

# Upton St Leonards Church of England Primary School

*Building foundations for a love of life and a love of learning*

We believe that:

- Every child is entitled to enjoy his/her childhood
- Every child should be valued for his/her individual strengths
- Every child should experience success

Our vision is that children will leave our school with:

- An enquiring mind, a desire for knowledge and a love of learning
- High self esteem and personal expectation, and a sense of achievement
- An understanding and appreciation of Christian values
- A respect for self and others
- A developing spirituality
- A foundation of key skills - linguistic, mathematical, scientific, creative, technical, physical, personal and social

We aim to make our school a place where:

- We foster a love of learning, a love of life, a love of one another, a love of God
- Learning and achievement are rich and creative experiences for every child
- We provide a broad, balanced and stimulating curriculum through which everyone is encouraged to achieve their potential
- Everyone learns as part of our co-operative and supportive community
- We value the contribution that parents make to their children's learning
- People of all faiths and cultures are welcome
- Individual strengths are valued and diversity celebrated
- All are treated equally and given equality of opportunity regardless of gender, special needs, disability, race, religion or background
- Children feel safe and secure
- Children make positive contributions to the school and the wider community
- Everyone respects each other
- Children develop a sense of responsibility for themselves, for each other, for the school, and for the local area and the world
- Children can develop in mind, body and spirit
- Christian values are modelled and taught, and understanding and respect for other faiths are established

## Our Staff

### Teaching Staff

#### Head Teacher

Ms C Howard

#### Deputy Heads

Ms G Beszant (Key Stage 2)

Mrs M Cordall (Foundation Stage & Key Stage 1)

#### Class Teachers

Reception (RC)

Reception (RL)

Year 1B

Year 1G

Year 2T

Year 2M

Year 3A

Year 3EF

Year 4H

Year 4T

Year 5J

Year 5Y

Year 6T

Year 6N

Mrs S Cooper

Mrs K Long

Mrs C Beacham

Miss V Groves

Mrs M Turner

Mrs J Manning

Mr C Allen

Mrs J Edwards/Mrs K Fudge

Mrs N Harvey

Mr P Tidmarsh

Mr R Jones

Mrs S Young

Mr A Tallett

Mrs R Nelson

#### Part-time Teachers

Mr G Groves (Music Specialist)

Mrs R Millard

Mrs R Mashiter

#### Peripatetic Music Teachers

Mrs J Haslam (Violin) Mrs M Pollock (Woodwind)

Mr S Legg (Brass)

Mrs E Briggs (Piano)

### Pupil Support

#### Teaching Assistants

Mrs M Bannister

Mrs S Barr

Mrs F Bhaiyat

Mrs A Carpenter

Mrs K Crabbe

Mrs K Halls

Mrs R Woodley

Mrs S Hawksworth

Mrs G Locke

Mrs S Taylor

Miss E Smith

Mrs A Gammon

Mrs V Smith

Mrs H Shurmer

Mrs R Camber

Miss E Dyer

Mrs S McGrath

Mrs B Martin

#### Midday Supervisory Assistants

Mrs A Ballard

Mrs L Gresswell

Mrs S Mumford

Mrs J Barber

Mrs F Nield

Mrs K Raybould

Mrs J Johnson

Mrs V Smith

Mrs K Guscott

Mrs J Childs

Mrs L Woodcock

Mrs A Vernon

### Administrative Staff

#### Secretary

Mrs M Hacker

#### Clerical Assistant

Mrs L Bateman

#### Finance Officer

Mrs M Steward

### Premises Staff

#### Caretaker

Mr J Thompson

#### Cleaners

Mrs M Mortimer

Mrs S Johns

Mrs N Holford

#### Cook

Mrs L Griffett

#### Catering Assistants

Mrs T Hemming

Miss M Davies

#### Groundsmen

Mr K Hill

Mr R Nicholls

## **Our School Governors**

The School Governors delegate the daily management of the school to the Head Teacher, but they are ultimately responsible for the effective and efficient running of the school. They meet regularly and are involved in decisions about the curriculum, the budget, the recruitment and selection of staff, the maintenance and improvement of the premises and also discipline. The Governors serve for a 4-year term.

