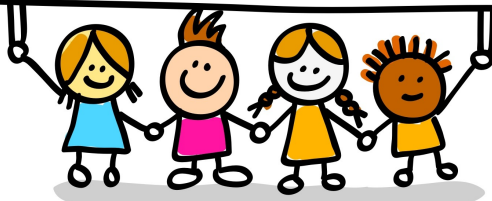


# Ellistown Primary School

Prospectus



Dream, believe, achieve  
the Ellistown Way.



- 3 Welcome to our school
- 4 Admissions / Transition to school
- 5 Attendance
- 6 Our Curriculum — Foundation Stage / Keys stages one and two
- 7 Personal, social and health education, citizenship / Sex and relationships education / Religious education and collective worship
- 8 Expectations at our school
- 9 Our staff
- 10 Organisation of the school day / Parent partnership
- 11 Beyond the curriculum—Sports and extra curricular activities / Day and residential visits
- 12 School meals / School milk and break time snacks / Pupil premium funding
- 13 Contacting the school / Concerns and complaints
- 14 School uniform / Jewellery / Hair styles
- 15 Our Governing body / Ellistown fundraising
- 16 Every child matters—Inclusion / Child protection
- 17 Holidays / Communication / Medicines / Head lice / Health and wellbeing
- 18 Access and safety / Parking / Dogs
- 19 Out of Hours Club / Tax-free childcare from HRMC

# Ellistown Primary School

Welcome to our school

Whether your child is starting school for the very first time or joining us mid-way through primary school, it can be a very unsettling time and so it is essential that you are fully informed and involved from the very beginning. Our prospectus, along with any visits to the school, aim to provide you with all the information and reassurance that you need during this time.

At Ellistown Primary School, the staff and governors are committed to providing the very best education for all, having high expectations and aspirations for all of our pupils, both in and out of the classroom. Our main aim is to ensure that all pupils have the good care and provision that they need in order for them to achieve. With our school motto - **Dream, believe, achieve ... the Ellistown Way** - at the heart of everything we do.

Working in partnership with parents is essential to your child's education and well-being during their journey through Ellistown. During your time as an Ellistown parent there will be many opportunities for you to take an active part in your child's learning.

We very much look forward to beginning your journey with you and working together along the way.

Mrs Simone Fellows

Head Teacher

# Admissions

Admissions to Ellistown are made in the September of the academic year your child turns five. Applications are made to the Local Authority and can be made electronically via their website. Paper copies can also be requested. We also encourage parents to let the school office know when they are requesting a place in order for us to keep an informal list at school. Admission to any other year must also be made via the local authority. website

Visits to the school are welcome and are organised for parents upon request. Please telephone the school office to make arrangements. All decisions about admissions are made by the Allocations Board at County Hall.

Please check the local authority websites for additional information: Leicestershire Local authority: [www.leics.gov.uk](http://www.leics.gov.uk)



# Transition to school

We want all children to start school feeling confident and excited, so we begin the process of getting to know you and your child in the summer term prior to the start of the new academic year. Families will be contacted by the Foundation Stage staff to arrange a home visit where we can meet you and your child in a familiar setting. The home visit is a chance to talk to us about your child and their personality so we can begin to get to know them. This is also a great opportunity for you to let us know anything else that we might need to know about your child. One of the members of the Foundation team will also visit your child in their nursery or play group. Dates and times for when your child will begin with us will be given during this transition process.

For pupils joining other year groups or at a different point in the year, we recommend a visit to the school prior to starting with us, where you and your child will have an opportunity to meet staff. During your child's first week they will be partnered with a 'buddy' to ensure they settle in quickly and their progression in learning is continued.

# Attendance

At Ellistown we expect all pupils to attend each day and arrive on time.

The school is required by law to record lateness and authorised absence separately from unauthorised absence. We monitor attendance and lateness every four weeks and where a child's attendance falls below 96% a letter will be sent home. Our Pupil and Family Support Worker will work closely to support families in improving attendance and lateness when necessary.

