

Teversham Church of England Primary School



Prospectus 2010-2011

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If you require a larger text copy of this or any document from school, please contact the school office.

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Dear Parents

Welcome to Teversham C.E.(A) Primary School. Our school has been at the heart of the village for a hundred and fifty years, and in times of great change, we are proud to maintain our role at the centre of our community. The world in which our children will live and work will be very different from that in which we grew up, but we believe that the values which formed our school still hold good today.

This booklet is set out to explain the school organisation and, briefly, some of our educational aims and objectives. We hope you will find it helpful, but please bear in mind that things change frequently in school. We will keep you updated with regular newsletters and partnership booklets, and hope that you will visit our website frequently.

I aim to be on the playground most mornings and afternoons, and am always pleased to chat to any parents or carers then. I look forward to working with you in providing your child with a high quality education within the context of Christian belief and practice.

Yours Sincerely,

Elizabeth Jenkin
Head Teacher



Introduction from the Chair of Governors

Welcome to our school. It is with great pleasure that I write for the first time in the school prospectus. As a past parent I have much to be thankful for and like all the other governors want to give back to the school and community something of what it has given me and my family. Choosing a school for our children is so very important, so I do trust that you will find this prospectus for 2010/2011 helpful and informative. Also I would encourage you to visit us and experience something of the love and care that our children enjoy and take with them throughout their lives. So, what will you find here at Teversham?

- A sense of security, peace and belonging.
- A warm family atmosphere, not a large institution.
- An opportunity to reach high educational attainment.
- We have topped the county league tables in recent years.
- An assurance of achieving the very best for your child.
- A place where sport, music, art, creativity and a spirit of adventure are encouraged and developed in a supportive atmosphere.
- The provision of before and after school care, together with a variety of interesting activities.
- A place where loving God, loving all our neighbours as ourselves and discovering the wonders of the world God created are the foundations on which our school was founded in 1861. They are still those we hold dear today.

Located close to Cambridge Airport, we attract and welcome children from both the city and the county. As we reach out to the community around us we are thankful for the help and support of our sponsor and neighbour, the Marshall Group. Membership of our governing body, the provision of visiting teachers and invitations to the airport are some of the ways they regularly participate in the life of the school.

We would really enjoy welcoming you into our school family to share with us in a caring, joyful atmosphere. You will be impressed by the loving dedication, enthusiasm and professionalism of all our staff as I am every time I visit. Come and talk things over and see for yourself; I trust you will also have the same experience as I have had, and receive real blessing from being part of Teversham School.

Tony Sharpe,
Chair of Governors

The Department for Education was formed on 12 May 2010 and is responsible for education and children's services. All statutory guidance and legislation mentioned continues to reflect the current legal position, but may not reflect future Government policy.

The Government's Vision for Children and Young People

"Every Child Matters: Change for Children", is an approach to the well-being of children and young people from birth to age 19. The aim is for every child, whatever their background or their circumstances, to have the support they need to flourish and fulfil their potential.

This means that the organisations involved with providing services to children – from hospitals and schools, to police and voluntary groups – are teaming up in new ways, sharing information and working together to protect children and young people from harm and help them achieve what they want in life. Children and young people will now have far more say about issues that affect them as individuals and collectively.

Five outcomes have been identified that are most important to children and young people:

- **Be healthy**
- **Stay safe**
- **Enjoy and achieve**
- **Make a positive contribution**
- **Achieve economic well-being**

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. The outcomes are mutually reinforcing. For example, children learn and thrive when they are healthy, safe and engaged.

Below is a Church of England version of the 5 outcomes.

EVERY SHEEP MATTERS

"Rejoice with me for I have found my sheep that was lost".
Luke Chapter 15. Verses 3- 7

S	Staying Safe
H	Healthy Life-Style
E	Enjoy and achieve
E	Economic well-being
P	Positive Contribution

Our School

Teversham Church of England Aided Primary School is situated in the village of Teversham on the outskirts of Cambridge. As an Aided School, the Church of England owns and maintains the school buildings, and has a majority representation on the governing body of the school. The County Council finance the furnishings and equipment, along with providing staff wages. Teversham School is co-educational and has 5 classes for children aged from four to eleven years.

The original school building was opened in 1861. Since then, the school has grown and adapted to meet the demands of the community and the curriculum. Sir Michael Marshall OBE and the Bishop of Ely opened our most recent extension in June 2003. In 2004 we had our staff room extended and a Foundation Play Area provided. We are continuing to focus on developing the school grounds.



Ethos Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experiences it offers to all its pupils.



