

Shirley Community Nursery and Primary School Information Booklet

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1. About the School

Welcome to Shirley School

Welcome to our happy and successful school. Shirley School is fortunate to be situated in an area of Cambridgeshire that serves a vibrant and diverse community. Our pupils come from a variety of backgrounds and many speak English as a second language. We were very proud to be the first school in the country to gain the EQualities Award.

In July 2011, we moved into brand new, purpose-built accommodation that includes a wonderful library, food technology room, ICT suite, attractive outdoor learning spaces, community facilities and Children's Centre.

We want all our pupils to achieve their best both academically and socially. Alongside this, we promote an ethos where every child is valued as an individual; this helps them to grow into caring and respectful young people who are able to get on well with each other and make a positive contribution to our community.

The Ofsted Inspection Report in January 2014 judged the school to be 'Good'. "Staff take very good care of the pupils and have the best interest of the pupils at heart." Ofsted (January 2014).

We are proud of our school's achievements so far and we look forward to the next exciting phase of our school's development.

Angela Leach
Headteacher

Iain Smith
Chair of the Governing Body

Our Mission Statement

Shirley School is a safe, happy environment where children are inspired to be confident, independent learners, respectful of difference and determined to succeed.

We aim to:

- „ Motivate our children to achieve their potential through a love of learning and inspirational teaching.
- „ Encourage our children through sharing high expectations and celebrating personal, social and academic achievement.
- „ Provide an engaging curriculum that creates independent thinkers who enjoy learning.
- „ Support parents and carers to be active partners with the school in their children's education.
- „ Develop young people who are resilient and who demonstrate respect, fairness and honesty.
- „ Inspire our children to engage in, and contribute to, the world around them.

2. The Importance of Parents in a Child's Education

At Shirley School, we recognise the importance that parental support and intervention has on a child's achievement and we view parents as partners with us in their child's learning.

We know from national research that children do better at school and achieve more in life when schools and parents work together. Most children have two educators in their lives – their parents and their teachers. Parents are the prime educators until the child attends an early years setting or starts school and they remain a major influence on their child's learning throughout school and beyond. Therefore, the school and parents both have crucial roles to play. By working together, we aim to ensure that every child reaches his/her potential in school and beyond.

Research shows that:

- „ The support parents give to their children matters more than background, size of family or levels of education.
- „ Parents taking an interest in their child's schooling means it is more likely that the child will do well in exams.
- „ Children of involved parents have better social skills, are less vulnerable to stress and enjoy better health.

On entry to Shirley School, parents, teachers and pupils are asked to sign our “Home-School Agreement” which sets out the school's aims and our individual responsibilities in ensuring the very best opportunities for our children.

We want parents to be involved in their children's education so we run a variety of workshops across the age phases where parents are invited into school to work alongside their children, learning more about current teaching methods and ways to support their child's learning at home. We look forward to seeing you there!

3. How the School is Organised

The school is 2-form entry and places are limited to 60 pupils per year group. Our Pre-school has up to 48 places and provides 15 hours or 30 hours of high quality child care and education for children aged 3+. All the classes are arranged in single age, mixed-ability groups which are re-mixed at the end of each school year. Classes in Reception, Year 1 and Year 2 may not exceed 30 pupils in each class. The school has Phase Leaders who are responsible for overseeing the achievement, pastoral care and transition arrangements of the pupils in their phase.

Please look at our website for full details of our current staff structure.

The Governing Body

School Governors are appointed for a four year period. Some are appointed by the Local Authority, some are Co-opted, others are elected from the school's staff body and from amongst our parents and carers. They work closely with the Headteacher in the interests of the school and are responsible for seeing that the school is appropriately managed and that the children receive the best possible education. The Governing Body has a membership of 15 governors; a complete list of governors is published on the school website.

Chair of the Governing Body:	Iain Smith
Vice-Chair:	Karl Grenz
Clerk to the Governors:	Harriet Owen

The school's governors are very keen to communicate effectively with parents; whilst parent governors are representative parents, not parent representatives, it is important that parents and carers are able to communicate with a governor if they have a concern about any aspect of school.

