ELLWOOD COMMUNITY PRIMARY SCHOOL

Believe, Achieve, Belong

PROSPECTUS

2019-2020

ELLWOOD COMMUNITY PRIMARY SCHOOL



Ellwood Community Primary School
Bromley Road
Ellwood
Glos
GL16 7LY

Telephone 01594 833232
E-Mail: admin@ellwood.gloucs.sch.uk
Web site: www.ellwoodschool.co.uk

Believe, Achieve, Belong

Authority:
Gloucestershire County Council
Gloucester
GL1 2TP
Telephone: 01452 425000

Welcome to our School!

Whether you are a visitor, volunteer, parent/carer or pupil, you will find a warm welcome at Ellwood Community Primary School.

Our aim is for learning to be fun, purposeful and challenging. We strive to ensure all the children are happy, feel safe, are valued and reach their full potential.

Through our curriculum we aim to equip each child with the skills they need for lifelong learning; developing confident learners, who take ownership of their learning and are proud of their achievements.

Children's individual needs are met in a stimulating, safe and secure environment which encompasses not only the learning environment and school grounds but the surrounding area also. We encourage pupils to take responsibility for their learning and behaviour and to grow into responsible successful citizens.

Ellwood School has been at the heart of the local Community since 1878 and was attended then by the ancestors of many well-known local families. The school has seen many changes in the structure of education during its history and the building has been adapted and extended to meet the needs of our pupils today.

I hope that this prospectus will be of help to you in finding out about the school. If you wish to know more or if you have any concerns that you wish to share, please do not hesitate to contact the school office on 01594 833232

Information is also available and regularly updated on the school website at www.ellwoodschool.co.uk. You can also email the office: admin@ellwood.gloucs.sch.uk
Visits to our school are always welcome and we look forward to meeting you.
Thank you
D.Milford
Mrs D Milford
Head Teacher

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PROSPECTUS

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School policies are available on the school website: www.ellwoodschool.co.uk

SCHOOL GOVERNORS

All members of the Governing Body can be contacted via the school.

June 2019

Chair: Mrs H Cornock (LA Governor)

Vice-Chair: Dr J Newland (Co-opted)

Mrs D Milford (Head Teacher)
Miss C Peart (Staff Governor)
Mr D Roberts (Parent Governor)
Mrs M Charles (Co-opted Governor)
Mr E Johnson (Staff Governor)
Mrs C Ulyatt (Parent Governor)
Ms R Smith (Co-opted Governor)

Clerk to Governors: Mrs J Lewis
Clerk to Commitees: Mrs C Shaw

Our Governors bring us their skills, knowledge and life experience to help us achieve our aims. Full meetings are held each term, and they carry out much work in sub-committees and working parties, which have a key role to play in the development of the school. Governors support us with classroom visits, supporting and attending events and by acting as critical friends.

Ellwood is a maintained Local Education Authority Primary School

Number on Roll (at time of publication): **142**
Published Admission Number (PAN): **140**

Head Teacher	Mrs Milford (B.Ed Hons, PGCE, NPQH, M.Ed)
Deputy Head Teacher	Mrs N Marshall
Oak Class Teacher	Miss C Peart
Oak Class Teaching Assistant	Mrs K Morris (Maternity Leave) Mrs D Jones (Maternity Cover)
SENco	Mrs D Milford
Family Support Worker	Mrs M Charles

Midday Supervisors
Mrs D Pendrey – MDS in charge
Mrs H Gilmour
Mrs R Thomas
Mrs C Alexander

Office Manager	Mrs C Pole
Admin. Assistant	Mrs R Tait
Catering Supervisor	Ms L Powles
Catering Assistant	Mrs G Cotterell
Caretaker	Mr T Mainwaring
Cleaner	Mrs H Gilmour

ELLWOOD COMMUNITY PRIMARY SCHOOL

Description of building and facilities

Today the school is composed of five classrooms, each named after forest trees; a hall that is used as a sports hall, dining room and assembly area; a large well stocked library and a computing suite.

The Foundation Stage classroom leads directly to a canopied, all weather outdoor area giving full access to child lead learning.

