

EAST PRESTON JUNIOR SCHOOL

Welcome to East Preston Junior School



We are a popular, inclusive and friendly school for children aged 7 to 11 years old (years 3 to 6). Situated in the beautiful coastal village of East Preston, in between Littlehampton and Worthing, we want everyone to be happy and enjoy coming to school.

At East Preston Junior School (EPJS), we aim to provide an outstanding, meaningful and enjoyable educational experience enabling all children to reach their potential. Additionally, we provide a caring and nurturing environment to allow our children to become well rounded, resilient and confident individuals who are able to make a valuable contribution to the local community.

"Enjoyment and Excellence in all that we are and all that we do" is our school motto. This underpins our exciting curriculum at EPJS. We want the children to enjoy what they are doing and to do the best that they can (aiming for excellence). We see our partnership with parents and carers as vital in achieving this aim.

If there is anything important you wish to know and cannot find it here, please do not hesitate to contact us. Alternatively, visitors to our school are more than welcome.

I look forward to welcoming you.

Mrs Kathy Lockyear

Headteacher

General Information

East Preston Junior School (EPJS) was built in 1951. There are eight classes covering academic years 3 to 6, with two classes per year group. Children are grouped on a mixed ability basis, with others of the same age. For most of the day the children work with their own class teacher, although there are opportunities to work with different teachers and groups of children. Generally, the children stay in the same classes as they move through the school, but this is reviewed at the end of year 4 and, if appropriate, the children are re-organised going into year 5.

School Day

Start - 8:50am Finish - 3:20pm.

Children may come into school from 8:40am. There is a 50 minute break for lunch and two 15 minute playtimes: one in the morning and one in the afternoon. In a normal school week of 27 hours and 30 minutes, 23 hours and 45 minutes is direct teaching time (excluding registration, assemblies and breaks).

For security reasons parents must only come into school through the main door.

School Contact Details

Our address is:

East Preston Junior School,
Lashmar Road,
East Preston,
Littlehampton.
West Sussex
BN16 1EZ

Our telephone number is: 01903 785672

Our email address is: office@epjs.co.uk

Our website address is: www.epjs.co.uk

Member of staff to deal with enquiries: Mrs Helen Standing

School Admission Arrangements

The admission policy of this school is common to all County and Controlled schools in West Sussex. The policy is outlined in the leaflets "Starting School or transferring to Junior or Middle School in September 2017" and "Information for parents: Starting at school or transferring from infant school to junior school 2017/18 - Southern area"

All parents are encouraged to apply using the online application system at:

www.westsussex.gov.uk/admissions

Attendance and Absences from School

Children who are taken out or brought into school after the start of the school day must be signed in/out by the accompanying adult at the school office. If your child is unwell, please telephone or email the school before 9.00am on the first morning of absence.

Current regulations make it clear that Headteachers are not able to grant any leave of absence (i.e. holidays) during term-time unless there are truly exceptional circumstances. Schools may be required to issue fixed penalty notices for any unauthorised absence (£60 per parent, per child) of ten sessions (five days.)

2015-16 School Year
(September 2015- July 2016)

Total number of registered pupils on roll for at least one session: 246

Attendance percentage: 96.62%

The percentage of half days missed through authorised absence: 3.05%

The percentage of half days missed through unauthorised absence: 0.33%

At EPJS, children are expected to attend regularly and on time. Individual and class awards are given for 100% attendance.

Aims, Values and Ethos

EPJS AIMS TO:

- Provide a stimulating environment, where learning is fun.
- Maintain a secure, caring, happy school, where co-operation, self-esteem and confidence thrive.
- Provide original, high-quality teaching across a broad, balanced and creative curriculum.
- Empower pupils to maximise their capabilities and celebrate achievement.
- Uphold respect, fairness, honesty, equality, kindness and other British Values.
- Nurture emotional, social and spiritual awareness preparing children for life in modern Britain.
- Cultivate a positive lifestyle to promote healthy minds and bodies.
- Develop a willingness to tackle new situations, instil a passion for knowledge and to nurture curious, independent minds, equipped to make sound judgements.
- Understand that errors and change are natural parts of learning.
- Encourage links with the wider community to the benefit of all.
- Work together with parents/carers to meet the individual needs of each child and develop their full potential.

EPJS RIGHTS

Every person in our school has the RIGHT to:-

- **feel safe,**
- **be treated with dignity and respect,**
- **learn.**

These rights bring the responsibility of ensuring that other people also enjoy the same rights.

ENJOYMENT AND EXCELLENCE
in all that we are and all that we do



Curriculum

"Enjoyment and Excellence in all that we are and all that we do" is our school motto and underpins the exciting curriculum at EPJS. We want the children to enjoy what they are doing and to do the best that they can (aiming for excellence). We believe that children learn most effectively when experiences are memorable, enjoyable, purposeful and related to real life. We aim to offer a broad and balanced curriculum accompanied by effective spiritual, moral, social and cultural development which prepares children for life in modern Britain. The curriculum actively promotes the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths, beliefs, cultures and lifestyles.