There is a communication box in the reception foyer at school so parents and carers can drop a note in for Governors – this can be about anything on which you may wish to comment. If you would like a Governor to contact you, please make sure you have put your name and contact number on your letter. Governors can also be contacted via the Clerk, Harriet Owen, howen@shirley.cambs.sch.uk

4. Term Dates 2017-2018

Autumn Term 2017

Term starts Wednesday 6 September 2017

Half Term Monday 23 October 2017 – Friday 27 October 2017

Term ends on Tuesday 19 December 2017

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Spring Term 2018

Term starts on Thursday 4 January 2018

Half Term Monday 12 February 2018 - Friday 16 February 2018

Term ends on Thursday 29 March 2018

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Summer Term 2018

Term starts on Tuesday 17 April 2018

May Day Monday 7 May 2018

Half Term Monday 28 May 2018 – Friday 1 June 2018

Monday 4 June 2018 – Training Day (school closed)

Children return to School Tuesday 5 June 2018

Term ends on Tuesday 24 July 2018

5. The School Day

Shirley Pre-School

The Pre-school offers 15 hours and 30 hours of flexible child care and education. See our school website for further details and eligibility criteria.

Main School

Children in Reception and Years 1 to 6 will attend for the entire school day, with breaks at mid-morning and for lunch.

	Reception (Doors open 08:50)	Key Stage 1 (Years 1 to 2)	Key Stage 2 (Years 3 to 6)
Morning session times	08:55 – 11:50	08:55 – 12:00	08:55 – 12:15
Morning break	No designated time; a 'free-flow' system operates	10:30 – 10:45	10:30 – 10:45
Lunchtime	11:50 – 12:50	12:00 – 13:00	12:15 – 13:15
Afternoon session times	12:50 – 15:10	13:00 – 15:10	13:15 – 15:15

6. Attendance and Punctuality

Attending school regularly and punctually is essential, if your child is to make the most of educational opportunities available to him or her. The law says that parents must ensure that their child attends school regularly.

At Shirley School, children are rewarded in a variety of ways for good attendance as we feel it is an extremely important part of their school life. The school has its own Attendance Officer who tracks and monitors children's attendance and punctuality on a daily basis.

What to do if your child is ill

On the first day of absence, parents/carers must make contact with the school to explain the absence. We can then code the absence as "authorised" in the register and we know that the child is safe at home with you. We expect to be kept informed of a child's progress if the absence lasts more than 3 days. A doctor's certificate may be requested for an absence of 5 days or more.

REMEMBER

On the first day of absence:

- „ Telephone the school office on 01223 712252 or
- „ Call in and tell a member of the office staff or
- „ Email us at office@shirley.cambs.sch.uk

Absence

There are two types of absence – Authorised and Unauthorised

Authorised absence

Most absence for acceptable reasons will be authorised by the school.

For example:

- „ Illness
- „ Medical or dental appointments (but please try to make an appointment outside school hours)
- „ Days of religious observance
- „ Exceptional family circumstances such as a death in the family
- „ Traveller child travelling with family business

6. Attendance and Punctuality (*Continued*)

Unauthorised absence

The school will not authorise absence for:

- „ Shopping during school hours
- „ Birthdays
- „ Holidays
- „ Looking after family members

If you do not let us know why your child is not in school, the absence will always be unauthorised.

Punctuality

We expect all children to arrive at school on time. If your child arrives at school after the teacher has taken the class into the building, he/she will be marked “late” in the register. If your child is persistently late, the Attendance Officer will make contact with you to discuss the situation further. The situation will be monitored by the Headteacher and Education Welfare Officer. School start times are listed earlier in this booklet.

If you are late, please go to the school office reception desk so that your child can be marked as present. If you are more than 10 minutes late, the reason will be recorded.

Text alerts

From time to time we may send you a text message related to attendance, we may remind you about the start date of a new term or when we break up.

Term time absence

Amendments to The Education Regulations 2006 came into force on 1 September 2013.

These amendments make clear that Head Teachers will not grant any leave of absence during term time unless there are exceptional circumstances, which will not include reasons of cost or inconvenience. If you believe your circumstances are exceptional you should complete an Application for Leave of Absence form for each child and submit to the Head Teacher (at least 28 days before the absence commences). This form can be collected from the office or it is available from the website. The Head Teacher will notify you of her decision by letter.

If you do not make a written request or if it is turned down, and you still take your child out of school, then the absence will be marked as unauthorised.

Please note: Parents whose children have unauthorised absences may be subject to a Penalty Notice and/or prosecution. (£60 fine per pupil, per parent/carer, rising to £120 if not paid with 28 days). Unauthorised leave in previous terms and school years is taken into account.

For more information, please read the separate attendance leaflet for parents and carers.

7. Arriving at and Leaving the School

There are two pedestrian entrances to the school; the main entrance on Nuffield Road and an alternative entrance on Laxton Way. Wherever possible, we encourage our pupils to walk or cycle to school. If it is essential to drive your child to school, please park considerately and be aware of the safety of others.

Children who cycle or ride scooters to school must dismount at the school gate and walk onto the school site.