The Governing Body of our school is as follows:

### **Local Authority Governors**

3 members are nominated by the County Council. They are usually members of the local community who have an interest in the school.

Our LA Governors are:

Mrs L Hall                      Mr S Skinner                      Mrs R Ball

### **Parent Governors**

5 governors are elected by the parents. A Parent Governor must have a child at the school at the time of the election.

Our Parent Governors are:

Mrs H Campbell              Mrs B Gill              Mr G Abrahams              Ms L Blackshaw-Dobbins  
Mr A Liddle

### **Staff Governors**

Our Staff Governors are:

Ms C Howard              Mr P Tidmarsh              Mrs M Bannister

### **Community Governors**

2 governors are co-opted by the nominated and elected governors. These are usually members of the local community who can bring some particular expertise to the Governing Body.

Our Co-opted Governors are:

Mr R Seex              Mr M Stratford

### **Foundation Governors**

As we are a Church of England School, we also have 3 Foundation Governors:

Rev P Leckey              Mrs A Herring              Mrs W Edgington

### **Associate Governors**

Our 2 Deputy Heads, Ms G Beszant and Mrs M Cordall, are Associate Members of the Governing Body.

### **Clerk to the Governors**

Miss C Townsend

## Admission arrangements

Under national law, children reach school age following their 5<sup>th</sup> birthday. In Gloucestershire, children are offered a 3 year infant course and children can start primary school in the September of the school year in which they will become 5:

Children born between 1 September 2003 and 31 August 2004 may start school in September 2008

Children born between 1 September 2004 and 31 August 2005 may start school in September 2009

Further details are to be found in the Gloucestershire County Council publication on Primary Admissions and on their website at [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)

The admissions for our school are controlled by Gloucestershire County Council. Parents are now able to express a preference, or preferences, for schools. Information from the Council will explain how to do this.

As far as possible, places will be allocated in accordance with parental preferences. If the number of requests for places is more than the number of places available (60 per year group, with infant classes limited to 30), priority will be given to:

1. Children in Public Care
2. Children with a Statement of Special Educational Needs that names the school they must attend
3. Children wishing to join older brothers/sisters already attending the school.
4. Children with authenticated medical reasons for attending that particular school.
5. Children with the strongest geographical claim.

Children with disabilities are not discriminated against in terms of admissions to our school.

During the April before your child starts school you will be sent a formal offer of a place. If you accept a place for your child at our school, we shall make plans to introduce you and your child to the school. During the Summer Term before the new Reception children start school, we arrange visits and events so that the children will be able to meet each other, meet staff and get to know the school.

Reception parents are invited to an Information Evening, where they will be able to hear about our school routines and the approach to learning followed in the Reception year. We also arrange individual appointments with the Class Teachers.

In order to help our younger children get used to school life, the Reception children attend part time at first. Further details are given in the booklet 'Starting School' which is given out at the Parents Information Evening during the summer term.

We also welcome children of other ages to our school. We are happy to arrange visits so that children are able to meet their new teachers and make some new friends.

## School Routines

	Foundation Stage & KS1 (Infants)	KS2 (Juniors)
Start	8.50am (KS1) 8.55am (FS)	8.50am
Break	10.20am	10.15am
Break	11.25am	11.15am
Midday Break	12.00-12.55pm	12.30-1.25pm
Afternoon Break	2.00-2.15pm	
End	3.15pm	3.20pm

Pupils should not normally arrive at school before 8.40am. In wet weather, the junior pupils may go straight into their classrooms, provided a teacher is present. Otherwise, pupils may wait in the internal cloakroom areas. The infant children wait under their classroom's veranda until their teacher calls them inside.

At the end of the afternoon session, parents may collect their children from the playground area after they have been dismissed by their teachers. FS and KS1 pupils are dismissed before the older pupils in KS2.

The Crossing Patrol Officers are on duty outside the school gate at the main entrance, at Churchfield Road in the vicinity of the shops and on the corner of Churchfield Road and Bondend Road at the following times:

8.30am to 8.55am and 3.10pm to 3.40pm

At present we have vacancies for 2 of our Crossing Patrols, so extra care should be taken on the journey to school.