Children welcome Her Majesty the Queen to Marshalls

Our Aims

1. To provide a safe, happy and supportive school where pupils and adults enjoy working, learning and achieving highly together.
2. To promote Christian values and foster spiritual development.
3. To encourage children to become good citizens through nurturing respect for themselves, others and the world around them.
4. To develop children as independent and self motivated learners who are self-disciplined members of the community.
5. To provide high quality learning opportunities within a broad, balanced, accessible and creative curriculum.
6. To provide a supportive and professional atmosphere where all members of the school community can work and develop individually as part of a team.
7. To nurture imagination and inspire dreams.
8. To promote physical, mental and emotional wellbeing to enable everyone to develop a healthy lifestyle.

“This is a good school where pupils thoroughly enjoy their learning. The warm, happy atmosphere and excellent relationships, together with good teaching help pupils to achieve well.” Ofsted report *May 2008*

School Motto - Let's all pull together!

(Motto of the Soweto Township, South Africa)



Children enjoying outside education at Cherry Hinton Hall

Teversham Church of England (aided) Primary School

Admission Arrangements for 2011-2012

The total admission number for this year of entry is 25, so that at Teversham C.E. (A) School, seven classes of 25 would give a total population of up to a maximum of 175 children.

The Governing Body as the ecclesiastical parish of Teversham defines the catchment area. Applications are welcome to this Church of England (Aided) School from all children, regardless of religious affiliation.

The Governing Body of a Voluntary Aided Primary School is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body after the Local Authority (LA) process if required.

How to Apply

The application process for admissions in 2011 is coordinated by Cambridgeshire LA, which acts on behalf of the Governing Body to offer places at the School. Parents should submit a Primary Application Form, available from their child's catchment primary school or from the LA Admissions Team, no later than 15th January 2011. Many families do this online. The LA will issue letters in April 2011 to inform parents about the allocation of a place. Late applications will be handled by the Admissions Team.

To apply for a place after the start of term or for a place in any other year group, please contact the admissions team for an application form.

School Office contact: 01223 293357. Email office@teversham.cambs.sch.uk

LA Admissions Team contact: 01223 717916

A School Open Day is held in the autumn term for parents to visit the school.

All parents are advised to read the LA booklet for parents on primary admissions.

How Places Are Offered

For admission into the Foundation class in September 2011, the LA, on behalf of the Governing Body, will offer places to 25 children. This is the Published Admission Number (PAN) for the year group. In the event that more than 25 applications are received, the subscription criteria will be applied to determine priority for places. All preferences are treated equally.

Admission Criteria

Where applications exceed the PAN, places will be allocated in order to:

1. Children who are 'looked after';
2. Children who live in the catchment area with a sibling at the school at the time of admission;
3. Children living in the catchment area whose parents are members¹, as defined by the discipline of the relevant faith, of:
 - (a) All Saints' Church, Teversham;
 - (b) Other Anglican Churches;
 - (c) Non-Anglican Christian Churches that are members of Churches Together in Britain, the Federation of Independent Evangelical Churches or the Evangelical Alliance;
 - (d) Other world faiths;
4. Children in the catchment area;
5. Children outside the catchment area with a sibling at the school at the time of admission;
6. Children living outside the catchment area whose parents are members, as defined by the discipline of the relevant faith, of:
 - (a) All Saints' Church, Teversham;
 - (b) Other Anglican Churches;
 - (c) Non-Anglican Christian Churches that are members of Churches Together in Britain, the Federation of Independent Evangelical Churches or the Evangelical Alliance;
 - (d) Other world faiths;
7. Children who live nearest the school according to the shortest straight line distance².

In cases of equal merit, priority will go first to children living nearest the school according to the shortest straight line distance.

In Years R, 1, 2 and 3 the PAN is 25, and in Years 4 – 6, it is 22. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received. All preferences are treated equally.

In cases of equal merit, priority will go first to children who are 'looked after' and then to children living nearest the school according to the shortest available route.

Reserve Lists

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

¹ The Governing Body requires a letter from the parent's incumbent or other religious leader for applications under the church criteria. These letters should indicate which of the criteria is met.

² Distances are measured using the Local Authority-defined start and end points. See Local Authority admissions booklet for parents for further information.

Staffing 2010/11

Head Teacher	Mrs Elizabeth Jenkin.
Robin Foundation	Mrs Clare Abbersteen
Blackbird Year 1 & 2	Mrs Wendy Schofield (Maternity leave from November)
Wren Year 2 & 3	Mrs Mary Pye (80%) & Mrs Julie Wyard
Starling Years 3, 4 & 5	Mrs Hayley Brooker, Deputy Head Teacher, SENCO
Kestrel Years 5 & 6	Mrs Roz Chalmers (86%) Mrs Wyard & Mrs Swift
PPA teaching	Mrs Helen Swift & Mr Paul Jordan
School Secretary	Mrs Ann Green
Administrative Assistant	Mrs Jenny Davis
TA	Mrs Valerie Hilsden. Healthy Schools Co-ordinator
TA	Mrs Jenny Davis
TA	Ms Audrey Rose
TA	Ms Tracey Winter
TA	Mrs Cheryl Oates
TA	Mrs Sue Lander
TA	Mrs Caroline Pettitt
TA	Mrs Anna Thompson
TA	Mrs Sarah Casciano
ICT technician	Mrs Maria Froggatt
Midday Supervisor	Mrs Michelle Brasnett
Midday Supervisor	Mrs Caroline Pettitt
Midday Supervisor	Mrs Carol Smith
Midday Supervisor	Mrs Anna Thompson
School Cook	Mrs Irene Ellis
Kitchen Assistant	Vacancy
Caretaker/Cleaner	Mr Tim Goldsmith
Breakfast Club Leader	Mrs Irene Ellis
Breakfast Club Assistant	Mrs Dawn Knibbs

