

**Elm Church of England
(Controlled) Primary School**

**INFORMATION FOR
PARENTS
2007/2008**

Aims of the School

The overriding aim of Elm School is to enable each child to realise his or her maximum potential. Every child will be encouraged to develop the skills, attitudes and knowledge to enable them to relate to others, become self-confident and understand their place in a community, where each member has rights as well as duties.

To enable this to occur a programme is continually being developed to:-

1. Create a stimulating environment where children's work is valued and presented well.
2. Ensure the structured development of language, mathematical and scientific skills throughout the whole school, which can be related to the children's immediate environment.
3. Extend each child's ability in physical skills, music, drama, art, technology and design, coupled with a knowledge and understanding of the world they live in;
4. Deliver each of the subjects of the National Curriculum in an interesting, integrated and meaningful way;
5. Extend each child's ability and confidence to solve problems and take increasing responsibility for their attitudes and behaviour;
6. Lead each child to understand their role in a community where each member has rights as well as duties, and to be socially aware, sharing fully and positively in the life of the school and the wider community;
7. To identify and organise resources to aid these developments.

As far as is possible the work of the children is based on first-hand experience and is tailored to the needs of individual pupils. Curriculum documents have been and are being developed within the school and may be inspected on request.

Important Information

EDUCATION AUTHORITY
Cambridgeshire County Council
Castle Court
Shire Hall
Cambridge CB3 0AP

Telephone:- Cambridge (01223) 317111

Chief Executive
Mr Ian Stuart

SCHOOL NAME
Elm C of E (Controlled) Primary School

ADDRESS
Main Road
Elm
Wisbech
Cambs
PE14 0AG

Telephone:~ (01945 860295)
Fax:~ (01945 860295)
E-mail:- office@elm.cambs.sch.uk
Website:~ To be announced

HEAD TEACHER
Mr C L Child

OFFICE STAFF
Mrs C Jobson
Mrs V Andrews

CHAIR OF GOVERNORS
Mr S Pulford

PARENT GOVERNORS
Mr D Jeffries
Mrs R Lambert
Mr P Rhodes
Mr S Rhodes
Mr D Roy
Mrs P Semper (Vice Chair)

FOUNDATION GOVERNORS
Mrs M Gallon
Vacancy
Vacancy

LEA GOVERNORS
Mr S Pulford
Mr H Sellors
Mrs K Tucker

TEACHER GOVERNOR
Mrs J Wickes

STAFF GOVERNOR
Vacancy

CO-OPTED GOVERNOR
Mr N Edwards

HEADTEACHER
Mr C Child

CLERK TO THE GOVERNORS
Mrs C Jobson

The Chairman of the Governors and the Clerk to the Governing body may be contacted at school, either by letter or by telephone.

THE STAFF 2005/2006

Head Teacher	-	Mr C Child
Teaching Staff	-	Mrs E Oram (R) Mrs T Layton (Y1) Mrs J Wickes (Y2) Mrs C Pearson (Y3) (Maternity Leave) Miss K Raven (Y4) Mrs R Rutterford (Y5) (Maternity Leave) Mrs C Edmunds (Deputy Head) (Y6) Mrs P Lambert (60%)
Secretary	-	Mrs C Jobson
Assistant Secretary	-	Mrs V Andrews
Learning Support Assistants	-	Mrs K Brown Mrs R Chaplain-Barton Mrs K Claxton Mrs L Crofts Mrs J Martin Mrs E Mallett Mrs J Rand Mrs M Thompson Mrs M Wilson
Caretaker	-	Mr M Smy
Cleaner	-	Miss R Taylor
Senior Dining Centre Assistant	-	Mrs L Quince
Dining Centre Assistant	-	Mrs V Merrill
Midday Supervisors	-	Mrs D Barker Miss J Callum Mrs D Lattimore Mrs M Parnell Mrs J Sears

FURTHER INFORMATION

TIMES OF SCHOOL

Morning school begins at 8.45 and ends at 11.45 for our Key Stage One pupils and 12.00 noon for our Key State Two pupils. Afternoon school begins at 1.00 pm and ends at 3.10 pm. 23 hours and 45 minutes are spent per week on teaching in the Key Stage Two classes, while 21 hours and 25 minutes are spent in the Key Stage One classes. These figures exclude the statutory daily act of worship, registration and breaks and may be compared to the figures recommended by the Government of 21 hours for Key Stage 1 children and 23 hours and 30 minutes for Key Stage 2 children.

