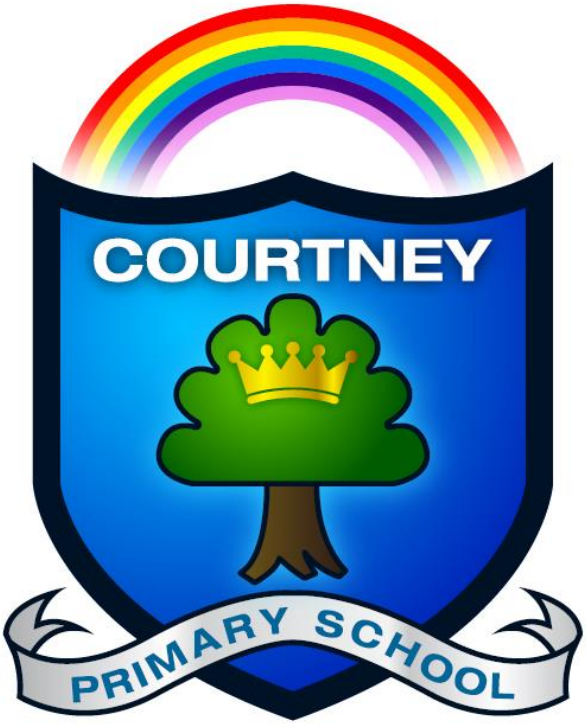
Courtney Primary School Prospectus 2018-9



Nurture, Inspire, Flourish.

Courtney Primary School,
Courtney Road,
Kingswood,
Bristol,
BS15 9RD

Tel: 01454 866670 Fax: 01454 866674
Email: office@courtneyps.org.uk Twitter: @CourtneyPrimary
Website: www.courtneyprimaryschool.co.uk

Contents Page

Section 1	Introduction and Dates	p3
Section 2	Vision and Values	p4
Section 3	School Organisation	p6
Section 4	Attendance	p8
Section 5	School Dinners and Snacks	p9
Section 6	Uniforms and Routines	p11
Section 7	Behaviour and Pupil Voice	p13
Section 8	Health and Wellbeing	p14
Section 9	Our Curriculum	p16
Section 10	Working with Parents and Extended Services	p20



Using Numicon helps develop our understanding.

Section 1: Introduction



May 2018

Dear Parents and Carers,

On behalf of the children, staff and governors, I am delighted to extend a warm welcome to your child and your family. This is the start of our journey together and we will do all that we can to make it an enjoyable and successful one. Courtney Primary School is a special place that combines a hard-working and aspirational ethos with a friendly and nurturing atmosphere.

At the heart of everything we do is the children. Whatever the needs of your child or special interests they have, we aim to ensure your child flourishes at Courtney Primary School. We want the children here to have memorable experiences, build on what they know and can do and help them to become excited and inquisitive life-long learners.

I have had the privilege of being the school's Headteacher since September 2015 and have seen the school go from strength to strength. Not only are we blessed with a superb staff team, both teaching and non-teaching, and children who are keen to learn, but we also have an amazing modern building with a light and airy feel. Our grounds are extensive and offer a wide variety of playtime options from a Trim Trail, to sandpits, to tree swings, to the imaginative play equipment.

Our staff team care deeply about their responsible roles within the school - be it pastoral, supervisory or academic - and work extremely hard to get the best from, and for, each individual child. In February 2018, we reviewed our vision and our aims. ***'Nurture, Inspire, Flourish.'*** truly reflects what Courtney is all about. Our academic aspirations for each of our children are high, but equally we want our pupils to leave our school ready for life in the 21st Century with confidence, resilience and the ability to be adaptable to the changes ahead.

I do hope that this prospectus helps to guide you through most of the information you need to be aware of, but you will find a lot more detail on our school website.



Mrs Deborah Wood, Headteacher

School Dates 2018 – 19

Term 1	Monday 3 September 2018	Friday 26 October 2018
Term 2	Monday 5 November 2018	Friday 21 December 2018
Term 3	Monday 7 January 2019	Friday 15 February 2019
Term 4	Monday 25 February 2019	Friday 5 April 2019
Term 5	Tuesday 23 April 2019	Friday 24 May 2019
Term 6	Monday 3 June 2019	Tuesday 23 July 2019

Inset Days

Monday 3rd September 2018
Tuesday 4th September 2018
Thursday 25th October 2018
Friday 26th October 2018
Friday 15th February 2019

Section 2: Vision and Values

Our Mission Statement

Nurture, Inspire, Flourish.

Our Vision Statement

At Courtney, staff, governors and parents work together to ensure children receive a rich, inspiring and engaging education in a safe and nurturing environment. By providing each child with opportunities to flourish, we develop an aspiration to expect high standards of achievement in all areas of life and start them on their personal journey of lifelong learning.