All teachers are entitled to PPA, which involves them having 10% non-teaching time a week. We employ two experienced people, a teacher and a qualified sports coach, to cover the PPA time.

Teachers also have 45-minutes a week Management and Leadership time to manage the curriculum subjects for which they are responsible. Most teachers have at least two subjects to manage.

School Governing Body

The governors' remit is to provide a strategic overview of where the school is heading; it acts as a critical friend to the school, and holds the school accountable for the educational standards it achieves and the quality of education it provides. The governors meet twice a term, and minutes of the meetings are available in the school office or on the website.

The governing body is made up of a majority of Foundation Governors. These people are appointed by the church. The rest of the Governors consist of elected representatives from the teaching staff, non-teaching staff, parents and representatives appointed by the LA. The head teacher is also a member.

The current Chair of Governors is Mr Anthony Sharpe
The current Vice Chair of Governors is Mrs Julia Thomson

A list of membership is displayed on the school notice board in the foyer.



Playground fun

Extended School Provision

As part of our Extended Schools' Varied Menu of Activities provision, we are continuing to develop clubs, classes, groups and activities run by the school, sports clubs and private providers that take place outside school hours. Recent examples of clubs include Bible Fun, Running, Cooking, Netball, Gardening and Gymnastics.

Our Breakfast Club runs every day from 8.00, and costs £3.00 per session. It is held in our school hall. After school transport is provided daily to Limetrees After School Club at Fulbourn School.



Cooking Club

Standard Assessment Tests (SATs)

Children are formally tested at the end of each Key Stage, which is in Years 2 and 6. These tests generally take place in May each year. Parents receive their child's individual results along with comparative information for the school and the country.

Expectations are that pupils should reach Level 2 at the end of Key Stage One, and Level 4 at the end of Key Stage Two.

Attendance 2009 – 10

Teversham CE Primary School	Authorised absence	5.15 %
	Unauthorised absence	0.93%



Science Visit

General Information

School Hours:

Key Stage One Classes 9.00 – 12.15 and 1.30 – 3.15

Key Stage Two Classes 9.00 – 12.30 and 1.30 – 3.15

Children may arrive in the classroom from 8:50 in the mornings. Please do ensure that your child is in the classroom by 9:00 prompt. This gives us all a calm and precise start to the day, making sure every minute of lesson time counts.

Parent –Teacher Consultations and Reporting

We aim to keep parents well informed about children's progress.

There are two formal parent – teacher consultations each year, in the autumn and spring terms. We are always happy to see parents in addition to these times. If you require additional discussions with the class teacher, then please make an appointment. Generally teachers are available at the end of a day, but it is always advisable to check.

Annual pupil profiles are sent home towards the end of the summer term. If you wish to discuss the profile you are welcome to make an appointment with the class teacher to do so.

We hold an Open Day in November and this year it is Thursday 11th November 2010.

Pre-School: (Private venture)

The pre-school is run independently and is based in a mobile classroom on the school site. The pre-school leader is Mrs Stockbridge, who can be contacted by phone via the school office. Please note that attendance at pre-school does not guarantee a place at Teversham CE School for your child.

Water

Water bottles are available from the school office priced at £1.20 each. These ensure that children have access to water at all times. Please ensure that a named bottle comes to school daily, and is cleaned at home. ***Only water is permitted.***

Car Parking

Please observe the road markings at the gate and crossing, and remember that parking on them can incur a fine and penalty points on your licence. We realise that parking is a problem on Church Road, and that the corner with Airport Way is especially hazardous. Please show regard for your child's safety and courtesy for other drivers when dropping off and picking up children. ***Please do not use the school car park as this may delay staff being ready for work on time.***

Dogs

For Health and Safety reasons the LA and Governing Body do not permit dogs on the school site (even on a lead). This does not apply to guide dogs.