Should your child be absent from school through illness please telephone the school at the earliest opportunity and not later than 8.45 a.m. When a child returns from illness a letter must be sent into school to confirm their reason for absence.

If your child becomes ill or is involved in an accident while at school, emergency treatment will be given and if it is thought necessary you will be contacted. **Please ensure that the school has an up to date emergency contact number.** Routine doctors, dentists and other appointments should be made out of school hours.

**Holidays during term time will not be permitted** and will be recorded as an unauthorised absence and in the instance of absence being longer than 5 days, a referral to the local authority will be made upon which a penalty may be imposed. However in the event of exceptional circumstances i.e. funerals, weddings etc. a document is available for you to request authorisation, Please ask at the school office should you require one.



# Our Curriculum

## Foundation Stage

In the Foundation Stage (also known as 4+ and Reception) the curriculum is based on the **Early Years Foundation Stage**. This views each child as a unique learner and within this, there are seven areas of learning which build on each other:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding The World
- Expressive Arts and Design

All areas of learning and development are equally important and activities are planned around children's interests and learning styles at their own pace. We link areas of learning into themed activities for the children and learning through play and exploration is the basis for all activities in this early stage of learning at school. Sometimes this will be independent exploration, at other times in small groups with an adult, or as a whole class.



## Key Stages One and Two

In Key Stage 1 and Key Stage 2, children work within the framework of the national curriculum and although the children will follow the national plan, teachers work hard to ensure the curriculum is unique to Ellistown by providing exciting and memorable themes and opportunities in which to learn. We aim to make our curriculum relevant, enjoyable and creative; suiting the needs of all of our pupils.

English and Maths are taught as separate subjects in daily English and Numeracy lessons and skills learnt during these lessons are developed further through other curriculum areas. Computing is taught and applied across all areas of the curriculum.

At Ellistown we strive to make the arts a vibrant part of our curriculum and we regularly hold themed arts' days to promote this. For example, in the past we have invited an artist into school to work with the children to develop specific techniques.

Children in years 2 to 5 have weekly swimming lessons in accordance with National Curriculum requirements



## Personal, Social and Health Education

The PSHE and Citizenship curriculum is delivered through weekly or two weekly sessions which concentrate on important issues like relationships, goals, how to deal with bullying and how to keep safe. Our main goal is to equip children with skills enabling them to make personal and safe choices throughout their life. We also teach children to be inclusive and kind in these sessions, giving them an opportunity to talk. This will support them to become respectful citizens.

## Sex and Relationships Education

Sex and Relationships Education is taught as part of our PSHE and Science curriculum in relation to keeping healthy, growing up and how we change, including teaching about puberty in years 5 and 6. We build on this in every year group in a way that is appropriate for the children. If you would like further information please contact the school office and we'll be happy to help.

## Religious Education and Collective Worship

All RE follows the Leicestershire Agreed Syllabus and whilst our curriculum content is mainly Christian, we do teach aspects of other major world faiths. Each day we have an assembly which is our act of collective worship in which we enjoy welcoming local church leaders regularly to lead assemblies. We also have assemblies to celebrate festivals from around the world and regularly visit our local church at times of Christian celebrations. Parents should note that you have a right to withdraw your child from the RE lessons and school assemblies. If you wish to do so please contact the school office for further information.



You will receive a news letter each half term outlining the learning that is to take place. This will give you an opportunity to 'join' in at home if you would like to!

## Expectations at Our School

Good behaviour is a pre-requisite of effective learning and we expect all children to behave in accordance with 'The Ellistown Way' – the school rules and expectations. Furthermore we have a strict uniform policy and expect a high standard of dress from all pupils. A child friendly power point explaining our behaviour policy can be found on the school website, as well as the full policy.

Pupils should be organised and ready to learn each day bringing to school appropriate equipment. Children should wear their PE kit to school on PE days in accordance with the schools uniform policy. Reading books and reading records should be brought to school each day.