Our Ethos

We are committed to developing a welcoming, safe and stimulating learning environment that will enable our pupils to become responsible citizens and lifelong learners. We celebrate that our pupils bring different experiences, interests and strengths, which we will use to influence the way we teach. Our commitment to creating a nurturing ethos supports all individuals in their journey to achieve their full and unique potential.

Our Aims

Nurture

We know that children learn best when they enjoy school and are feeling safe and happy. We will:

- promote well-being and the development of the whole child.
- develop the skills needed for strong, healthy and supportive relationships to thrive.
- champion and encourage mutual respect and tolerance.
- develop growth mindsets to encourage resilience and perseverance.
- encourage the adoption of healthy lifestyle choices.
- develop a strong sense of self-worth and belonging.
- celebrate individuality and personal successes.
- allow each child's voice to be heard.

Inspire
We will:

- create a culture of ambition and aspiration.
- develop positive attitudes to learning based on hard work and commitment.
- develop creative, innovative and adaptable minds.
- inspire each child to be their best self.
- provide experiences to develop creativity and imagination.
- provide the highest quality teaching and learning.
- offer activities which allow children to discover new passions.
- provide a range of 'stages' to showcase and develop skills and talents.
- participate in events which involve meeting with children from other schools.

Flourish
The children will:

- achieve their academic potential.
- have the skills needed to be life-long learners in a changing world.
- understand the positive role they can play within the wider community.
- be rounded individuals and confident to be themselves.
- have empathy and self-awareness.
- be able to use their skills in a range of different situations.

Crown Values

At Courtney Primary, we have a well-embedded set of shared values called our 'Crown Values'.

 We are resilient and proud of our efforts.

 We celebrate our similarities and differences and understand the rights of others.

 We dare to have big dreams and set ourselves ambitious targets.

 We take responsibility for ourselves and do the right thing even when it's difficult.

 We are assertive while still showing kindness and respect to others.

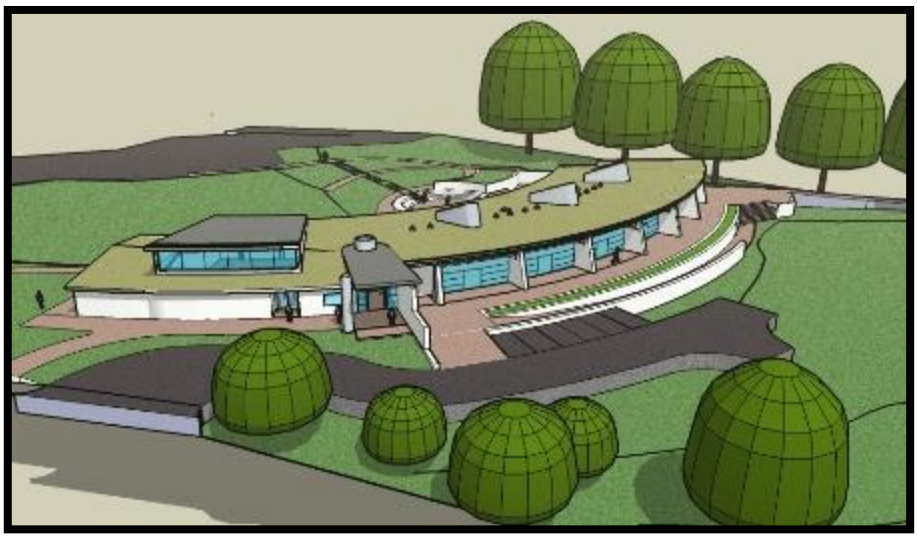
 We bravely face our challenges to help us learn and grow.

Each one of the six Crown Values is explicitly taught as part of our Personal, Social and Health Education (PSHE) curriculum and is, at some point of each year, a focus for our Collective Worship.

Each week, in our celebration assembly, Crown Certificates are awarded to children displaying our Crown Values.

Section 3: School Organisation

Our School



We are a modern one-form entry primary school for children aged 4 to 11 based within South Gloucestershire Local Education Authority. The school moved to its brand new building in 2010.

Our capacity is 210 children grouped across seven classes of usually up to 30 children. The grounds of Courtney - much-envied by visiting colleagues - comprise of a woodland area, pond area, field, playground, sand-pit, slides and wonderful views of the Cotswolds.