## School Clothing

Our school uniform is intended to be both smart and practical for children to wear. We hope that it will make life easier for parents as well as giving the children a sense of identity with our school. We ask for parental co-operation in supporting us in encouraging the children to be tidy and appropriately dressed.

Please ensure all clothing is clearly named.

- School sweatshirt or cardigan embroidered with our school logo or plain navy jumper, sweatshirt or cardigan
- Light blue shirt or polo shirt
- A striped school tie may be worn
- Grey or black 'school style' trousers
- Grey 'school style' shorts for warmer weather
- Girls may wish to wear a grey skirt or pinafore dress instead of trousers or shorts, or a light blue gingham 'school style' dress in the summer
- Black, brown or navy low heel shoes or sandals. These should be suitable for school wear and provide adequate support (not trainers, sling backs, or slip on, mule-style)
- Socks/tights to co-ordinate with the uniform
- School baseball caps are available through school for wearing in strong sunshine

### PE Kit:

- Plain white t shirt, or white t shirt with school logo
- Plain PE style navy shorts
- Plain black daps or trainers for Years R to 2
- Trainers for Years 3 to 6
- Navy tracksuit/joggers for colder weather
- Swimsuit and towel for Y3-Y5

Children should not wear jewellery (necklaces, rings, brooches, earrings etc.) to school. Where earrings cannot be removed from pierced ears, only a small stud should be worn in the interests of safety.

All items of clothing and equipment should be clearly named.

The following items of clothing can be purchased from the National Schoolwear Centre shop in Northgate Street, Gloucester.

- Elasticated school ties
- Navy crew and v-neck sweatshirts
- Navy sweatshirt cardigans
- Sky blue polo shirts
- Reversible jackets
- Fleeces
- Navy baseball caps
- PE t shirt
- PE bags

All are embroidered with the school logo.

## **Personal Possessions**

Pupils must not bring valuables or wear jewellery to school and, should any personal articles be brought in, they must have the pupil's name clearly shown. A good rule for you is not to allow your child to bring to school anything of value or which can be easily damaged. Children are not allowed to bring mobile phones to school.

## **Drinks and Snacks**

The children are welcome to bring a healthy snack of fresh fruit or vegetables (e.g. carrot sticks), dried fruit (e.g. raisins, sultanas, apricots), plain breadsticks, rice cakes, oat cakes, bread and butter or cheese. Crisps, sweets and biscuits are not allowed. The bringing of sweets for playtime is not allowed. Chewing gum and bubble gum are not allowed in school.

Infant children are provided with a piece of fruit or vegetable, usually eaten during the second morning break.

All children are provided with a water bottle. It is vital for children's health that they drink plenty of water during the day, and research shows that behaviour and thinking are both improved too. Replacement water bottles are available from our Office (£1.20) and they should be taken home daily for cleaning and refilling.

Water bottles should be filled with water only, please. The children have access to a supply of chilled and filtered water to refill their bottles.

Fizzy drinks are not permitted.

## **School Meals**

For pupils taking school meals, dinner money should be brought on Mondays in an envelope with the pupil's name and amount of contents clearly marked. Payment for school dinners can be made on a weekly or half-termly basis. Cheques should be made payable to "Upton St Leonards School". The cost of school dinners is £1.80 for Infants and £1.90 for Juniors per day.

School meals are cooked on site and we follow the government's nutritional guidelines.

Pupils bringing sandwiches should have a suitable small plastic lunch box (not a paper bag) and, if a drink is brought, it should be in a non-glass container with an easy opening top. No cutlery or plates are put out for sandwiches. Water is supplied for all pupils who require a drink at mealtimes and during the day.

## School Attendance

Parents have a duty under the law to ensure their children attend school regularly. If parents do not do this they are liable to prosecution.

The Department for Children, Schools and Families expects all students to achieve an attendance level of at least 90 percent in every school year and at Upton we expect a much higher level than this.