A hard surfaced playground, marked with a range of games, and extensive grassed area are used for both educational and recreational purposes. There is also a lovely vegetable garden, large wooden gazebo, pond and forest log circle.

There is an Outstanding adjoining Nursery located in the Old School House with which the school has very strong links. (The proprietor is Mrs Helen Cornock).

Aims of Education at Ellwood

At Ellwood School we believe that good teamwork and positive partnerships with all members of the community develop children to become tolerant, committed and confident individuals.

The School Day

Lessons Start (AM)	8.55 a.m.* to 12 noon (12.15 KS2)
Afternoon session (PM)	1.00 p.m. to 3.15 p.m.

Morning playtime is at 10.30-10.45 for all classes and the infant pupils can have an additional playtime in the afternoon. Lunch time is at 12.00-1.00pm. (12.15 KS2)

*Please note the playground gate opens at 8.45. Children can come straight into the school building.

We aim to support our children and families to achieve five major outcomes:

Being healthy



We promote the benefits of eating healthily and exercising regularly through PSHE lessons, guidance assemblies and links with outside professionals. The children exercise in PE & games lessons, the Daily Mile and many take part in physical activity clubs and friendly/competitive leagues and matches. We have links with local cluster schools, Ellwood football club and enter GPJ Multisports competitions such as; rounders, gymnastics, football and netball. Year 6 train in cycling proficiency, and several years groups have blocks of swimming lessons at Forest Leisure, Cinderford. Our County caterers provide a balanced menu, which is available from the school office. Water is available in school for children to fill and refill their own water bottles, which they keep in class for drinks during the day. We have been awarded Healthy Schools Plus status.

Children are educated and encouraged to eat healthily, and we believe in developing their ability to make healthy choices. Sweets and chocolate are not allowed, if children have 'tuck,' parents are encouraged to ensure that this is a healthy eating snack, preferably fruit. Fruit is always available for the younger children in KS1. Milk is available free of charge for children up to the age of 5 years. It is provided for older pupils, at cost, if required.

During the summer months we encourage children to be SunSmart, as we acknowledge the importance of sun protection and want pupils and staff to enjoy the sun safely. Children are encouraged to wear sunhats and sunscreen.

We believe it is important to take care of the children's emotional health. We have a designated 'quiet area', attractive playground markings, an activity trail and extensive range of outdoor games to encourage happy, active play. Older children train to be sports leaders to assist in the promotion of co-operative play. Behaviour is managed consistently, so that we have the right climate for education in classes.

Staying safe



The safety of the children is very important to us. We have controlled access to the main school entrance by intercom. All visitors are asked to report to the School Office on arrival, and wear a badge during their visit. Safety is enhanced by CCTV, which helps us to monitor the site. Doors are looked and we have a secure entry system. The Headteacher is designated child protection lead and has 2 deputy safeguard leads.

The school site is completely enclosed. Children should not arrive before 8.45 a.m. at which point a teacher will be on the school playground to welcome them. The school day finishes at 3.15 p.m. and all should be clear of the premises by 3.30p.m. unless they are involved in a supervised school activity. Parents/guardians are responsible for their children until 8.55a.m. if still on the

yard and at the end of the day, once the children have been handed over to parents/guardians.
School gates are locked at 9.00 a.m. and re-opened at 3.00 p.m. Pupils arriving late or departing early are also expected to sign in and out through the front office. Parents need to inform the school office of absence by 9.30 a.m. on the day of absence.

The children have personal safety talks and support from the road safety team, the emergency services and the Police Schools unit. Absence from school is monitored, and parents telephoned if no explanation has been received, for the safety of the children. We fully recognise our responsibilities for child protection, and our policy applies to all staff, governors and volunteers, working in the school.
We have trained first-aiders in school, and Internet protection is provided through SWGfL filtering.
We ask the children to help us to keep them safe by remembering two things. The first is if they are injured or feel unwell at school, they tell one of us so that we can look after them. The second is if they can't find the person who is meeting them after school, they report to the office or tell a teacher.
If you need to contact us urgently, the school office is generally manned all day, but schools are busy places and you may reach our answerphone from time to time. Please leave your message and ask us to confirm if you are anxious – the answerphone is checked regularly through the day. When children leave or arrive at school other than normal time (e.g. for a medical or dental appointment), please sign them out/in at reception. We hope we never have to use it, but this log could be vital in a crisis.
We all have a duty to try to keep one another safe. Please drive and park safely, carefully and considerately if you come to school by car, ensure the disabled parking designated spaces are left available for those who need them. Help us to prevent accidents by not allowing youngsters to ride their scooters or bikes around the premises, or bringing dogs onto the school grounds.

