety of fruit, at a cost of 15p per piece. Juniors can also bring in fruit from home if they wish. Only fruit can be eaten at morning break.

**SECTION 5**

**WHAT CHILDREN DO AT SCHOOL**

**THE CURRICULUM**



The ten subjects of the national curriculum (Maths, Science, English, Design and Technology, History, Geography, Technology, Physical Education, Music and Art) together with Religious Education are taught through a topic based approach. The topics are carefully planned on a two yearly cycle to ensure that things are carefully covered. Children within each year group follow the same topic each term. Children in Early Years Foundation Stage follow the guidance for the EYFS curriculum. Our intention is for the curriculum to be exciting, stimulating and challenging for all children, and one which helps prepare them for lifelong learning and the world of work.

**ASSESSMENT AND TRACKING PROGRESS**

As part of the curriculum, children are assessed regularly in a variety of subjects. Most of the time children will not be aware of this, although they do get to know about spelling tests etc. There are also national assessments that the children have at the end of Key Stage 1 and 2. Our approach to all assessment is to make it meaningful, in order to help children improve, but to avoid worrying children unduly. Following any assessment, we use the information to help us ‘track’ children’s progress so we know they are improving as they should.

National assessment results for year 6 in 2006, 2007 and 2008 are set out, as a percentage, below:

	2006			2007			2008		
	Level 4	Level 5	Level 4+	Level 4	Level 5	Level 4+	Level 4	Level 5	Level 4+
<b>ENGLISH</b>	46	39	85	37	53	90	55	36	91
<b>MATHS</b>	50	39	89	55	35	90	50	45	95
<b>SCIENCE</b>	43	48	91	50	48	98	38	62	100

**FRENCH AT LONGWELL GREEN**

We aim to foster enjoyment and enthusiasm for language learning in our children and have a whole school commitment to the teaching of French. An introduction to basic vocabulary, phrases and conversation is

given in Foundation stage and Key Stage One that is extended throughout Key Stage Two. This structured programme is based on participation in fun activities and experiences involving a wide range of resources. For the past four years we have enjoyed weekly visits from a native French teaching assistant and for the past two years we have welcomed French students here as part of their teacher training programme.

## GLOBAL EDUCATION

As well as learning a modern foreign language while at school, the children are also involved in other global work, either with our partner schools or through the curriculum, which aims to help prepare them for living in a multicultural world.



### OUR INTERNATIONAL PARTNER SCHOOLS

Escola Basica do 1 Cicclo Com Pre-Escolar Ribeiro Domingos Dias, Madeira, **Portugal**

Ecole La Pepiniere, Paris, **France**

8 Zakladni Skola, Kladno, **Czech Republic**

Benjamin Rabier School, Chateaurou, **France**

Kihuura Primary School, Masindi District, **Uganda**

George Schinas Primary School, Luga, **Malta**

CEIP Las Marinas, Roquetas de Mar, Almeria, **Spain**

### PERSONAL, SOCIAL AND HEALTH EDUCATION (P.S.H.E.) and SOCIAL AND EMOTIONAL ASPECTS OF LEARNING (S.E.A.L)

The school's approach is to integrate P.S.H.E. within the normal school curriculum and to invite external "experts" into school to discuss P.S.H.E. issues as appropriate, e.g. road safety, nutrition, sex education, "Stranger Danger" etc. The school also has a policy for Relationships and Sex Education entitled 'Healthy Relationships and Lifestyles' which ensures a whole school approach. Key features of our policy include:

- Promoting healthy relationships in conjunction with a healthy lifestyle
- Increasing the self-esteem of every child in the school so they are confident enough to make sensible personal decisions
- Teaching the children about sexual relations in the context of a loving partnership
- Providing correct and relevant information about puberty, sex and relationships
- Recognising and celebrating the diversity of family life
- Developing the partnership between home and school

Parents will always be informed in advance when their child will receive sensitive information as part of the 'Healthy Relationships and Lifestyles' Policy. Should parents not wish their child to participate in this aspect of the curriculum, they should discuss the matter with the Headteacher in order that all the issues relating to "opting out" may be explored.