School Administration

School Meals

The school meals come from the LA freezer kitchen and are cooked on our school site, providing a good two-course meal with a choice guaranteed due to our wrist band system, whereby children choose and order their meals a week in advance. School meals can be paid for by cheque or cash on a weekly or half-termly basis. Cheques should be made payable to **Teversham Primary School**. Cash should be put in a **named, sealed** purse or envelope and sent into school on **Monday** mornings. Any change will be sent back the same day, but correct money is preferable. **Please note that no credit can be given.**

If your child has a medical appointment at the start of the day, please let the class teacher know in advance if a school meal needs to be ordered. The deadline for ordering school meals each day is 11.00 am. **If you want your child to change from school meals to packed lunches or vice versa, please write to the school office staff to inform them.**

If your child has any **special dietary requirements**, please inform the school in writing, and the kitchen staff will make provision for them. Free school meals are available for your child if you are in receipt of benefits and forms can be collected from the school office.

Packed lunches should be brought in a suitable, named container. Drinks should be in cartons or plastic containers. No fizzy drinks or sweets please. **If your child requires a cup or a spoon, please make sure they bring one, as the kitchen staff cannot provide them.** Also, please ensure your child brings a healthy, balanced lunch to school.

Children having lunch at home should return to school between 1.15 and 1.30 pm.

Please see the packed lunch policy at the end of the prospectus.

Payments to School

Cheques for payment of school trips, uniform, book club orders, visiting groups etc. should be made payable to **Teversham School Fund**. If you pay by cash, please ensure it is in a sealed envelope, clearly labelled with your child's name, the amount and what the payment is for.

Regulations state that we can only ask for donations for educational visits and activities. However, please note that unless enough money comes in to cover the cost of these events they will not take place, as the school budget cannot finance them. Friends of School (F.O.S.) very kindly donate 50% of the travel costs of educational visits as well as some events organised in school, helping to offset the expense for parents. No refunds will be given.

Notes Home

We send weekly newsletters home every Friday by email to the majority of families. They are also posted on our website. If a paper copy is required, it will be sent with the eldest child in each family. Prompt return of any permission slips is helpful.

School Records

It is essential that our records are up to date. Please inform the school office if your address or telephone number changes. ***It is essential that the school has alternative telephone numbers and contact persons in case of emergencies.***

Absences

Where possible the school must be informed in advance by letter if your child is to be absent from school for medical appointments. If your child is away due to illness please telephone the school office by 9.15 on the first morning of absence.

Every effort should be made to take holidays when school is closed; children should be in school for 190 days each academic year. If a holiday has to be taken in term time we require a letter from an employer stating that leave cannot be taken during school holidays. All other absence for holidays will be reported as unauthorised. ***Holiday forms are available from the school office.*** These are Government guidelines.

The ***Education Welfare Officer*** is Sally Kerley. Her contact number is 01954 713041. Mrs Kerley regularly visits the school to review the attendance figures, and she will investigate cases where children have high levels of absence or are persistently late into school. Attendance figures are published annually in the prospectus.

Discipline

Children and staff at Teversham enjoy a well-structured and orderly school. Rules and guidelines are discussed by everyone involved and are regarded as appropriate, fair and necessary for a happy, safe and efficient school. ***We believe in friendly but firm discipline.*** We want the children to take responsibility for their own behaviour, and we encourage older children to set a good example to younger pupils. All children are made aware of sanctions and if any pupil persistently misbehaves and becomes disruptive the parents are made aware either via a conversation with the teacher or a letter is sent home. Parents will be invited into school to discuss their child's behaviour if necessary. The ultimate sanction is a period of exclusion from school.

"Pastoral care is excellent and academic guidance and support good." Ofsted report May 2008

Partnership with Parents

“Parents are generally very positive about Teversham, and what it offers: The teaching staff really go the extra mile and the leadership is calm and purposeful” Ofsted report May 2008.

The school is committed to an active partnership with parents. We work with parents through:

- The active Friends of the School association (F.O.S.), which involves parents and staff throughout the year in fund raising and social events.
- A booklet sent home early in each term outlining the curriculum to be covered by each class, any important dates, F.O.S. and governor information.
- Opportunities for information exchange between teachers and parents before and after school and two formal parent evenings.
- Encouraging parents to assist in classrooms and on educational visits – if you would like to help in school, please see the class teacher. (The school will need to undertake an enhanced CRB check on regular volunteers).

Teversham Friends of School (F.O.S.) Registered Charity No1089947

Parents at Teversham School have always been very supportive of fund raising events and activities. F.O.S. is the school’s parent–teacher association but is so named to include families, friends and other interested local people and companies. The members of the Friends Committee work very hard to raise substantial funds to supplement the money in the school budget.

New members of the committee are always very welcome and the committee is always open to new ideas and suggestions for fund raising. Everyone is welcome to attend the regular committee meetings that are held. Help is greatly appreciated at all events even if parents are unable to attend meetings or do not wish to be members of the committee. **F.O.S. has a webpage on the school website** (http://www.tevershamceschool.co.uk/teversham_school_home.asp).