All children should be aiming for 100% attendance and should be on time to start the school day. Routine doctors and dentist appointments should be made outside of school time. We monitor attendance and punctuality every four weeks. A letter will be sent informing parents when a child's attendance falls below 96%. Our pupil and family support worker will work closely with families who are persistently late and absent from school.

When all of these expectations are in place it gives all our children the best chance of reaching their full potential.

When starting at our school a firm agreement between home and school is formed in ensuring these expectations are met.



For further information please see our behaviour policy which can be found on our school



# Our Staff

**Head Teacher** - Simone Fellows

**Assistant Head Teacher** - Becky Davies

## Teaching Staff:

**Reception:** Chloe Wardle

**Key Stage 1:** Rebecca Davies , Natalie Forbes and Stef Moate

**Key Stage 2 :** Daniel Heale, Georgina Anderson, Lauren Hill,  
Karen Featherstone, Ruth Brooks

**SENDCo:** Helen Armstrong

**SHLTA:** Mandy Rennocks

**Pupil and family support:** Ellen Parker

## **Teaching Assistants:**

Annabelle Rodillo-Smith, Deborah Head, Theresa Beadle,  
Beth Glover, Janet Abbott, Liz Barham, Katy Webb and Vini Sayir

## **One to one support**

Charlene Heath, Amie Hunt, Nicola Harmer

## Midday Supervisors:

Alison Beardsmore (cleaner), Wendy Webb (cleaner), Claire Paling, Vini Sayir ,  
Helen Whatnall, Becky Gray-Burns, Louise Chaplin and Katy Webb

**Premises Officer:** Paul Brown

**School Crossing Patrol:** Susan Baker

## Office Staff:

**Business Manager:** Sarah Wilson

**Administration Officer:** Karen Hollis

## Out of Hours Staff:

Imogen Dales, Annabelle Rodillo-Smith, Sam Pope, Trudi Churchill

## Organisation of the School Day

Each phase of the school is organised to meet the needs of the curriculum. Changes are made from time to time when special events or Marvellous Moments are taking place.

	8.45 – 10.45			Break time	11.00 - 3.15		
Monday	Registration (8.45 -8.55)	Assembly 9.15am				Lunch time EYFS 11:45- 1pm	
Tuesday							
Wednesday							Key Stage 1 12-1pm
Thursday							
Friday		Assembly 9.00am					Key Stage 2 12-1pm

Parents are welcome to join us for our Friday celebration assembly – if your child is due to receive an award during this assembly we will notify you in advance so that you are able to attend.

## Parent Partnership

Our partnership with parents begins with home visits before your child starts school and continues throughout their journey at Ellistown Primary School.

Whilst your child is with us you will have regular parents evenings but also events and sessions where you are able to join in with your child's learning. For example, in the past parents have been invited to join their child for phonics/spelling lessons, maths activities and a safety awareness day. We also hold more informal sessions where parents are able to come along and join us for a coffee and a chat about current school initiatives, such as reading, healthy schools and anti bullying, where your feedback helps us to reflect on school policy and practice. Your views are vital in helping our school to continually improve.



# Beyond the curriculum

## Sports and Extra- Curricular Activities

Ellistown has achieved the 'Kite mark Award' in recognition of our sports provision. In addition to timetabled PE lessons we also have regular visits from a variety of coaches for example, pupils have had the opportunity to take part in Archery and yoga in the past.

After school sports and clubs play a very important role at Ellistown and we pride ourselves on the wide variety that we offer. Regular Newsletters keep parents informed of clubs taking place each term and how pupils can get involved.

The Covid pandemic has affected some of what we have been able to offer in school, but we are excited to get started again in 21/22. We hope that during this school year we will be able to offer Musical tuition again. In the past we have had high numbers of pupils learning to play the guitar as well as a range of percussion instruments, the saxophone, clarinet, flute and piano. Our children love to sing and in addition to the curriculum we have had a choir in key stage two in the past. We hope that in 21/22 we will once again be able to take a group of children to take part in the Young voices mass choir at Birmingham NEC



## Day and Residential Visits

Providing opportunities for our pupils to learn outside of school is very important to us. Day trips are arranged regularly to enhance areas of learning. For information about parental contributions, please see our [charging policy](#) available in the school office.