Enjoying and achieving



We wish children to find learning exciting, work enthusiastically and value education. Our topic based teaching, with a range of supporting visits, visitors and themed weeks, is stimulating and exciting for the children, we send you regular newsletters outlining activities.
We hold "Celebration Assemblies" in which children are encouraged to share achievements gained outside of school. We have a notice board and information shelves in reception, where community & school events, activities, facilities and services are displayed – please help yourself to the material displayed.
Our regular newsletters to home contain general information and dates for your diary or calendar for the term. Further information about specific events and

activities will be followed by a letter home, where needed. Notes may also be written in the pupils Home School Link Book. All newsletters and other information is accessible on our website.

Making a positive contribution



Children have a voice at Ellwood: we have our own School Council, with democratically elected representatives from each class. They make suggestions and help deliver ways to improve the school. They also select and organise fund-raising events for charities through the year. We believe that children are not simply being prepared to become citizens for life in Modern Britain but that they are already citizens both in their school and community.

The older children may become monitors and Sports Leaders, encouraging others to have positive relationships and happy playtimes.
We aim to communicate effectively with parents/carers and as well as paper messages sent home, parents also receive text alerts and emails. Our website detailing activities and events is updated regularly.

Economic well-being



We believe that children need to develop many and varied skills - learning skills, social skills, physical skills, problem-solving skills. They need to gain an understanding of society, become reasonably self-sufficient and formulate a reasoned set of social, moral and spiritual values. We aim for our children to become self-confident, adaptable and tolerant, and to acquire a realistic self-esteem.
We seek to prepare children for the next stage of their education; we intend that children find school life and learning a happy and rewarding experience and believe that a broad and balanced curriculum will contribute to this, devoting time to the arts/sports in order to develop children's creative talents. We provide a choice of after-school and lunchtime clubs to develop their interests and skills, and have strong links with the local community and schools. A range of sports coaching, activity days and festivals are regularly attended. We have strong links with our on-site feeder nursery and other pre-school establishments and very good links with our local Secondary schools.

British Values

We promote British Values in school. These are: democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. These are embedded in school life and our curriculum.

CURRICULUM

The school follows the Early Years Foundation Stage and Primary Curriculum.

- Foundation Stage
- Key Stage 1 (Y1, Y2)
- Key Stage 2 (Y3, Y4, Y5, Y6)

(Further information about our Curriculum and topics can be found on the school website).

The class teacher, in co-operation with the Head, is responsible for the educational progress and social and pastoral care of the children.
The school is a caring community and it is our policy to contact parents whenever a need arises. We hope that parents will likewise be in touch with the school to share concerns that might affect the wellbeing of their children.
We operate an open door policy and should any parent/carer have any enquiries, suggestions or worries, at any time, they are warmly invited to contact the Class teacher, in the first instance, the Deputy and the Head Teacher.





Early Years Foundation Stage (first year in school)

The school environment supports learning with facilities, equipment and resources that encourage children to participate in a range of experiences that take account of and are appropriate to their developing physical, intellectual, emotional and social abilities.

The characteristics of effective learning underpins the learning and development of EYFS pupils across all areas of learning and development.

Characteristics of effective learning

- Playing and exploring
- Active learning
- Creating and thinking critically

Prime Areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The Early Years' classroom is light and spacious and has direct access on to a large canopied outdoor area. Both areas provide rich and stimulating environments that promote creativity. Parents/carers are encouraged to be a part of their child's learning experiences. The Class Teacher and Teaching Assistant are available at the beginning and end of the school day and on Friday afternoons a 'Parent and Children Together' book session is held. The children's outdoor learning experiences are also enhanced by a Forest log classroom in the school grounds and all weather 'gear' is provided for the children to use in wet weather. The children also use the forest classroom in the woods close to the school.