School Hours

8:35 - 8:50	Playground supervised
8.40	Children welcomed into classrooms for informal start to the day and Bell Work
8:50	Registration Time
10:30 – 10:50	Playtime
12:00 - 1:00	Lunchtime
3:15	End of School

Our Classes

All of our classes are named after trees:

Year R	Cherry
Year 1	Oak
Year 2	Ash
Year 3	Lime
Year 4	Maple
Year 5	Sycamore
Year 6	Cedar



Drop Off and Pick Up Times

- The gates open at 8:30am and again at 3:00pm. All children should come to the back of the school to be dropped off or picked up.
- We always have teaching assistants on each door in the mornings to take any messages you may have for the teachers (who are already in their rooms settling the children and providing early morning work).
- No adults are allowed into school unsupervised; our main responsibility is to keep your child safe and this means that we need to have control of who is in the building. At drop off times, you will need to go to the front office if you need to see someone. Usually Mrs Wood is available if there is an urgent matter.
- Teachers will be at the doors at the end of the day should you need to speak to them.
- If you have anything to hand to the school office, either send it via your child's book bag or hand it in yourself. Unfortunately, due to the design of the building, this will mean a short walk around to the front.

Drop Off and Pick Up Times Safety Rules

- All scooters and bikes are to be pushed once the school grounds are entered. Our pupils are generally good at respecting this rule but pre-school children are more within parental control so we do need your support with this. Small children scooting around is an accident waiting to happen, and it also makes other people feel uncomfortable as they come to pick up their children.
- For Health & Safety reasons, the tree swings, the sand-pits, slide and woodland are all to be used only within school time.
- The Trim Trail is open for use but MUST be supervised by an accompanying adult.
- Dogs are not allowed onto the school grounds either carried or on a lead. Please do not leave them tied up at the gates.
- Cigarette smoking is not allowed. This includes e-cigarettes.

Staff

You will find details of our staff members on our website but, apart from your child's class teacher, teaching assistant and reading assistant, the people you are likely to come into contact with other than that are:

Mrs Deborah Wood	Headteacher
Mr Gareth Thomas	Deputy Headteacher
Mrs Becky Westcott	Member of the Senior Leadership Team and Maths Lead
Miss Leanne Brown	Special Educational Needs Co-ordinator (SENCo)
Mrs Sue Matthews	Family Link Worker with Child Protection responsibilities

In our school office:

Mrs Tamsin Griffiths	School Business Manager
Mrs Louise Belton	Administration Assistant
Mrs Claire Hall	Clerical Assistant

You may also see Mr Geoff Smith, our school site manager, round and about.

Governing Body

The Board of Governors is made up of the Headteacher and a combination of Local Authority, Parent, Staff and Co-opted members who are all volunteers and work very hard for the good of the school. Their role is to make sure that all of the legal responsibilities are met, to hold the Headteacher to account and to support the school in its improvement. Governors regularly visit the school to monitor the actions in our School Development Plan.

From time to time we have vacancies for Parent Governors. Where more than one candidate puts themselves forward, then a vote is carried out. If you are interested in being a governor, please let us know and we will be able to tell you what the role involves.

Our Chair of Governors is Mrs Janet Hinchliffe. If you need to contact her then she can either be found as she drops her children off or via the school Office.



Mrs Janet Hinchliffe

Section 4: Attendance

In order to learn, children need to be in school so we ask for your support in making sure your child is in school as much as possible. Please telephone the school office on the first day of absence if your child is ill and not coming to school. As part of our safeguarding policy, one of our office staff will call you if any absence is unexplained.

How Parents Can Help

- Establish a good routine in the mornings and evenings so your child is prepared for the day.
- Ensure your child arrives at school on time – not late.
- Arrange dental and medical appointments outside school hours when possible.
- Let the school know each day if your child is ill.
- Take family holidays outside term time.



100% Attendance	0 Days Missed	Excellent
96%+ Attendance = Our School Target		
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor

Every School Day Counts

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading.

Although 90% attendance may sound good enough, it actually equates to a child missing 1/2 a day's school *every* week. See our Attendance Policy on our school website**.**

Holidays in Term Time

Holidays should be taken in holiday times – we never authorise term time holidays unless there are really exceptional circumstances. Whilst we appreciate that costs rise during school holiday times, this is not a valid reason for taking your child out of school. It is crucial that all children are in school at the very start of the year in September when routines, relationships and expectations are set out.

Any holiday taken which is over 5 school days may be subject to a fine by the Local Authority.

Broken Weeks

It is really important that your child attends school regularly. Odd days missed add up. It is very noticeable to us if a child who has a lot of 'broken weeks'. Wide gaps soon start appearing in learning. Unless your child is genuinely too ill to concentrate, send them in.

Planned Absence

Any requests for absence should be made in writing and in advance and addressed to Mrs Wood.

Section 5: School Dinners and Snacks

Nut Allergies

As there are more and more children with nut allergies, we endeavour to be as 'nut free' as we can possibly be. Whilst we cannot guarantee this, we do ask for parents/carers not to send in any nut products in snacks or packed lunches.

