

# James Elliman School

## Brochure

**2008/09**



***“Where children come first!”***



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## General School Information

We are a large, happy primary school of over 700 children, which has had a long tradition of serving the community since 1933. Our facilities include: a nursery, school hall and studio, a computer suite, two libraries and our own kitchens and canteen. We also have a multi-use games court and a Sports Pavilion. This includes a community room, large lobby, kitchen, male and female changing facilities and toilets including disabled facilities.

We are a part of Slough’s Excellence Cluster and are fully involved in a number of initiatives to help our children with their learning.

The maximum number of children per year group is 90. All classes are of mixed ability and there is informal grouping within classes.

The school is responsible for its own finances and the governors have a programme of continued development.

### School Times

<b>Key Stage 1 (Years 1 and 2)</b>		
Morning	School starts	9.00 am
	Break	10.30 am - 10.45 am
	Lunch	12.00 noon – 1.00 pm
Afternoon	School starts	1.00 pm
	School ends	3.15 pm
<b>Key Stage 2 (Years 3 to 6)</b>		
Morning	School starts	9.00 am
	Break (Year 3 and 4)	10.45 am - 11.00 am
	Break (Years 5 and 6)	11.00 am – 11.15 am
	Lunch (Years 3 and 4)	12.15 pm - 1.00 pm
	Lunch (Years 5 and 6)	12.45 pm - 1.30 pm
Afternoon	School starts (Years 3 and 4)	1.00 pm
	School starts (Years 5 and 6)	1.30 pm
	School ends (all years)	3.15 pm



## Teaching Time

### Key Stage 1 (Years 1 and 2)

25 hours per week (excluding breaks and registration)

### Key Stage 2 (Years 3 to 6)

26 hours 15 minutes per week (excluding breaks and registration)

## Contacting and Visiting the School

Parents should always report to the main reception at the front of the school for school matters. For security reasons, the school gates to the KS1 and KS2 areas are only open from 8.45 am to 9.00 am and we request that parents do not enter the school at this time.

### Key Stage 1

Children in Year 1 should be taken round to the back of the school via the Nursery footpath, where they will be met by a Year 1 teacher or teaching assistant at the outside door of their classroom corridor.

Year 2 children should be taken to the Link door (off the Nursery courtyard) where a teacher will meet them and they will go to class by themselves. For security reasons, we request that parents do not enter the school at this time.

At 3.15pm when the children finish school, their teacher will bring them out to the same place they entered the school in the morning, to find their parents. These occasions are a good time to catch your child's teacher if you want a brief word or need to make an appointment for a longer chat.

### Key Stage 2

KS2 children enter the playground via the side gate (South) and go straight to their classes.

At 3.15 pm, the children's teacher will bring them out to the side gate to find their parents. Again, these occasions are a good time to catch your child's teacher for a brief word.

We would ask all Key Stage 2 parents to wait behind the barriers in the afternoon so that children are given space to come out of school safely.

## Open Evenings

Open Evenings are held regularly throughout the year, when parents are invited to make an appointment to discuss their child's progress with the teachers and see displays of work throughout the school. An end of year report is given to parents in the Summer Term.



Parents bringing children to school by car should NOT drive into the school grounds nor turn cars in the school gate. When meeting children from school please drive **very** slowly and take care when parking. Do NOT park on the painted zig zag lines. Traffic Wardens do patrol the area outside the school.

All members of staff in our school are doing a valuable job helping your child in some way with their education. We will not tolerate any member of staff being threatened or verbally abused by any adult and the appropriate action will be taken in the unlikely event of this happening.

### **Complaints about the School**

Parents/carers should feel free to raise their concerns with the class teacher, or other appropriate member of staff on an informal basis, either in person, by telephone or in writing.

The school is committed to respond as quickly as possible to any issue raised.

If the concern cannot be resolved informally, the formal stages of the Complaints Policy will be followed. A copy of this is obtainable from the school office.

### **Complaints about the Curriculum**

The governing body subscribe to the complaints' procedure as laid down by the Local Education Authority under Section 409 of the Education Act 1996. Parents should direct any complaints about the school's curriculum firstly to the Headteacher and then if they have failed to resolve the problem they should direct complaints to the governing body. If neither the Head nor the governing body provide satisfactory solutions, a complaint can then go to the LEA.