Key Stages 1 and 2

In primary the pupils study the following subjects:

Core subjects	Mathematics (Numeracy)	English (Literacy)
	Science	Computing
Foundation Subjects	Design and Technology	History
	Geography	Music
	Computing	Physical Education
	Art and Design	
	Languages (French KS2 only)	
Local Syllabus	Religious Education; including a daily act of collective worship.	

Personal, Social, Health, Education, citizenship and British Values are also an integral part of the curriculum. Themes and cross-curricular work are used to ensure a breadth and a purpose to learning. We also try to promote economic awareness.

English



At Ellwood Community Primary School, we believe that literacy and communication are key life skills. Through the English curriculum, we will help children develop the skills and knowledge that will enable them to communicate effectively and creatively through spoken and written language. This will equip them with the skills to become lifelong learners. We want children to enjoy and appreciate literature and its rich variety.

English is at the heart of all children's learning. English enables children both to communicate with others effectively for a variety of purposes and to examine their own and others' experiences.

As English is central to children's intellectual, emotional and social development it has an essential role across the curriculum and helps pupils' learning to be coherent and progressive.

We are really promoting vocabulary throughout the school to develop children's use and understanding of a wide range of words.

Mathematics (Numeracy)



We aim to:

- Make your child fluent in the fundamentals of mathematics;
- Develop the ability to reason logically and solve problems;
- Provide a range of practical activities which strengthen concepts and allow for a wide variety of purposes; and
- Encourage children to present their work in a neat and orderly manner.

We help the children to enjoy mathematics. This is achieved by an understanding of every child's learning needs and by ensuring that she/he is engaged as often as possible in varied and challenging activities.

Science



We aim to:

- Develop the skills of active enquiry and experimentation.
- Encourage children to make increasingly detailed observations.
- Interpret and analyse their finding and to draw conclusions.
- Are equipped with the scientific knowledge required to understand the user and implications of science today and for the future.

We provide learning experiences, which increase pupils' understanding and knowledge of the natural and physical world. Much of the work is of a practical nature. Many aspects of looking after ourselves are also covered in the science curriculum. We aim to give children a greater understanding of themselves by covering aspects of diet, hygiene and exercise.

Art and Design

We aim to:

- Produce creative work, exploring their ideas and recording their experiences
- Become proficient in drawing, painting, sculpture and other art, craft and design techniques.
- Evaluate and analyse creative works using the language of art, craft and design.
- Know about great artists, craft makers and designers, and understand the historical and cultural development of their art forms.

Displays of pupils' work are made throughout the school, which encourage pride in personal work and the school environment.

Computing



We aim to ensure that children:

- Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- Are responsible, competent, confident and creative users of information and communication technology

All classes have access to computers and an Interactive Whiteboard. The school has controlled Broadband Internet access and a bank of netbooks, laptops and i-pads to further enhance the curriculum. We have rules for safe use of the internet and ask children and parents to sign that they accept them.

Design Technology



Design Technology requires pupils to identify a "need", develop an idea that may fulfil this and evaluate their own work. They consider problems, plan work with materials and evaluate. Understand and apply the principles of nutrition and learn how to cook. Much of this work is closely linked to other curriculum areas.

History and Geography



The school's setting makes it well placed to accommodate the requirements of the National Curriculum for History and Geography. These subjects are taught through the topic approach and encourage active enquiry and observation on the part of the pupil. Younger pupils begin within their own experiences and the local environment, and we build on their understanding, skills and knowledge in Geography to beyond the local area to include the United Kingdom and Europe, North/South America and India. In History pupils are taught about the changes within living memory to events beyond living memory and developing a sense of chronology. They are encouraged to develop a secure knowledge and understanding of Britain, local and world history including the lives of significant others.

Languages (French)

The focus of study in French is on practical communication and provides a balance of spoken and written language. We currently have a link with a French school.

Music



We aim to provide children with a variety of experiences that engages and inspires pupils to develop a love of music and their talent as musicians.
We have links with Gloucestershire Music and participate in a range of musical events both locally and further afield. Peripatetic Violins and Brass lessons are offered and Y4 pupils participate in whole class tuition.