School Meals

We are fortunate to have our own school cook: Mrs Jacqui Godwin, ably supported by Mrs Donna Murphy.



Serving hot school meals every day

Menu

A three-week rota of menus is prepared; these have been adapted to suit the general preferences of our children. The school kitchen also provides the option of jacket potatoes, salad bar and a vegetarian dish.

During the course of the year, the kitchen cooks special meals to mark events such as St George's Day and the Chinese New Year. Look out for these in our Newsletter.

Photographs of children with allergies and special diets are displayed in the kitchen.

Payment for Dinners

All of Reception and KS1 children are entitled to a school dinner free of charge; if a packed lunch is preferred, then parents must provide it from home.

For the rest of the school, the same lunches can be purchased at a cost of £2.20 per day.

Dinner money can be paid online using SchoolMoney but if you prefer to pay cash this can be sent in a sealed envelope marked with your child's name, class, the amount enclosed and the days on which s/he is having dinner. If your child is then absent on any of the days for which money has been paid, a credit will be held until their return. (We no longer accept cheques.)

If dinner money is not paid promptly, we will contact you asking for the debt to be paid as soon as is practicable. If it remains unpaid, then you will be asked to bring in a packed lunch for your child until it is.

Any queries about payments for school dinners should be addressed to the school office.

Free School Meals Application

The school receives extra funding depending on the number of pupils registered for free school meals (even those in Reception and KS1) which can add up to a substantial amount. It is really important to us that you apply if you think you may be eligible or if your circumstances change.
If you think that you may qualify, or that your circumstances have changed, please contact the Office staff who will advise you how to register and help you to fill in the form online.

Packed Lunches

If you are choosing to send your child in with a packed lunch, please can we ask you to keep it as healthy as possible. A suggested lunchbox would include sandwiches, a yoghurt, a piece of fruit and a piece of cake. Please avoid overloading with sugary and fatty snacks such as chocolate and crisps and try not to send more than your child can eat. The children will bring home any uneaten food so you can see what they have or have not eaten.

Water

It is very important that the children drink plenty of water during the day as research has shown that this increases the brain's ability to learn new information. To help the children have access to water we ask that each child brings in a small plastic bottle of water that they can have with them in class. This should have a name label.



Healthy Snacks

Our kitchen staff sell toast, juice and fruit every morning during playtime which cost between 10p and 20p. Children are allowed to bring in fruit from home to eat at morning playtime.
As we are a healthy school crisps, sweets and biscuits that are coated in chocolate are not permitted.
All children in Reception, Year 1 and Year 2 also receive a free piece of fruit each day which is normally eaten in the afternoon.

Milk

All children under 5 years of age are provided with a free carton of milk each day. Those children over 5 can also pay for milk which can be ordered and paid for directly to School Milk Services. Please speak to the Office staff who can give you their details.

Section 6: Uniform and Routines

School Uniform

Children who are smartly dressed in their school uniform have a sense of pride in their community. It also provides a clear signal that they are in their 'work clothes'. We will initially question the children if they are not wearing uniform and may contact home if this needs following up.

(please make sure all items are named)

- yellow polo-shirt
- grey skirt or pinafore, or
- grey or black trousers or short trousers
- royal blue fleece or cardigan
- white, grey or black socks
- blue and white or yellow and white summer dress
- plain black flat shoes
- long hair tied up
- scrunches etc ***small and in school colours***
- plain studs only if ears pierced



(please make sure all items are named)

- yellow polo-shirt
- grey or black trousers or short trousers
- royal blue fleece or jumper
- white, grey or black socks
- ***plain*** black flat shoes (no logos or white bands)
- hair not extreme eg no Mohicans
- plain studs only if ears pierced



PE Kit (please make sure all items are named)

Unless medically unfit, all children must do P.E. and should wear suitable clothes. These should be ***different*** to the clothes worn to school that day.

- plain white T-shirt (No T-shirts with logos on are allowed.)
- change of socks
- black shorts
- training shoes or daps
- a draw-string bag
- black tracksuit trousers when cold

PE Kits will be sent home each term for washing.

Hats

In the hottest weather children are encouraged to wear hats, cover their arms and seek shade to avoid the problems of over-exposure to the sun. On hot days we recommend that children come to school wearing sunscreen which will last for the day as teachers will not apply it.

Jewellery

Jewellery is not allowed in school. The exceptions are watches and ear studs. Children doing P.E. or swimming are not allowed to wear any jewellery. Children wearing ear studs must be able to remove them themselves before doing P.E. and are responsible for looking after their own ear studs during the activity.

Buying Uniform

All uniform can now be bought from Initially Yours.

Uniform can be tried on in their shop for sizing. It can then either be ordered from their shop or online (www.initiallyyours.co.uk).