### **Public Access to Documents and Information in LEA Maintained Schools**

The documents and information required to be available at the school as laid down in Regulations 5(a) and 6 of the Education (School Curriculum and Related Information) Regulations 1989 can be inspected by asking at the school office.



## Mobile Phones in School

We understand that some parents may want their children to carry a mobile phone on the way to and home from school. However, mobile phones are not permitted in classrooms and must be taken to the school office to be looked after. The school cannot be held responsible for any mobile phones that children bring to school.

## Extra-Curricular Activities

Mrs Wendy New, our Child and Family Support Worker runs a drop-in morning for parents in the Pavilion building. We also have WEA (Workers Educational Association) classes and a Share Group for parents. On Friday mornings James Elliman Toddler Group (JETS) meet between 9.00 and 11.00 am. We also have a Breakfast Club which is available for all children.

If you would like to know more about these clubs and activities, please ask at Reception.



## Admission Policy

Our admission policy is as laid down by Slough Borough Council and is as follows:

1. Catchment Area (see below).
2. Siblings of current pupils on roll.
3. Order of application, subject to availability of places.

### Catchment Area

Traditionally, children are accepted from:

Adrians Walk	Grays Road	Oakley Crescent
Albion Close	Grant Avenue	Oatlands Drive
Aldbrough Spur	Grasmere Avenue	Petersfield Avenue
Baylis Parade	Greendale Mews	Ploughlees Lane
Baylis Road	Grosvenor Court	Queens Road
Belgrave Parade	Hawthorne Crescent	Red Court
Belgrave Road	Kendal Close	Regent Court
Benson Close	Kendal Drive	School Lane
Blair Place	Lake Avenue	Shackleton Road
Blair Road	Lansdowne Avenue	Shaggy Calf Lane
Borderside	Lansdowne Court	Sherman Road
Bradley Road	Leeds Road	Snape Spur
Carlisle Road	Leiston Spur	South Green
Carmarthen Road	Littledown Road	Stewart Avenue
Carrington Road	Lismore Park	Stoke Gardens
Charles Gardens	Littleport Spur	Stoke Poges Lane
Churchfield Mews	Loddon Spur	Stoke Road
Conegar Court	Malpas Road	Stokesay
Cromwell Drive	Mildenhall Road	St Pauls Avenue
Dunbar Close	Mill Street	St Johns Road
Elliman Avenue	Montague Road	Stranraer Gardens
Fleetwood Road	Moray Drive	Thurston Road
Galloway Chase	Mundesley Spur	Troutbeck Close
Gatewick Close	Myrtle Crescent	Victoria Court
Gillat Road	Newnham Close	Whitenham Close
Godolphin Road	North Green	

Application forms are available from the school office. Once completed, please return the form to the school office together with your child's birth certificate and proof of address. Please telephone for an appointment or visit the school reception, if you would like to make arrangements to visit the school.



## Secondary Transfer

Slough has four Grammar Schools (Selective Schools):

Langley Grammar  
Herschel Grammar  
Slough Grammar  
St. Bernards Convent

To obtain a place at one of these Grammar Schools, your child must be successful in passing the 11 Plus examination which is taken in November, while your child is in Year 6. Children wishing to take the 11 Plus exam have to opt to take it early in the Autumn Term. The exam is sat in our school. There are separate arrangements for the entrance exam for Slough Grammar School.

All Year 6 children also have to make a choice of a non-selective school early in the Autumn Term. More information is always given to you when your child moves into Year 6. The non-selective schools are as follows:

Baylis Court Secondary (Girls)	St. Josephs R.C. Secondary
Beechwood Secondary	Westgate Secondary
Churchmead Secondary	Wexham Secondary
Langleywood Secondary	
Slough & Eton Secondary	

In September, Year 6 children will be transferring to the following schools:

Baylis Court Secondary (Girls)  
Beechwood  
Herschel Grammar  
Langleywood  
Slough & Eton CE Secondary  
Slough Grammar  
St. Joseph's RC Secondary  
Wexham Secondary