The safety and security of all within the school community is paramount. The school has a CCTV monitoring system and staff will challenge anyone who is not known to the school and who is on the school premises. The school building is fitted with automatic locking doors, which once closed, cannot be opened from the outside.

All parents, and other visitors who call into school during the day, are required to report to the school office.

All latecomers are required to use the main entrance, as side entrances will be closed when the children come in from the playground.

Arriving at School

In the morning, the school gates will open at 08.40 and children and parents may proceed to the playgrounds outside the classrooms to wait for the bell. The outdoor areas are supervised by staff from 08:45. At 08:55, the teachers supervise the entry of the pupils to their classrooms.

Outer doors and gates are locked at 09:05.

Parents of Pre-school children who attend the morning session may drop off their child any time from 8.30am – 8.55am; we hope this will be helpful for parents who have older children who attend classes that start at 8.55am.

Parents of Reception children are welcome to come into the classroom to support their child with learning activities for the first 15 minutes of the day. Doors open at 8.50am. Parents are asked to leave the classroom by 09.05.

Collecting Your Children

The gates will be unlocked at 15:00.

Staff will take their children to the playgrounds for collection. In the case of the older children, teachers ensure that they have set off for home promptly.

To ensure the safety of all children, please help the class teacher by:

- „ Telling the teacher if someone else will be collecting your child.
- „ Telephoning the office if your normal arrangements change unexpectedly. Please phone in plenty of time before school ends – it helps us if these messages are received in good time and not left until the last moment.
- „ Teachers of pupils up to and including Year 4 pupils will supervise children until they are satisfied that a parent or named representative has arrived to collect them. **Adults collecting children from school must be aged 16 or over.** We will not release your child unless instructed by you.
- „ In the case of pupils up to and including Year 4 pupils, please complete an authorisation form if you want your child to go home alone.
- „ The school will assume pupils in Year 5 and 6 are allowed to go home by themselves.
- „ Teachers often have meetings and commitments after school, so it is helpful if parents can collect children promptly when school ends.
- „ Uncollected children will be taken to wait at the office. If you have not collected your child by 3.45pm, prior to the office closing at 4pm, your child will be taken through to the After School Care Club. A charge for this provision may be incurred.

8. Breakfast and After School Care Clubs

Shirley Kids' Club

Our childcare club is a fun and inviting place for the children to spend time before and after school. The provision is well resourced and staff work hard to provide a range of exciting activities. The emphasis of the Clubs is on play and social interaction.

During school term, we offer the following out-of-school-hours clubs:

	Session Times:	Prices as of September 2017	Includes:
Breakfast Club	07:45 – 08:55	£2 per session	A healthy breakfast (a selection of cereals, fruit, juices and toast)
After School Care Club	15:10 – 18:00	£6.75 until 17:00 or £7.75 until 18:00	A healthy tea-time snack

Before booking your child into a Club, complete a registration form which is available from the school

Bookings can be made directly with a member of the Club staff at a previous session, or by telephone during school hours via the office 01223 712252.

The direct dial number for the Breakfast and After School Care Club is 01223 712256. This number is available during Club hours.

Places are allocated on a first come, first served basis, as space is limited.

The Club will not accept children without places being booked in advance, due to strict health and safety requirements.

9. Lunchtime Arrangements

Children can choose either to have a cooked school meal or bring a packed lunch to school.

All children eat their lunches in the hall attached to our kitchen, where Midday Supervisors are employed to supervise children during the lunchtime period. Please talk to the Midday Co-ordinator if you wish to discuss your child's lunchtime arrangements.

Adults will help children to develop their knife and fork skills and encourage good table manners. Lunchtime supervisors also involve children in play activities.

It is important that the lunchtime period is an enjoyable time for all children. We expect the same high standard of behaviour from children during the lunchtime as at other times during the day.

At lunchtime, we open up the ICT suite to all pupils in KS1 and KS2 to give them the opportunity to develop their computing skills.

School Lunches

Menus

School meals are prepared daily in the school's kitchens by the school caterers ABM. A choice of hot meal or a sandwich option is available each day; ABM caters for vegetarian and special diets. Menus are available in the reception area and are on the school website.

ABM provides a menu that caters for vegetarians, vegan and Halal diets. Parents of children with special dietary requirements or food allergies should speak to Mrs Cook, the school's Senior First Aider, for advice.

The list of the 14 identified major allergens in the school menu is available from Mrs Cook.