Our registers are marked in accordance with legal requirements at the beginning of the morning and afternoon sessions. Children who arrive after 8.55 a.m. or 1.30 p.m. must go straight to the school office with an explanation of their lateness so that this can be recorded. It is vital that we know exactly who is in school at all times in case there is an emergency.

When a child is absent from school we should appreciate being informed straightaway by phone. A letter should then be sent on the child's return to school giving the reason for the absence. We are required by law to categorise absences by marking them with a code on the register. These categories include **authorised absences** for reasons such as illness, medical appointments, religious observance etc and **unauthorised absences**, which have to be included on end of year reports. The Head Teacher is not allowed to authorise absences for reasons such as shopping trips and birthdays. Lateness without what the DfES describes as an 'adequate explanation' must also be recorded as an unauthorised absence. It is unauthorised absence from school that carries with it the risk of prosecution. We are required to send details of our absences to the DfES every year for their School Performance Information records.

It is vital that children attend school regularly and on time. Persistent lateness, even if only a few minutes, is unsettling for the child and disrupting for the rest of the class. Incidents of persistent lateness or unexplained or unauthorised absences are always referred to the school's Education Welfare Officer.

### Holidays in Term Time

There are also regulations about family holidays during term time. Generally any holiday in term-time will not be helpful to your child - it would be much better to take your holidays during the school holidays. However, this is not always possible and application for permission should be made to the Head Teacher. Please make sure an application is made before you book your holiday. If you have no option but to take a holiday in term-time please ensure that these times do not clash with key dates (tests, plays etc). If applications are made in good time with due consideration to the school timetable, the Head Teacher is authorised to grant up to ten school days leave - such leave will be counted as authorised absence.

# The Curriculum

## Organisation of Classes

The school is organised on the basis of seven separate year groups comprising two Foundation Stage (FS), four Key Stage 1 and eight Key Stage 2 classes, each with its own class teacher. Each year group is a mixed ability group and contains pupils all of a similar age. There is target teaching for Literacy and Numeracy in Year 6.

## Curriculum Policy

The school curriculum policy for each age group includes the requirements of the National Curriculum, comprising three core subjects:

English, Maths and Science

and six Foundation subjects:

Information Communication Technology, History, Geography, Music, Art, Physical Education.

Religious Education is taught in addition to these subjects, and, as we are a Church of England school, has a high priority in our curriculum and in daily life.

## Statement of Intent

At Upton St Leonards Primary School we intend to promote increasing pupil independence, by five agreed areas of focus throughout our curriculum and staff development.

- pupils are clear about what is to be achieved - objectives, purposes, outcomes
- pupils know what to do if they are unable to continue with their work or they have finished
- pupils monitor and self-correct as they work
- pupils access resources independently as required
- pupils have a repertoire of skills for using tools and materials, including ICT.

Information Communication Technology is an integral part of most aspects of the curriculum. Pupils have the opportunity to use our computer room and computers in the classroom. ICT is used in conjunction with and to enhance various aspects of the curriculum as a whole.

All subject areas cover a range of knowledge, skills and understanding necessary for a broad and balanced curriculum for individual pupils and provide a framework for a number of other aspects of a wider curriculum including:

1. Health Education
2. Personal and Social Education
3. Gender and Multi-Cultural Issues

Wherever possible and desirable, the curriculum will be taught within a cross curricular manner, applying skills, knowledge and understanding across the range of curriculum areas (where appropriate) and so providing pupils with a broad and balanced education through a variety of teaching methods.

## **Sex Education**

Sex education is taught through Science lessons as part of the National Curriculum. Where issues occur naturally in other subjects, they are addressed positively and sensitively, bearing in mind the age and maturity of the pupil in question. All answers are given in the context of family life, a loving relationship and respect for themselves and others.

Parents have the right to withdraw their children from sex education lessons if they wish.

## **Religious Education**

All schools are required, under the Education Reform Act, to teach Religious Education and to hold a daily act of worship. Both of these have a high profile in our school.

Recent legislation requires that both worship and the teaching of Religious Education should be of a broadly Christian nature, but that it should also take account of the teaching and practices of other principal religions based in the United Kingdom.