Altwood (Maidenhead)  
Burnham Grammar  
Burnham Upper School  
Chalfont Community College



## School Clothing

It is hoped that all parents will encourage their children to wear school uniform and that children will be sufficiently proud of their school to want to wear it. All uniform is obtainable from:

**'Diffusion'**  
**218-220 High Street**  
**Slough**

### GIRLS

- Grey Skirt/Pinafore Dress/Trousers
- Red Sweatshirt with logo/Red Cardigan
- White Polo Shirt with logo/White Blouse
- Grey or White Socks
- Red Tie
- Black Shoes
- Red Baseball Cap/White 'Beanie' Hat (with school logo - available from school office)

### BOYS

- Grey Trousers
- Red Sweatshirt with logo/Red Pullover
- White Polo Shirt with logo/White Shirt
- Grey Socks
- Red Tie
- Black Shoes
- Red Baseball Cap/White 'Beanie' Hat (with school logo - available from school office)

During the summer, dresses or skirts and blouses in school colour may be worn. Many girls wish to wear Asian dress in school colours and this is quite acceptable.

It is most important for health reasons and for adequate freedom of movement that suitable clothing and footwear is worn for games and PE lessons. Please would you provide your child with the following:

**Indoor PE**                      Red Shorts or leggings, White T-shirt (with school logo)

**Outdoor PE**                    Red Shorts or leggings (tracksuit in Winter), White T-shirt (with school logo) and Trainers/Plimsolls

### Jewellery

For reasons of safety, unnecessary jewellery should not be worn. The school cannot accept responsibility for its loss or damage. Children are expected to remove all jewellery including stud earrings for PE and games. Alternatively, these may be covered by sticking plaster (brought from home).

### Lost Property

It is essential that all equipment and clothing is clearly marked with your child's name. Whilst every effort is made to recover lost items, the school cannot be held responsible. Please go to the class teacher or school office to report lost items. Please note that all unclaimed lost property is disposed of at the end of every term.



## Charging

Under legislation schools are prohibited from charging for education during school hours.

### Voluntary Contributions

Although we cannot charge for school time activities, we do invite parents to make voluntary contributions.

Visits to museums, concerts and places of interest and visits to the school by theatre companies, workshops, etc. are considered to be part of the curriculum. These are arranged to support topic work and it is hoped parents will feel able to contribute to the cost of these activities taking place in school time.

The cost of all visits is carefully considered and when a visit has been arranged, parents will be informed of the contribution required to cover expenses. There will be no obligation to contribute and no pupil will be omitted because his/her parents were unwilling or unable to contribute. However, we reserve absolute right to determine whether the activity will take place if a number of parents are reluctant to support it.

### Breakages

The governors reserve the right to ask parents to contribute to the cost of replacing items that their child may have broken, lost or damaged.

### Charging in Kind

When children are undertaking a practical activity, parents may be asked to provide or pay for ingredients, materials, equipment, etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute. If a contribution is made by a parent, the finished article becomes the property of the child.

### Money in School

Apart from dinner money and money required for specific purposes, children should not bring money into school. Any money brought into school should not be left in trays or coat pockets but should be given to the class teacher to look after. The school cannot be held responsible for any money that children bring to school.



## Pastoral Care

### Health and Safety

The school asks for the co-operation of all parents in reminding children of the importance of obeying safety rules.

In the case of illness or injury, parents or guardians will be contacted. It is therefore **ESSENTIAL** that we have an emergency contact number and that any changes in contact details are notified to the school office. If a child is injured or unwell, we cannot allow them to leave school on their own, they must be collected from the school office by an adult.

If a child has a dental or medical appointment during school hours an adult must collect him/her from the school office - please notify the teacher in writing on the morning of the appointment.

It is very important that parents should be aware that if an accident occurs at school or on the sports field, neither the school nor Slough Borough Council will automatically provide financial compensation.

We do expect a high standard of behaviour from all the children for safety reasons and for the benefit of all who use the school.

Like most other schools, we do, occasionally, come across incidents of bullying. These are dealt with very severely.