There are regular opportunities for pupils to study units of work in cross-curricular topics (see table below) based upon the National Curriculum Programmes of study: English (Reading, Writing, Spelling, Punctuation and Grammar: SPAG), Maths, Science, Computing, History, Geography, Design and Technology, Art and Design, Music, Physical

Education, Foreign Language (Spanish) and Religious Education (RE). A balanced approach to RE is taken which is broadly Christian, but where required, takes account of the teaching and practices of the other principal religions represented in Britain. Time is allocated to PSCH (Personal, Social, Citizenship & Health Education) and Swimming (years 4 and 5). Sex and Relationship Education (SRE) is taught in year 5.

We allocate time each day to develop pupils' skills in reading, writing and mathematics. To monitor progress, and ensure all pupils make excellent progress, all children are assessed in these areas by the teachers every half term.

To enhance learning, we provide opportunities for educational visits and welcome visitors to the school. Under the terms of the Education Reform Act (1988), schools may not charge for these activities, but can invite voluntary contributions. However, if there are not enough voluntary contributions offered for any specific trip, then the visit may not be a viable proposition and may have to be cancelled. We encourage the children to take part in residential trips in years 4 and 6.

Any parent in receipt of certain benefits may be entitled to a remission of charges and any family who has difficulty in meeting the cost of any proposed visit should contact the Head teacher or Deputy Head teacher in confidence. Please contact the school if you feel this may apply to you.

An overview of topics at EPJS is found below. For more information, including topic webs, please see each year groups individual pages on the website.

EPJS TOPICS 2016-17						
YR	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
3		From Stone Age to Iron Age	Walk Like an Egyptian	Storm in a Teacup	Rainforests	Pirates
4	Circus! (Whole school surprise topic each year)	Rotten Romans	Fire and Ice	Dream Catchers and Totem Poles	Wild and Wonderful	Mysterious Mayans
5		Monsters and Myths	The Universe and Us	Changes	Hard Times	The Cycles of Life
6		Conflict and Resolution	Journey to the Sea		Life on a Stage	

SAFEGUARDING STATEMENT

East Preston Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Safeguarding and Prevent leads are Mrs Kathy Lockyear, Mr Dave Lott and Mrs Kim Turner

Sports Premium

An amount of money is allocated to schools to promote sport.

At EPJS, we use this money to:-

- Raise participation levels in all PE and sport
- Raise participation in sports competitions
- Increase skill level of children
- To improve enjoyment of PE and sport
- To improve the teaching of PE

See our website for further information.

Clubs

There are a variety of clubs for your child to join. Most of these take place after school but some are at lunch times or before school. There are clubs that the school run (teachers organise these voluntarily) and clubs that are run by outside providers (and incur a cost to parents). See the latest clubs letter for information on clubs currently available.



Running Club

Homework

A timetable is given out by the class teacher at the beginning of the year detailing the homework for the year group. Homework consists of 10 minutes reading, 10 minutes learning spellings and 10 minutes learning timestables each night (Monday to Thursday). Friday night's homework is topic work.

Parental Involvement

Parents and carers are very welcome at school. We aim to work closely with parents and carers to support the children and to ensure that they are happy and making progress. Members of staff are happy to discuss any aspect of the children's work or behaviour. Parents wishing to see a member of staff should make an appointment through the school office.

Consultation Evenings are held termly for parents and children to meet with the class teacher to discuss their child's progress.

Parents are regularly invited into school for events like class assemblies, Sports Days and concerts.

Parents and other family members who are interested in helping in school are very welcome - please contact your child's class teacher. All volunteers will need to be checked by the Disclosure and Barring Service (DBS).

There is a PTA (Friends of East Preston Junior School: FEPJS) who meet regularly and organise fund-raising events. Every parent is automatically a member and information about the PTA is sent out every term.

EPJS has an effective and committed Governing Body. The role of the Governing Body is to provide strategic management, and to act as a 'critical friend', supporting the work of the Headteacher and other staff. If you are interested in becoming a Governor, please contact the school to see if there are any vacancies.

Make sure you sign up to **ParentMail** so that you can receive e-mails and text messages from the school.

Behaviour

We expect a high standard of behaviour from our children and work with parents to ensure that all children develop effective social, emotional and behavioural skills. Our focus is a positive approach of encouragement and praise, rather than a negative one of criticism and punishment. We aim to help pupils to understand that it is their behaviour that is not acceptable - not him/her as a person. The school's policy on behaviour will give more detail.