SCHOOL UNIFORM

We do not insist on a school uniform but the children are encouraged to wear royal blue sweatshirts, cardigans or polo shirts. The girls wear grey skirts or trousers in winter and blue and white check dresses in summer. The boys usually wear grey shorts or trousers. Sweatshirts, polo shirts, cardigans, jumpers and T. Shirts are available from school. In addition, the school office sells hats, caps and fleece jackets, along with book bags and water bottles. Other items can be obtained from Evisons and other suppliers in Wisbech. We would ask you to ensure that your child wears suitable shoes for school. Please bear in mind that they will be engaged in playground games which often involve running about. Shoes with thick soles and more especially high heels are therefore not suitable.

INFORMATION

There will be at least two newsletters sent home each term, which will keep you up to date with events in school. As parents you will be invited to at least one formal open evening a term when you will be able to discuss your child's progress, and to curriculum evenings as and when they take place, to examine various aspects of school life and the educational process. In addition you are welcome in school at any time either to see the school and your child working, or to discuss any other matter relating to the school or your child.

SCHOOL SECURITY

Access to the school site and school building will be controlled when the school is in session. The gates to the main car park will generally be closed between 8:30am and 3:25pm to protect children walking down the drive. The front door of the school is the only door that should be used by adults while the school is in session, and this will be controlled by the school secretary. This door, along with all of the external doors that can be locked, will be secured to prevent access from outside the building. Children arriving or leaving the school premises during the day, for example to visit the dentist, will be required either to be accompanied by a responsible adult, or to have a written note of authorisation from their parent or carer. They will also be required to sign in or out and may only leave through the front door with the knowledge of the secretary.

SCHOOL SERVICES

The school hall and other parts of the school building is available for letting to groups or individuals. Application should be made through the Head Teacher. We also have a photocopying machine, fax machine and laminating machine available to parents at very reasonable rates. In the past we have run family and adult computer classes in our computer suite, which include the opportunity for individuals and groups to develop their IT skills, access e-mail and use the Internet. We have also run adult literacy and numeracy classes and Family learning classes. Please enquire further from the school if you are interested in any of the above.

CHARGING POLICY

Nearly all activities provided by Elm School are free of charge. However, the Governing Body reserves the right to invite parents to make voluntary contributions towards some school activities or towards materials and ingredients. Such contributions would include the cost of some trips and visits, the cost of ingredients when cooking and other activities as and when they may arise. There will be no compulsion for parents to make such contributions and no child will be excluded from any such activity, but it will be necessary to have a substantial level of contributions if such activities are to go ahead.

Copies of the full charging policy for Elm School are available for inspection from the Head Teacher or the Clerk to the Governors.

Governors' Discretionary Fund

A fund does exist within school, known as the Governors' Discretionary Fund and administered by the Governing Body, to support families who might find difficulty in making such contributions. If you feel that you need financial support in any school activity, please contact the Head Teacher in complete confidence.

SCHOOL DOCUMENTS

Documents such as the minutes of Governors Meetings, School Policies and Curriculum Documents are available in school on request to the Head Teacher or the School Secretary. In addition, if you wish to see the records kept on your child including past reports and documents relating to his or her progress through the National Curriculum, please contact his or her class teacher or the Head Teacher.

FREEDOM OF INFORMATION

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Ask the school office to let you see the scheme or provide you with a copy free of charge.

ELECTION OF PARENT GOVERNORS

Six members of our Governing Body are parents of children at our school. They are elected by parents and serve a four year term of office. Notice of elections is given at the appropriate time and all parents are invited to stand and take part in the election. The next vacancy for a parent to serve on the Governing Body is expected to arise in the Spring term, 2008. Details will be sent by letter to all parents of children in the school at that time.

ORGANISATION WITHIN SCHOOL

The children of Elm School are taught in seven, single age classes.

Mrs Oram will teach the Reception Group of 30 children and Mrs Layton will teach the Y1 class of 30 children. These groups will occupy the two infant rooms, each of which has its own toilets and cloakroom and direct access onto the playground. Mrs Wickes will teach the Y2 group of 22 children. There will be four Key Stage Two classes. The first of these will be a Y3 class of 31 children who will be taught by Mrs Pearson, (who is currently on maternity leave) and the second a Y4 class of 31 children taught by Miss Raven. Years 2, 3 and 4 will all be accommodated in the newest part of the school. The Y5 class of 32 children and the Y6 class of 31 children will be taught in the two classrooms at the front of the school by Mrs Rutterford, (who is currently on maternity leave), and Mrs Edmunds respectively. The average class size in September 2007 is projected to be 30.