### Head Lice

The School's medical service no longer carries out hair inspections. The responsibility lies with parents for the early diagnosis of head lice. There is a leaflet at the school explaining the prevention and treatment of head lice. Whenever a child is known to have head lice a letter is sent out to that child's year group.

### Medical Care

Basic first aid can be administered in school where necessary. However, we do not have a nurse in-house.

The school has visits from the school nurse for medicals for new-intake children. If your child has to see the nurse, a letter will be sent to you informing you of the date and time and asking you to be present. The school nurse regularly visits the school to check on sight and hearing. The school dentist also visits the school.



## Medicines in School

If children need medicine in school hours, we will only give this to them if it is medication prescribed by a doctor and the name of the child and the instructions as to dosage are written on the packaging. We also require written permission from the parent giving us consent. Consent forms are available from the school office.

If a child has Asthma and needs an inhaler in school, this must be kept in the school office with the name of the child clearly marked on it and the dosage marked on the box/inhaler. Again, we require written permission from the parent giving us consent.

The class teacher is responsible in the first instance for the welfare of his/her class. The Phase Leaders are responsible for their respective Year Groups.

## Discipline

The school uses positive and protective handling strategies to respond to behaviour support and intervention. Positive and protective handling will only be used in extreme circumstances and staff have been trained by \*'Team Teach' for this.

Corporal punishment is not used in this school.

In a large school, it is essential that the bond between pupils and teachers be a strong one so that mutual trust, understanding and respect can be sustained. The disciplinary procedures, which should be viewed as an integral part of the care and welfare of the school community, are based on the principal of fairness.

The discipline of the school is under the jurisdiction of the governing body via the Headteacher. When children misbehave, punishment is administered by the staff and Headteacher. This usually takes the form of withdrawal of privilege - such as loss of playtimes. Persistent misconduct will result in a parent being consulted and could result in the child being suspended from school for a specified period of time. However, our emphasis is on positive encouragement to play a full and constructive part in the life of our school.

\* Team Teach is supported by National Associations, Slough Borough Council and Teaching Unions



## Assemblies

The school has obtained 'determination' and is exempt from the Education Act governing Assemblies. These are non-sectarian and moral values which are common to all religions, such as truth, honesty, kindness to others, etc. These are also valuable occasions when the school comes together as one community.

Parents are always welcome to attend Assemblies.

Parents may, if they wish, request that their child is withdrawn on occasions when religious worship is taking place or religious instruction is being given. Please make an appointment to discuss this with the Headteacher.

## Permission Slips

We always inform parents about a school visit by letter, which has a slip at the bottom asking permission for your child to take part. If this slip is not returned to school, for safety reasons, we cannot include your child in the activity. We cannot accept permission via the telephone in order for your child to take part in an activity.

## Volunteer Helpers































We are always happy to have parents coming into the school to help with anything, for example, hearing children read, cooking, needlework, etc. We also often need parents to help out with trips. If you feel that you would like to do anything to help, please let your child's teacher know and your offer will most certainly be taken up. You can always be sure of a warm welcome! All volunteer helpers are List 99 Police checked and will never be left alone with the children whilst in the school.



## School Meals

We have an excellent school canteen on site. Menus are sent home at the end of the week for the following week. (A current typical week's menu is detailed below). New National Guidelines on school meals have come into operation and you will see a change in the meals offered. A vegetarian option will still be available.

### Lunch Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Spaghetti Bolognese and Garlic Bread 	Sausage and Mash with Gravy 	Roast Chicken with Roast Potatoes and Gravy 	Lamb and Potato Hot Pot 	Fish Fingers and Chips 
Vegetable Lasagne and Garlic Bread 	Quorn Burger and Mash with Gravy 	Potato and Lentil Curry with Rice 	Macaroni Cheese 	Vegetarian Pasta Bolognese 
Baked Beans or Sweetcorn 	Cabbage or Green Beans 	Peas or Cauliflower 	Broccoli or Carrots 	Mushy Peas or Swede 
Mixed Salad 	Pasta Salad 	Mixed Salad 	Coleslaw 	Mixed Salad 
Lemon Sponge with Custard 	Apple Crunch with Custard 	Ice Cream with Hot Chocolate Sauce 	Rice Pudding with Peaches 	Chocolate Fudge Cake and an Orange Wedge 
Pear Slice and Grapes 	Orange Wedges 	Banana and Apple Slice 	Melon and Kiwi Fruit 	Seasonal Fruit Platter 

**Please note – all meals are served with pure orange juice at only £1.80 per meal**

### Available Daily

Freshly prepared salads with a selection of protein items, jacket potatoes, low fat yoghurts, milk, biscuit and bread basket. Fresh drinking water available and pure orange juice.

