



Prospectus 2011-2012



'Learning Together We Can Achieve Great Things.'

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'Learning Together We Can Achieve Great Things.'

Welcome to Courtney Primary

Courtney Primary
Courtney Road
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Bristol
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Telephone
Fax
Email
Website
Headteacher

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01454 866674
courtneyprimary.school@southglos.gov.uk
www.courtneyprimarieschool.co.uk
Mr K Ledbury, B.A. (Hons), P.G.Dip.Ed., N.P.Q.H.

Dear Parents and Carers,

Welcome to Courtney Primary

This booklet aims to answer any questions that you may have about how our school is organised and also help you understand more about life at Courtney. A successful time at primary school is absolutely key to every child's future development and we look forward to sharing this period of your child's life with you.

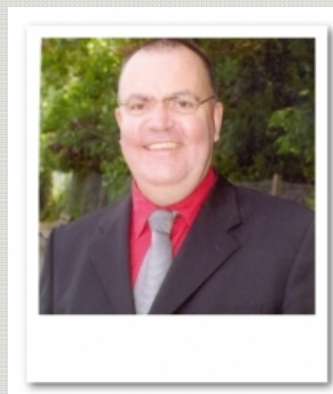
We pride ourselves in providing an interesting and varied curriculum for your child, one which not only prepares them for moving on to the secondary phase of their learning, but also gives them the knowledge and skills to be an enthusiastic learner for the rest of their lives. We are extremely fortunate that we can now do this in an outstanding, purpose-built 21st century school building, which is complemented by some very beautiful grounds.

We hope that your child and you will be enabled to contribute to the life of the school and take part in and enjoy the many opportunities offered here.

We hope that your association with the school will be a long and very happy one.

Yours sincerely

*Keith Ledbury
Headteacher*





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Introduction from the School Council

Dear Parents

We like to come to school to learn lots of different things, like Maths, DT, cooking, PE, ICT and lots of different subjects. There is always someone there to help and support us when we need it.

Outside of the classroom we do all kinds of lovely things, such as school trips, which people really enjoy. The trips that we enjoyed the most were residential trips to the Isle of Wight and Heatree and day trips to the SS Great Britain and Court Farm. We can do music lessons and we have taken part in many sports activities.

We are the voice of the school for the children, making decisions about what we would like to do. We have someone to do each of the jobs and these people are representatives of each class. We are proud of the 'Tinsel Day' and the 'K Factor' which was a talent show to raise money for charities. We are proud of all the work we have done to help children in our community, the wider community and the world. "We are children caring for children"! This year we have organised a litter picking scheme, which was so successful there is no more litter! We have recently applied for the House of Commons 'Speaker's Awards' and we are hoping we have done well.

We enjoy coming to Courtney and we hope that your children do too.

The School Council

Josh and Jessica, Y2

'We are proud to be a member of Courtney School Council because of all the good things we do to help other children.'

Isaac and Macey, Y4

'It's great and it helps the school, we have raised money for a lot of charities, also we have lots of ideas.'





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ESSENTIAL INFORMATION 2011-2012

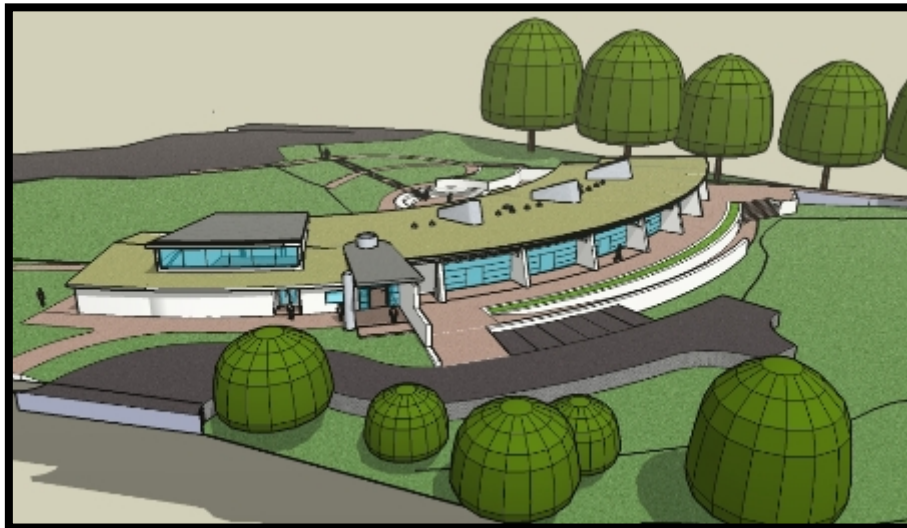
Address:	Courtney Primary School Courtney Road Kingswood South Glos BS15 9RD
Tel:	01454 866670
Fax:	01454 866674
E mail	courtneyprimary.school@southglos.gov.uk
Website	www.courtneyprimaryschool.co.uk
Local Authority Address:	South Glos Council Department for Children and Young People PO Box 2082 Council Offices Castle Street Thornbury BS35 9BQ
Headteacher:	Mr Keith Ledbury
Deputy Headteacher:	Mrs Theresa Gee
Chair of Governors:	Mrs Pat Apps
Education Welfare Officer	Ms Sarah du Toit
School Nurse	Mrs Jo Jefferson
Teaching Staff	Miss G Cross Mrs F Florendine Mrs T Gee Mrs R Phillips Mr J Cant Miss R Slee Miss L Brown Mr J Leeming Mrs J Castle
Higher Level Teaching Assistant	Mrs S Matthews
Teaching Assistants	Mrs Neal Mrs Phillips Mrs Bacon Mrs Reardon
School Secretary	Mrs G Mitchell
Clerical Assistant	Mrs L Belton
Site Manager	Mr G Smith
Kitchen Manageress	Mrs J Godwin
Lunchbreak Supervisors	Mrs L Young Mrs G Harman Mrs K Haley Mrs D Smith Mrs V Woods Mrs J Searle Mrs J Radford
Cleaning Staff	Mrs D Blanning Mrs S Ferris