A residential visit to London is arranged every two years for year 5 and 6, as well as an outdoor and adventure residential for our year 3 and 4 pupils. We hope that you will encourage and support your child in taking part in these invaluable experiences. Residential visits are linked to work carried out in school, but are also fantastic opportunities for children to develop socially.

## School meals

School meals are cooked on site and if your child is in the foundation stage or key stage one these are free to all. A choice of meals is available for each child.

Children may have a cooked meal or bring a packed lunch. Children who have sandwiches should ensure they have a healthy, well balanced (no chocolate, sweets or fizzy drinks please) packed lunch. We also request that foods sent into school are **NUT FREE** as we have several children with severe allergies.

We recently changed our catering provider to Dolce catering and school dinners have never been more popular.



## School Milk and Break Time Snacks

[www.coolmilk.com](http://www.coolmilk.com) provides free milk for children up to their fifth birthday. Milk can be purchased from them after that date. Parents/carers need to register on the Cool Milk website.

The school operates a healthy eating policy and sweets, chocolate and unhealthy snacks are not permitted.

Fruit is provided at break time for all children in Key Stage 1 as part of the National Fruit Scheme. In Key Stage 2 pupils may bring a healthy nut free snack to eat at breaktime.



## Pupil Premium Funding

If you are a low income family and in receipt of benefits you are able to apply for pupil premium funding which entitles your child to free school meals in KS2. The school also receives funding which is used to support your child in school as well as contribute towards the cost of trips, residential visits and other activities where there may be a charge incurred. For more information please contact the school office.

# Contacting the school

If you would like any further information or copies of any policies or documents that support our school prospectus these can be found on our website or alternatively, contact us via the school office, telephone or email.

Office Opening Times 8.45am – 3.30pm

Ellistown Primary School  
Whitehill Road  
Ellistown  
Coalville  
Leicestershire  
LE67 1EN

Tel: 01530 260301

Email: [admin@ellistown.leics.sch.uk](mailto:admin@ellistown.leics.sch.uk)

Website: [www.ellistown.leics.sch.uk](http://www.ellistown.leics.sch.uk)

Chair of Governors: Mr Clive Taylor

## Concerns and Complaints

Ellistown Primary School follows the procedure recommended for use in schools by the Education Department of Leicestershire County Council. If a parent has any concerns or issues that they need addressing it is important that parents immediately discuss their concerns with the class teacher as their first port of call to see how the matter can be resolved. If this is not possible then an appointment can be made to see the Head Teacher or Assistant Head Teacher who will investigate the complaint and report back to the parent. A copy of the complaints policy is available on our school website or via the school office.

# School Uniform

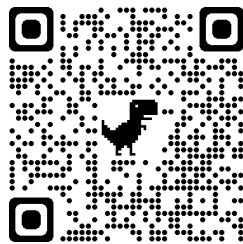
Our school uniform gives pupils a sense of unity and belonging.

Our school uniform is...

- ◆ A white polo shirt with black or grey trousers or skirt with a navy sweatshirt or cardigan. In the summer girls can wear blue summer dresses, skirts or pinafores, and the boys can wear shorts. Black shoes or plain black trainers should be worn.
- ◆ On PE days pupils should wear navy or black jogging trousers or leggings, a white t-shirt (no cropped tops) and a royal blue hoodie. In the summer children may wear navy shorts with a white t-shirt. None branded items are preferred. Black trainers should be worn on PE days
- ◆ All pupils are expected to have a school book bag as part of their uniform – we will provide a book bag for all pupils joining us in Reception at the start of the academic year. If a replacement is needed these can be purchased from the school office via ParentMail.