Inititally Yours
211 Soundwell Rd,
Bristol
BS15 1PT

Section 7: Behaviour and Pupil Voice

School Behaviour

We have worked hard to develop a consistent approach to behaviour management across the school in order to create the climate which allows teachers to teach and children to learn. We very much emphasise and reward positive behaviour and talk to the children using the language of 'choices' – so a child either makes the right or the wrong choice. These discussions are backed up with our Crown Values.

The whole school has an agreed system of rewards and sanctions which are known to children and displayed on a Behaviour Tree in each classroom at all times. Praise is high on the list backed up with more tangible rewards such as stickers, house points, stars, certificates etc. Children who have made good choices during the week are rewarded with Golden Time.

Class sanctions are sequential, starting with a warning and are clearly understood. Children may be asked to complete a 'Reflection Sheet' to help them understand the consequences of their actions. Any serious incident would bypass the stages and a member of the leadership team would become involved.

We try to speak to parents if there has been a serious incident or a consistent run of poor choices. We are grateful for the positive support we receive from parents in these situations.

A copy of our Behaviour Policy can be found on the school website.

Certificates

There are a range of certificates the children can earn: Crown Value Certificate, Reading 25s Certificate and Multiplication Master Certificate. Any child who has earned a certificate or medal outside school may bring it in to be presented in our whole school Celebration Assembly.

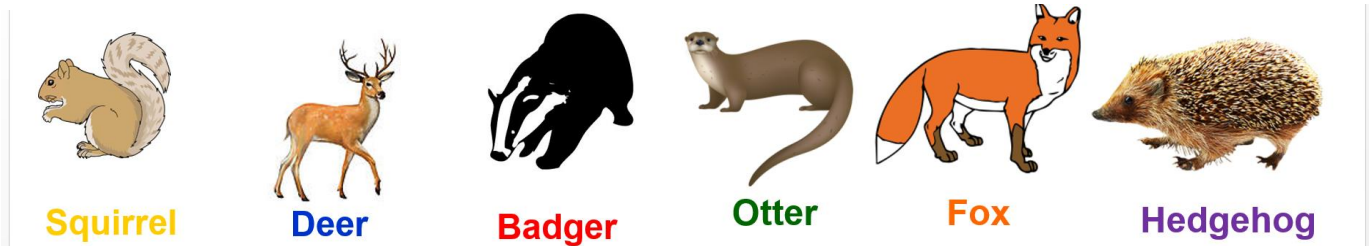
Houses

When the children start at Courtney, they are put into one of our six houses.



Each year the children:

- vote for a new Captain and Deputy Captain for their House
- have the opportunity to work in House groups in different subjects
- earn House points for good work or helpful behaviour
- compete against each other in events such as Sports Day
- earn ribbons for the House cup



We make sure that all siblings are in the same House so that parents/carers don't have conflicting loyalties on Sports Day!

In the course of the year, we organise events for children in each House from across the school to work with each other. Past events include: reading together in World Book Day; carrying out an investigation day in Science Week; and creating fiddle toys in Autism Awareness Week.

Your child will need a T-shirt in their House colour to wear on special House days.

School Council

The school council is made up of children from Year 2 to Year 6 who have been elected by their peers. These council members meet regularly with a member of the leadership team to raise issues that the children feel are important. These might vary from having a buddy bench, to wanting to organise a tuck shop in the playground. This is an important part of the school's decision making processes.
Each year, the school council decides any charities they would like to support.

Monitors

As children enter Year 6, they take on a greater range of responsibilities. Children may apply to be a prefect or a monitor. These opportunities help to develop their commitment, reliability and leadership skills.

Buddies

When children enter our school in Reception, they are paired up with a Buddy from Year 6. Buddies not only look out for each other on the playground but also have shared learning opportunities such as reading together.

Section 8: Health and Wellbeing

Child Protection

As a school, we have clear expectations about the absolute right of children to feel safe and to be safe both inside and outside this school environment. We believe that to do this, agencies and professionals must work together to safeguard and promote the welfare of children at all times. In the event of any welfare or safeguarding concern, we will always involve the appropriate agencies. We have a comprehensive Child Protection Policy and our staff are regularly trained on a range of Safeguarding procedures.
If any member of staff raises a cause for concern, we have a duty to take it seriously and follow it up with a phone call by either Mrs Matthews (Family Link Worker) or by Mrs Wood.

Family Link Worker

We are really fortunate to have Mrs Sue Matthews working with our local community to provide support and guidance. She has a good number of years' experience working with individual children and families. If we identify a family who may benefit from either some physical help or some emotional support, we may ask her to contact you.

Please do bear in mind that she is a teaching assistant for part of the day so, unless in exceptional circumstances, she will contact you after school or when she is not timetabled to support a class.