All of the children follow a broad and balanced curriculum. The children are taught through a mixture of whole class teaching, group work and individual work, with children following the programmes of study at a level appropriate to their individual needs. In general they will be taught all subjects by their class teacher for that year. As part of our P E Curriculum, all children, apart from our reception group, swim weekly at the Hudson Pool in Wisbech for two periods of half a term each. Programmes of Study for each subject and each class are available for inspection on request and may help you support your child in the work your child is expected to do at school. In addition, homework will be set on a regular basis. This will be recorded in a homework book or a comment book. We hope that you will feel free to comment in these books and help develop a dialogue between the home and school. Your child's teacher will be happy to discuss this with you.

As a school we believe that it is important that children are fully involved in their education and learn best through doing. To this end, we have developed a pond, a wildlife area and hedgerow and a children's kitchen. We have at least one computer in each classroom and a computer suite with nine computers. This is available for adult and family use outside normal school hours. All of the children are supported in the use of these facilities by staff, parents and other helpers. In this way we believe that their education becomes more valuable and enjoyable. Your help in supporting these activities and others will be very welcome.

The school day is divided by a morning and lunch time break. The infant classes also have a short break in the afternoon. Parents can opt to take their children home for lunch, send a packed lunch to be eaten under supervision at school or elect for their child to eat a school meal. School meals cost £1.75 per day. A choice of dishes and two courses are offered. I feel these meals offer excellent value for money. If you would like to sample a meal, please let us know, the cost would be £210. Many children attending school are entitled to a free school meal. If you think you may qualify, the application is simple and in complete confidence. Please contact the Head Teacher if you require further details or an application form. If you are sending your child with a lunchtime drink, could we please request that you do not include glass bottles or cans.

We encourage children to eat fruit at morning breketime. I would be grateful if you would support us in this decision and not allow your child to bring any form of biscuit, chocolate bar or crisps. While we recognise that some children might benefit from a snack in the middle of the morning, we also feel that we have a duty to try and encourage good dietary habits, help children retain good dental health and would not wish to see quantities of litter in the form of wrappers and packets. It is for these reasons that we have decided to restrict the children to fresh fruit. A free piece of fruit is provided each day for children in the Reception, Year 1 and Year 2 classes. Children in the other classes will be encouraged to bring a piece of fruit from home. I would also encourage you to ensure that your child eats breakfast before coming to school and eats either a school meal or a sensible packed lunch at lunchtime.

At the age of 11 years Cambridgeshire children transfer to their secondary schools. Our children transfer to a variety of secondary schools, including The Queen's School, Marshland High School, Wisbech Grammar School and other establishments. Under government legislation, as parents you have the right of choice. Details of the transfer procedure will be circulated to those children in Y6 during their final year at Elm.

Elm School is a Church of England School controlled by the Local Education Authority. In common with all other state controlled, aided and maintained schools in the country, Elm School teaches all of the subjects within the National Curriculum and is involved in formal assessment and testing at the ages of seven and eleven years. It is very important that your child is present for these tests, which take place in May each year. Other testing takes place at the end of each academic year. The results of the latest tests taken by our Y2 and Y6 children are included at the back of this booklet. Our youngest children are assessed against the national Foundation Stage Profile during their first year at school. The results of all tests on individual children are made available to their parents.

Like all other primary schools we are required to hold a daily assembly and all children also follow a course of Religious Education. The syllabus within this area is based upon the Cambridgeshire County agreed model. Parents may request, through the Headteacher, that their child does not take part in either of these activities.

Sex education is taught as far as possible within the broad curriculum. Questions will be answered honestly, but with regard to the child's age and experience. In addition, as opportunities arise within the normal work of the school, issues may be explored, again with regard to the age and experience of the children. In Year 6, a more systematic approach to sex education will be undertaken. This will be based largely on the 'All About Me' video, and will involve the school nurse as well as the staff. Parents are consulted and invited to view the programme before it is shown to the children. It is also available for parents to view with their child at home if they wish. This may be particularly important if a parent feels that their child would benefit from watching and discussing such a programme at an earlier age than eleven. If you wish to discuss any aspect of the sex education policy further or if you would like to see a copy of the full policy please contact the Head Teacher.