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List of Governors: Chair of Governors - Mrs Pat Apps

Headteacher	Mr K Ledbury
Local Authority	Mrs P Apps, 32 Coombes Way, North Common Mr R Coales, 5 The Croft, Oldland Comon
Parent Governors	Mrs J White, 36 Bellevue Road, Kingswood Mr M Abbott, 24 Staverton Way, Kingswood Mrs T Wooldridge, 2 Foxcote, Kingswood Mrs J Hinchliffe, 13 Russell Avenue, Kingswood
Community Governors	Mr D Evans, 8 Fawkes Close, Kingswood Ms L Wheller, 3 Walnut Crescent, Kingswood Mr M Florendine, c/o Courtney Primary
Teacher Governor	Mr J Cant, c/o Courtney Primary School
Non Teaching Staff Governor	Mrs K Bacon, c/o Courtney Primary School
Clerk to Governors	Ms Sabrina Hall





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OUR SCHOOL

Aims of the School

The school is committed to promoting high standards of achievement and learning for life by working with all pupils to ensure that each child:

- Develops the knowledge, skills and attitudes that prepares them for life in a changing, diverse world.
- Develops an enquiring mind through a spirit of enthusiasm for learning.
- Believes in their own self-worth and their ability to succeed.
- Realises their potential in all areas of the curriculum.
- Is aware of, and uses, their individual talents and creativity.
- Is able to be an active participant in their own learning.
- Can extend their individual skills of reflection to work out problems.
- Has a sense of responsibility for their behaviour and its effect on others.
- Is able to work independently or in co-operation with others.
- Develops an appreciation of, and a sense of responsibility for, the school and the local and wider communities.

In pursuit of these aims the school is committed to providing:

- A broad, balanced and challenging curriculum.
- An orderly yet stimulating learning environment.
- Structured teaching with differentiated learning opportunities.
- An appropriate range of resources for learning.
- Quality assessment of pupils' performance across the curriculum.
- An ethos of support, challenge and encouragement to succeed.
- Learning partnerships involving school, home and the wider community.
- An enriching programme of extra-curricular activities and visits.

The school demonstrates its commitment to working as a learning community by:

- Striving for continuous improvement in all areas.
- Working collaboratively towards common goals.
- Providing opportunities for the professional development of its staff.

Mission Statement

'Learning Together We Can Achieve Great Things' is our mission statement and sums up all that we try to do as a school. It emphasises the fact that we believe your child's education to be a partnership and that we are concerned with life-long learning in academic, social and practical contexts.

Role of School Council

Courtney Primary recognises the importance of the 'pupil voice' involving the 'people who count' effectively in the development of the school.

The school has a democratically elected School Council which meets monthly. The pupils set the agenda, chair the meeting, type up the minutes and decide what actions need to be taken.

In recent years the School Council has been involved in the design of the new school and grounds, has introduced new items in the 'Healthy Tuck Shop,' introduced class pets into school and put on a talent show called the 'K Factor'

They have a great deal more planned for the future!

Ofsted Inspections and Achievements

The school achieved success in the most recent Ofsted inspection (September 2008) with many 'good' features and 'outstanding' for the extent to which our learners adopt healthy lifestyles. We also had a P.E. Subject Inspection in February 2007 where the subject was rated as 'good with outstanding features' and more recently an R.E. Subject Inspection, where the subject was also rated as 'good with outstanding features'.

Courtney achieved 'Healthy Schools' status in 2008 and holds the Active Mark for Sports.



Healthy School



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Our biggest cause for celebration in recent years has been the building of a modern, 21st century school, which makes the most of the stunning views and landscape that are part of this area of Kingswood.

The school recognises the needs of the wider community and is committed to providing opportunities for life long learning. We have very close links with Courtney Ladybirds Pre-School, which will be re-housed next to Courtney in October 2011, and we provide a range of extra curricular activities, including art, cookery, knitting, pottery and a whole range of sports activities.

The school makes full use of grants available for improvements to support learning and continues to improve its facilities and programmes to enhance and enrich the curriculum.

School History

Courtney Primary School opened in 1971. This was in a former secondary school building, which had previously been Woodstock Secondary School for Boys. We moved into our lovely, modern, state of the art building in September 2010. We will be joined by Courtney Ladybirds, who had formerly been on the school site, in October 2011.

Accommodation

We are very proud of our new school building. It arcs around a number of mature trees, which form the focal point from the hall and resource area windows, and a large amphitheatre mirroring the curved building has been formed to the rear of the school, providing playing space that can also be used for performances.

All seven classrooms are located on the outside of the curve with glazed walls taking full advantage of the views to the Cotswolds. Each classroom also has its own terrace for outdoor teaching. Additionally, the Foundation Stage has an extended play area, underneath a canopy, which allows for all-weather outdoor learning. This includes a very popular play fort and sand pit.

Outside there are informal play and social areas, slides, a scooter play track and a fabulous pond!

To provide a sustainable building, there is a green roof to reduce rainwater runoff, enhance site ecology and provide insulation, a ground source heat pump, low water use fittings and sustainable urban drainage systems.

Organisation

Children spend seven years in their primary school and each age group is classified as follows:

Age	Year
4-5 years old	Foundation Stage (YR)
5-6 years old	Year 1 (Y1)
6-7 years old	Year 2 (Y2)
7-8 years old	Year 3 (Y3)
8-9 years old	Year 4 (Y4)
9-10 years old	Year 5 (Y5)
10-11 years old	Year 6 (Y6)

Children are generally taught in one class with children from the same year group. Within this class all pupils are taught individually, as a group, or a whole class, but always according to their needs and abilities. Class Teachers work well together to make sure that there is continuity and progression as the children move up through the school.

We are also fortunate to have an excellent team of Teaching Assistants, who offer general learning support and also work with smaller groups of children or statemented pupils to enhance their learning.