Our menus all conform to the Nutritional Standards for School Food and we always ensure that they meet the required standards for the appropriate age group.

Children may pay for their school meal on a daily or weekly basis. Please send your child to school with the correct money which will be collected by their class teacher/teaching assistant. If you have more than one child in the school, you may pay by cheque at the school office. Please put the cheque in an envelope and mark your children's name and class clearly on the envelope together with the number of meals you are paying for.

Provision is also made for pupils to bring sandwiches and eat them in the dining hall. Children who stay at school for lunch are not allowed out of the school grounds during this period.

The lunch break for Years 1 and 2 is from 12 noon until 1.00 pm, Year 3 and 4 from 12.15 pm–1.00 pm, Year 5 and 6 is from 12.45 pm–1.30 pm. Children who go home for lunch should not return until 10 minutes before school begins the afternoon session.



All children are expected to be obedient and show respect for the lunchtime controllers. Those who fail to do so, or who regularly become involved in trouble will be expected to leave the premises for lunch break - in the first instance a verbal warning will be given to the child followed by 48 hours' written notice to parents.

## Free School Meals

If you are receiving any of the following, your child will be entitled to free school meals:

- **Income Support**
- **Income Based Jobseeker Allowance**
- **Support under part VI of the Immigration and Asylum Act 1999**
- **Child Tax Credit** (provided you do not receive Working Tax Credit and have an annual income that does not exceed the maximum limit at the time, please see the school office for the current limit).
- **The Guarantee element of State Pension Credit**

You will need to complete a Free School Meal Form. Forms are available from the school office. Please return your completed form to the school as soon as possible. Free school meals cannot be provided until the school has received the form.

You no longer need to provide proof of your eligibility for free school meals to the school, eligibility is now verified through Slough Borough Council.

You must advise the school if there are any changes to the information you have provided on the form.



## Absences and Regular Attendance

Parents should ensure that children attend school regularly and on time, as absence for even one day can hinder progress. In all cases of absence, parents should ring the school on the first day of a child’s absence and follow this up with a note when your child returns to school, otherwise that absence will be classed as an unauthorised absence. The Attendance Improvement Officer regularly visits the school to check the registers and if a child has a number of absences it is the welfare officer’s duty to visit the parents to find out the reasons for so many absences.

Children are not allowed, under any circumstances, to leave school on their own. If your child has an unavoidable appointment during the day please inform the class teacher. The child **MUST** be collected from school. If your child changes their lunch arrangements, i.e. they usually stay at school and you wish them to go home, please inform the class teacher by letter. If a child who goes home to lunch is not returning in the afternoon, please let us know, as we are concerned as to whether they reached home safely.

It is generally expected that if children are well enough to attend school they are also well enough to participate in the full curriculum including PE and Games. Requests for exemption must be made in writing to the class teacher.

Each year we have to publish our absence figures which appear below:

RATES OF AUTHORISED AND UNAUTHORISED ABSENCES 2007/08		
1.	The number of pupils on roll for at least one session	543
2.	The percentage of half days (sessions) missed through authorised absence:	4.71%
3.	The percentage of half days (sessions) missed through unauthorised absence:	1.43%
The above information has to be provided under the Education (School Information) Regulations 1993		

### Holiday

Taking your child on holiday during term time should be avoided. NO holiday will be granted for children in Year 2 or Year 6 during April and May due to SATS. If family holidays have to be taken during school time, a holiday form, available from the school office, must be completed. **We are only allowed by the Education Authority to give permission for 10 days leave of absence during your child’s whole time at James Elliman School (from FS2 to Year 6).** Days in excess of the permitted 10 days leave of absence could incur a penalty notice issued by Slough Borough Council which in turn will lead to a fine of £50 per child per parent.