SCHOOL TERMS AND HOLIDAYS

2007

Staff Training Days (School Closed) Autumn Term opens	Monday 3 rd September 2007 Tuesday 4 th September 2006
Half Term	22 nd October – 26 th October (Inclusive)
Autumn Term closes	Wednesday 19 th December 2007

2008

Staff Training Day (School Closed) Staff Training Day (School Closed) Spring Term opens	Thursday 3 rd January 2008 Friday 4 th January 2008 Monday 7 th January 2008
Half Term	11 th February – 15 th February (inclusive)
Spring Term closes	Thursday 20 th March 2008
Staff Training Day (School Closed) Summer Term opens	Monday 7 th April 2008 Tuesday 8 th April 2008
May Day Holiday	Monday 5 th May 2008
Key Stage 2 SATs	Monday 12 th May – Friday 16 th May 2008
Half Term	26 th May – 30 th May (Inclusive)
Staff Training Day (School Closed)	Monday 23 rd June 2008
Summer Term closes	Tuesday 22 nd July 2008

ELM SCHOOL TARGETS

The Government requires that all schools set targets. As a minimum, it is expected that targets should be set for a three year period in the areas of Literacy, Numeracy and Science. These must relate to the achievement of the children within these areas at the end of each Key Stage. In addition to this, each school is expected to produce targets relating to the number of children who will achieve Level 5 at the end of Key Stage 2. The Governors of Elm School, in consultation with the staff and the Local Education Authority have agreed the following targets. As parents you will be informed as to the actual performance of the school against these targets, which will be reviewed annually.

% of children achieving or expected to achieve Level 2 or above at the end of Key Stage 1

(Target figures are in brackets, achieved figures are in **bold type**)

Target Year	Reading	Writing	Maths	Science
2000	84% (65%)	90% (70%)	94% (70%)	94% (70%)
2001	78% (80%)	80% (74%)	87% (80%)	93% (88%)
2002	86% (78%)	90% (74%)	90% (88%)	83% (84%)
2003	79% (70%)	76% (63%)	97% (67%)	79% (73%)
2004	88% (64%)	94% (64%)	93% (64%)	93% (64%)
2005	93% (83%)	97% (73%)	100% (83%)	100% (83%)
2006	83% (77%)	80% (67%)	93% (70%)	97% (70%)
2007	(87%)	(90%)	(93%)	(83%)

% of children achieving or expected to achieve Level 3 at the end of Key Stage 1

(Target figures are in brackets, achieved figures are in **bold type**)

Target Year	Reading	Writing	Maths	Science
2000	16%	3%	19%	0%
2001	23%	3%	10%	0%
2002	24% (20%)	3% (7%)	21% (17%)	0% (0%)
2003	21% (17%)	10% (0%)	17% (10%)	0% (0%)
2004	37% (3%)	13% (7%)	23% (7%)	20% (20%)
2005	30% (30%)	10% (10%)	33% (27%)	10% (20%)
2006	27% (17%)	10% (10%)	13% (10%)	10% (10%)
2007	(27%)	(10%)	(13%)	(13%)

% of children achieving or expected to achieve Level 4 or above at the end of KS2
(Target figures are in brackets, achieved figures are in **bold type**)

Target Year	English	Maths	Science
2000	70% (70%)	69% (75%)	85% (75%)
2001	85% (75%)	85% (78%)	88% (80%)
2002	80% (65%)	83% (79%)	93% (83%)
2003	83% (70%)	76% (75%)	93% (75%)
2004	81% (68%)	77% (81%)	98% (81%)
2005	70% (78%)	70% (79%)	83% (81%)
2006	87% (93%)	90% (90%)	97% (93%)
2007	(81%)	(78%)	(85%)
2008	(90%)	(90%)	(90%)
2009	(87%)	(90%)	(90%)

% of children achieving or expected to achieve Level 5 at the end of KS2
(Target figures are in brackets, achieved figures are in **bold type**)

Target Year	English	Maths	Science
2000	39%	24%	27%
2001	31%	38%	35%
2002	24% (17%)	31% (17%)	28% (27%)
2003	41% (36%)	28% (36%)	21% (36%)
2004	13% (23%)	32% (35%)	39% (35%)
2005	10% (28%)	27% (25%)	37% (35%)
2006	32% (37%)	29% (33%)	61% (27%)
2007	(22%)	(19%)	(35%)
2008	(29%)	(26%)	(29%)
2009	(39%)	(32%)	(39%)

DISCIPLINE

The school policy on discipline is designed to provide a framework within which a safe, structured and welcoming environment can be created for everyone connected with the school. Its' ultimate goal will be the development within each child of an acceptable code of self discipline where each child has rights and responsibilities, is respected by those around him and in turn respects others, their property and the environment in it's widest sense. It is founded on mutual respect and is designed to enhance positive behaviour at all times. If you wish to see a full copy of the school discipline policy, which includes a section on bullying, please contact the Head Teacher.