All children between the ages of 5 and 11 study the National Curriculum and the school has incorporated this into its own curriculum, which we deem relevant for the children that we have in our care. The Reception children follow the Early Years Foundation Stage Curriculum. This underpins all future learning by supporting, fostering and promoting children's development. In Years 1 and 2 the children follow the Key Stage 1 Programmes of Study and from Years 3 to 6 follow the Key Stage 2 Programmes of Study.





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PARENTS IN PARTNERSHIP

We welcome parents and carers into Courtney Primary School and believe that we are partners in the education of your children. A good working relationship between parents and school is vitally important in achieving the best for your child. If you have any concerns about your child, never be afraid to get in touch. We will do our best to help you. The first point of contact for this may be your child's Class Teacher. Alternatively Mrs Matthews, our Family Link Leader, will also help you.

There are many opportunities for parents to become involved into the life of the school, and to gain a greater understanding of its work. Parents' time and expertise can be used in many ways and is greatly valued. Police checks are carried out on all adults helping in school.

If you are ever able to help, especially on a regular basis, please contact your child's teacher. This goes for Grandparents as well, as our very successful knitting club goes to show!



Communication with Parents/Carers

The school communicates with parents/carers in various ways: through newsletters, questionnaires, parent-teacher interviews and informal evenings. Information is regularly updated on our School Website: www.courtneyprimaryschool.co.uk. We contact parents through a variety of methods: in person, on the phone, by email or text message. Parents/carers are invited to a range of events: assemblies; Parents' Evenings; open evenings; Sports Days; art exhibitions and Coffee Mornings.

The school has a Home School Agreement which outlines an agreed commitment between parents, pupils and staff which parents sign on starting the school and again on starting Key Stage 2.

Courtney Parents Teachers Association (PTA)

The PTA exists to promote good relationships between home and school. It is made up of parents, staff and governors of the school. It has also, through a variety of fund raising events, provided an impressive range of books, equipment and improvements for the school. Recently, the PTA has organised family discos, Christmas and Summer Fairs.

The PTA holds regular meetings in school and if you are interested in attending or becoming a Committee Member please contact the Chairperson or Mrs. Matthews, Family Link Leader and member of the PTA, at school.

The PTA needs the support of parents to ensure it is able to continue to enrich the lives of your children. You can play a part in three ways:

- Become a Committee Member
- Support and attend PTA events
- Volunteer to help at an event

Many hands do make light work!

Parents Committees

As we entered the new school building, we established a Parents Committee in the Reception Class, which serves to encourage the parents of the children in that class to work together in the interests of their children e.g. organising a Cake Sale or a Plant Sale that raises funds towards the cost of a Class Trip. The Parents Committee will stay with the class of children through their seven years at Courtney.

Governors

The School's Governing Body comprises of a group of individuals from a variety of backgrounds, who are elected, nominated or co-opted and are representative of parents and staff, the Local Authority and the local community. School Governors work with the Headteacher and are responsible for setting the strategic direction of the school. Meetings are held termly and Governors Committees meet in addition to main body meetings. There are often opportunities to become a Governor, so see the Headteacher or Chair of Governors to find out about any vacancies and to ask for a Governor's Information Pack.

The present members of the Governing Body are listed at the front of this prospectus.



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JOINING THE SCHOOL

If you would like a school place for your child to start in our Reception Class then you must apply to South Gloucestershire Council. A booklet setting out the admissions criteria for each school, together with an application form is available from the school and from the council, or can be viewed at www.southglos.gov.uk (type 'Schools Admissions' into the search function.) Applications must be returned to the council, in person, by post or electronically, by the closing date each year.

We warmly encourage any parent interested in a school place to make an appointment to visit.

For parents/carers of children seeking to join the school in years other than Reception, please contact the Headteacher. The application will still be sent to the council but the Headteacher will be able to advise you what places are available. The School Admission Policy (developed with guidance from the LA) is available on request.

Appeals

Every effort is made to make a place available for your child in our school. However, schools have a limit on the number of children they can take. This figure is set by the LA and agreed with the School Governors and Headteacher. At the time of writing this is 30 children per year group. If the number of children wanting a place is below this figure, all will be admitted. There may, however, come a point when there are too many children of that year group for them all to be given a place. If this should happen, priority will be given to children according to a list of carefully agreed criteria, which are published in the Admissions Policy.

If a place is not available on application you have the right to put your case to an Admissions Appeal Panel. An independent panel will hear your case. It has the power to override the decisions of the LA in some circumstances.

If you need further information concerning admissions please use the following:

The Children & Young People Information Service on: 01454 868008 or email: cis@southglos.gov.uk

Starting School for the first time

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding.

In the term prior to their entry, pupils will be invited into school for visits. This will help them become familiar with the surroundings and routines of school. During this period, there will be a meeting for parents/carers to discuss our partnership with you and talk about any worries you might have.

Pupils will be admitted to Courtney Primary in the September of the year in which they are five. Initially the children will attend part time, building up to full time by October. Parents/carers must not feel that their child should stay at school for longer hours than they can manage. A happy start is important for a successful school career.

The Early Years Foundation Stage curriculum is grounded in active learning. Through practical activities, purposeful play and talk, pupils develop an understanding of the world and the basic concepts they will need for their later learning. Parents/carers can play a major role in fostering good attitudes to learning, developing language skills and promoting good behaviour. The Early Years Foundation Stage curriculum develops children's personal, social and emotional well-being; promotes positive attitudes and dispositions towards their learning; provides opportunities to develop social skills as well as developing language and communication, reading and writing, maths, knowledge and understanding of the world and physical and creative development.





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Joining the school later on

Sometimes children join the school when the term has started or later on in their school life. We make every effort to make sure that they are welcomed, looked after, and monitored so that they quickly make friends and can find their way around the school. Teachers give pupils time to settle in before making an assessment of their academic ability. This assessment, together with records from the previous school will enable your child to have the best start in our school. Parents/ carers are asked to contact the school if their child has a problem settling. We promote a strong partnership with parents.