Payment

From September 2017, meals will cost £2.30 a day, £11.50 a week. Where possible, we prefer payment to be made via Agora, the school's online payment system. Account login details are issued to parents at the time of their child's admission to school. Please contact the school's Business Manager if you have any queries finance@shirley.cambs.sch.uk

Payment can also be made by cash or cheque, either weekly or half termly. Please make cheques payable to 'Shirley Primary School'. Please remember that meals must be paid for in advance. The school cannot permit payment in arrears, and

if more than one week's meals are owed, then you will be asked to provide a packed lunch for your child until payment is received. If your child has an occasional meal, please send £2.25 with your child on the day, or in advance.

Do not miss out on free school meals! If you are on certain benefits, you may be entitled to claim free school meals for your children. To check if you are claiming an eligible benefit or for further information, visit Cambridgeshire County Council's website <http://www.cambridgeshire.gov.uk/>

Even if you do not want your child to have a regular school lunch, if you apply for free school meals, you can then use them as a backup on days when a packed lunch isn't practical.

From September 2014, all pupils in Reception and Key Stage 1 in state funded schools became eligible to have a daily free school lunch, through the introduction of the government's Universal Infants Free School Meals (UIFSM) policy; however unless eligible families apply for Free School Meals (FSM), the school will not get additional Pupil Premium funding. It is therefore important to sign up for free school meals, even if your child is in Reception, year 1 or year 2, so that our school receives as much funding as possible.

Pupil Premium is additional funding given to schools to help raise the attainment of pupils. The funding can be used for a range of interventions including: help with costs of school trips, music fees, teaching assistant staff, after school programmes, equipment.

Please ask the school's Finance Team for further details and how to register for free school meals, or look on the school's website for further information. To find out more about how Pupil Premium funding is used at our school, please contact the school or visit the school website www.shirley.cambs.sch.uk

Packed Lunches

Please send your child's lunch in a named lunchbox. We promote healthy eating at Shirley School; so, for example, a healthy lunchbox might contain sandwiches or a wrap, along with a yoghurt and a piece of fruit. Sweets and chocolate should not be brought in as part of packed lunches. Children should bring a drink but please remember do not send cans of drink, fizzy drinks in bottles, or hot drinks.

10. School Uniform

Wearing a school uniform immediately helps children to feel grown up and ready for school. It also encourages the development of a sense of belonging to the school community. On a practical level, it saves a lot of ‘fuss’ in the mornings!

A range of uniform embroidered with the school logo can be purchased from the school.

Girls

School sweatshirt or sweat cardi or a plain red sweatshirt or jumper

White polo shirt or white blouse

Grey skirt or pinafore or grey/ black trousers

Grey or black tights or white socks

Flat shoes or black trainers

School fleece for outdoor wear (optional)

Warmer weather clothing

Red and white check or striped dress

Plain black shorts

White polo shirt

Flat sandals

Sun hat or cap for outdoors,
long hair must be tied back

Items that should not be worn to school include:

- „ Jeans
- „ Hooded tops (children will be asked to remove these when inside the school building)
- „ T-shirts that do not cover the shoulders e.g. strappy tops
- „ Patterned T-shirts
- „ Sports-wear such as jogging bottoms, t-shirts with sports logos
- „ Flip-flops and other types of sandals that have no back to them
- „ Boots or shoes with high heels
- „ Jewellery, except for watches and stud earrings
- „ Make up, including nail varnish
- „ Hair and nail extensions
- „

Order forms are available from the school office. Please contact the Business Manager for further details.

Parents are requested to ensure all items are labelled with their child’s name and to follow these guidelines when purchasing clothing for their child to wear to school:

Boys

School sweatshirt or a plain red sweatshirt or jumper

White polo shirt or white shirt

Grey or black trousers

Grey or black socks

Flat shoes or black trainers

School fleece for outdoor wear (optional)

Warmer weather clothing

Short trousers in grey or black

Plain black shorts

White polo shirt

Flat shoes or sandals

Sun hat or cap for outdoors,
long hair must be tied back

Lost Property

Each Year Group has its own lost property box in their shared cloakroom.

Nearly New Uniform Sales

Nearly-new uniform sales are held regularly throughout the school year. Lost uniform items that are un-named and not claimed after 6 months will be included in the sales.

PE Kit

Children enjoy wearing a PE kit in their house colours. From September 2017, a kit will cost £6 and consist of: a house colour T-shirt, a pair of black shorts and a bag, so PE kits can be kept on pegs at school. Order forms are available at the office.