Elm School is committed to ensuring that all our staff and adults with responsibility for children's safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour, and only use physical intervention as a last resort in line with DfES and Cambridgeshire County Council's advice. If used at all it will be in the context of a respectful, supportive relationship with the pupil. We will always aim to ensure minimal risk of injury to pupils and staff.

CLUBS AND SOCIETIES

A number of clubs and societies take place at school on a regular basis. These have included football clubs, recorder club, netball club, ICT club, board games club and dance club. At some point during their time at Elm School, all children are eligible to join these clubs. The children also have the opportunity to participate in a football club run by Premier Soccer and a variety of dance classes for different aged children.

COMPLAINTS PROCEDURE

If as a parent you have a complaint about the curriculum, Religious Worship within school or any other matter, a procedure has been set up to deal with it. This takes the form of three stages. The first is the informal level, where a complaint may be resolved locally through discussion involving the Head of the school and / or the staff. It is at this level, in a spirit of goodwill and co-operation that most complaints will be handled. The second level involves a formal complaint to the governing body. This would involve the complainant submitting the complaint in writing to the clerk of the governors, or the LEA's named officer. The addresses of these individuals can be obtained from the school. If the complainant is then not satisfied with the outcome, or if the complaint relates to something which is solely the responsibility of the LEA, a formal complaint may then be sent, in writing, to the named officer of the LEA. A full copy of these procedures is available on request from the school.

CHILD ABUSE

As a school we take our responsibilities in the area of child protection very seriously. Cambridgeshire County Council requires schools to report any obvious or suspected case of child abuse - which involves non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is designed to protect children, and schools are encouraged to take the attitude that where there are grounds for suspicion, it is better to be safe than sorry. This does mean that Head Teachers risks upsetting some parents by reporting a case that on investigation proves unfounded. It is hoped that in such circumstances parents, appreciating how difficult it is for schools to carry out this delicate responsibility, would accept that the Head Teacher was acting in what was believed to be the child's best interests. Mrs K Tucker is the governor with particular responsibility for this area.

HOMEWORK

We do ask parents to support their child by assisting them with simple homework. This most usually takes the form of encouraging the children to read, learn their spellings and multiplication tables and complete pieces of work to extend and develop the work carried on in the classroom. We feel that this is valuable not only because it gives the child more opportunity to learn and develop, but also because it helps to strengthen the partnership between home and school.

Parents will need to provide a reasonably peaceful, suitable place in which children can complete their homework alone, or more often with younger children, with an adult. Parents should encourage, support and praise their child as homework is completed. The recommended time allocations for homework, and typical tasks are listed below.

Reception	-	As appropriate	-	Reading/Word and Number Games/Discussion
Years 1 & 2	-	1 hour per week	-	Reading, Spellings, Literacy and Numeracy work
Years 3 & 4	-	1.5 hours per week	-	As above with occasional assignments in other subjects
Years 5 & 6	-	30 minutes per day	-	Continued emphasis on Literacy and Numeracy and the wider curriculum

Staff will be happy to discuss items of homework as and when necessary. The School Association provides newly enrolled children with a bag that can be used to carry homework and reading books to and from school.

SPECIAL EDUCATIONAL NEEDS

Elm School caters for the needs of all pupils with special educational needs with and without statements. All teachers plan, set and mark work which is appropriate and relevant to the individual needs of pupils with the intention that all children are given access to all aspects of education, appropriate to their ability and potential. As a school we will strive to ensure all children are fully included and no-one is denied the chance to reach their potential as a result of physical, social or academic barriers. The school has adopted the SEN Code of Practice (2001) which reflects the five-staged graduated response model of Special Educational Needs assessment and provision recommended by Cambridgeshire LEA. The Special Educational Needs Co-ordinator, Mr C Child, is currently responsible for overseeing assessment and provision. A copy of the policy dealing with special educational needs is available on request.

All children on the SEN register are monitored by the Special Educational Needs Co-ordinator on at least a termly basis. Children at stages two and above, (School Action, School Action Plus and those children with Statements) also work to individual Education Plans drawn up by their class teacher, The SEN Co-ordinator and others who have an input into the education of the child. Parents are regarded as active partners and are kept informed of their child's progress. They are also encouraged to take an active role in their child's learning at home and to have an input into the provision provided at school.