Moving on – transfer to secondary school

The vast majority of children go on to two mixed comprehensive schools (11-16), in the local area, The Grange and Kingsfield. Other schools on transfer have included Hanham High, John Cabot Academy, Brunel Academy, Mangotsfield and Oldfield Girls, among others. There is close liaison between Courtney teaching staff and the secondary schools. Each year, in July, Y6 children are able to spend a day at their secondary school working with secondary teachers, meeting new friends and getting to know their new school. There are other opportunities for the children to work with the secondary schools throughout their time at Courtney, for example, Gifted and Talented Workshops, Sports Festivals, Musical Events, both here at school and off site. These are seen as very positive experiences, ensuring a smooth transfer.





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GENERAL INFORMATION

School Office Hours

8:15am-4:00pm

School Hours

Reception, Year 1 and Year 2

Morning 8.50 -12.15

Afternoon 1.15 - 3.15

Year 3, Year 4, Year 5 and Year 6

Morning 8.55 -12.15

Afternoon 1.15 - 3.20

Pupils are asked to arrive at school between 8:30 and 8:45. We are not legally responsible for your children before then.

All pupils are registered in the morning and afternoon. Please make sure your child arrives at school on time. This is very important because good habits need to be established early and we want all children to start the day well.

The Infants and Juniors have a 20 minute break in the morning and the Infants have an optional 10 minute break in the afternoon.

The total teaching hours for the Infants is 22.5 hours and the Juniors 24 hours per week.

Attendance

We expect children to come to school every day. Children who are often away from school are put at a huge disadvantage educationally.

The school must collect and report details of absences by law, so these are monitored closely. Lateness is also monitored. Attendance is a performance indicator and figures for the year 2010-11 (Terms 1-5) were; 94.8% attendance, 4.0% authorised absence and 1.2% unauthorised absence.

Absences

If your child is absent through sickness or any unavoidable cause, please inform the school by telephone in the first instance. This absence constitutes an authorised absence. A note will be required from you on the child's return. The office will text/call you on the first day of absence for monitoring purposes.

Leave of Absence Requests

The school will not authorise any leave of absence unless there are exceptional circumstances. If you feel that there is an exceptional reason for you to take your child out of school in term time, you will need to write to the Headteacher to explain it and a decision will then be made. Where there are exceptional circumstances, the leave of absence may be granted. If not, and the leave of absence is still taken, it will be recorded as an unauthorised absence and may result in further action being taken.

School Uniform

What a child wears to school reflects his/her attitude to learning. It portrays the school's ethos and share positive values. We have a very simple uniform that the pupils are encouraged to wear.

Yellow polo shirt

Royal blue fleece/sweatshirt/ cardigan

Grey trousers or skirt

Grey/white socks

Sensible black school shoes (Not sports shoes or trainers)

Sensible sandals (no flip flops, crocs or strappy sandals)

Blue and white or yellow and white summer dress

For Reception and Y1 a spare pair of wellies

Polo shirts, royal blue sweatshirts and polar fleeces with the School badge embroidered on the front can be obtained through the school. As well as brand new items, the school also makes provision for parents to purchase "nearly new" school uniform.

Brightly coloured clothes, which are more appropriate in a leisure setting, are discouraged. The children are encouraged to appreciate the difference between clothes appropriate for school and those for leisure. Clothes which reflect trends in fashion are not acceptable, including high heeled shoes.

It is also useful to have a painting shirt in school. This can simply be made from a man's old shirt, with some elastic sewn around the sleeves. It is useful to have a hanging loop in this as well.

PE and Games Kit

It is important for pupils to wear correct clothing for physical activities.



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Children will require:

- White t-shirt, black shorts, daps
- Tracksuits or sweatshirts can be worn for winter months.

This should be kept in a large, named bag on your child's peg. A dap bag with the school logo on can be purchased from school. This should be taken home from school and washed on a regular basis.

Children in Key Stage 2 will also require a swimming kit, comprising of:

- costume (no bikinis) for girls
- swimming trunks (no shorts) for boys
- a towel and a brush for hair

For Health and Safety reasons jewellery must not be worn for sporting activities and long hair should be tied back. If earrings have to be left in (e.g. the child's ears have been recently pierced or the child is unable to take them out themselves) then earrings are taped over.

Jewellery

The only items that are considered appropriate for school are watches, and studs worn in pierced ears. The school does not approve of either jewellery or cosmetics. Please note that staff are not allowed to remove or look after jewellery for children. The safest place is at home.

Lost Property

Every term, a large number of items of clothing accumulates as 'lost property'. Endeavours to find the owners of these are made, but it is often difficult to identify items that are not labelled. We advise parents most strongly to ensure that all items that your child wears or brings to school are clearly labelled with his/her name.

If your child has lost something then please check their classroom first then check with the School Office.

School Meals

The school runs its own very successful meals service. The meals offered are nutritious and fresh produce is used. The menus are posted in advance as a three week rolling cycle and cater for all dietary requirements.

The current price of a school meal is £1.70. Payment for meals can be made by cash or

cheque. Money should be paid at the beginning of the week. Cheques should be made payable to 'South Glos Council' Please send the correct amount in a sealed envelope with your child's name and year group on to the Class Teacher. If your child is absent, a credit will be made. If you think your child is eligible for free school meals, please collect a form from the School Office.

Packed Lunches

Children who do not have a school meal may either go home for lunch or bring a packed lunch. Please ensure that packed lunches are brought to school in a secure container labelled with your child's name, and with appropriate food hygiene precautions taken, e.g. ice pack. If your child brings a pudding/yoghurt, a teaspoon needs to be included in their lunch box. Water is available, but you may like to supply a drink. We prefer drinks to be brought to school in plastic flasks or bottles or other safe containers. In the interest of health and safety, we would ask that children do not bring cans or glass bottles. As we are a 'healthy school' please supply your child an appropriate healthy lunch. They should not bring fizzy drinks, chocolate, crisps or sweets.