Home/School Agreement

The Home/School Agreement, which it is hoped that all parents and children will agree to sign, is seen as forming the basis for the codes of behaviour expected by the school.



Working Together

Inclusion

We aim to provide every possible opportunity to develop the full potential of each child, whatever their barrier to learning, and do this in collaboration with parents and carers.

House Merits

On joining EPJS, the children are assigned to one of four houses: Blue, Green, Yellow or Red. Children from one family will belong to the same house. House merits are given to children for a variety of 'good' deeds, for example:

- completing a great piece of work,
- an act of kindness,
- reaching a target,
- behaving well.

Children receive individual certificates for every 100 house merits they receive. The merits are also counted to see which house scored the most each term. Headteacher house-merits (worth 10 points) are awarded by Mrs Lockyear or Mr Lott for really great actions.

Sanctions

Any sanction that is overused becomes less effective in time. At EPJS, we have a long and varied list of sanctions, so that the ultimate is not reached too soon! Sanctions include loss of privileges, loss of playtime, a disciplinary talk from a senior member of staff and internal exclusion. If appropriate, parents are informed and involved. Corporal punishment is not allowed, although in extreme circumstances it may be necessary to physically restrain a child for his/her own safety or the safety of other children or property.

Exclusions

Exclusions are formal sanctions that a headteacher can use for a pupil who breaches the school's discipline policy and are used as a final resort when other sanctions have failed.

When carrying out fixed-term or permanent exclusions the school follows national and local codes of practice.

Complaints Procedures

Parents wishing to make a complaint about matters relating to the school should contact the Headteacher. If the problem cannot be satisfactorily resolved, the formal complaints procedure is available from the school.

Equipment

Children need to bring the following to school each day:-

- ✓ Water bottle (named)
- ✓ Lunch box (unless having a hot lunch)
- ✓ Coat
- ✓ School bag (or book bag)
- ✓ PE kit (named in your PE bag)

School Uniform

Winter:

- Navy skirt, pinafore, culottes or smart tailored navy trousers (not jeans or leggings)
- Pale blue short sleeved polo shirt or blouse
- Navy school sweatshirt
- Sensible black or blue shoes (not trainers)

Summer:

- Pale blue and white check dress
- Navy long or short trousers
- Winter uniform
- Sensible black or blue shoes (not trainers)



PE Uniform

- PE T-shirt (in house colour)
- Navy blue or black shorts
- Tracksuit for outside games in winter
- Trainers and/or plimsolls

Hair tied back / up *add



Medicines

There is no legal duty requiring school staff to administer medicines. At EPJS, where possible, we liaise with parents to administer medicine in school, on an individually agreed basis if the following guidelines are adhered to:

All medicines must be:-

1. prescribed by the doctor (with child's name and dosage),
2. labelled with child's name,
3. in their original packaging,
4. in date and
5. given in to the office.

Staff must not give any medicine to a child without the written consent from a parent or carer. The parent or carer must complete and sign a consent form. A new consent form must be provided each time there is a change to the medication or dosage. The parent/carers is responsible for ensuring that sufficient medicines are provided and that they are not out of date, particularly with reference to inhalers and epi-pens. School staff may **not** administer any non-prescription medicines.

Children can put sunscreen on themselves because it is not a medicine.

Several staff are trained in First Aid.

Jewellery

Please note that jewellery is **not allowed** in school with the exception of studs for pierced ears which **must be removed** for P.E. Recently pierced ears may be taped over (please provide the tape).

V-Neck sweatshirts with the EPJS logo are available from the school office. They cost **£11.00** (**£12.00** for larger sizes). Pale Blue Polo shirts and P.E. T-shirts in the four house colours, all with the EPJS logo, are also available at **£5.00** each.

School Lunches

Children can purchase a hot school lunch (current cost £2.30) which needs to be ordered in advance from Chartwells (<https://westsussex.mealselector.co.uk/>). Alternatively, they may bring in a packed lunch from home. Lunch boxes should be small and clearly marked with the owner's name. Fizzy drinks, glass bottles, breakable flasks or cans are not allowed. In the summer, when the weather is fine, children may eat their packed lunch outside under supervision.

Children entitled to a free school meal will be provided with a hot meal. If you feel that your child/ren are entitled to free school meals, please do not hesitate to ask for an application form from the school office. It really helps the school's funding if you register them for free school meals even if you do not intend to take up this opportunity.

Due to the increasing number of children with severe allergies, nuts must not be brought into school.

Healthy Break

We encourage children to eat healthy snacks at morning break (unless there are specific medical reasons preventing this - please contact us if this is the case.)