S.E.A.L. runs through the whole school, used as part of the assembly programme, in class discussions and to support individual children. Teachers and teaching assistants have been trained to use it to help children overcome some of the emotional difficulties they face that might be affecting their learning in school.

## **RELIGIOUS EDUCATION**

We follow the statutory requirements which were set up for all schools in the country. In practice we draw heavily upon the South Gloucestershire Agreed Syllabus “Mystery and Meaning”.

The aims of our policy are:

- a) to educate the whole child in the sense of their physical, emotional, spiritual, moral and cultural education
- b) to enable children to understand the nature of religion and what it would mean to take religion seriously through an understanding of explicit religious beliefs and practices and a reflection on spirituality (inner feelings, experiences, thoughts and curiosity)

This will take place through:

- a) making time for a worthwhile study of Religious Education in relation to the other subjects of the curriculum
- b) including Religious Education, where appropriate, within our topic cycle
- c) making specific provision for the study of religious festivals and areas of the syllabus not otherwise covered
- d) being aware of, and including for, the study of the other great religions apart from Christianity

## **COLLECTIVE WORSHIP**

The law states that there should be collective workshop held daily in some form and that it should be “wholly or mainly of a broadly Christian character”. The structure of the schools timetable and pattern of assemblies meets this need.

The Standing Advisory Committee for Religious Education (SACRE) states “Collective Worship should be a valid educational experience” which should include opportunities for children to express themselves through drama, music and meditation in worship thereby enabling them to understand that God is an active participator in their lives.

The schools aim is to provide such a variety of experience through the following approaches:

- 1) teaching in whole school and class groups
- 2) thematic and specific studies
- 3) linking religious themes to the schools’ personal and social education programme

## **CHILDREN’S INVOLVEMENT IN THEIR SCHOOL COMMUNITY**

We encourage children to be active members of their school community and they can do this in a number of ways:

**The School Council:** each year children are elected from each class to join the school council. The School Council then meets regularly to discuss some of the issues that might be affecting children, or to agree on how to spend money on playtime equipment.

**Healthy eating and eco team:** this team is made up of children who volunteer to join because they want to support the school in trying to improve healthy eating and to help the school achieve the Eco-school awards.

**Bike Users Group:** this group is made up of children who regularly cycle to school. They help to promote cycling as a way of travelling to school.

## **PLAY**

The school views play as a crucial element in children's learning, and as a way of developing their social skills. As part of their daily playtimes, children are encouraged to explore many different activities, interact with a variety of children and develop the capacity to make sensible choices in a 'freer' setting.

## **WIDER COMMUNITY INVOLVEMENT**

The children in the school have many opportunities to get involved with activities out of school, such as sporting activities, performances and visits to local businesses.

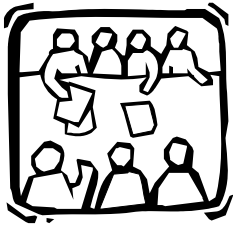


**SECTION 6**

**WORKING WITH PARENTS AND EXTENDED SERVICES**

**WORKING TOGETHER WITH PARENTS**

**FRIENDS OF LONGWELL GREEN SCHOOL (FOLG)  
(formerly PTA)**



This is a wonderfully supportive and enthusiastic group that organises a range of social and fundraising events throughout the year. In recent years the FOLG have supported the purchase of interactive whiteboards for each classroom, built an outdoor “trim-trail”, purchased CD and Cassette players for each classroom as well as an extensive range of games etc for use by the children during wet playtime. The FOLG also contribute annually towards school visits and fund Christmas parties and other activities within the school. The FOLG is run by a representative committee of parents, staff and other members of the local community, all parents automatically become members. The major fund-raising events include: Summer Fayre (June), Festive Fayre (November). The current Chair is Mr Chris Pring who can be contacted through the school office

**PARENT HELPERS**

One of the great strengths of our school is gained through the support parents give. This happens in all sorts of ways throughout the year. A large number of parents are able to commit themselves to helping in a classroom on a regular basis and are most welcome.