If your child forgets his or her packed lunch we will try and contact you. If we are unable to do so we will provide a school lunch and ask you to reimburse us later.

Water Policy

At Courtney Primary School we understand the need for children to drink water regularly throughout the day. Children to leave a named plastic drinking bottle in class which is dishwasher proof (you can order a drinking bottle from the School Office). Drinking water is available in every classroom and water fountains are available throughout the day and at break times.

Milk

Milk is only presently provided free of charge to children under the age of 5 as part of an EEC agreement. This provision terminates on the child's 5th birthday.

Break Time Snacks

You may like your child to have a mid-morning snack. We welcome fruit and vegetables or a healthy cereal bar, but we ask you not to send your child with sweets, chocolate crisps or gum. The School Kitchen runs a tuck shop where children can purchase fruit, toast, toasted teacakes, bread and fruit drinks and is open every



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day. Please respect our policy on healthy eating and dental care!

Additionally, KS1 are provided with a piece of fruit every day free of charge, through the Government's School Fruit and Vegetable Scheme. The fruit is fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables. The scheme is voluntary and, although there is no obligation to take part, we hope you can see the many benefits. If you do not want your child to participate in the scheme then just let us know.

KS2 children are not eligible for the scheme but can purchase fruit and vegetables on a termly basis. Please ask in the School Office for a form should you like your child to have fruit.

Head Lice

Head Lice can be a real problem in schools. Cases of head lice should be reported to the Class Teacher. Advice on treatment is available from the School Office if necessary. Please note that the school is not responsible for treatment. The Health Authority clearly places responsibility with parents. However, we do endeavour to keep parents/ carers informed by text/letter if there is an outbreak.

Returning to school after illness

Children returning to school after illness should clearly be fit to do so and free from infection. Please err on the side of caution when making a decision about your child returning to school. In the cases of sickness and diarrhoea, children should not return to school until 48 hours after the last bout. Children should be fit to participate in all school activities including outdoor games and playtime. Injury, asthma, respiratory complaints or circulation difficulties are of course exceptions. If in doubt the school is happy to advise.

First Aid

Simple first aid is given at school when necessary. If an accident needs hospital attention we will make every effort to contact you first. Please ensure information from you is up-to-date so that you can be contacted. There are a number of trained staff who are first-aiders in school.

Medicines

If your child needs prescribed medication during the day, you will need to complete a request to

administer medication form which you can get from the school office.

If your child is asthmatic please ensure that they have an up to date inhaler in school. If your child has a short or long term medical need which requires day to day support or even emergency action, you will have to complete a Health Care Plan, available from the School Office.

Sun Protection

During warm summer months all children should have a named sunhat in school which they will be encouraged to wear when playing outside. Wide brimmed hats or those which cover the neck are ideal. We would also ask that you apply a long lasting sunscreen before school in sunny weather.

Emergency Contact Information

Please ensure that your contact details are correct, especially mobile phone numbers, and that the school is told about any health matters, especially allergies, relating to your child.

Dogs

Please do not bring dogs onto the school premises, tie them to school fences or allow them to obstruct the pavement where children walk. No matter how gentle your animal is, children can be easily scared. Please don't allow your dog to foul pavements on the route to school. Bag it and bin it!

Smoking

In accordance with the non-smoking law that came into effect on 1st July 2007, no smoking is permitted in the school and school grounds. There is an appliance on the Gages Road gate for stubbing out your cigarettes and we are going to ensure we also get one for the Courtney Road gate.

Road Safety

As we are a healthy school, we actively encourage children to walk to school.

We would ask parents to ensure that their child crosses under the School Crossing Patrol Officer's supervision on Courtney Road which operates from 8.30 am to 8.55 am and 3.10 pm to 3.40 pm at the end of school. The School Crossing Patrol does not operate at lunchtimes. Children must use the pedestrian entrances.



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Motorists MUST NOT PARK on the zig-zag lines outside the school at any time, but especially when delivering or collecting children. This includes the coach bay. The lines have been specifically painted on the road to improve vision around the entrances where the safety of children is particularly important. A 20 mph speed restriction zone is in operation on Courtney Road when the School Crossing Patrol is in operation.



Security

A security fence surrounds the main buildings and playground.

After registration, the gates are locked and are not re-opened until 3 pm. During this period entry is only through the pedestrian gate in Courtney Road.

Parents wishing to access the school during the closed period should use the Courtney Road pedestrian gate leading to the Main Reception.

The system prevents unknown persons from accessing the children's areas in school time and prevents young children from running out on to the road.

Fire Drill

A Fire Drill is practised each Term.

Dangerous Toys

Children are not allowed to bring knives or any dangerous toys or equipment to school.

Mobile 'Phones

Mobile phones **must not** be brought to school by children. Very occasionally there may be circumstances where a child may bring one (e.g. e safety lessons around use of text messages in Y6) and you will be informed of this.

Movement in School

Children must walk when inside the buildings. Please be considerate when bringing pushchairs into the building that they do not block walk ways.

Money

Please ensure that all monies sent to school are in a sealed envelope marked with your child's name, amount and the purpose of the money.

Complaints

Any complaints about school matters should be brought to the attention of the relevant staff and/or the Headteacher in the first instance. If you still feel the need to pursue the matter further, then you should follow the steps in our Complaints Policy.

A copy of the Complaints Policy is available from the School Office if required.



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CURRICULUM

The school's Curriculum combines high standards with a broad and rich curriculum.

Great emphasis is placed on planning the curriculum so that there is continuity and progression, challenge and pace, as well as meaningful links between subjects.

A major part of the school's curriculum is the National Curriculum which consists of:

CORE SUBJECTS: English, Mathematics and Religious Education

FOUNDATION SUBJECTS: Science, History, Geography, Information and Communications Technology (ICT), Design and Technology, Art, Music, Physical Education (PE) and Modern Foreign Languages (MFL)

Although it is not compulsory, we also include Personal, Social and Health Education (PSHE) as a fundamental foundation for our curriculum. Even though teaching a Modern Foreign Language is no longer mandatory, we still also teach French as part of our curriculum.