Money raised over the years has meant the pupils of Teversham School can enjoy extra opportunities, facilities and equipment, most recently a large sandpit and an annual pantomime.



Children take part in Children in need charity event

School Dress Code

The Governors of the school are very keen to promote our school dress code. We believe that a dress code helps to give a sense of belonging, it solves the problem of what to wear and it offers a more practical form of dress than fashion clothes.

Clothing list recommended for Teversham Pupils:

- Teversham school sweatshirt or cardigan.
- Navy/black skirt, pinafore dress, navy/black trousers.
- White or navy blouse, shirt, school polo shirt, roll neck or T-shirt.
- Summer option – blue and white checked or striped dress. Navy/black shorts.
- For indoor PE – White school T-shirt and navy/black shorts.
- For Outdoor PE – jogging bottoms, warm top, plimsolls or trainers, as well as the white school T-shirt. Studs in ears must be removed or covered by tape during PE lessons and long hair tied back. **Tape must be provided by parents.**
- A school fleece, PE bag, book bag and dispatch bag are also available.

Please ensure that coats have good strong hooks on them, and that each item of clothing is clearly and permanently named.

In common with all Circle Link Schools, we request the following:

- Wearing make-up, nail varnish, tattoos and jewellery is not allowed.
- Please wear only one earring in each ear. Only studs for pierced ears please. We do not permit nose studs or body piercing in school. Ear studs MUST be removed for swimming.
- Shoes should be **flat heeled** and have backs to them. They should be safe and practical.
- Extreme hairstyles or colours are not permitted.

PARENTS, PLEASE NOTE THE FOLLOWING REQUIREMENTS:

- Only fruit is acceptable for mid morning snacks. ***We do not permit any nuts or nut products in school as we have children with severe nut allergies for whom this would be extremely dangerous.***
- Please do not use the car park gate to access the school.
- Bicycles must be walked in and out of the school site and housed in the bicycle shed and securely locked. School cannot be held responsible for loss or damage to bicycles.
- Children who cycle to school should wear a **helmet**.
- At the end of the day pupils will wait in Blackbird classroom until their parent or carer has come into the playground to collect them. If you make alternative arrangements for your child, please inform a member of staff.
- Any deliberate damage to or loss of school property by children must be paid for by their parents.
- Swearing or bad language is not tolerated within school.

Pastoral Care

“Staff know and respond to pupils’ social and emotional needs in an extremely sensitive and caring manner.” Ofsted report May 2008

At Teversham we believe in a high standard of pastoral care, and feel that good relationships between staff, governors, children and families are paramount. To ensure that children feel safe and happy in school, we want them to feel able to share any concerns they may have. We encourage a high degree of co-operation and respect, dealing with any disputes or misunderstandings between children as fairly as possible. The school endeavours to prevent any bullying and any such incidents are taken seriously by staff. **Our definition of bullying is: “Bullying is the repetition of unwanted behaviour towards a child over a period of time.”** If parents have any concerns then they are welcome to make an appointment to see the class teacher or the Headteacher. We also have an elected School Council.

“Pupils behave well and listen attentively to staff and each other. This supports effective learning and contributes to an extremely happy and caring school.” Ofsted May 2008.

Arrangements to safeguard and promote the welfare of children

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 to a referral to Social Care. 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 Care 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 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.

Racist Incidents

Under the Race Relations (Amendment) Act 2000 and Home Office Code of Practice on reporting and recording racist incidents (2000) schools are required to record and investigate all racist incidents and to report them to the Local Authority on a regular basis. Cambridgeshire Local Authority and schools, as advised by the Home Office, use the definition recommended in the Stephen Lawrence Inquiry Report 1999:

‘A racist incident is any incident which is perceived to be racist by the victim or any other person.’

This definition emphasises perception, so that if anyone thinks an incident is racist it will be recorded and investigated as such, however minor it may seem. Incidents involving children and adults will be recorded whether or not those responsible intended their behaviour to be racist. It should also be noted that a racist incident does not necessarily have a victim.

Parents/carers will be contacted if their child is involved in any way in an alleged racist incident and they will be kept informed of the progress and outcome of any investigation. Any incident that is alleged or perceived to be racist will be recorded and

if, following investigation, it is concluded that it is not racist; this outcome will be noted on both the school record of the incident and the report that is submitted to the Local Authority. Termly reports of incidents on the Local Authority Racist Incident Database (RaID) will not identify individuals, but this information will be kept at school level, in line with other records on behaviour and incidents of bullying. The school will seek advice from Cambridgeshire Race Equality and Diversity Service (CREDS) as and when required and parents/carers may also discuss any concerns regarding racist incidents with the Service'.