Many items of uniform, including our book bag, with our school logo are available from:

<https://www.ept-schoolwear.co.uk> or scan the QR code below.



**We do insist that all uniform is clearly named, it makes it much easier to reunite lost items with their owner.**

## Jewellery

For safety reasons children must not wear bracelets, brooches, rings and necklaces. Children may wear watches, but must be responsible for them. Children with pierced ears may wear stud earrings only, but these must be removed for P.E. and swimming. This is the child's responsibility.

Make-up and nail varnish should not be worn at school.

## Hair Styles

Exaggerated or extreme haircuts are not permitted, including the wearing of large/additional hair accessories, eg Jo Jo bows or cats ears. Hair accessories should be in the school colours of navy and white where possible.

**The school cannot accept responsibility for lost or damaged items.**



## Our Governing Body

The Governing Body fulfils a vital role in the management of the school. It is made up of both elected and co-opted representatives each of whom serves a four year term of office.

There are full Governing Body meetings each term. In addition there are regular committee meetings throughout the year. The governors monitor and evaluate the strategic development of the school and ensure the Head Teacher along with the staff constantly work to raise standards across the school.

*All leaders and managers, including governors, refuse to accept second best.*

*Ofsted 2017*

## Ellistown Fundraising

Each year, together with parent volunteers, we organise a series of fundraising events to support projects across the school. Events have included a wide range of activities, for example a Mother's Day cream tea, a run to Lapland, film nights, Easter Eggstravaganza and many more. Our local community fully support our events through donations of raffle prizes and supplies to make them possible. We very much appreciate their support.

Over the last few years our fundraising events have enabled the school to subscribe to the Leicestershire Library Services, contributed to the cost of theatre trips and installation of our new trim trail on the key stage one playground and our new school library.



# Every child matters

## Inclusion

Ellistown is an inclusive school where our 'ethos of 'Dream, Believe, Achieve -The Ellistown Way' permeates through everything we do as a school' (Inclusion Award December 2018), with an ethos that is underpinned by the good care, guidance and support which makes pupils feel secure and valued, with British Values at the heart. 'There is a delightful atmosphere in school. Pupils feel very safe and behave exceptionally well. They take responsibility and work hard.' (OFSTED October 2017). We are proud of our achievements in this area as, at Ellistown, every child does matter. We know our children well and help them develop and mature in the right way.

We aim always to teach abhorrence to racism and extremism. Discrimination of any kind will not be tolerated in the school.

Please ensure the school is informed of any disabilities either a pupil or family member in order for us to make any necessary reasonable adjustments to accommodate individual needs.



## Child Protection

**Safeguarding:** All the staff and volunteers at our school are checked as required by law. This DBS check is carried out upon appointment and regularly throughout their employment.

The Designated Safeguarding Lead at Ellistown is the Head Teacher—Mrs Fellows . She is supported by Ellen Parker, Becky Davies, Sarah Wilson and Charlotte Brooks as Deputy Designated Safeguarding Leads. In the event of a disclosure the school has a duty to inform the relevant agencies to ensure that children are safeguarded. This will be in line with local and national guidance.

For a copy of our Safeguarding Policy please contact the office or see the school website.



## Holidays

Holidays during term time will not be permitted and will be recorded as an unauthorised absence and in the instance of absence being longer than 5 days a referral to the local authority will be made, upon which a penalty may be imposed. However in the event of exceptional circumstances i.e. funerals, weddings etc. a document is available for you to request authorisation, please ask at the school office should you require this.

## Communication

Over the course of the year there will be two opportunities for you to meet with your child's class teacher, along with your child and discuss their learning, as well as an end of year report with progress information included. If you have a concern regarding your child or simply need to pass a message on to the teacher please send a letter into school via your child's book bag or telephone the school office to arrange an appointment. Alternatively please speak with the class teacher at the beginning or end of the day, although this is obviously not the time for a longer discussion

## Medicines

Parents are encouraged to administer medicines to their own child by adjusting the times for each dosage. If this is not possible, our office staff will administer them at 12pm only, in accordance with our medicines policy. If this is required please complete an '*Administration of Medicines*' form and return it to the office. These documents can be found on our website. For pupils with asthma or severe allergies, relevant medication i.e. inhalers or epi-pens must be provided and clearly labelled, with relevant documentation completed and returned to school.