We follow the Gloucestershire Agreed Syllabus for Religious Education, which was revised in 2006. The principal aim of religious education in Gloucestershire is "to engage pupils with key questions arising from the study of religion so as to promote their spiritual, moral, social and cultural development".

The school believes that religious education has a vital part to play in the education of children of primary age. The subject is concerned with developing knowledge, understanding and awareness of Christianity and other principal religions, encouraging respect for those holding different beliefs, and promoting spiritual, moral, cultural and mental development.

Religious Education is not concerned with nurturing children in a particular faith.

Parents who would like further details about Religious Education may borrow a copy of The Agreed Syllabus for Gloucestershire from the school. Those who would like more details about the content of our worship or who may wish to exercise their right to withdraw their children from aspects of Religious Education or Collective Worship are invited to discuss their views with the Head Teacher. Alternative provision will be made for children who are withdrawn from these sessions.

## **Collective Worship**

Our school is a Voluntary Controlled Church of England Primary School. As such it has a Trust Deed which states that the school "shall always be in union with and conducted upon the principles and in furtherance of the ends and designs of the Incorporated National Society for promoting the education of the poor in the principles of the established Church". At Upton, we value collective worship and it is an affirmation and celebration of the Christian foundation values and ethos of the school.

Our acts of worship take place every day and have a Christian focus. We use the Gloucester Diocese's 'Values for Life', which is a whole school programme to teach Christian values in collective worship and across the whole curriculum. On Mondays, Tuesdays and Fridays the whole school joins together for worship. There is usually a story, often from the Bible or from another of the principal religions. We also use traditional folk tales and modern stories. We sing a song or a hymn and there is also time for quiet reflection on the theme of the assembly as well as a prayer. Assemblies draw the whole school together as a

family, and so they not only offer a chance for an act of worship, but also help children become more aware of the school as a community. We also use assemblies for welcoming new pupils and staff - and for saying goodbye to them when they leave - and for celebrating successes and achievements. Special services are held in the Parish Church to mark particular festivals such as Easter, Harvest and Christmas. Events such as Book Week, Remembrance Day and International Week are also marked. Visiting speakers from community, welfare and charity organisations regularly contribute to and enrich our programme of daily worship in school.

On Wednesdays and Thursdays, the infants and juniors have separate assemblies - celebration of good work in the hall, or class or year group assemblies based on the term's Value. From time to time, class assemblies are held on Fridays at 9.55 am, and parents are welcome to attend - details will be given in advance on the Newsletter.

All parents have the right to withdraw their children from Collective Worship. A request should be made to the Head Teacher in writing and then alternative arrangements can be discussed and agreed.

## **Homework**

Homework is set on a regular basis. Pupils may be set simple learning tasks, asked to continue some research work for a project or take home books for reading practice.

## **Special Educational Needs**

All pupils at our school are important, and our ethos celebrates diversity of experience, interest and achievement.

Children with Special Educational Needs are valued equally with others, and their progress is recognised and celebrated. All difficulties, social, emotional, behavioural, physical, medical or academic, are dealt with sympathetically and with understanding.

We aim to provide an atmosphere in which all children can realise their full potential, and we have high expectations of children with SEN. All children need to experience praise, recognition, affection and success, and all children are entitled to experience the same curriculum and to have equal access to the experiences and activities provided by the school.

We believe there is a continuum of special educational needs including the exceptionally able pupil which should be matched by the provision in school. Special Educational Needs provision is therefore seen as of great importance within the school.

It is acknowledged that up to 20% of children may require some extra support at some time during their school years. At Upton, a variety of methods of identifying children's Special Educational Needs is used. Frequently initial concern will be expressed by the Class Teacher, and help and advice will be sought from outside agencies where appropriate. However, other methods of identification, such as parental concern, may also draw attention to a child's needs.

All children are offered access to a broad, balanced and relevant curriculum, which includes the National Curriculum subjects and Religious Education. Pupils are grouped in different ways for different tasks and activities. In order to offer work appropriate to the

abilities of all children, we provide a differentiated programme in all subjects. Each class has an allocation of Teaching Assistant time, and our TAs may provide additional help for children with SEN.