11. Keeping in Contact

How the school keeps in contact with parents and carers

- „ The school has an email system to send communications to parents. This is the school's main method of communication. Please would you make sure you have entered your email address on your child's admission form. The school's website, Facebook and Twitter accounts have up-to-date news.
- „ The school sends a monthly newsletter during term time.
- „ The main school notice board and information screen are in the entrance foyer. There are noticeboards at both entrances and also outside each classroom.
- „ Parent consultations are held in the Autumn and Spring Terms.
- „ An academic report is sent home in early July.
- „ The school may use 'pupil post'. Please check your child's book bag every afternoon to see if there are any letters for your attention.
- „ We may occasionally also send text messages, for example, to inform parents that school is restarting after the holidays, or in snowy weather, to inform parents if the school is open or closed.
- „ The school may also send text messages regarding attendance.

- „ The school has a responsibility to inform parents, who do not live at home but who have parental responsibility, of their child's educational progress. We will send invitations to parent consultations and end of year reports to these parents. Please advise the school office if these circumstances apply to your child.

- „ In the event of your child becoming ill at school, parents/carers will be contacted.

Please let the school know if you require information in a language other than English, or in an alternative format.

How you can contact the school

The school office is open from 8:00-4:00pm. The telephone number is 01223 712252. At other times, parents may leave a message on the answering service.

The office email office@shirley.cambs.sch.uk, should only be used for non-urgent communications as it is not monitored at all times. If your message is urgent, it is important that you phone or send a note with your child.

If you wish to pass information to your child's class teacher, this is possible in the following ways:

- „ Pre-school parents have open access to staff on a daily basis at the beginning and end of the sessions
- „ The class teachers of Reception to Year 6 are outside their classrooms before and after school and can be approached informally. However, please bear in mind that the school day must start promptly at 08:55 and teachers often have meetings and other commitments after school hours
- „ If you would like more time for a discussion, please send a message to the teacher through the school office
- „ Office staff will pass urgent messages to class teachers. Please call in to the office, or phone 01223 712252.

It is essential that parents and carers inform the school immediately when contact details or mobile phone numbers change.

Children must not bring a mobile phone into school. If, on the rare occasion it is essential that a child needs to have contact with a parent/carers, a phone may be brought in but must be left in the school office during school hours.

12. Keeping our Children Healthy and Safe

Medical matters

- „ It is important that you keep the school fully informed of and updated on any medical conditions or allergies your child may suffer from. For certain medical conditions a health care plan will be drawn up. Parents/carers will need to meet with the senior first aider to discuss a health care plan.
- „ If your child becomes unwell at school and is clearly unable to stay at school we will always contact you. Please ensure that all emergency contact details and changes in phone numbers are kept up to date.
- „ After bouts of significant sickness or diarrhoea, your child should be kept at home for 48 hours.
- „ The school office has information on the exclusion periods advised following infectious illnesses.

Medicines

The School has no legal duty to administer medication to children. Most medicines may be given around the school day. However, in exceptional circumstances or if a child has an on-going medical condition, medication may be administered by the school. A form of consent must be completed and procedures followed as set out in the relevant school policy. Please speak to a senior first aider to discuss your needs.

Asthma

The school has an asthma policy and follows advice from Asthma UK. If your child suffers from asthma you will need to meet with the Senior First Aider to draw up a plan. An in-date inhaler and spacer should be provided for use in school.

Head lice

Unfortunately, head lice are an on-going problem that affects all schools. It is the parent/carer's responsibility to check their child's hair regularly.

- „ Wet comb the hair twice a week with a fine-toothed comb
- „ Treat any infestation
- „ Keep long hair tied back

Further information may be obtained from a member of the office staff, the school nurse or your chemist.

Child Protection Procedures

Under the Education Act 2002 (section 175/157), schools must "make arrangements to safeguard and promote the welfare of children".

We will endeavour to provide a safe and welcoming environment where children are respected and valued.

The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The school should make parents/carers aware that records of welfare concerns may be kept about their child. They should be informed that school staff will seek, in general, to discuss any concerns with them including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers. (Refer to Safeguarding Policy, para 2.8)

In accordance with local Information Sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Safeguarding Lead or Designated Person) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child "may....do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare". This means that on rare occasions, a school may need to "hold" a child in school whilst Social Care and the Police investigate any concerns further.

* The word 'school' is used throughout but this would include all educational settings e.g. Academies, Pupil Referral Units, Further Education establishments and Independent schools.

13. Behaviour

At Shirley School, we expect excellent behaviour in order to develop successful, respectful and resilient young people. We believe that our use of positive language and clear, consistent systems and rewards contribute to our safe, happy school. Our staff and children follow the school's Positive Behaviour policy which can be viewed in full on the website.

Staff and pupils have drawn up 3 simple rules or expectations of behaviour which apply to every situation.