Literacy

A renewed Framework for teaching Literacy was introduced in 2007, Literacy includes Speaking and Listening, Reading and Writing. English is an integral part of the whole school curriculum. All children will have a daily Literacy lesson.

Speaking and Listening

Talking is fundamental to a pupil's learning. Pupils are encouraged and helped to talk clearly, confidently and with expression in order to communicate ideas and feelings. Similarly, and just as importantly, is the need to listen to others and respond appropriately. All children are provided with opportunities across the curriculum to develop skills in speaking and listening.

Reading

One of the greatest gifts we can give a child is the ability to read. We believe that reading should be an enjoyable activity, and our approach to reading is based on this. At Key Stage 1 there is great emphasis on the teaching of phonics (sounds) and reading. We follow a very structured phonics programme called 'Letters and Sounds.' At Key Stage 2 we extend and develop each child's reading skills. We aim to develop a love of reading and therefore encourage our pupils to take books home and share them with you. The

children are never too old to do this! As a school, we are continually trying new reading material, matched to the wide interests and abilities of the children. Children need to be able to read with understanding, for pleasure and for information. Pupils' reading is structured in Key Stage 1 and pupils are helped and guided towards suitable reading material. As the pupils go through the school, they are given more responsibility for this choice in reading. All classrooms have their own reading areas.

Writing

Pupils are helped to develop the ability to express their thoughts and ideas and communication skills through the written word. Every attempt is made to ensure that pupils develop a command of basic English which includes punctuation, spelling and grammar. We provide a host of opportunities for the children to write in real life context, using the local and wider community wherever possible. Correct letter formation is encouraged through our structured 'Penpals' Handwriting Scheme.



Mathematics

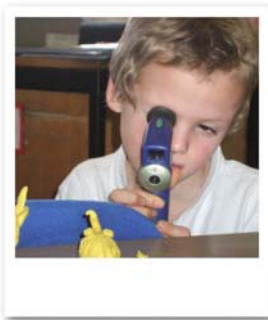
The National Numeracy Strategy was implemented in September 1999 followed by the New Framework in 2007, which we are currently following. All pupils receive a daily Maths lesson. Various Maths schemes are used to supplement and support the Numeracy framework. The framework provides continuity and progression throughout the school. We have a very detailed Calculation Policy which provides a very logical progression in calculation skills and this can be seen on request. Maths at Courtney Primary is taught in a number of ways, but much of the work is related to and supported by practical activities in order to develop a sound basic knowledge and understanding in calculation, measurement, shape and data handling. We hope to develop pupils' confidence and enthusiasm and their ability to apply mathematical skills and knowledge to the world around them.



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Science

We encourage an enquiring mind, an understanding of the world around us and aim to develop the pupils' scientific skills through first-hand experiences. Lessons are presented in a practical, relevant context. Pupils solve problems by making close observations, planning, predicting, fair testing and recording their findings in a systematic way. We hope also to foster responsible attitudes towards the environment and all living things. We follow our own scheme of work for Science and use resources from a wide variety of sources to help implement the scheme.



Information and Communication Technology

ICT prepares children for using technology in our rapidly changing world. Children use ICT tools to find, explore, analyse and present information. Through focussed ICT lessons and cross curricular themes we place emphasis on developing the children's skills in:

- Finding things out
- Developing ideas and making things happen
- Exchanging and sharing information
- Reviewing, modifying and evaluating work as it progresses

We have a dedicated ICT suite of 15 PCs for use by all pupils. Additionally, we have a trolley of laptops, which can be circulated around the school, and other hardware to support the curriculum, such as control technology, digital cameras, camcorders, data loggers and floor robots.

In addition, all classes have interactive whiteboards, PCs and supervised filtered access to the internet. Access to email is provided for KS2 pupils by RM easymail.

Our 'e safety' policy is available to look at in the office and all pupils and parents are required to sign our 'acceptable use of ICT' document on entry.

Religious Education and Collective Worship

The aim of Religious Education is to enable pupils:

- To acquire knowledge and understanding of Christianity and the other principal religions represented in Great Britain
- To develop the ability to explore, to reflect on and to respond to human experience, drawing on their study of religion

Through Religious Education, pupils are given opportunities to reflect on the nature and role of beliefs, the attitudes and values underpinning these, and the practices and behaviours that arise because of them. Skills developed through the teaching of RE include developing self-awareness, respect for all, open-mindedness, appreciation and wonder. RE is taught in all classes and follows the procedures and guidelines laid down in the South Glos LA Agreed Syllabus. Parents have the right to withdraw their child from RE lessons and religious assemblies if they wish and should contact the Headteacher if they wish to do so. Alternative provision will be made for your child.

Our Collective Worship is Christian based, but not exclusively so. A daily religious assembly is held either as a whole school, as a class or in Key Stages. It is an important part of our school day. Visitors are invited to take part and Friday assemblies are special because we celebrate achievement and share good work. Parents are invited to join us in special assemblies. The school has no affiliations to any specific religious order, but does have regular contact with religious groups represented in the local and wider community.

History

History fires pupils' curiosity about the past in Britain and the wider world. Pupils consider how the past influences the present, what past societies were like, how these societies organised their politics, and what beliefs and cultures influenced people's actions. As they do this, pupils develop a chronological framework for their knowledge of significant events and people. Pupils will develop skills, through researching, sifting through evidence and engaging in active discussion - skills that will prepare them for adult life.



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Geography

Geography provokes and answers questions about the natural and human world. It develops knowledge of places and environments throughout the world, an understanding of maps, and a range of problem-solving and investigative skills both inside and outside the classroom. Geography is an important link between the natural and social sciences and is a focus within the curriculum for understanding and resolving issues about the environment. At Courtney Primary School teaching Geography is increasingly being taken outside the classroom to gain a 'hands on' experience of Geography. This ranges from fieldwork in the school grounds to residential visits to different parts of the UK.