If you have any query or complaint about the special educational provision for your child, or about special educational provision generally, please speak to the Head Teacher, or to any member of the governing body. If you speak to a governor, he/she will, in the first instance, refer the matter to the Head Teacher. The Head Teacher will investigate and then contact you within five school days. If he has not resolved the matter to your satisfaction, it will be referred to the special needs committee of the governors, who will consider the matter at their next meeting and contact you within five school days from the date of the meeting.

INCLUSION

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

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

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

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

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

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

TEST RESULTS

The Government require that we publish the results of the tests taken by the children at the end of each Key Stage of their Primary education. These are the tests known as SAT's and are completed when the children are seven years old and eleven years old. These tests give nationally accredited results within the various components of English, Maths and Science and through a process of aggregation, the overall results within these subjects.

The National Curriculum is so designed that at the age of seven the average child should be performing within level two, while the average eleven year old should be performing within level four.

End of Key Stage 1 SAT Results ~ Nationally (2005) and at Elm School 2006

% of children achieving each level

	<u>Working Towards</u>					
	<u>Level 3</u>	<u>Level 1</u>	<u>Level 1</u>	<u>Level 2C</u>	<u>Level 2B</u>	
Reading						
National Results (2005)		3%	11%	13%	23%	23%
27%						
Elm School Results (2006)		0%	17%	13%	17%	27%
27%						
Writing						
National Results (2005)		5%	12%	21%	26%	20%
15%						
Elm School Results (2006)		0%	20%	20%	27%	23%
10%						
Maths						
National Results (2005)		2%	7%	17%	24%	27%
23%						
Elm School Results (2006)		0%	7%	17%	30%	33%
						13%

End of Key Stage 2 SAT Results ~ Nationally (2005) and at Elm School 2006

% of children achieving each level

	<u>Below 3</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	
English					
National Results (2005)	3%	14%	52%	27%	
Elm School Results (2006)	3%	10%	55%	32%	
Maths					
National Results (2005)	3%	18%	44%	31%	
Elm School Results (2006)	0%	10%	61%	29%	
Science					
National Results (2005)	1%	10%	39%	47%	
Elm School Results (2006)	0%	3%	35%	61%	

RATES OF ABSENCE

As a school we are also required to publish rates of unauthorised absence on an annual basis. The figures for the academic year 2004/2005 are below. It is important for the education of your child that he or she attends school on a regular basis and does not have any unnecessary time off. The Headteacher is also required to authorise or not any absence your child may have, therefore it is vital that you explain any absence in writing, on your child's return.

Attendance and Exclusions

	2002/03	2003/04	2004/05	2005/06	3 yr
average					
<u>% Attendance Rate</u>					
Elm C. of E. School	93.7%	94.5%	94.4%	95.4%	94.8%
Fenland	93.6%	94.1%	93.9%		93.9%
Cambridgeshire	94.3%	94.8%	94.8%		94.6%
England	94.2%	94.5%	94.6%		94.4%

% half days lost through unauthorised absence

Elm C. of E. School	0.6%	0.2%	0.6%	0.5%	0.4%
Fenland	0.6%	0.6%	0.8%		0.7%
Cambridgeshire	0.3%	0.4%	0.4%		0.4%
England	0.4%	0.4%	0.4%		0.4%

% half days lost through authorised absence

Elm C. of E. School	5.7%	5.4%	5.1%	4.1%	4.9%
Fenland	5.7%	5.3%	5.3%		5.4%
Cambridgeshire	5.3%	4.9%	4.8%		5.0%
England	5.4%	5.1%	5.0%		5.2%

No children have been excluded from Elm School, either permanently or for a fixed term during this period.

The average incidence of unauthorised absence as a percentage of possible attendance at Elm School in the year 2005/2006 was 0.5% compared to the national figure of 0.4%. This figure is higher than we would wish. It is not acceptable for any child to be absent from our school without a valid reason. The percentage figure for unauthorised absence should therefore be zero. Although the school should be informed as to the reason for any absence as soon as possible, ideally by telephone, **it is vital that parents follow this with a note** explaining the absence to ensure it is recorded accurately in the register. Our target for overall attendance in 2005/06 was 95% and we achieved 95.4%. Our target for 2006/07 it is 95.5% and for 2007/8 is 95.6%.

FAMILY HOLIDAYS DURING TERM TIME

Schools are required to operate within a very strict legal framework when dealing with requests for term-time holidays. They are not required to authorise absence for term-time holidays, although the Headteacher does have the discretion to grant up to ten school days absence for the purpose of a family holiday in any school year.