By taking extended leave, as well as severely damaging your child’s education, there is the possibility that your child will be taken off the school roll and their place allocated to another child on the waiting list. We do urge parents therefore to consider this when thinking about holidays.





## Curriculum

In all subjects the school follows the National Curriculum but our aims are set out below:

- 1) To provide:
  - a happy, healthy and stimulating learning environment where each child can work to his/her full potential;
  - a broad, balanced and relevant programme of learning which encourages effective communication through a full range of media;
  - a good balance between physical, academic and creative activities;
  - the foundations for adult life and the world of employment by inculcating knowledge and skills which can be applied to real tasks.
- 2) To develop the moral and spiritual growth of the child.
- 3) To encourage self-reliance and self-discipline.
- 4) To promote tolerance and respect of difference in race, religion and culture.
- 5) To accept that every member of the school community has equal opportunities.
- 6) To accomplish high standards of achievement.
- 7) To develop the school into a shared resource within the community.
- 8) To foster respect for the traditions and values of all parents and support them in their aspirations for their children.
- 9) To provide opportunities for our pupils to become active citizens in their local community and to learn about the wider world.

### Key Stage 1 Curriculum

All maintained schools in the country teach the National Curriculum from the age of 5. The curriculum is organised in Key Stages and Key Stage 1 refers to children in year groups 1 and 2 (ages 5 to 7). The National Curriculum for Infants consists of English, Mathematics and Science (the core subjects); Information and Communication Technology (ICT), History, Geography, Art, Design and Technology, Music and Physical Education (the foundation subjects); and Religious Education.



## Special Needs

James Elliman School have implemented a Special Educational Needs Policy, The aims of this policy are:

- To enable all children to have full access to all elements of the school curriculum.
- To ensure all children are given equal opportunities to reach their full potential.
- To ensure those special educational needs of children are identified, assessed and provided for as early as possible.
- To make clear the expectations of all partners in the process.
- To identify the roles and responsibilities of staff in providing for children's special educational needs.
- To create an environment that meets the special educational needs of each child.

All children are monitored by the class teacher and if it is felt that a child requires special needs help, the child is referred to the Special Educational Needs Co-ordinator.

The child's progress will continue to be monitored and parents consulted. If it is thought necessary, the child, with his/her parent's permission will be referred to the Educational Psychologist.

In serious cases the child may be "statemented" so that extra money can be allocated to help that child. It is hoped that wherever possible extra help will be provided for those children with special educational needs. This may be given either in small groups or individually by a member of our staff. We are also aided by teachers from the Teacher Aid and Support Service.

The Special Educational Needs Policy can be obtained from/viewed at the school office.

## Disability Discrimination and Access Plan

In accordance with the Disability Discrimination Acts 1995 and 2005 and SEN act 2001; James Elliman School will seek to comply with the statutory duties set out within the legislation. These duties make it unlawful for a school to discriminate, without justification against disabled pupils and prospective pupils, in all aspects of school life, in order to ensure that they have the same opportunities as non-disabled people to access the best possible quality of education.

The school and its governing body aim to ensure that a disabled pupil (or prospective pupil) will not be treated less favourably for a reason relating to his or her disability. The school will take all reasonable steps to ensure that a disabled pupil (or prospective pupil) will not be placed at a substantial disadvantage in comparison to their peers.



The school is required to meet the specific needs of disabled pupils relating to physical, sensory, mental medical condition, which would include diabetics and epilepsy.

The Disability Discrimination Policy and Accessibility Plan can be obtained from/viewed at the school office.

### English as an Additional Language (EAL)

A number of our children are targeted on entry to school as children who need to develop their ability in the acquisition of English language. We have one specialist teacher and three teaching assistants in our school to help the needs of these targeted children. We also have one language assistant to assist children to whom Polish is their first language. Parents of targeted children will be informed of their child’s progress throughout the year by these teachers.

### Responsibilities

All Qualified Teaching Staff are assigned a specific responsibility for an area of the curriculum, for example English, Mathematics, Art, Technology and Music, etc. This helps to ensure a dynamic approach to what is taught.

