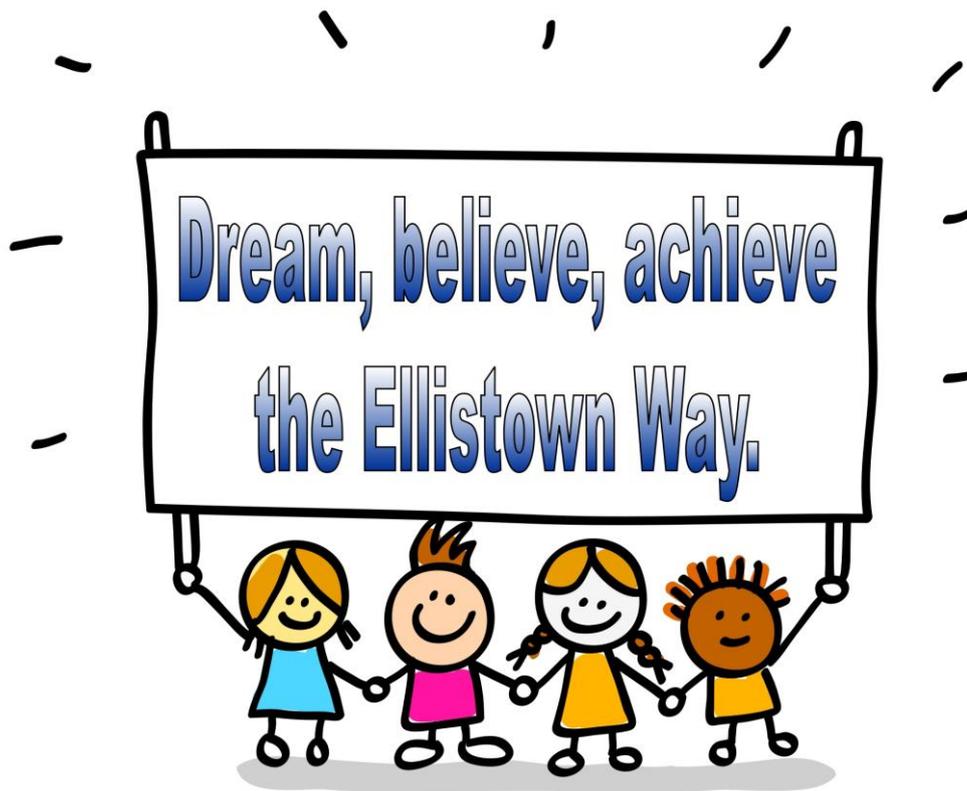


Ellistown Primary School



PROSPECTUS

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 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 Keily Stretton
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.

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



Induction

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 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 then followed up with visits to the classroom followed by an Induction Afternoon when the Head Teacher and Foundation Stage staff will meet with the parents to welcome you to the school and be available to answer any further questions you may have.

Dates and times in which your child will begin with us will be given during this induction 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. Repeated lateness can also amount to a failure to attend school regularly. 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 this.



Our Curriculum

Foundation Stage

In the Foundation Stage (also known as 4+ and Reception) the curriculum is based on the **Early Years Foundation Stage**. There are six areas of learning:

- ❖ Personal, social and emotional development
- ❖ Communication, language and literacy
- ❖ Mathematical development
- ❖ Knowledge and understanding of the world
- ❖ Physical development
- ❖ Creative development

All areas of learning and development are equally important and staff plan activities which allow children the chance to explore and talk about what they find. 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 Literacy and Numeracy lessons and skills learnt during these lessons are developed further through other curriculum areas. ICT 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, we invite an artist into school to work with the children to develop specific techniques.

Children in years 2 to 5 have weekly swimming lessons which run for the duration of a term.



Personal, Social and Health Education/Citizenship

The PSHE and Citizenship curriculum is delivered through 'R' Time and SEAL lessons which concentrate on important issues like relationships, going for goals and how to deal with bullying. Our main goal is to equip children with skills enabling them to make both personal and health choices as they progress through life.

Sex and Relationships Education

Sex 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. 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 booklet each year outlining the learning that is to take place throughout the year so that you can 'join in' at home.

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 devised by them. Furthermore we have a strict uniform policy, including hair styles, and expect a high standard of dress from all pupils.

Pupils should be organised and ready to learn each day bringing to school appropriate equipment, including homework which we believe makes a positive contribution to the development of children and is an integral part of the work at school. PE kit should be brought to school every Monday and remain in school all week. Reading books and reading records should be brought to school each day.

All children aim 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 highest chance of delivering 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 website:
www.ellistown.leics.sch.uk

Our Staff

Head Teacher: Keily Stretton

Deputy Head Teacher: Jenny Borthwick

Inclusion Manager: Vicky Brooks

Teaching Staff:

Reception: Jenny Borthwick

Key Stage 1: Ashleigh Welding Catherine Cemery Lauren Hill

Key Stage 2: Natalie Braden Ellie Gripton Simon Chapman Vicky Brooks/Keily Stretton

Support Staff:

Cover Supervisor/HLTA: Diane Winterton **SHLTA:** Mandy Rennocks

Pupil & Family Support: Amy Smallwood (maternity leave) & Charlotte Duckhouse

Teaching Assistants:

Annabelle Rodillo-Smith Deborah Head Theresa Beadle Ellen Parker
(Midday Manager)