Please do not ask for leave of absence for a family holiday in term-time. Should this prove absolutely unavoidable then I would ask that you make a written request using the form available from the school office at least two weeks before the date that you plan to go, stating the reason why you are unable to arrange this holiday during the published school holiday dates.

We will consider each request for a term-time leave of absence on an individual basis and will take into account a range of factors. These will include the reason you feel it necessary to take a holiday in term time, your child's previous attendance record and the effect that any absence is likely to have on his/her educational progress and social stability. If your child has exhibited above average levels of absence, or is making below average progress, any request for leave of absence in term time will be refused. Even if these conditions are met, requests for term-time absence for the purposes of a holiday will only be granted in the most exceptional circumstances. Whilst we recognise the disappointment that this may cause, we hope that parents will understand the reasons for the school's decision. Your child's absence may affect not only his or her attainment, but also that of the other children in the class.

Should parents take their child out of school for the purposes of a holiday, without first requesting authorisation from the school, or should they take their child on a holiday when authorisation from the school has not been granted, then the absence will be recorded as unauthorised.

Should you request leave of absence for your child for the purposes of a term-time holiday and this is granted, then it is very important that your child comes back to school promptly at the end of the holiday. When a child fails to return within ten school days of the agreed return date, and there is no good reason for this, we may remove the child's name from the school roll. This means that the child would no longer have a place at the school.

WAYS TO HELP SCHOOL

DINNER MONEY AND PACKED LUNCHES -Whenever possible, please send all dinner money to school on a Monday morning even if your child is only staying for one day later in the week. Money should be given to the class teacher, by the child, ideally in an envelope. Suitable envelopes are available from the school at a cost of £1.00 for 25 envelopes. Children bringing packed lunches should have their lunch boxes clearly labelled and should obviously be brought to school and taken home again each day.

ABSENCE - If your child is absent from school please let the school know immediately, **and send a note on his/her return**. If you wish to withdraw your child from school during term time, due to appointments with the doctor, hospital appointments, visits to the dentist etc. please let us know. If you intend to take your child on holiday during term time, please let us know by letter in advance. We are now required by law to publish information relating to unauthorised absences, and for the safety of all of our children, it is extremely important that the school is informed as to the reason for any absence as soon as possible. It will also help your child's education, and the education of the other children in his or her class, if instances of absence can be kept to an absolute minimum.

If your child needs to leave school during the school day, for example for a medical or dental appointment, please inform his / her teacher by letter, and sign the child in and out of school at the office.

LATENESS – The school day starts at 8:45am. Children will be supervised on the playground from 8:35am and should not arrive at school before this. At the beginning of the school day the children will be brought into school promptly and will be asked to settle and begin work while the registers are taken. It is very important that this is completed promptly. **If your child is late, it will disrupt his/her education and will also disrupt the education of the other children in his/her class**. If a class wastes five minutes a day dealing with late children, this adds up to over 16 lost teaching hours in the course of a year.

MEDICINE AND OTHER DRUGS - We are prepared to help with the administration of medicines during the day but please do not send them with your child. Please complete the appropriate form, (available from the school office) and ensure they are clearly labelled with the child's name and the dosage. Hand them either to the school secretary or your child's teacher. The only general exception to this is asthma inhalers, which may be better kept by your child. Please discuss this with your child's teacher.

HEALTH CONDITIONS AND ALLERGIES - We need to know if your child has any special medical circumstances such as asthma or allergies, even those such as an allergy to Elastoplast. In the event of an emergency, every effort will be made to contact you immediately, so **please inform us if you move, change telephone number, change job or your personal circumstances change**. In the event that you cannot be contacted, your child will of course be cared for. If your child is ill, please do not send him/her to school until he/she is well enough to cope with a fairly strenuous day, nor for 48 hours after a bilious attack.

PHYSICAL EDUCATION CLOTHING - Key Stage 1 children will need a T-shirt, shorts and a pair of plimsolls. For outdoor activities you may wish to provide some trousers and outdoor shoes. Many children bring track suits to change into, especially during the winter months. For indoor activities the children will usually be barefoot and girls may prefer to wear a leotard. If you wish, it may be appropriate to equip your child in sports clothing reflecting our school colour of royal blue. Swimming is part of the school curriculum for all children in Y1 and above. It is important therefore that they have a swimming costume and a towel. Drawstring bags for swimming and PE kit are useful to avoid losing items of clothing. On days when your child swims at the Hudson Pool, it is acceptable to send him / her to school in a tracksuit. However, bear in mind that some children will use this as an excuse to persuade you to allow them to wear the latest fashion accessories, and for obvious reasons this should be avoided.