Physical Education



The children take part in a variety of physical activities including dance, games, gymnastics and swimming. In addition, extra-curricular sports clubs are available, for example; football, gymnastic, cricket, cross country.
'Friendly' football, netball and rounder's matches are played against local schools. We also enter GPJ Multisports - a sporting competition for local schools, gymnastic competitions, swimming galas, dance festivals. We are also part of the Youth Sports Trust and have been awarded the Bronze Sainsbury's School Games mark.
The curriculum focuses on the mastery of a range of skills. From year 3 onwards, all pupils cover a range of team sports that include football, netball, tag rugby, hockey, rounder's, short tennis and cricket. This gives them the opportunity to practice the skills they have learnt. The rules and team sizes are modified to suit the children's ability and age.
Swimming takes place at Forest Leisure, Cinderford. As a school we pride ourselves on sport and often win local competitions.

Religious Education



The school follows the local 'Agreed Syllabus' for Religious Education. Through these lessons we aim to equip the child with a set of moral values and attitudes gained from the study of Christianity, other faiths and general moral issues.
The daily act of worship is an important feature of life at Ellwood and the school has strong links with the local churches. The 'assembly' may be taken by children, the Head or other teachers, or by visiting speakers from local churches, community and charity organisations to enrich our programme. Parents who wish to withdraw their children should contact the Head.

Personal, Social, Health and Economic Education and Citizenship



Although personal, social and moral education themes occur throughout the curriculum, specific lessons and circle time/class councils are timetabled. Children reflect on their personal experiences, and learn to understand and respect diversity and differences so that they can form effective relationships. We aim for our teaching to give the children the knowledge, skills and understanding they need to lead confident, healthy, independent lives. They

find out about the things in society that affect their lives and about their rights and responsibilities as individuals and members of communities.
Children are encouraged to take part in a wide range of activities including growing food, cooking, walk to school, health weeks and community events. We also follow aspects of the Social and Emotional Aspects of Learning (SEAL) Programme. Our children's behaviour is praised during educational visits and by visitors to the school. In our recent Ofsted in 2018, the behaviour around the school was very good.

Sex and Relationships Education (SRE)
SRE is taught throughout the school. Relationship education is taught in Science and PSHE lessons. Parents may view resources if needed.

Special Educational Needs and Disabilities (SEND)
At Ellwood we aim for all children with Special Educational Needs to reach their full potential. With regard to the SEN Code of Practice we have a SENco (Special educational needs co-ordinator) and SEN Teaching Assistants. All teachers in school are teachers of SEND pupils and take ownership and responsibility of the pupils targets, needs and achievements.
Pupils who have special needs are identified in a variety of ways i.e. through the parents, class teacher and external agencies. Support is offered to children through small group tuition, classroom assistant support and a range of material resources. Parents are invited to discuss any anxieties concerning their children in this area of education, with the Class teacher in the first instance, but if the concern remains a meeting with the SENCO should then be arranged.
When a child has been identified as having a Special Educational Need, the parents will be involved at every stage when appropriate provision is being established and targets being set for their son/daughter's learning and reviewing their progress. This is reviewed through shared conversations with the parents/carers/class teachers/TAs, pupil and SENco (when needed). These are usually every term or more frequently if needed.

Disability and Discrimination
The school aims to include all pupils including those with disabilities in the full life of the school. The policy states the strategies all staff will follow to ensure equality for disabled pupils.
The Accessibility plan covers:

- Improving the physical environment
- Increasing the participation in curriculum and school life
- Improving delivery of information
- Developing a whole school approach

This is a three year plan which is monitored by the Headteacher and governors.

Pastoral Care arrangements

We have a Family Support Worker (FSW) Mrs Charles, who often works with pupils and their families to offer support and guidance. If you feel this is something you would like to investigate further, please contact your child's class teacher, the SENco or FSW directly.

More Able and Talented Pupils

More able or talented children are identified by the class teacher/other professional and through discussions with parent/carer. We can sign post to outside agencies to help establish appropriate provision. We seek to develop the skills and talents of all children, and we celebrate successes achieved in and out of school.

Homework

We feel that homework can be a positive factor in pupil achievement. However, we consider that a child who has worked hard at school should not be overburdened by an unreasonable amount of work to be done at home. Many children have outside interests which are important to them and which the school recognises as being important in developing a well-rounded personality. Therefore we try to ensure that any homework set is relevant, linked to work in class and set within a fair time scale.