Our Special Needs Co-ordinator, Mrs Ayland, also provides some support during the week for small groups of children with special needs.

Children with Special Educational Needs will be assessed using guidance from the Local Authority and will be recorded on our Special Needs Register in line with the requirements of the government's Code of Practice. Further information is available from the Head Teacher and in the Special Educational Needs Policy.

As a relatively new, well-designed school, Upton is ideal for the integration of both children and adults with physical disabilities. Access by wheelchair is possible at the front and the rear of the school. The car park has an allocated parking space, and there is an accessible toilet.

## School Houses

Within the school there is a house system involving four houses. Your child will be placed in one of these houses on entering Year 1:

Ash: Green      Elm: Yellow      Oak: Blue      Beech: Red

## After School Activities

Teachers run various clubs and activities after school hours. These are generally from 3.15 to 4.15 pm. Such activities serve two main purposes:

1. Firstly, for the teacher, to have an opportunity to know the pupils in an individualistic way and in a more informal setting - not always possible during a busy school day.
2. Secondly, and more importantly, it allows pupils to develop their talents even further as well as enjoying learning and playing new games, etc. with other keen participants.

These activities are not compulsory but are organised because of the benefits to those taking part. Age, numbers or proficiency may be limiting factors to participation.

Recent clubs and activities have included football, netball, cross country, tennis, athletics, gardening, chess, Latin, science, recorders, choir and orchestra.

## Curriculum Complaints Procedure

Under the Education Reform Act 1988, the Authority has established arrangements to consider parents' complaints about the school's curriculum and related matters. A copy of the full procedure for this is available for inspection in each school and public library maintained by the Authority. It covers matters relating to the national curriculum and includes provision of external exam courses, religious education, the operation of the school's charging policies in relation to the curriculum and the provision of information.

The procedure provides for complaints to be directed initially to the head of the school, and for an attempt to be made to resolve them informally. If this fails, there is then a formal appeals procedure available to parents.

## **Behaviour**

We believe in the development of self-discipline and aim to promote a caring environment where everyone takes responsibility for the welfare of others. Our emphasis is on praise and encouragement to increase the children's self esteem and confidence. We have adopted a positive approach to discipline through a variety of reward schemes such as house points, stickers and certificates.

At the beginning of the school year, Class Teachers involve the children in the formulation of rules for the classroom. The rules are expressed in terms of **do's** rather than **don'ts**, as this puts an emphasis on how the children are expected to behave rather than on the things they should not be doing.

Staff adopt a 'firm but fair and friendly' approach to classroom discipline, to ensure that pupils keep on task, take adequate safety precautions where necessary and respect the rights of others.

We recognise that there are times when some children find it difficult to conform to the expected standards of behaviour, and our Behaviour Policy sets out the strategies and procedures we follow in individual cases. We value the support of a child's parents in dealing with unacceptable behaviour, and would also seek the advice of outside specialist agencies (for example the school's Educational Psychologist and the Primary Behaviour Support Team) where appropriate.

Our School Diary is used for communication between home and school. Staff will include details of house points and other rewards, as well as giving details of any behaviour issues with which we should appreciate your support. Parental support of and co-operation with staff in matters of discipline is of the greatest importance.

We do not tolerate bullying or racism in any form, and we have developed a full Anti-Bullying Policy detailing our approaches to dealing with incidents.

## **The School Council**

The primary goal of a school council is to develop the school community so pupils become partners with their teachers in their education.

The School Council was set up in January 2001. Every class from Year 2 upwards is represented - two children from each class are elected by their classmates. There is also an executive committee consisting of chairman, vice-chairman and a secretary - these Year 6 children are also elected. The School Council meets regularly, and during this time issues are discussed which have been raised by the children. The School Council then puts a proposal together and meets with the Head Teacher to discuss this.

## **Home School Links**

When your child has been admitted to school there will be a number of opportunities for you to meet the class teacher. Close links between home and school are vital; you will want to know about the work your child is doing, how she/he is progressing and the ways in which you can help her/him at home. Your child will benefit from knowing that you care and understand about what is going on.