Listed below are examples of healthy food:-

- vegetables (e.g. carrot sticks)
- small savoury sandwich
- cheese
- fruit
- breadsticks
- crackers



Dancers ready to perform

Rhode Island Blacks- Chickens



Pupil Premium Statement 2017

The school is allocated a sum of money to raise attainment for certain pupils. If you are in receipt of benefits, please ensure you apply for Free School Meals as this is how the school receives the money. We do not receive it if you do not apply.

This allocation is used in the following ways:

- Pupil Premium Champion to mentor the children
- Specialist equipment e.g. laptops
- Play therapy
- Funding of extra-curricular activities
- Small group tuition
- Subsidised educational visits and clubs
- Learning mentor to support the emotional needs of children and families.
- Homework Club

Water

Children are encouraged to bring a named water bottle to school to keep in class. They are able to take drinks of water from this throughout the day.

Birthdays

Birthdays are an important occasion for the children and to celebrate this, children are welcome to wear their own choice of clothes to school on their birthday. Whilst it is a lovely thought to bring cake or sweets into school to share when it is your child's birthday, we request that you do not do this due to keeping children safe regarding food allergies.

Chickens

There are five chickens in school that the children help look after. Parental help is much appreciated during weekends and holidays.

KS2 Attainment (Year 6) May 2016

Please note figures have been rounded up or down to the nearest 1% so they may not add up to 100%.

One child = 1.5% approximately

GPS: Grammar, Spelling and Punctuation

RWM: Reading, Writing and Maths Combined

AS: Average score of all children

May 2016 was the first cohort to sit the new assessment tests which now give scaled scores with 100 being the average expected for children of this age. A score of over 100 indicates that the children have met age-appropriate expectations.

AREA		Results 2016			
		School EPJS	National	West Sussex	Floor Standard
READING	Met	60%	66%	61%	
	AS	103	102	102	
	Progress	- 1.0			-5
WRITING Teacher Assessment	Met	56%	74%	61%	
	AS	n/a	n/a	n/a	-7
	Progress	- 4.5			
MATHS	Met	63%	70%	63%	
	AS	101	103	101	-5
	Progress	- 3.3			
SPAG	Met	68%	72%	67%	
	AS	102	104	102	
RWM	Met	40%	53%	45%	65%

Ofsted Inspection January 2015

Under the revised Ofsted Framework (introduced in September 2012), EPJS has been graded as a "Good" School. A link to the full report can be found on our website or at www.reports.ofsted.gov.uk

The Ofsted inspectors recognised the school's close relationship with parents, the effectiveness of School Community Councillors, the strong staff team, the enthusiastic, well behaved children and the report contains very many positive comments.

The School Community Councillors and staff are working hard to address the action points raised in the Ofsted report, which we consider to be fair, and a correct representation of the areas for development in the school.

Staff in September 2017

Head Teacher: Mrs Kathy Lockyear

Deputy Head Teacher: Mr Dave Lott

Inclusion Manager and SENCO: Mrs Josie Howard

Senior Leadership team (SLT): Mr Dave Coates, Miss Emma Rylands and Mr Phil Smith

Year 3 Teachers:

Mrs Becky Yates (3BY)
Mr Joe Thomas (3JT)

Year 3 Teaching Assistants:

Mrs Joanne Booth
Mrs Melissa Fry / Mrs Denyse Wads worth

Year 4 Teachers:

Miss Emma Rylands (4ER)
Miss Chloe Richards (4CR)

Year 4 Teaching Assistants:

Mrs Emma Burtenshaw
Mrs Rachael Highfield

Year 5 Teachers:

Miss Pascale Whyte (5PW)
Mr Dave Lott
Mrs Judith Algorta } (5AL)

Year 5 Teaching Assistants:

Mrs Kate Rollins
Ms Heidi Minchin

Year 6 Teachers:

Mr Phil Smith (6PS)
Mr Dave Coates (6DC)

Year 6 Teaching Assistants:

Mrs Claire Hind
Mrs Yvonne Lawson

Non-class based Teachers:

Mrs Clare Crook (PPA)
(two afternoons)

Non-class based Teaching Assistants:

Mrs Kim Turner (HLTA and Learning Mentor)
HLTA: Higher Level Teaching Assistant

Office Staff:

Mrs Helen Standing (School Business Manager)
Mrs Janice Collins (one day a week)
Mrs Clare Evans
Mrs Emma Stuart

Midday Meals Supervisors:

Mrs Claire Hind (Supervisor)
Mrs Jan Moores
Mrs Kelly Lasham
plus teaching assistants

Caretaker: Mr Martin Rogers

School Community Councillors

Mrs Rosemary Pullen (Chair)
Mrs Kathy Lockyear
Mrs Kelly Robinson
Mr Phil Smith
Mr Elliott Crook

Mrs Fliss McHale (vice-chair)
Mr Andrew Ball
Mr David Fraser
Mr Andrew Hall
Mr Stuart Humphrey
Mrs Janice Barnes (Clerk)