Learning Support Assistants:

Angela English Janet Abbott Beth Glover Donna Flanagan

SEND support: Laura Whittingslow (lunchtime supervisor)

Midday Supervisors:

Alison Beardsmore (cleaner) Claire Paling Sarah Norris

Hannah Holland Karen Godman

Kitchen Staff: Teresa Beniston Joanne Tarry Anne-Marie Fradsham (cleaner)

School Crossing Patrol: Susan Barker

Office Staff

Business Manager: Sarah Wilson

Data Manager: Nicky Manser

Administrative Assistant: Karen Hollis

Premises officer: Shirley Leeson

Out of Hours Staff

Hannah Holland

Organisation of the School Day

Each phase of the school day 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 (10.45 – 11.00)	11.00 –	Lunch time	EYFS & KS1: 13.30 – 15.15
Monday	Registration (8.45 – 8.55) Morning Maths	Phonics – KS1 Spelling & handwriting – KS2	Assembly (9.15 – 9.30)		EYFS: 12.15		KS2: 14.00 – 15.15
Tuesday					KS1: 12.30		
Wednesday					KS2: 13.00		
Thursday							
Friday	Assembly	Phonics					

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 begin with home visits before your child starts school and continues throughout their journey through the school with not only the regular sharing learning meetings but also with events and sessions where you are able to join in with your child's learning. For example this year parents have been invited in to join their child for phonics/spelling sessions, maths activities and safety awareness sessions.

We also hold more informal sessions where parents are able to come 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. This year, for example, pupils have had the opportunity to take part in Archery and Yoga.

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.

Musical tuition can be arranged through the school. We currently have high numbers of pupils learning to play the guitar as well as a range of percussion instruments, the saxophone, clarinet, flute and piano. We look forward to hearing their music performed during the year in our celebration assemblies. Our children love to sing and in addition to the curriculum we have a choir in key stage two, who this year have again taken part in the Young Voices concert at the 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 year for years 5 and 6 and this as well as an outdoor and adventure residential for our year 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 provided for free to all. A choice of meals is available for each child. Children may go home for lunch, stay at school for 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.

School Milk and Break Time Snacks

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 can either bring a piece of fruit to school or buy a slice of toast for 10p.

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. 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.



Out Of Hours Club

Ellistown Primary School Wraparound childcare Provision

- Ellistown Primary School wraparound childcare provision exists to provide high quality out-of-school hour's childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.
- The club operates from:

7.15am - 8.45am
and
3.15pm - 5.45pm term time.
- Current costs for each session are charged at £5.50 per hour or part of.
- All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.
- For more information please contact to 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
Leicester
LE67 1EN

Tel: 01530 260301

Fax:

Email: admin@ellistown.leics.sch.uk

Website: www.ellistown.leics.sch.uk

Chair of Governors: Mr Damien Carroll

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 and Deputy 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 wear blue summer dresses, skirts or pinafores, and the boys can wear shorts.

For PE kit pupils are expected to change into black shorts, white t shirt and plimsolls. For outdoor PE a tracksuit and trainers should also be provided. **This should be contained in a draw string bag as large rucksacks cannot be accommodated.**

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.

Many items of uniform, including our book bag, with our school logo are available from:
<http://www.clothingattesco.com/leicestershire/ellistown-community-primary-school/inv/119914/>

<http://www.babes2tots.co.uk/>

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 or taped with micro pore tape. 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.

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 elected representatives and co-options 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.

'Governors are very supportive of the school and are fully committed to its continuing development.' OFSTED 2013

Ellistown PTAThe Ellistown Way

The Ellistown PTA are a group of parents and relatives that work hard to support the school by fundraising and arranging events. Each year they organise a Summer Fete and discos for the children each term as well as many other fundraising events e.g. talent shows, Ice Cream Fridays, fashion shows.

Over the last few years they have enabled the school to purchase books, subscribe to the Leicestershire Library Services, contributed to the cost of school trips and have provided coaches for theatre trips. They recently raised funds to support the Solar Schools project as well as purchase playground equipment and library books.



Members of the PTA always welcome new members and ideas. If you would like to become involved or have an idea to share they can be contacted by email at ellistownpta@gmail.com or via the school office. We are eternally grateful for their support.

Every Child Matters

Inclusion

Ellistown is an inclusive school, 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. 'Pupils are proud of their school and speak very positively about it. They care about each other and they are aiming high and want to succeed' Ofsted 2013. 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. All the activities that take place in the school should aim to create an atmosphere where this happens.

Please ensure the school is informed of any disabilities of 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 child protection officer at Ellistown is the Head Teacher and in the Head's absence the Deputy Head Teacher. Training is given to all staff so that they know the signs of abuse, sexual discrimination and radicalisation and the procedures that should be followed if those signs are observed/disclosed. In the event an allegation is made 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 the Child Protection Policy please contact the office.

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 parent's evenings for you to meet with your child's class teacher 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, staff are very busy in the morning and once the day begins they are focused on bringing the children into school to start the day.

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 to the office. These documents can be found on our website.

For pupils with asthma or severe allergies, relevant medication i.e. inhalers or epipens 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 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. In the interests of safety no adults or children should enter or leave the premises via the school car park gate.

Parents of children in Key Stage One are asked to collect their children at the end of the school day from the rear Key Stage 1 playground. 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 to 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.