Accessibility Statement

"Our school aims to be an inclusive school. We hope to make all our children welcome and feel happy to look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a disability he or she will be treated no less favourably than other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. Our accessibility plan (available at the school office) describes the arrangements we have already made and the further proposals planned, to improve physical access to the school, access to the curriculum and access to written information.

The school has a policy for supporting children with special educational needs which is revised every year. This policy is available in the school office. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

We aim to prevent disabled pupils in our school being placed at a substantial disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in school life.

In order for an effective working partnership between home and school to take place, we anticipate that parents will:

- inform the school at the earliest opportunity if their child has a disability and the exact nature of it;
- provide the information the school needs to plan effectively for the child to be a full member of the school community;
- acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the school community;
- recognise the importance of school and home working in partnership."



Science project

Medicines and Health

Medicines in School

With the exception of long term medication needed for ongoing medical conditions, we do not keep medicine in school. The exception to this is inhalers, which children may self-administer. Please inform the school if this is the case for your child. If your child is prescribed medicine to be taken during the day, please ask the pharmacist to supply it in dose frequencies which enable it to be taken outside school hours only. If this is not possible, we request that parents come into school to administer medicine to their child, unless there are exceptional circumstances, e.g. a school trip.

Allergies

Please complete a food allergy form for each child, to enable us to use foodstuffs in lessons with confidence. **Remember to inform us of any changes to your child's allergies.**

Children who are unwell

Please do not send your child to school if he or she is unwell. If your child has sickness or diarrhoea then he or she must remain at home for **48 hours after the symptoms have stopped**, in line with the regulation set down by the Public Health Authority.

Bumps and Injuries in school

All minor accidents that require first aid are recorded and dealt with by a trained member of staff. If necessary, a letter is sent home with a child to inform parents of any accident or injury. These are called "Bump Notes".

Accident Disclaimer

Some parents wrongly assume that if a child is injured at school, the County Council is held responsible regardless of the circumstances, and that its insurance will apply. This is not so – the County Council’s responsibility is strictly limited to cases where there was negligence by them or their staff. Accidents can happen in school, outside, or during school visits, when the County Council or its staff are not in any way at fault and are, therefore, not responsible.

Communicable diseases

If your child has a continuous cough or severe cold it is generally best to keep him or her at home as it is unreasonable to expect children to function properly when they are under the weather. Also, such conditions spread rapidly resulting in a large number of other individuals suffering too. We therefore ask parents to consider the other members of the school if their child has an infection.

Please seek medical advice about treatment and any necessary period of exclusion from school. The school needs to be made aware of any infections due to the risk to others who have been in contact with your child. Parents should check their children’s hair weekly for head lice and treat if live lice are found. The school nurse (see below) or pharmacist will be pleased to advise on suitable treatment. If you require advice on any specific communicable diseases then contact Dr Kate King at Hinchingsbrooke Hospital, Telephone 01480 398578.

School Nurse – Our school nurse, Kay Wallis, can be contacted on 01223 699430/1.

Home School Liaison Worker – Ben Tayler, our Parent Support Adviser, can be contacted on 0777 6162551.



Children on History visit try old methods of Laundry

Complaints Procedure

Copies of the procedure are available from the school office or the LA offices at ELH 1000, Castle Court, Shire Hall, Cambridge, CB3 0AP. 01223 717111



Early Years role playing

Freedom of Information

The school has adopted the Model Publication Scheme produced by the Information Commissioner's Office. This commits us to make certain classes of information that we hold available to the public. Please ask at the office or visit our website if you would like to read the scheme.

Curriculum and Teaching Methods

“Teaching is good because lessons are interesting and the pace of learning and challenge reflect the range of age and ability in each class.” Ofsted report May 2008.

We are proud of our successes in Teversham School. Our pupils and staff work hard to raise standards. We have been awarded the **Basic Skills Quality Mark** in 1998, 2001, 2004, 2007 and 2010.

We have been a Green Flag **Eco school** since 2006, received the **Healthy Schools Award** in 2008 and the **Active Mark** in 2009.

The teaching staff at Teversham CE Primary School is committed to using a variety of teaching methods and styles. Our history is that of a small school, but we now have 5 classes. Teachers vary the grouping and style of teaching to suit the particular needs and aims in any one lesson.

House points are given for good work and good deeds with a weekly winner. There are badges given for 100% termly attendance, and a special award for 100% whole school year attendance.



Curriculum

“Throughout the school, pupils are provided with a rich and varied range of activities that support their considerable enthusiasm for learning.” Ofsted report May 2008.

In common with all maintained schools in the country, we base our teaching on the National Curriculum. This is currently under review by the government. We have policy documents for all subjects in school which you are welcome to view.

The primary school curriculum is divided into three distinct phases: **Early Years Foundation Stage** (Reception), **Key Stage One** (Years 1 and 2) and **Key Stage Two** (Years 3, 4, 5 and 6). The EYFS curriculum continues the areas of learning from pre-school settings.