Children are expected to take reading books home regularly (4 times a week) and read aloud to their parents. Children may be asked to complete other tasks to reinforce the work they do at school in English and Maths. Sometimes children may also be asked to research an aspect of classroom study. If pupils do not have access to a computer at home, they can be offered the opportunity to complete this type of homework at school. There will also be occasions when unfinished class work needs to be completed at home or when extra practice is needed to overcome a difficulty.

We ask parents to encourage and support their child(ren) when homework is set and to notify the school should any problems occur. Please ensure any homework set is returned to school on time.

Admissions

Our admissions number in Reception is 20 pupils. Prospective parents and their children are welcome to visit the School, and a member of staff will be pleased to give you a tour of the school. Please telephone the school office on 01594 833232 to arrange a time. Visiting our school website may also provide helpful information about the school prior to your visit.

Clubs

A wide choice of clubs is available to the children. Most of these clubs are run out of normal schools hours, so they may be affected by changes in the circumstances of individual teachers/coaches/volunteers. Parents/carers of children will be notified of any change or cancellation. We run a variety of clubs e.g. football, gymnastics, gardening, netball, chess, art, archery, tag rugby, cricket, golf and recorders.

Uniform

- ***BOYS*** – Grey trousers/shorts/grey socks
- ***GIRLS*** – Grey skirts/pinafore dresses/trousers/shorts/grey tights or socks. Green check dresses may be worn in the summer, if preferred.
- Jade polo shirts (preferably with school logo)
- Navy blue sweatshirts or cardigans (preferably with school logo)
- Navy blue fleece jackets (with school logo)
- PE Kit – Plain white t-shirt, navy shorts, black daps or plain trainers.
- Footwear – children are expected to wear sensible 'safe' shoes, **not fashion shoes**. Socks should be grey/black or white.

  Please note the school no longer sell the below items but they can be purchased cheaply from most supermarkets.
- Blue drawstring PE bags, blue bookbag, blue caps, swimming cap, water bottle.

School uniform embossed with the school logo will be available from:-

Brigade Clothing – Ordered online and delivered to your home
(Via a link from our website)

Please ensure that your child does not wear jewellery which could prove dangerous in physical activities, and has P.E. kit available in school. We encourage children to wear sunhats and sun cream to school in hot weather. Any type of bag/rucksack may be brought to school for daily use, but size should be kept to a minimum for easy storage.

PLEASE ENSURE THAT ALL ITEMS OF CLOTHING ARE MARKED WITH YOUR CHILD'S NAME – it speeds up return to owner if left unattended.

Rules and Children's Behaviour



Our school rules and core values encourage high standards of behaviour which are associated with happiness, success and fulfilment. We make a point of celebrating helpful, considerate behaviour. On the other hand, if a child behaves inappropriately, this may result in a sanction if necessary his or her being referred to the Head and the parents/carers being contacted. The school has a whole school behaviour policy which is consistent in all classes. If behaviour consistently gives cause for concern, the child is placed on report, which is regularly monitored by the Head. **Cases of bullying should be reported to the appropriate teacher, Deputy or the Head.** The Head reports regularly to Governors about children's behaviour, including bullying should it arise. We involve parents as partners in tackling undesirable behaviour through mutual support and co-operation between home and school. It is helpful when parents let us know in good time if they have concerns about behaviour issues.

Equal Opportunities, discrimination and Multicultural Issues (Equality Act 2010)



Ellwood School is committed to the principle of equal opportunities and this concept of justice and fairness, in a multicultural society, is an integral part of the life of the school. It is also a significant element of our curriculum and we prepare children for life in a multicultural society to ensure that children from all groups can develop their talents and make a valued contribution to the life of the school. We do not tolerate racism or any form of discrimination. Parents and children are encouraged to contact the Head if they notice or experience any difficulties with fairness or justice in school or if they have any suggestions for future improvements in this area. The Head reports regularly to Governors on these matters. All issues of discrimination should be referred directly to the appropriate teacher, or to the Head teacher.