International Links

We have a very strong link with Rajala Primary School in Kuopio, Finland. Pupils from Courtney are twinned with children in Finland and write letters/emails to them. In 2009, and again in 2011, children from Rajala came to visit and performed a concert with Courtney children. We have also established links with a French school and hope to be part of a Comenius Project of European schools from 2011-2013.

Music

Music is essentially a practical subject. The curriculum encourages pupils to sing, compose and use percussion instruments in order to develop their creative skills. Through active listening, pupils' awareness and understanding of different periods, styles and genres are developed. The school provides pupils with plenty of opportunities to enjoy making music through learning to play an instrument and singing with choirs. The school enjoys concerts given by musicians visiting the school. We also work well with our cluster primary and secondary schools by collaborating to put on a bi-annual Christmas concert at the Colston Hall.

Music lessons are offered, for a small cost, to KS2 pupils in recorder, violin, keyboards/piano, flute and clarinet.

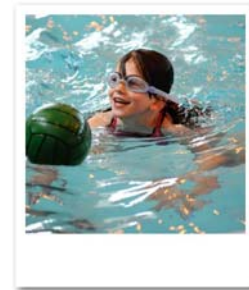
Art

Art is for most pupils a natural form of expression and a source of great pleasure. We encourage pupils to develop their creative and imaginative talents through learning skills and techniques and using a variety of materials and tools.

Pupils also learn to appreciate works of art and use artistic language to describe paintings, sculptures and other artefacts.

Design Technology

We provide our pupils with opportunities to work with a variety of materials such as wood, clay, textiles and food. They are helped to develop skills that enable them to plan, design, make and evaluate. Food Technology provides opportunities to learn about diet, nutrition, food safety and hygiene, food preparation and cooking as well as where food comes from. We are very lucky to have a purpose built kitchen for children in our school.



Physical Education

We are rightly proud of our PE provision. We aim to develop agility, coordination and confidence through physical activity. All pupils have two hours of physical activity a week. Dance, gymnastics, swimming, games and athletics are taught. We encourage a competitive spirit while recognising the value of cooperation, fair play and team work. We participate in a range of competitions against other schools in a variety of activities, such as Pop Lacrosse, Multi-skills, Tri-Golf, Basketball, Network, Football and Tag Rugby. With this we have provided short term clubs to all ages after school through sports coaches. We work well with the Grange Sports College to share resources and expertise.

Pupils in KS2 all go swimming for a block of 10 weeks at Longwell Green swimming pool. The vast majority of pupils can swim well over 25 metres on exit from Courtney.

There is an annual Sports Day held in the summer term.

Throughout KS2 children are given the opportunity to do their cycling proficiency certificate.



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Personal, Social and Health Education (PSHE)

PSHE helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active and responsible citizens. Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, including circle time, contributing fully to the life of their school and communities. In doing this, they recognise their own worth, work well with others and become increasingly responsible for their own learning. They reflect on their experiences and understand how they are developing personally and socially, tackling many of the spiritual, moral, social and cultural issues. They find out about the main political and social institutions that affect their lives and about their responsibilities, rights and duties as individuals and members of communities. They learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning. At Courtney Primary we also follow the Social and Emotional Aspects of Learning (SEAL) Programme which is an explicit, structured, whole-curriculum framework and resource for teaching social, emotional and behavioural skills to all pupils. Our School Council helps pupils to understand about local democracy.

Health Education

Many aspects of looking after ourselves are covered in the school's curriculum as well as the programmes of study in the Science National Curriculum Framework. We aim to give pupils a greater understanding of themselves by covering aspects of diet, hygiene and exercise.

Sex Education

Sex Education forms part of the Health Education in school and the Science curriculum. Pupils will study Sex Education and Relationships within a moral, family orientated framework.

Parents have the right to withdraw their children from Sex Education and should contact the Headteacher if they wish to do so.

The School's Sex Education Policy is available from the School Office on request.

Modern Foreign Languages

Although no longer compulsory, we still teach French across the school. The pupils learn about French culture as well as the French language. We begin French in Year 1 and continue through to Year 6. In the early stages we concentrate on speaking and listening skills to help with pronunciation, adding in reading and writing from Year 3. We follow the QCA Key Stage 2 scheme of work, moving from basic personal information right up to looking at other French-speaking countries in Year 6.

Extra Curricular Activities

The school offers a wide range of extra curricular activities both during and after school. The activities cover creative arts, dance, drama and sport. We review the clubs regularly so that the needs of our current pupils are met.



Home Learning

Throughout their time at Courtney Primary School pupils will be encouraged to spend some time at home following up work or completing tasks set by the teacher. Most of the time pupils will be able to complete the work on their own, but there will be times when they will need your help. The times and content of this work will vary from class to class. The school has a Home Learning Policy which can be viewed on request.

Parents are encouraged to read school 'topic sheets' for ideas about how to support their child's learning, as well as using the links on the school website. This 'topic' sheet is sent home once a term and is available on our school website.



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Visits and Visitors

An essential part of our pupils' learning at school is the day visits, residential visits and visitors to school. We have a very strong tradition of visits in and out of school. We feel that this broadening of school life is invaluable for their educational development. Whilst we are committed to offering this rich source of learning, there are times where the cost cannot be borne solely from our budget, so we do ask parents to make voluntary contributions to finance visits, so enabling us to ensure that they take place.

Older children have an opportunity to spend a week away from home and school at Study Centres. Recently, visits have been made to the Isle of Wight and Heatree House Activity Centre. We believe this to be a most important aspect of school life and ask parents to encourage their child to take part when the opportunity arises.

Parents are normally informed of residential visits many months in advance, so that voluntary contributions can be spread over a period of time. It is the policy of the School to keep the costs of school visits to a minimum.