- „ Be kind
- „ Be safe
- „ Be responsible

These rules are displayed around the school and in all classrooms. At the start of every school year, the class teacher works with the children to create their own class charter based on the school rules. Children learn that their behaviour will have “positive” or “negative” consequences and they are rewarded with merits for following the 3 school rules. Certificates are awarded for 10, 25 and 50 merits. When negative behaviour is displayed, the school's “negative consequences” are followed. Staff work with the child to ensure that a learning experience is gained and emphasis is placed on the child putting the situation right.

Bullying

The school defines bullying as behaviour which:

- „ Is deliberately hurtful
- „ Is repeated over time
- „ Demonstrates an imbalance of power, making it difficult for those being bullied to defend themselves

We also recognise that there are different forms of bullying, such as:

- „ Physical
- „ Verbal
- „ Isolating
- „ Electronic/Cyber

All forms of bullying behaviour are unacceptable and will not be tolerated. The school encourages and equips the whole school community to report all incidents of bullying, including children who have been bullied and bystanders who have witnessed an incident. The curriculum teaches pupils how to recognise different types of bullying including racist bullying, faith-based bullying, homophobic bullying and disability-based bullying.

We have implemented a wide range of strategies to promote a safe, positive and healthy environment. These are just a few of them:

- „ Whole-staff training on behaviour management and anti-bullying
- „ Regular “circle time” allowing children to talk about their feelings and share concerns about bullying in a safe environment
- „ Participation in the national Anti-Bullying Week
- „ Provision of confidential communication systems such as “worry boxes”
- „ Provision of peer support systems such as playground buddies

Where the school has become aware of a bullying incident, parents/carers of both the child who is being bullied and of the child allegedly displaying bullying behaviour will be invited to the school to discuss this. The school will endeavour to involve parents/carers constructively at an early stage to support the process of investigating allegations and working together positively to seek ways of resolving the situation and bringing about reconciliation. The outcome of the meeting and agreed actions will be recorded by the school.

We are required by law to report all cases of racist bullying, faith-based bullying, homophobic bullying and disability-based bullying to the Governing Body and Local Authority.

If you suspect your child is being affected by bullying behaviour, please speak to the class teacher as soon as possible.

14. Supporting Specific Needs

Our school aims to be a fully inclusive school. We hope to make all our children feel welcome, happy and excited by their school day. Every child is different and we view differences as an opportunity for children and adults alike to learn more about ourselves.

Physical access to our school is very good. We aim for all pupils with disabilities to access the curriculum and written information and to take part in all aspects of school life.

At various times throughout their school life, children may need particular support with aspects of their learning or their social and emotional development. Pupils may require additional help with a specific problem or extra support to learn English. Others may need extension work because they have been identified as more-able learners. Where special educational needs are identified, a personalised learning plan or individual language plan will be compiled which sets out the nature of a child's additional needs and the steps that will be taken to address them. By working in partnership with parents and carers and specialist agencies, via the Early Help Assessment (EHA), we endeavour to ensure that the appropriate provision and support is available, assessed, planned, implemented and reviewed regularly.

In order that this partnership is successful, we anticipate that parents will wish to:

- „ inform the school at the earliest opportunity if their child has a specific need or disability and the exact nature of it
- „ provide the information the schools needs to plan effectively for the child to be a full member of the school community
- „ acknowledge that when deciding whether any 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 the school and the home working in partnership

15. The School Curriculum

In the Pre-school and in Reception, pupils follow the Early Years Curriculum, which focuses on developing the whole child through play-based learning.

Pupils in Key Stage 1 and Key Stage 2 follow the National Curriculum, which covers the following compulsory subjects: English, Maths, Science, Design & Technology, Computing, History, Geography, Art & Design, Music and PE. Key Stage 2 pupils are taught one language which is currently French. All pupils also follow a programme of Personal, Social, Health and Economic education (PSHE).

At Shirley School, developing our pupils' skills and confidence in English and Maths is vitally important and we teach these as discreet subjects as well as linking them into other subjects. To complement these core skills we have chosen to adopt the "International Primary Curriculum" – an engaging, and meaningful programme which delivers the subjects listed above through themed units. These contain multi-disciplinary activities that are rigorous, yet motivating and fun. For example, a Year 3 class may follow a unit on the rainforest which will involve learning across the full range of subject areas.

Assessment – finding out what children know and understand

This is a continuous process throughout a child's school career. We use the information gained in planning and assessment to ensure that future work set matches the child's ability. We carry out a range of assessments on a regular basis and you can request further information at parent consultation meetings.