### Homework

We feel that good habits of study must be acquired in the school and this includes regular homework. Children will be given as follows:

<b>Year 1</b>	One night a week	Half an hour	Plus daily reading
<b>Year 2</b>	One night a week	One hour	Plus daily reading
<b>Year 3</b>	One night a week	One hour	Plus daily reading
<b>Year 4</b>	Two nights a week	One hour approximately per night	Plus daily reading
<b>Year 5</b>	Three nights a week	One hour approximately per night	Plus daily reading
<b>Year 6</b>	Four nights a week	One hour approximately per night	Plus daily reading

The Key Stage 1 children are given a reading record book at the beginning of the year. We ask that parents sign this record book after supervising their child’s reading.

The Key Stage 2 children are given a homework diary at the beginning of each year. It is the child’s responsibility to write down the homework set. We ask parents to sign this diary after supervising that the homework has been satisfactorily completed. If there has been any difficulty with the homework or the child has not been able to complete it for any reason, we ask the parents write an explanation in this diary.





The setting and marking of homework is a very time consuming extra activity for the teachers. Children, who repeatedly fail to hand in homework or hand in substandard work for their ability, will be withdrawn from the homework system and their parents will be informed. Parents who do not wish their children to be set homework can request that their child be withdrawn from the system by letter to the class teacher. If your child has not done his/her homework on one occasion, parents will be sent a letter warning them that they have one more chance to make sure their child completes his/her homework. A second letter is then sent and if the child does not do his/her homework for a third time a final homework letter is sent whereupon your child is immediately taken off the homework scheme.

On evenings, or on holidays, when no formal homework is set we would recommend that children are heard to read by a sympathetic and patient adult or even an older brother or sister. Mathematical tables could also be learnt. Also, research or further reading on their topics or areas of study could be undertaken especially by the older children.

## Assessment

Children are continually assessed throughout their time at the school and individual pupil targets in literacy and numeracy are set each term. Parents will get the opportunity to discuss these targets with teachers at Parents Evenings. Statutory Assessment Tests (SATS) take place at the end of Key Stage 1 in Year 2 and at the end of Key Stage 2 in Year 6. Children in Years 3 to 5 undertake optional SATS annually. These tests take place during April and May. Please make sure that your child attends school everyday during this time. Individual test results are available upon request from your child's class teacher.



## Mathematics

We use the National Numeracy Framework (N.N.F.) to teach a structured, whole class approach to Mathematics. Mathematics provides a means of viewing and understanding the world. It is a powerful and precise method of communication which is applicable and useful in many areas. Mathematics communicates ideas and information which can be used to tackle a range of practical tasks and real life problems.

At James Elliman School, we aim to present Mathematics as a practical subject to use, enjoy and appreciate within a positive and constructive environment.

We try to stimulate interest and curiosity and enable each child to develop, within his/her capabilities, the skills, knowledge and understanding which will help them to realise their full potential.

We do this by providing a broad, balanced and relevant curriculum which will help foster confidence and self-reliance in Mathematics and give strategies for solving problems both within school and later life.

We try to develop an awareness of the importance of Mathematics in other subjects and provide the maths needed in these subjects.

## English

Like most schools in the country we use the National Literacy Hour. This is a structured whole class approach to the teaching of literacy. The children follow a progressive phonics programme throughout the school which helps children to read. The English curriculum is central to all learning and development. Language competence grows through a dynamic interaction between thinking, speaking, listening, reading and writing.

We try to provide for the children a secure, well-structured environment where all contributions are welcomed and valued and where all children participate on equal terms so that the successful acquisition of language is achieved.

It is our aim to extend the children's competence in understanding and the use of both spoken and written language as creators, communicators and receivers.

We try to provide the children with opportunities to develop responses to, and an aesthetic appreciation of, language in use.

We will help the children acquire, within meaningful contexts, a working knowledge of the forms, structures, characteristics and features of language and an appropriate vocabulary for talking about language itself.

We will also help the children develop skills and the ability to use language for a wide range of purposes and audiences.



## Science

Science stimulates and excites pupils' curiosity about phenomenon and events in the world around them. It satisfies their curiosity with knowledge because science links direct practical experience with ideas and can engage learners at many levels.