Foundation Curriculum

Children’s learning and development are good....a good range of activities engage children’s interest and develop their enjoyment in learning.” Ofsted report May 2008

The Early Years Foundation Stage is a distinct stage of education covering pupils aged from birth to 5. In our EYFS class, we take pupils as ‘rising fives’, and we continue the curriculum they will have been experiencing in their pre-school settings.

We have an Early Years Policy in school, stating that in their first year at Teversham School pupils will learn through a variety of ways in a well planned, well organised and secure environment, providing rich and stimulating experiences. Much of their learning will be through play.

The Foundation curriculum is organised into six areas of learning, leading towards

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

This curriculum prepares children for the National Curriculum in Year 1.

The National Curriculum

The National Curriculum subjects are taught in both Key Stages alongside RE and PSHE. We aim to deliver a broad and balanced curriculum which gives all children equal learning opportunities within a stimulating and challenging environment.

The subjects taught are:

- English (Literacy)
- Maths (Numeracy)
- Science
- ICT (Information and Communications Technology)
- DT (Design and Technology)
- History

- Geography
- Music
- Art
- PE (Physical Education)
- MFL (Modern Foreign Languages)
- RE (Religious Education)
- PSHE (Personal, Social & Health Education)

Each term we send home a **Partnership Booklet** giving details of the curriculum to be covered by each class in the coming term. Please ask for a copy in the office if you have not received one.

The School Development Plan identifies agreed priorities for development throughout the year. School resources are then planned to support the agreed activities. The present Plan covers 2010 – 2013.

The School Targets for the year 2010 – 2011 are:

- Promoting Healthy Lifestyles, including social and emotional wellbeing
- Continuing and improving high quality assessment.
- Develop a creative curriculum, promoting opportunities for writing across the curriculum

To **enhance the curriculum** we organise events such as educational visits to places of specific interest, visits from theatre groups, history days and visits from experts. We also organise residential trips for pupils in Key Stage Two. We set **homework** in line with the Department for Education policy. The amount varies between age groups, but we do expect that pupils will read at home at least 3 times a week and practise times tables very regularly.

The Cultural Guarantee is an assurance that at Teversham Church of England Primary School we believe that all children should have the opportunities to experience and participate in a range of high quality cultural experiences. We are committed to the principles of Cambridgeshire Culture. Further information on this entitlement is available from school.

Gifted and Talented Children

The school supports gifted, talented and highly able children. Children are defined as gifted if they are exceptionally strong in one or more academic subjects and talented if they are particularly strong in the arts, music or sports.

Highly able children may have strengths in several areas which may be exceptional for their age without being defined as gifts or talents.

Children may be identified as gifted, talented or highly able by their class teacher, parents/carers or outside agencies such as music teachers or sports coaches. When

identified, teachers and parent/carers will work together to ensure that the child's needs are met and that the child is supported in their social interactions and other subject areas. Advice and support is also sought from other professional and outside agencies when appropriate.



Children on History trip warm themselves by the fire

Special Educational Needs

“Those who find learning difficult receive good support.” Ofsted report May 2008

Some pupils permanently, or from time to time, have significantly greater difficulty in learning than the majority of children their age. We have a history of integrating pupils with special educational needs successfully in Teversham CE School, giving them individual consideration and if possible making special provision for them.

Our aim is that the needs of pupils will be identified and appropriate steps taken to assess the need for extra resources. We have an excellent team of Teaching Assistants (TAs) who work alongside pupils and teachers in meeting the needs of our pupils. We have an experienced Special Educational Needs Co-ordinator (SENCo) in school, and policies are in place for special educational needs and inclusion. Please do ask if you wish to view these documents.

If you have any concerns about special educational provision for your child, please speak with the class teacher and SENCo.

Working Together with Other Schools and the Community

“Pupils are well involved in the local community.” Ofsted report May 2008

Teversham is a member of the **Circle Link**. This is a consortium of 12 schools in the Bottisham area. We have worked together for over 30 years to provide high quality learning experiences for the pupils as well as sharing staff expertise and training. Many of our pupils are in the catchment area for Bottisham Village College. **Please note that if you live outside the village of Teversham, attendance at our school does not guarantee your child a place at Bottisham Village College.** Other schools that our pupils transfer to include Netherhall, St Bede’s and Coleridge.

The school has been sponsored by the **Marshall Group of Companies** since the Year 2000. This involves curriculum support in Numeracy and Design and Technology, an annual visit by Year 6 children to the airport, regular liaison and involvement in school occasions.

The Community police officer visits the school regularly each term. As part of the visit, the officer will meet with parents and carers on the school playground, either before or after school.