Illness and Accidents

Many of our staff have first aid training and we will administer treatment in the case of a minor injury. It is not always necessary to inform you of minor cuts and bruises but we will let you know if there is anything to keep an eye on especially bumps to the head. Children with bumped heads get a bumped head sticker. If a child becomes ill or has an accident, we will call the adults listed on the contact details you have provided (so please always let us know if there has been a change). An ambulance will be called as a precautionary measure if we suspect something more serious.

Medicine at School



With the exception of inhalers, no child should have any medicines in their school bag unless it is part of a Health Care Plan. Our school office staff will usually administer prescribed medication on a short-term basis, however, a permission form MUST be completed in order for this to happen. Inhalers are kept in boxes in each classroom. All other medication is kept centrally.
Children with an individual Health Care Plan, drawn up with the School Nurse, may also need special arrangements.

Infections

Children who have experienced vomiting or diarrhoea due to a bug or virus must stay at home for the next 48 hours to prevent the spread of sickness. If the sickness was due to something other than a bug eg food poisoning then 24 hours is sufficient.

Pupil Welfare

We pride ourselves on caring for each child and looking after the welfare of all. The school works closely with a number of external agencies:

- Our Play Therapist
  We have been really fortunate to be able to provide Play Therapy for some of our children because of a grant from Children in Need.
- The School Nurse
  The school nurse visits regularly and tests weight, height, vision and general health.
- The Educational Psychologist
  We call on these professionals when there are severe learning difficulties or behavioural problems. This is only done with the consent of the child's parents.
- The Speech Therapist
  The speech therapist is called upon when a child has speech problems. This is only done with the consent of the child's parents.
- The Education Welfare Officer (EWO)
  Our EWO will follow up concerns if attendance or punctuality are a concern.

Section 9: Our Curriculum

The Curriculum

There are three phases within the school.
(Early Years) Foundation Stage (Reception) is for children aged 4-5 years old.
Key Stage One (Year 1 & Year 2) is for children aged 5 to 7.
We sometimes refer to Reception and KS1 together as 'Infants'.
Key Stage Two (Year 3 to Year 6) is for children aged 7 to 11.

Early Years Foundation Stage Curriculum

The EYFS have their own curriculum which was changed by the DfE for the start of 2012. It is partly teacher-led and partly child-initiated. The framework is divided into different sections

Playing and exploring – engagement **Finding out and exploring** **Playing with what they know** **Being willing to 'have a go'**
Active learning – motivation **Being involved and concentrating** **Keeping trying** **Enjoying achieving what they set out to do**
Creating and thinking critically – thinking **Having their own ideas** **Making links** **Choosing ways to do things**

Prime Areas	
Personal, Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling
	Health and self-care
Communication and Language	Listening and attention
	Understanding
	Speaking

Specific Areas	
Literacy	Reading
	Writing
Mathematics	Numbers
	Space, shape and measure
Understanding the World	People and communities
	The world
	Technology
Expressive Arts and Design	Exploring and using media and materials
	Being imaginative

Curriculum Year 1- Year 6



We are committed to providing the best education we can in order that each of our children achieves their full potential and makes at least good progress in reading, writing and mathematics.

From Year 1, all pupils follow nationally agreed statutory programmes of study in English, Maths, Science, Computing, Art & Design, Music, PE, French, History, Geography and Design & Technology.

We use the Mastery approach in Maths and English, where all children are taught at Age Related Expectations with chances to deepen and broaden their understanding.

RE is taught according to the South Gloucestershire Agreed Syllabus and we also use the Jigsaw scheme (*'the mindful approach to PSHE')* to teach Citizenship and Personal, Social & Health Education.

Each class produces a curriculum map for the year and each term a topic plan is published on the class pages on our website.



Concentrating hard on their charcoal drawings

Phonics

At Courtney, we use Jolly Phonics to introduce the children to their initial sounds. We continue with 'Letters and Sounds' as their phonic awareness develops. At the end of Year 1, the children's phonics knowledge is assessed using a statutory screener.

Reading

Our mantra is 'Learn to Read' so that we can quickly 'Read to Learn'. The children move through our reading scheme which is Pearson Bug Club. It is very important that the children not only read the text but can also understand what they have been reading so we do ask parents and carers to talk about the books with their child. We expect all of our children to read **five times a week** and have reward systems geared around this.

Reading Assistants are employed throughout the school to help support the reading.

The Whole Child

As well as fulfilling academic needs, we aim to provide a varied and stimulating education that takes into account the individual needs and strengths of all pupils.

Our curriculum is designed to make best use of our marvellous grounds, the Kingswood locality and to help the children develop a greater range of life skills.

We encourage our children to take responsibility for their own performance and to measure their successes against their own baseline whether that is in academic, sporting, musical or other areas.