School Meal Arrangements

School Meals are provided by outside contractors 'Caterlink' they are cooked in a central kitchen in a local school and there is a choice of menu available each day. Facilities are provided for children to eat sandwiches brought from home, and/or their own drink(s). All children may bring a snack (preferably fruit) for mid-morning break and water bottles. All pupils in EYFS, Year 1 and Year 2 are entitled to a Universal free hot school meal.

Illness



If a child is unwell it is clearly sensible that he\she should not come to school. In these circumstances, parents must telephone us before school begins at 9.00 a.m. or (before 9.30 a.m. at the latest), and ideally send a note to the class teacher explaining the absence when he\she returns. Children who become ill

while they are in school can only be offered such attention as a caring parent would provide, supported by qualified first aiders. **WE NEED TO HAVE A TELEPHONE NUMBER ON WHICH A PARENT/CARER CAN BE CONTACTED SO THAT A SICK CHILD MAY BE SENT HOME**. In an emergency, we would call on the usual medical services and we ask parents to authorise us to take necessary decisions in such circumstances when we are unable to contact a parent.

Class teachers will not normally undertake the administering of medicines since it is clearly inadvisable to have medicines in the classroom or unattended in bags and pockets (with the exception of inhalers, please see next paragraph). However, either the administrator or the Head may agree to look after medicine and will administer according to the written instructions supplied by parents on a signed Authorisation Form. This arrangement will be the ultimate responsibility of the Head.

If your child needs to have access to an inhaler/volumatic for asthma, please provide two, named clearly, one to be kept in the classroom and a spare for the office first aid cupboard.

Parents must inform school of any ailments, medical conditions or allergies affecting their child/children and may be asked to complete a care plan. This information is treated with the strictest confidence, and is important so that we can discuss arrangements/medication in the event of an emergency at school.

The school has a qualified First Aider and many of the staff have attended Basic First Aid in Education training. Adults working with Reception children have completed the Early Years First Aid (paediatric) training, along with other staff members who teach in KS 1.

Absences for Infectious Diseases

- Vomiting and/or diarrhoea 48 hours after the last bout of sickness/diarrhoea.

Please look at the NHS website for further guidance regarding the period off your child should take with infectious diseases.

Health / Medical

The school nurse can be contacted if required.

Please let us know if you find headlice in your child's hair. We can then distribute health service leaflets to the class, so that we can all be watchful. We will of course deal with the matter confidentially, and the School Nurse can provide advice on treatment and preventative measures if you wish.

Complaints Procedure



Most concerns can be dealt with informally, by the class teacher. Should that prove unsuccessful, the complaint should be referred to the Head. If this fails, there is a formal procedure available through the Governing Body, or specific procedures through the Local Authority. If parents wish to complain to Governors, this can be done through the School Office by sealed envelope marked confidential for the Attention of the Chair of the Governing Body. The Chair's school e-mail can also be made available.

Attendance and absenteeism

The dates of school holidays are made known to parents in good time and are available on our website. Also, in-service day dates are advised at the beginning of the academic year. Any leave of absence in term-time will not be helpful to children as they not only miss the teaching provided on the days they are away but are also less prepared for lessons upon return. **In line with County Government guidelines only in very exceptional circumstances will leave of absence in term time be authorised.** All leave of absence requests are treated on a case by case basis. By law, we are unable to authorise absences during Y6 SATs week.

Attendance in school is key to your child achieving their full academic potential. It is important that your child arrives in school on time, and is fully prepared for the day ahead. Individual details of your child's attendance for the year to date is given each term and also appears on their end of year report, and are part of a pupil's academic school records. A record of late arrival is also indicated on the attendance registers. Our target is 97% attendance, however, we strive to have 100% If attendance becomes a concern our FSW/SENco and outside agencies will be informed to provide support for the family and pupil. Letters are sent home to children whose attendance is under 95%. Attendance under 90% is classed as persistent absence.

Wherever possible, we encourage non-essential medical/dental/optical appointments to be held out of school hours, or during school holidays. If your child must attend a medical/hospital appointment during the school day, please advise the school details of the appointment, including pick up arrangements for your child, as soon as possible. Absences such as these will be recorded on your child's attendance record as "medical" appointments.