Each term you will receive information of the work planned for your child's class, and this may include details of the ways in which you can help or support your child's learning.

Parent Consultation Evenings are held during the year in order that progress can be discussed with the class teacher. In July you will also receive a written report.

Newsletters are sent home every Friday by pupil post.

Our contact with parents is not just confined to consultation with you about your own children. Many of you have a great deal to offer the school and enjoy giving your time. Parents, grandparents, friends and members of the local community are invited to contribute to school life by talking to children about specific interests, demonstrating and sharing particular skills and talents, bringing objects to the school for the children to see, handle and talk about, talking to the children about jobs or ways of life, helping with stories or other activities in the classroom, listening to children read, library organisation...the list is endless. The teachers always welcome help, and if you would like to volunteer, please contact one of the staff.

## **The Friends' Association**

This is an association of parents, teachers and other friends of the school which organises educational, social and fund-raising functions. All parents who have pupils at the school are automatically members of the Association. An elected Committee organises fund-raising events, with working parties where necessary. Committee meetings are held regularly.

We hope that you will support the Friends' Association in any way you can for the good of the children. Ideas for future events, offers of help and time will always be gratefully accepted.

## Health and Safety

Throughout your child's life at school, there will be occasions when the School Doctor, Dentist or Health Visitor will be checking on aspects of his/her general health. Should this result in any forms being sent home, please arrange for these to be completed and returned as soon as possible. If your child is to be seen by the School Doctor, you will be informed and an appointment time arranged when you can come to the school.

Pupils with long hair should be able to secure it as a safeguard during activity lessons and in the interests of hygiene.

It is unfortunate that head lice are an increasing problem in community health and schools are no exception. Infestations are difficult to detect and control. When you are aware that your child is infested, please inform the school at once so that precautions can be taken to prevent a major outbreak. The confidentiality of your information will always be respected and parents should note that head lice prefer cleanliness. This fact should temper the embarrassment often felt when pupils are infested.

Please inform the school if you ever suspect a medical problem like colour blindness, if your children experience any other difficulties in seeing, hearing or any other medical condition which might affect their school life, however intermittent.

### Medicines in School

Teachers are often requested to make arrangements for pupils to take medicines during the course of the school day. Even when a medicine suggests that it should be taken three times a day after meals, it does not necessarily imply that the medicine cannot be taken out of school hours.

The school will co-operate with parents where the administration of doctor prescribed medicine is **absolutely necessary**. However, before agreement will be given, a note must be supplied to the school office. It must be signed by a parent and state full details of the treatment and dosage, and any side effects arising from it.

All medicines (*with the exception of inhalers, which are to be kept in the classroom in a box specifically for that purpose*) must be handed to a member of the support staff with the child's name clearly marked. Under no circumstances are medicines to be kept in pockets, cloakrooms, trays, classrooms, etc.

***NB Please request this service only when medicines are absolutely essential, e.g. for diabetes, asthma, etc. Only medicines prescribed by a doctor may be administered in school.***

### Security

The security of our pupils is paramount. To this end, fences and lockable gates have been erected around the site. Entry to the school is through the main door, which has been fitted with an electronic safety device. All visitors to the premises are required to report to the office and to sign in.

### Cycling

The Year 6 children have the opportunity to take part in Cycle Training during the summer term.

## Charging for School Activities

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements. There are, however, many valuable educational activities which the school cannot provide without the financial support of parents.

### 1. Day Visits

For visits occurring during school time, the school will invite a voluntary contribution from parents to meet the costs. For visits outside school time, parents will be charged for all *allowable costs*. \*Charges *may* be waived or reduced for pupils whose parents make application to the head teacher.

### 2. Residential Visits During School Time

The school will invite voluntary contributions from parents to meet costs other than pupils' board and lodgings. Parents will be charged for the full cost of pupils' board and lodgings. No charge for pupils' board and lodgings will be made for pupils whose parents are receiving Income Support or Family Credit. \*Charges *may* be waived or reduced for other pupils whose parents make application to the head teacher.