Selling cakes to raise money for charity

Swimming

Our children have swimming lessons when they reach Year 4. A coach takes them to Longwell Green Swimming Pool. Children in Years 5 and 6 will have block swimming lessons if they are unable to swim 25m.

We do not currently charge for swimming lessons.

PE

Classes are timetabled to have two PE sessions during the school week. We base our curriculum on *REAL PE* which combines generic sporting skills with learning to learn skills; this helps to develop sporting characteristics in every subject. Mr Smith, who is our sports coach, teaches Y1-6 once a week.

Relationships and Sex Education

If we intend to teach something that may be of a sensitive nature, we inform parents/carers beforehand. In such cases, opportunities are given to view materials used and give consent before participation in lessons.

Residential Visits

Older pupils are given the opportunity to spend a week away on a residential trip. Historically, every other year, Year 5 and Year 6 pupils have been together to the Isle of Wight for an activity holiday. This is currently under review.

Inclusion and Equality

At Courtney Primary School we pride ourselves on our inclusive culture and are committed to providing access to the life of the school for all. Our building is relatively new and we are extremely fortunate to have disabled toilets, a wheelchair-accessible shower and level access to the building.

Special Educational Needs and Disabilities (SEND)

Children who are working outside the expected range for their age group or have other needs which need to be catered for differently are designated as having special educational needs and placed on the school's special needs register.

We aim to promote understanding and break down barriers to participation and belonging through working to:

- Promote equality of opportunity for all
- Promote positive attitudes towards all people
- Encourage participation by all pupils in all aspects of school life

Extra provision will be made for any child on our register and the support of external specialists may be sought. See our Special Education Needs Policy for more details.

Extra-Curricular Activities

We offer a range of extra-curricular activities, which vary from term to term made possible due to the great generosity of staff and other adults giving up their time to offer the children opportunities that they might otherwise not get. A list of all clubs and joining arrangements is made available at the office for anyone who is interested in joining at the the start of each long term (September, January and April).

Choir



The school has a KS2 choir. These children give performances in school and in the local community.

Performing at a local residential home

Sports Clubs

We give children the opportunity to experience a variety of sports that use different skills. These sports clubs are open to both boys and girls and take place after school or at lunchtimes. We try to organise games against other schools. Mr Smith, our sports coach, offers free afterschool sports clubs.



Honing rugby skills

Eco Club

Our Eco Club is very successful and very popular. The children are outside in all weathers planting and growing vegetables which they regularly sell on Wednesday home times.

Other clubs that are run at various times of the year are Art and Craft, Cooking, Knitting (always with a waiting list), choir, board games and cricket.

Instrumental Tuition

From Year 3 children have the opportunity to learn the clarinet, guitar, violin, keyboard or drums. These lessons are provided by private tutors and are paid for by parents. Please contact the Office staff if you are interested.
Currently, we also run a Recorder Group.

Charging & Remissions

We try to organise visits and visitors which enrich our curriculum and provide the children with learning at greater depth. Our budget would not stretch to these experiences so our policy asks that parents support them by making the voluntary contribution suggested on any trip letter. If we do not get enough money, the visit is likely to be cancelled.
If you are currently in receipt of free school meals then we offer to pay for two school visits per year. If you are not eligible for free school meals but are experiencing hardship, please discuss your situation with the Headteacher, Mrs Wood, and we may be able to come to a special arrangement.

Section 10: Working with Parents and our Local Community

Induction

As the children enter the Reception class, our aim is to ensure that the induction process meets the needs of both the parents and carers and of the children. We are aware that this is the first part of a seven year journey together and we do all that we can to make the process as smooth as possible. In the Summer term, we hold an Induction Evening for parents and provide opportunities for children to come to school for 'stay and play'. Home visits are also offered to all of the new families so that the teachers can get to know the whole child.

Before they start, each child will be paired with one of our older children who will become their 'buddy' around school.

In September, we have a staggered entry. The children begin by completing half days (either afternoons or mornings) and then extend to half days plus dinnertimes.



We often have children starting school post-Reception. Any family who arrives midway through their primary schooling is made to feel very welcome and we work hard with families to ensure initial teething troubles are minimised.

Parents' and Carers' Role

Educating children is a partnership between home and school. With the active support of parents, a child is much more likely to achieve his or her full potential. You can help in the following ways:

Sleep

Ensure your child gets plenty of sleep so that they can function at their best.

Communication

Keep the lines of communication open with us. Let us know if there are circumstances outside school of which we need to be aware. If you are worried about something, come in and discuss it with us. We will always contact you if we have any concerns whether it be related to work, emotions or behaviour.

Newsletter

Please make sure that you read our weekly Newsletter – it always contains important dates, reminders and information of which you need to be aware.