If your child is ill and is to be absent from school, please notify the School Office on (01594) 833232, as soon as possible. By 9.30am on the first day of the absence would be best. If your child is likely to be absent for several days, please keep in regular contact with the school to update us on your child's

progress, especially if the nature of the illness is something easily spread to other children e.g. chicken pox, measles etc.

Absence from school, due to illness, or to attend essential medical appointments are classified as "authorised absence". Family holidays taken within the school term are deemed "unauthorised", unless there are "exceptional circumstances" surrounding the request. An unauthorised absence from school, during term time, for the purpose of a family holiday, will put parents at risk of being issued a Penalty Notice by the Local Authority. Fines start from £60.00 per parent per child, irrespective of whether or not the parents are estranged. For more information on Penalty Notices, Prosecution for Non Attendance at School, and School Attendance, please visit www.gloucestershire.gov.uk

Communication and Contact with the school



The Head and teaching staff are keen to have good communications with parents as this is clearly in the interest of the children. Where a 'quick word' is involved it is generally possible for parents to see the Class teachers informally, Mrs Milford or Mrs Charles (FSW) is usually available at the school gate in the mornings. The Home School Link Book is a good way to pass informal messages to your child's class teacher. Staff are usually on the doors in the mornings if the matter to be discussed is likely to take more time than this, then it is sensible for parents to make a separate appointment. It is best to speak to your child's class teacher in the first instance. If the situation is not resolved the Deputy Headteacher (Mrs Marshall) or the Headteacher (Mrs Milford) are happy to have a meeting. Please don't feel offended if teachers or the Headteacher are not available for appointments at short notice, as they may be attending meetings as part of their professional responsibilities.

Money

Ellwood School uses "ParentPay" for dinner money only. This is a system whereby parents are provided with their own unique log in details, and can log in on-line, and top up their child's account for dinners. This is our preferred option for receiving payments into school for lunches. If on-line payment is not an option then parents can pay at a "Pay Point" using their barcode. These can usually be found locally in shops.

We try to keep the amount of money we have on the school site to a minimum. If there is no option but to pay for an item using cash or cheque for things such as trips, please help us by following these guidelines:-

- All money should be sent into school in a clearly named, sealed envelope. Please ensure that the correct amount of money is sent into school.
- Cheques should be made payable to:- "Gloucestershire County Council", unless told to the contrary.

School Newsletters and other written correspondence



We aim to ensure that parents are kept informed on issues through regular school newsletter and class letters. Other correspondence includes letters and invitations for specific events. These all rely on pupils for delivery, so it is important that your child is made aware of his or her responsibilities and that letters should arrive on time and in good condition. We also have a text and email service that enables us to contact parents/carers quickly for short messages. A notice board is situated near the rear gate with information regarding the Friends of Ellwood. All letters are available on our website.

Parent Consultations and Annual Reports



Parent consultations with the class teacher are offered three times a year. An annual written report for each child is issued in the Summer Term. Teachers hold a 'meet the teacher' event early in September to explain how they plan to work with children and families. There is also the opportunity to attend events throughout the year.

Parental Involvement

We have a well-established partnership with parents and are proud of our parent helpers. Parents and staff regularly organise a variety of school activities well supported by parents/carers and other members of the community. The money raised is used to enrich children's learning through resources, improving the school environment or funding activities. Your participation is positively and actively encouraged; your time and expertise increases and enhances the learning opportunities of our children. Voluntary helpers may need a DBS check. The school will inform the volunteers if this is necessary and assist in the application.

Home School Agreement

This is a signed agreement between parent, carers, pupil and teachers. It sets out what each undertakes to do in order to support the pupil in gaining a full and high quality education.

Parental/carer consent form for Educational Visits



Parents will be asked to complete consent forms for any educational trip taking place outside school hours or for visits further afield.

At the beginning of each Academic year a consent form is sent out for permission to take children to the forest log circle in the woods close to the school and use of the fenced playing field adjacent to the car park. A consent form is not needed for trips in the school day.

Ellwood Nursery



A thriving Outstanding Nursery which is independently run and located in The School House, adjoining school. The Nursery share many of the facilities of the school and work closely with the Foundation Stage teachers. Before and after school facilities are also available at the nursery. More details can be obtained from the school office or on the school website.