LABELLING CLOTHES - Children often mix up items of clothing, especially when they resemble those belonging to others. **Please label all clothes and bags carefully with your child's name**. Woven name tags are often the most permanent way of doing this, though a permanent pen can be as effective.

SENSIBLE SHOES – We would ask you to ensure that your child wears sensible shoes for school. Please bear in mind that they will be involved in playground games which often involve running about. Shoes with thick soles and more especially high heels are therefore not suitable.

HEAD LICE – In common with all other schools, we have an ongoing problem with headlice. The best way of keeping your child free from this nuisance is to regularly comb their hair with a specialised fine tooth comb. This should be done at least weekly, after they have washed their hair, using conditioner. If lice are found, or if there is an outbreak in your child’s class, this process should be repeated at least twice weekly for a period of two weeks. This will break the cycle of eggs and hatching. More details can be found in a brochure available from school. If all parents followed this routine, headlice in Elm School would be eradicated.

VALUABLES, MOBILE TELEPHONES, JEWELLERY AND TOYS -Although it is sometimes nice for children to show off their toys and valued possessions to others, please try and discourage them from bringing items to school, unless they are specially asked. In the past we have had heart-breaking moments when children lose or break special belongings. Jewellery is especially easily lost in school, so please encourage children to keep it for special occasions. In the interests of safety pupils are requested not to wear any ear-rings other than studs, and for the safety of your child, these should be removed before taking part in PE or swimming. It would help us greatly if you did not send your child to school wearing jewellery, especially on days when they take part in physical activities.

EMERGENCIES - In the event of your child feeling unwell or having an accident at school, we will contact you as soon as possible. **It is therefore, important that the telephone number we have for emergencies is up to date.** If you change address or telephone number, change jobs or if your circumstances change in any other way, please remember to let us know so that we can amend our records.

PLAYTIME SNACKS – Children in Reception, Year 1 and Year 2 will be given a piece of fruit to eat at playtime. Older children will be encouraged to bring a piece of fruit from home. I would be grateful if you would support us in this and not allow your child to bring any form of biscuit, chocolate bar or crisps. While we recognise that some children might benefit from a snack in the middle of the morning, we also feel that we have a duty to try and encourage good dietary habits, help the children retain good dental health and would not wish to see large quantities of litter in the form of wrappers and packets. It is for these reasons that we have decided to restrict the children to fresh fruit. I would also encourage you to ensure that your child eats breakfast before coming to school, and eats either a school meal or a sensible packed lunch at lunchtime.

ADMISSIONS PROCEDURE

Once a child has been offered and has taken up a place at a particular school, that place is secure until the child leaves. In the case of over subscription Cambridgeshire County Council has a policy which allocates places within each school and organises parental appeals when parental preferences for their child to join a particular school cannot be met. Two figures are used by the authority in determining the number of children a school can accommodate. The first is the published admissions limit, (PAL), which in the case of Elm School is 30. This is the maximum number of children who would normally be offered a place within any class. The second figure is the capacity of the school, which in the case of Elm school is 210.

A school is deemed to be full, and thus a pupil may be refused admission, if both:

- a) the admissions limit for a particular year group has been reached and
- b) the overall capacity of the school has been reached or is expected to be reached during the pupil's anticipated time in school.

If this situation exists, then each application for a place will be examined against the following criteria in the following order:

- 1) **Verified medical need relating to the pupil.**
- 2) **Children living in the school's catchment area.**
If a school is unable to take all of these applications, places will be allocated using the following order.
 - a) Children with a brother or sister in attendance at the school
 - b) Children who have the furthest to walk by the shortest available safe walking route to the nearest alternative primary school with spare places.
- 3) **Children living outside the catchment area.**
If a school is unable to take all of these applications, places will be allocated using the following order.
 - a) Children with a brother or sister in attendance at the school
 - b) Children who have the furthest to walk by the shortest available safe walking route to the nearest alternative primary school with spare places.

If a parent is refused admission for their child owing to a school having reached its published admissions limit and capacity, the parents have a right of appeal to an independent appeals committee. This appeals committee can allow a place for the child even if the school is full, if the committee believes that the child's or the family's case is sufficiently strong.

Parents of those children who have requested a place in our Reception class, to start in September, will be contacted by letter by the first week in May informing them whether or not they have been successful. If you would like to discuss any aspect of the Admissions Procedure with me, please do not hesitate to get in touch.