Reading

Parents play a crucial part in the reading process and we ask that you wholeheartedly support our high expectations by finding the time and space to read at home at least five times a week.

Homework

Working independently is an important skill which not only encourages self-discipline, but also complements work done in class. We set homework for all year groups to not only complement work done in class but also to encourage self-discipline as the children get older. Please could you provide a quiet work area, a lot of encouragement and enough time so that homework can be completed well.

In order for families to choose how they spend their time in their holidays, we don't give out compulsory homework (with the exception of still reading at least 5 times a week). However, we do provide the opportunity for those who want to carry on with their learning to do so. Before each holiday the children are given a 'Sparkling Starts' homework linked to their next term's topic.



Sparkling Starts

We ask the children to create something for their class topic board ready to put up sometime during the first week back. The board is intended to spark interest, enthusiasm and curiosity – a bit like *Pinterest* for those of you familiar with that.

Uniform

We request your support in ensuring that your son or daughter is always correctly dressed.

Home School Agreement

Parents are asked to sign our Home School Agreement. This means that you agree to play your part in the schooling process.

Labelling

Please name ***everything*** that your child wears to school including socks. Every school suffers from the nightmare of lost property. We are no different. It is very costly in terms of replacing lost items as well as staff time spent trying to find owners for unclaimed clothing. So that our lost property pile does not become a mountain, property unclaimed after a suitable time is donated to charity.

Keeping Children Safe

In order to keep the children safe, we ask that you do not enter the school building other than via the main school office. Please could you respect this rule. All adults are asked to wear a school lanyard to show their presence has been authorised.

Social Media

Although we allow photography at special events, we do so on the proviso that you focus your attention on your child and that you never post any images of any children, other than your own, on social network sites without the express permission of that child's parents or carers. We ask every parent to sign an Acceptable Use Agreement when their child starts here to agree some basic ground rules.



Visiting SS Great Britain

Text-Messaging

As well as the weekly Newsletters, we also use a text-messaging service. If we have an important message or reminder that is applicable to your child, we will send a text to the number registered.

Volunteering

We always welcome parents (and grandparents) who have a few hours to spare and would like to help with reading, photocopying, filing etc.

Visiting School

Parents' and Carers' evenings are currently held in the Autumn and Spring terms and throughout the year we hold a variety of curriculum evenings designed to allow you to support your child's learning at home. Parents' and Carers' Evenings are formal opportunities for parents and carers to discuss their child's progress. We also hold a more informal chance for you to share any issues which may have arisen once you have received your child's end of year report in July.

WOW Events

Every term, each class organises a WOW event to which you are invited. It might be a poetry recital, joining in some food tasting, learning some maths or looking at some art. We encourage adults to attend; sometimes this may be a grandparent.

Class Assemblies

Once a year you will be able to come and see your child performing in front of the whole school.

Productions

Our Infants children perform a Nativity-based play at Christmas with Year 2 taking on the lead roles. In July, KS2 perform an end of year production of their choice with mostly Year 6 taking on the lead roles.



Superheroes making their costumes

OoSC

In order to support our working families, we have our own Out of School Club which runs from 7:45am to 5:45pm. Please see our website for more details.

Friends of Courtney Primary



Our Parent Teachers' Association is called 'Friends of Courtney Primary (FoCP). They work hard to raise money to enhance the learning experience for our children. They are ALWAYS looking out for more adults with whom to share the load. Please contact the Chair if you have time to spare and would be able to volunteer your services.

Assessment and Reporting

In EYFS, you will receive a PDF report of your child's attainment three times a year. This will be a combination of images and text from our 2Simple assessment system.

For all other year groups, you will receive updates of attainment at each Parents'/Carers' Evening and a final year summary assessment, based on any tests and teacher assessments with your child's individual report in July.

Ofsted

A copy of our latest Ofsted report can be found on our school website together with links to Performance Tables. Since our Requires Improvement judgement in January 2017, we have consolidated the 'green shoots' of improvement which Ofsted recognised had started to happen with the change of Headteacher in September 2015. We have provided training for staff at all levels, strengthened teaching and learning and now feel that we provide the high standard of education both we and Ofsted expect.

Complaints

Despite our best efforts, from time to time parents/carers may have cause to make a complaint. In this event, the Complaints Policy sets out the process starting with a meeting with the member of staff concerned or Mrs Wood, the Headteacher, in the first instance; putting the complaint in writing to Mrs Wood if still not satisfied; then in writing to Mrs Hinchliffe, the Chair of Governors if the issue remains.

A copy of the Local Authority's complaint procedure is available at www.southglos.gov.uk if there are still any unresolved issues.

School Documents and Information

Many of our documents and policies can be found on the school website. Please contact the school office if there is anything you cannot find.