## Head Lice

Head lice are a fact of life in all primary schools. They can be kept under control by regular washing, conditioning and combing of hair using a very narrow tooth comb. Please check your child's hair regularly and inform us immediately should you find any evidence of head lice. If we suspect your child has head lice, we will ring and ask you to come and check your child's hair. Should your child then have head lice, we will ask you to take them home, treat them and you may return your child back to school the same day.

## Health and Well being

In order for your child to be ready to learn it is vital that they have had a good night's sleep and a suitable breakfast to start their day. As part of our curriculum we learn about leading a healthy lifestyle and making good choices about food and exercise. This is essential as children grow and develop into young adults. If you require any support with your child's health and well-being, our pupil and family support worker – **Miss Charlotte Brooks** - is available. Please contact her via the school office.

## Access and Safety

Pedestrian gates via Whitehill Road and Rushby Road will be opened 10 minutes before the school day begins/ends and will be closed promptly once pupils have entered/left the school building. Parents of children in Key Stage One are asked to collect their children at the end of the school day from the classroom door. Pupils will not be able to leave school by themselves. In key stage two pupils must have permission from a teacher before they leave. An electronic door security system at the main entrance to school ensures only authorised persons will be able to enter the building, enhancing the safety of your children, which is always our main priority. CCTV cameras record the exterior of the building at all times.

## Parking

Should you need to come to school in your car please be considerate of our neighbours and families walking to school and park your car appropriately i.e. avoiding pavements, zig zags and driveways.

## Dogs

In the interest of hygiene and safety of the children, no dogs must be brought on to the school premises.

## Out of Hours Club



Our very popular Out of Hours club runs daily both before and after school, offering a wide range of activities and tasks within a weekly theme. During the club, the children have the opportunity to take part in cooking and a range of sports and crafts activities. Our club is held in the community centre attached to the school and games and activities also take place in our school grounds. Only pupils that attend our school are eligible to attend.

Times	Charges
<b>Morning Session</b>	
7.15am - 8.45am	£7.45 (includes breakfast)
7.45am – 8.45am	£5.10 (includes breakfast)
8.15am – 8.45am	£2.55 (does not include Breakfast)
<b>Afternoon Session</b>	
3.15pm - 3.45pm	£2.55
3.15pm – 4.15pm	£5.10
3.15pm – 5.00pm	£9.82
3.15pm –5.30pm	£11.47
3.15pm –5.45pm	£12.75
Any time after 5.45pm	£20.00
<b>All afterschool prices include a drink and a biscuit</b>	

**Further information regarding our provision is available via our school office and can also be found on our school website**

## Tax-Free Childcare from HMRC

For every £8 a parent pays into their childcare account, the government will pay in an extra £2. Parents can get up to £2,000 government support per child per year towards their childcare costs. They can then use this money to pay their childcare provider.

Parents will be able to apply for Tax-Free Childcare from early 2017, when the government will begin inviting parents to apply, starting with parents of the youngest children first. Check whether Tax-Free Childcare is the best offer for you using the childcare calculator.

The school is now registered for Tax-Free Childcare to enable our parents to benefit from the scheme. While parents can't make payments using both Tax-Free Childcare and childcare vouchers, childcare providers who are signed up to Tax-Free Childcare can receive payments from both schemes. For more detailed information regarding who can register for a Tax-Free Childcare account please go to <https://www.gov.uk/tax-free-childcare> . You will also find a calculator to work out if you'll be better off with Tax-Free Childcare, before you apply and stop your tax credits or Universal Credit child vouchers.

<https://childcare-support.tax.service.gov.uk/moreinfopar/1>



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the Ellistown Way.