Statutory Assessment

At the end of Reception, children are assessed against the Early Learning Goals as part of the EYFSP. Other statutory assessments are: Phonics Screening Check at the end of Year 1 and SATs at the end of Year 2 and Year 6.

Parent/Carer consultation sessions

Parents and carers are invited into school for consultations in the Autumn and Spring terms. In

the Summer term there is a further session when your child's annual school report is published. If you wish to discuss your child's education with the class teacher at any other time, please make an appointment through the school office.

Religious Education

Religious Education (RE) is taught through a thematic approach. Our aim is to develop children's knowledge and understanding of world faiths and religions. Parents have the right to withdraw their child from RE lessons. If you are considering this, please contact the Headteacher.

Assemblies and Collective Worship

Our pupils play an active role in collective worship and assemblies. These occasions encourage community spirit which underlines the ethos of the school. Our principal aim in collective worship is to develop each child's sense of awe and wonder in the world around them. We consider how different faiths develop their beliefs and what messages we can gain from these to enrich our lives every day.

Parents are invited to special assemblies throughout the year. We have regular class assemblies and also our popular Family Assembly which is held every Wednesday at 09:05. Certificates and other special awards are given out by the Headteacher at the Family Assembly – please bring along other members of the family if your child is to receive an award.

Parents have the right to withdraw their child from collective worship. If you wish to do so please discuss this with the Headteacher.

Sex and Relationships Education

Sex and Relationships Education is taught at Shirley following Cambridgeshire's guidance. We believe that this subject has a wider purpose than the acquisition of knowledge. It is concerned with the development of attitudes and values, leading to behaviour based on responsible decision-making. Sex and Relationships Education is included in the wider curriculum area of Personal, Social, Health and Economic Education (PSHE) which prepares pupils for the opportunities, responsibilities and

15. The School Curriculum (*Continued*)

experiences of adult life. Topics such as “Ourselves”, “Our Family” and “Friendships” provide the focus for teaching this subject area in both Key Stages.

Parents may choose to withdraw their child from Sex and Relationships Education. Parents must inform the class teacher of this decision. Also, on the parent permissions letter, parents must ensure they have not ticked the box that says they allow their child to take part in Sex and Relationships Education.

Physical Education and School Sports

Key Stage 1 and 2 pupils receive at least 2 hours timetabled PE per week. In addition, children are given the opportunity to participate in the inter-house sports competitions such as football and cross-country running which take place throughout the year. There are also a number of extra-curricular sports activities on offer which give children the opportunity of competing with pupils from other schools. All pupils in Years 2 - 6 receive a weekly swimming lesson during one term of the school year.

Homework

Pupils are encouraged to take reading books home to share with parents and carers. Each child has a Home Reading Record Book in which you may make comments about your shared reading experiences. We hope parents will also spend time reading aloud to their children and encourage them to enrol at a local library. The support you provide for reading and other homework tasks really does make a difference!

These activities vary e.g. talking to parents or grandparents about when they were young (History), drawing floor plans of their home (Geography), number of family members (Maths/ Data handling).

Homework will be given to children each week, and will link to their learning in the classroom. The homework expectations for each group are sent out in a letter at the start of the year, and are also available on each year group's page of the school website. It is hoped you will encourage your child to complete the homework tasks and offer help where necessary. Please speak to your child's class teacher if you need advice about helping your child.

Our After-School Support Clubs offer a calm and supported learning environment where pupils may complete their homework.

Lunchtime and After School clubs

The school is fortunate to be able to offer a wide variety of clubs run by teachers, teaching assistants and qualified sports coaches. Children sign up to clubs for one term at a time, and each term there is a different selection of clubs to choose from. The clubs run either at lunchtime or after school. The current choices can be viewed on the school website.

Once a child has signed up to a club, he/she is expected to attend each week. As some clubs have limited places available a reserve list is kept. If a child does not attend the club, the place is offered to a reserve.

School trips

The school organises a wide variety of off-site visits and activities. Some are to local venues which the pupils attend on foot. Some are away-day visits using hired transport. Pupils in Years 5 and 6 have the opportunity of taking part in the annual residential visit away from Cambridge.

The Education Act 1996 enables the school to ask parents and carers for a voluntary contribution to the costs of many of these activities. If we cannot cover the cost of a visit, we cannot go. In case of extreme difficulties with voluntary payments, please speak to the Headteacher.

Forest Schools Learning

This is an exciting outdoor learning opportunity that is offered to children in Reception and Year 1. Children visit the local nature reserve on a weekly basis throughout the year to develop their learning skills in the outdoor environment.