We find that parents have many skills which can be used to benefit our pupils. In practice we find the majority of children appreciate Mums and Dads working in a nearby class. Obviously we expect common sense, a caring attitude and confidentiality and our parents respect the nature of their help under the guidance of the class teacher. The system does work well and parents, staff and most importantly, children, all gain hugely. Please let your child’s class teacher know if you could offer help in this way.

**HOMEWORK**



There are many occasions when we expect children to undertake homework. Information regarding the specific times and amounts are available from your child’s class teacher. We look to parents to encourage

and support their child doing homework by taking an interest in the work they are doing. The occasions when work at home is encouraged are summarised below:

1. We look to parents to encourage and support their child by taking an interest in the work they are doing.
2. All children are actively encouraged to learn at home.  
This will include
  - hearing children read
  - helping children memorise spellings
  - supporting children in their learning of tables
  - sharing books
3. Where children have Individual Education Plans working at home is an integral feature of supporting future developments.
4. Year Six children have a more formalised homework regime as a preparation for transfer to secondary school and for their final assessments.

### **PARENTS MEETINGS WITH CLASS TEACHERS**

Our policy is that you should have the opportunity to meet formally with your child's teacher two times a year.

The pattern of meeting with teachers is as follows :

<b>September</b>	<b>An introductory meeting</b> to enable parents to learn about the class organisation and the year's programmes of study.
<b>October</b>	<b>Individual appointments</b> with your child's teacher
<b>February/March</b>	<b>Individual appointments</b> with your child's teacher
<b>June/July</b>	Any matters that arise from your child's <b>written report</b> may be discussed with the teacher.

In addition we hold curriculum evenings, with an open invitation to all parents to learn about a relevant curriculum matter.

The school operates an open door policy to discuss any matters relating to school life. This means parents are welcome to contact either the Headteacher or your child's teacher at any time. Should the school have a concern with your child you will be contacted.

### **WRITTEN REPORT**

A written report outlining your child's progress over the academic year is provided towards the end of the Summer term, along with details of end of Key Stage assessment results in year 2 and year 6.

## ***EXTENDED SERVICES***

The school provides a range of extended services to help support children and their families.

### **BREAKFAST CLUB**

This is open every day and is open to all children of the school from 7.45 to 8.45. The club cost £1.25 per day per child (reduced to 50p from 8.30), and there is a good variety of food served from 50p. Parents and carers are welcome too!

### **TRAVEL PLAN**

The school works alongside the local community to help reduce traffic congestion along local roads, and as part of this we encourage children to cycle to start.

### **PARENT SUPPORT ADVISOR (BARNARDOS)**

We are able to call on the Barnardos charity to support families who may be going through a difficult time. The service is confidential and helps in ways that extend what the school would normally be able to do.

### **SCHOOL BASED PARENT MENTOR**

The school employs a member of staff who helps to organise the parents resource base and who provides a point of contact for parents who may require a bit of guidance on matters such as cooking, parenting skills etc

### **MEDICAL LIAISON TEACHING ASSISTANT**

The school employs a member of staff to oversee children's medical needs and conditions. She is available to meet and support parents and advise with procedures regarding medication. She liaises with other professional practitioners and over sees individual care plans where appropriate. She also supports the healthy lifestyle programme in school.

### **EXTRA-CURRICULAR ACTIVITIES**



These are intended for the older children in school and feature a range of music, drama language and sporting activities. The details vary each term and parents are notified separately as to the timing and specific arrangements. In the last academic year children have been able to participate in drama, football, tennis, cricket, Morris dancing, gymnastics, Tae Kwon Do and chess.

**WE HOPE YOU HAVE FOUND THIS PROSPECTUS HELPFUL-  
ANY FEEDBACK WOULD BE WELCOME**