### 3. Residential Visits Outside School Time

Parents will be charged for the full cost of the visit, including all *allowable costs*\* and board and lodging. Charges *may* be waived or reduced for other pupils whose parents make application to the head teacher.

\*allowable costs include:

1. The pupil's travel and subsistence costs
2. Materials, books, instruments and other equipment
3. Non-teaching staff
4. Costs of teaching staff where separately engaged under a contract for services for the visit or activity
5. Entrance fees to museums, castles, theatres, etc
6. Insurance costs

### 4. Instrumental Music on an Individual Basis

We currently offer tuition for brass, woodwind and stringed instruments. Pupils are taught in groups (maximum of four) for 30 minutes per lesson for 30 weeks of the school year (normally ten lessons per term). The current costs of £41.50 per term per pupil per instrument include elements for tuition and insurance. Instrumental hire is available from the Gloucestershire Music Service at preferential rates, which vary according to the instrument hired. There is a bursary system for pupils whose parents are in receipt of Income Support or Family Credit.

### 5. Classroom Materials

No charges will be made for materials or equipment. Nevertheless, for certain practical activities parents may be invited to provide materials on a voluntary basis.

In the case where parents wish to possess the finished product, the school reserves the right to charge the cost of, or require the supply of, the necessary materials.

## History of the School

The earliest record of a School in Upton St Leonards appears in the churchwarden's accounts of 1752. It is likely that the School had been established at some earlier date under the auspices of the Society for Promoting Christian Knowledge founded in 1698 and would have taught reading, writing and arithmetic as well as fulfilling its principal aim of teaching religion. As such, Upton could fairly claim to have as long a history of educational provision as any community predating Sunday Schools (first established by Robert Raikes in Gloucester in 1780) and the introduction of compulsory elementary education in 1880.

The School has been in several locations including "the old Kings Head" and in the grounds of Bowden Hall. It was in the latter location that the School's main benefactress first took an interest when Louisa Maria the Dowager Lady Downe, then living at Bowden Hall, paid to have the school buildings at Bowden Hall enlarged and improved. Lady Downe's greater and longer lasting contribution came later in 1849 when she acquired the land in front of the Church and in 1850 when she commissioned the construction of the fine Cotswold Stone school building that was to be the home of Upton School until 1995 and which continues today as the home of the "Chipmunks" Nursery School.

In the 19<sup>th</sup> Century, the boundaries of Upton St Leonards extended towards Gloucester as far as the Chequers Bridge. As a result, the School could boast as many as 146 pupils as long ago as 1891. For them, though, there was a long journey to and from school and only the Head, one qualified assistant and up to four other staff - variously described as "ex pupil/teacher" or "candidate on probation" - to give lessons.

Over time, the parish boundaries drew back towards the village and the local population grew, with numbers moving towards the 220 pupils of the one form entry school which continued until 1994, with the Juniors in the original Lady Downe built school building and the Infants in buildings on Bondend Road. These Infant buildings were intended originally to be the nucleus of an all new modern (1960's) school on one site.

The School had only seven head teachers between 1853 and 2000 suggesting that it has been as popular to them as it has proved to be to successive generations of pupils and their parents. In modern times, the School has always been oversubscribed and its record of achievement and popularity were factors in the decision in 1993 to enlarge the School to two form entry and to bring the whole school together at Bondend Road in all new buildings.

## Further Information

We hope parents find the information included in this Prospectus of value. Should you require any further information, please do not hesitate to contact the school.

The report on our OFSTED Inspection of January 2007 is available at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)  
Our SIAS Inspection Report (Church School Inspection) is available at [www.natsoc.org.uk](http://www.natsoc.org.uk)

### Documents Available for Inspection

The official documents listed below may be inspected at school, subject to prior notice and, except for 1 and 2, copies can be obtained for you at cost.

1. Local Authority Curriculum Statement.
2. Written statement of any Governor policy for the secular curriculum.
3. Any DCFS documents relating to the National Curriculum.
4. Any HMI reports specifically on the school.
5. Any current schemes of work in the school
6. Any syllabus followed by pupils.
7. A copy of the Curriculum Complaints Procedure.
8. The agreed syllabus for RE.