Music Tuition

Tutors from Cambridgeshire Music visit the school on a weekly basis. For more details of the musical tuition that is offered and the lesson fees, please call in at the school office or visit www.cambridgeshiremusic.org

16. Getting Involved

The School Council

A school council is a way of consulting and involving pupils in decision-making. It is a means for all pupils to raise issues and concerns and try to think of solutions which can then be implemented. We believe that our school council develops responsible attitudes as pupils feel empowered to make changes.

A representative is elected from each class at the beginning of the year. They attend fortnightly meetings and then feed the information back to their class. Each class is given the opportunity to discuss the issues raised and to suggest further topics for consideration by the council.

The House System

All children are assigned to 1 of 4 Houses on entry to the school. Our Houses are “Kings”, “Darwin”, “Emmanuel” and “Trinity”. Siblings are always members of the same House. A variety of Inter-House activities and competitions take place throughout the year and pupils in Year 6 have the opportunity to stand for election to the role of House Captain.

Team Shirley

Team Shirley is our school’s parent /teacher association. Everyone wants the best for their children and Team Shirley is determined they should have it. By raising funds for the extras and organising fun events that the children love, we are doing our bit for the children and their school. We are able to fund all kinds of exciting resources and equipment through the generous support we receive. Anyone can join in – everyone involved with the school is a member and we are always open to bigger and better ideas.

To find out more ask anyone in a Team Shirley shirt or lanyard at any event. We currently have vacancies for cake bakers, chair stackers, parking officials, bouncy castle supervisors (and testers); face painters, bunting hangers, coffee makers, poster designers, ticket sellers, loud speakers, burger flippers, goal keepers, mascot wearers and many, many more! Get involved, play to your strengths and make it count!

Reading Volunteers

We have a team of volunteers who regularly give up an hour or so to come into school to hear children read. If you would like to help out in this way, please contact the Headteacher via the school office.

Food Ambassadors

At Shirley we are committed to providing children with tasty and healthy school meals that are cooked by our dedicated kitchen team. Our food ambassadors are a group of 6 children elected from Year 6 that meet regularly with our catering company, a parent representative, the Head and a member of teaching staff. During meetings, pupils are given the opportunity to feedback the views of Shirley pupils relating to school meals, the dining hall environment and general provision of food in school. There is also a wider focus on other areas of food in school, such as growing food, the cookery curriculum and visiting farms. We believe that by involving our pupils in decisions around food in school we are encouraging children to develop responsible attitudes and be able to voice their views and opinions, knowing that they are valued and respected.

Parent Workshops

Year group teachers hold workshops for parents throughout the year. At these workshops, teachers explain how subjects are taught in school e.g. maths and English, and explain ways in which parents can help support their child’s learning at home.

17. School Entry and Transition

In line with the Local Authority Policy, the school has one main intake in September at the beginning of the academic year.

Children can only be admitted to the school if the published Local Authority criteria are met.

Entry to Pre-school and Reception Classes

Places are limited to 48 in the Pre-school and 60 in Reception.

Places in the Pre-school cannot be guaranteed. However, we operate a waiting list and expect pupil turnover throughout the year as families move in and out of Cambridge. Application forms for Pre-school places are available from the school office.

Parents /carers of all pupils, even those who attend Shirley Pre-school, will need to follow the procedures laid out by the Local Authority to apply for a place in the Reception class. Applications for Reception places are made through the Admissions Team at Shire Hall. The Admissions Team for our school can be contacted on admissions@cambridgeshire.gov.uk or 0345 0451370.

- „ All families with a child starting in the Pre-school or going straight into the Reception class will receive a home visit prior to starting school.
- „ We operate a staggered intake in both classes over the first two weeks of the Autumn Term. This arrangement allows the teachers to welcome each child into the class, ensuring that they settle in happily.
- „ It is expected that all children in the Reception class will be attending school full time by the end of September so that we can begin to address the needs of the whole class.

Entry during the School Year

Parents and carers with children of statutory school age can request a place at any time of the year. Admission will depend upon the availability of places in a year group. All non Pre-school admissions are made through the Admissions Team on the above telephone number.

Transferring to Secondary School

In the Autumn term when children enter Year 6, their parents/carers will receive information from Cambridgeshire County Council that gives information about parental choice of secondary schools and procedures. Later in the Autumn term, secondary schools arrange their open evenings for parents and pupils to assist in making their choice. Parents are notified in the Spring term of their child's secondary place. In June or July each year, Year 6 pupils spend an introductory day at their new school and parents are invited to another parents' evening.

Shirley children move on to a range of schools. The majority will attend the North Cambridge Academy but others have gone to Chesterton Community College and Impington Village College or to independent schools within the city.

* The information was correct at June 2017