Religious Education and Collective Worship

“The school’s Christian ethos is evident throughout and clearly supports pupil’s excellent spiritual, moral, social and cultural development.” Ofsted report May 2008

We follow the Agreed Syllabus for Religious Education. This aims to ‘enable pupils to acquire knowledge and understanding of Christianity and other principle religions represented in Great Britain, and develop the ability to explore, reflect on and respond to human experience, drawing on their study of religion’.

As a Church of England School our times of collective worship are Christian based, and a member of the clergy takes worship weekly. Parents have the right to withdraw their children from RE or Collective Worship. Please come and discuss your wishes with the Headteacher. We do ask that parents provide a suitable activity for their children to do during times of collective worship, such as providing books to look at pertaining to their own faith if appropriate.

Teversham C of E Primary School

Food Policy – summary for parents and carers

Teversham C of E Primary School is committed to providing an environment that promotes healthy eating and enables pupils to make informed choices about the food they eat. We have adopted a whole school approach to food and nutrition; a full copy of the policy is available on request.

Food Policy Aims

The main aims of our school food policy are:

1. To enable pupils to make healthy food choices for life through the provision of information and development of appropriate skills and attitudes.
2. To provide healthy food choices throughout the school day.

Teaching

Food and nutrition is taught at an appropriate level across the curriculum using a wide range of materials. We recognise the individual and strive to provide equal access of opportunity for all. We aim to lead by example acknowledging all staff, parents and carers play a key role in influencing pupils' knowledge so it is important they are all familiar with healthy eating guidelines. Monitoring and evaluation of learning and impact is on going.

Food and Drink throughout the school day

Breakfast

We recognise breakfast is an important meal which pupils are encouraged to eat before they come to school.

Break times

We participate in the School Fruit and Vegetable scheme which provides children in Key Stage 1 with a piece of fruit or vegetable each school day. If older children would like a snack at break times, they are encouraged to bring in their own fruit or vegetables.

Lunchtime

School dinners meet the food-based standards for schools. A vegetarian option is available every day. We encourage parents and carers providing children with packed lunches to adhere to the same standards. This means crisps, chocolate and fizzy drinks are not allowed.

Out of hours learning

We do not normally provide a snack but on the occasions we do we ensure healthier options are offered. Water is always readily available.

Food as a reward

We do not encourage the regular eating of sweets or other food high in sugar or fat, especially as a reward for good behaviour or other achievements. Other methods or positive reinforcement, such as House Points and stickers are used in school.

Birthdays and other special occasions

If pupils wish to bring in food items to celebrate their birthday they may bring fairy cakes, biscuits or small packs of dried fruit. Sweets of any kind will be sent back home with the child.

One off activities

There may be occasions during one off activities when less healthy foods may be available. However, they will not be available in unlimited amounts.

Drinking water

Children are actively encouraged to drink water throughout the day. This should not be flavoured in any way. Their named drink bottle should be taken home, washed and refilled and brought to school daily. We do have a water dispenser for further free supplies.

Growing food

The school provides the opportunity for pupils to get involved in growing food both in school and at our after school gardening club.

Food allergy and food intolerance

The school asks for details of food allergies/intolerances to be advised by completion of a food allergy form. In view of food allergies the school does not use nuts, nut products or kiwi fruit and asks that they are not sent in or included in packed lunches. Nuts may be used in out of school activities when parental responsibility for all children is not with school staff.

Food safety

Appropriate food safety precautions are taken when food is prepared or stored.

Food and eating environment

Views from pupils, parents and staff are all welcomed, trialled and implemented where appropriate and workable. We aim to provide a positive eating environment recognising that eating is a sociable time where interaction should be encouraged.

SCHOOL TERM AND HOLIDAY DATES 2010 / 2011

2010

		Term Length
<u>Professional Day</u>	<u>Wednesday 1st September</u>	School closed
Autumn Term Opens	Thursday 2nd September	
<u>Professional Day</u>	<u>Friday 22nd October</u>	School closed
Half Term	25th – 29th October	
Autumn Term Closes	Friday 17th December	71 Days

2011

<u>Professional Day</u>	<u>Tuesday 4th January</u>	School closed
<u>Professional Day</u>	<u>Wednesday 5th January</u>	School closed
Spring Term Opens	Thursday 6th January	
Half Term	21st – 25th February	
<u>Professional Day</u>	<u>Monday 28th February</u>	School closed
Spring Term Closes	Friday 8th April	
<u>Professional Day</u>	<u>Tuesday 26th April</u>	School closed
Summer Term Opens	Wednesday 27th April	
<u>May Day</u>	<u>Monday 2nd May</u>	School closed
Half Term	30th May – 3rd June	
Summer Term Closes	Friday 22nd July	62 Days
	Total	195 Days
	Less Professional Days	7 Days
	Total	188 Days



To the best of our knowledge the information in this booklet is correct at the time of printing. The school reserves the right to make alterations as and when it may become necessary to do so.

If you think any information is missing which would be useful to include in future editions, please let us know.