The Governing Body has a committee which oversees the Charging and Remissions Policy in relation to educational visits.

All visits are well supported with good pupil: adult ratios and formal risk assessments are made.



Assessment and Record Keeping

Assessment is a continuous process that takes place in all areas of school life. Through on-going assessment we hope to build a complete picture of a pupil's development, not only intellectually, but emotionally, socially and physically. Assessment can take on many forms. We assess through discussion and observation as well as using more formal procedures such as testing. Formal assessment is carried out once a year in May. This allows us to track the progress of individual pupils or year groups and also helps us to identify strengths and weaknesses across the school. Parents will receive information about the results of these tests as part of the pupil's Annual School Report.

Early Years Foundation Stage Profile

This is an on-going assessment which is collated during the final term. The aim of the assessment is to give us an indication of each child's development in specific areas. The purpose of the profile and the results are discussed with parents early in the school year and again at the end of the Reception Year.

National Curriculum Tests (SATs)

At the end of Key Stage 1 (aged 7), pupils have Teacher Assessments. At the end of Key Stage 2 (aged 11) pupils are required to undertake statutory Standardized Assessment Tests (SATs). These are summative assessment tests in English and Maths. The results of these tests are published to parents and Key Stage 2 results are published nationally in the form of league tables. In Key Stage 1, pupils will be working at Levels 1, 2 and possibly 3 of the National Curriculum, with most pupils achieving Level 2 by the end of this Key Stage. In Key Stage 2, pupils could be working at Levels 2, 3, and 4 and in some cases 5, with most pupils achieving Level 4 by the end of this Key Stage.



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CARE, GUIDANCE AND SUPPORT

Pupils with Special Educational Needs

Pupils with Special Educational Needs are helped within the normal classroom environment or by being withdrawn to work individually or in small groups, with school funded Teaching Assistants. Advice and support are provided from the LA's Educational Psychologist, Speech and Language Therapist, Behaviour Support and other agencies where appropriate. We have Teaching Assistants who work in the school mainly with our School Action and School Action Plus pupils. The Policy for Special Needs is available to look at if you would like more information. Mrs Gee, our Special Needs Coordinator (SENCO), is happy to speak to you about general issues related to special needs if the Class Teacher cannot answer your questions.

More Able, Gifted and Talented Pupils

It is important to understand what we mean by more able, gifted and talented pupils. More able pupils can be defined as pupils who demonstrate a significantly higher level of ability than most pupils of the same age in one or more of the curriculum areas or in any of the following:

- general intellectual ability
- specific academic aptitude
- creative thinking
- leadership qualities/social skills
- artistic abilities
- ability in the expressive arts
- physical ability

Gifted and Talented children can be identified as pupils who achieve two years beyond their age group in a certain subject. This would be about 5-10% of the school population. More able and gifted and talented children are identified through Teacher Assessment and judgements based on a variety of assessments. At all times the needs of the children, whatever their ability, are catered for through careful questioning, differentiation, support and task. From time to time schools in the local area may work together to put on a workshop for their Gifted and Talented children in a variety of areas. Most recently, these have covered Maths, Art, ICT and PE.

Inclusion – Accessibility

The school has a duty to carry out an Accessibility audit and is confident about meeting the needs of all pupils here. We provide toilet facilities, wide corridors and easy access to all school rooms. Signage is clear so that visitors can clearly find their way around the school.

Safeguarding and Child Protection Procedures

Under the Education Act 2002 (section 175), and DfES (2007) Safeguarding Children and Safer Recruitment in Education, schools must make arrangements to safeguard and promote the welfare of children and follow the correct procedures and processes. Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible seek their consent for a referral to Social Services. This will only be done where such discussion will not place the child at increased risk of significant harm. Schools will seek advice from Social Services when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will need to appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children. The designated Child Protection person in school is the Headteacher.

Positive Handling/Physical Intervention

Courtney Primary School is committed to ensuring that all staff and adults with responsibility for children's safety and welfare deal with all incidents involving aggressive behaviour. Physical intervention will only be used as a last resort in line with Department for Education and LA advice. If used at all it will be in the context of a respectful, supportive relationship with the pupil. We will aim to ensure minimal risk of injury to pupils and staff.

Equal Opportunities

The school operates within a strict Single Equality Policy and also promotes racial awareness and tolerance as required by current legislation. Copies of all current school policies may be obtained from the School Office.



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Discipline

Matters of discipline are dealt with initially by the Class Teacher or the 'on duty' member of staff. When a situation demands it, the Headteacher / Deputy Headteacher (or next member of staff in their absence) takes responsibility for disciplinary measures.

The school follows assertive discipline guidelines, whereby the children are expected to maintain a standard of behaviour, concern for others and care of property, which will make the school a happy place in which to learn and work. They are also expected to make every effort to do their best with the work they are given and to take advantage of the educational opportunities they are offered. All members of staff follow the same policy.

When punishments are necessary, they usually take the form of the removal of privileges or the imposition of extra work. These sanctions are made appropriate to the age of the child. Any serious problems are dealt with in consultation with the parents concerned, as we feel that it is important that the children are aware that home and school are working together. We ask all parents to complete and sign a Home/School Agreement.

In case of a serious breakdown of conduct, the Headteacher always seeks to assess the situation with parents/carers.

A copy of the school's Discipline Policy, which was written through consultations with staff, pupils, parents and governors, is available in the Office.

If your child has a problem at school

From time to time in the children's lives, events may take place that are upsetting for them. If you are able to share information about your child's personal life with us it can be extremely useful in helping us to offer understanding and support. This will always be dealt with in the strictest confidence.

If you think your child is experiencing any kind of difficulty at school, or if you have any concerns about aspects of school life, then you should talk to your child's Class Teacher or the Headteacher first.

This document relates to the school year commencing September 2011. Although the information and particulars included here were correct for this year at the date of publication, it is possible that changes may have occurred before the start of, or during the school year in question.

Appendices

- KS1 SAT results
- KS2 SAT results