Science, for young children means exploring, investigating and discovering through practical and enjoyable experience. Children should be encouraged to explore, investigate and increase their knowledge of the world around them.

Our school maintains that the Science Curriculum taught is broad, balanced and relevant to the children's experiences. This in turn should help them to develop their knowledge with understanding of scientific attitude and skills.

Our aims are that:

- All children have equal access to Science
- Children develop a positive attitude towards Science
- That pupils should achieve a high standard of scientific skills
- Experience of a variety of methods and approaches will extend children's knowledge, understanding and skills
- Teaching of science should foster the development of personal values, self esteem, respect for others and social responsibility, besides gaining knowledge, understanding and skills which are subject specific.

## ICT

Information, communication technology (ICT) plays an important part in your child's education and we believe it enriches and enhances learning throughout the curriculum. We aim to help pupils become familiar with and confident in using IT software and hardware so that they are able to use computers to communicate their ideas in writing and to be able to extract, input and use computer data. We also help children to appreciate the valuable role computers play in everyday life at school, home and in the world of business and industry and understand the role computers play in simulating a situation. No child is allowed to access the Internet without a parent consent form.

## Design and Technology

It is the aim of our school that each child is actively involved in all aspects of the design process. From the first inclination of an idea, to planning and making a product developed from the original thoughts, to the final analysis of the finished piece. Throughout all of the work the emphasis will be on creating realistic and feasible plans and giving the children the skills in order to put these into practice in the completed model. The children will work in increasingly unfamiliar contexts throughout their time at the school to include the home, school, recreation, community and business and industry.



## History

History has always been a popular subject with primary children because of its exciting stories and diversity of content. The study of History is enjoyable and rewarding because of the many stimulating and diverse activities it can promote in different areas of the curriculum.

Our aim will be to enable the children to begin to grasp the importance of History, ancient and modern, English and World, and its effect on our lives and the world today. We will also try to stimulate an interest in learning about the past and to foster enjoyment and enthusiasm for History in all its diversity and breadth of content which will continue throughout the child's life.

## Geography

At James Elliman School we treat Geography as a subject in its own right as well as teaching it in cross-curricular themes in conjunction with other subjects.

Our aims are to foster in the children a sense of awe and wonder and stimulate an interest in their surroundings and local area. We will also develop in the children a concern and interest in the Earth as a planet and its future and explain its physical features.

We will also provide a range of practical skills such as to read, understand and use a map; to be able to plan a route and to interpret a bus/railway timetable, to help the children take their place in society.

## RE

Our school, and indeed our society, is made up of children and adults from a variety of customs and cultural backgrounds. We consider it important that we all learn to understand and respect each other's beliefs. We therefore encourage our children to widen their own horizons by observing the way people behave and their reasons for doing so.

We aim to help children understand religious beliefs both in this country and throughout the world, in context with history and cultural heritage. We try to develop their knowledge and understanding to enable them to form their own judgements and commitments. We aim to help contribute to their moral and spiritual development and encourage care and consideration for others, respect and an attitude of fairness. We help the children show increasing awareness and understanding of our multi-cultural and multi-faith society.

Parents, may, if they wish, request that their child is withdrawn on occasions when religious instruction is being given. Please make an appointment to discuss this with the Headteacher.



## Art

Art and craft should be recognised as an important part of life and we see it as a very important part of the school curriculum as it is a means of communication and expression. Children need to learn about art as well as through art. They need to develop a visual “literacy” in order to respond to the wide range of visual stimuli around them. We aim to enable children to develop progressively an awareness and understanding of the basic elements of Art through practice and discussion and to develop physical and practical skills to a level which will satisfy their needs in expressive and craft work. We also aim to enable children to use Art as a form of communication and expression to others and self and to foster an enjoyment and enthusiasm towards Art in its many diverse forms.

## Music

At James Elliman School, we consider that the main aim of music education is to foster pupils’ sensitivity to and their understanding and enjoyment of music through an active involvement in listening, “composing” and performing. We aim to develop an awareness and appreciation of organised sound patterns and skills in movement such as vocal skills and skills in aural imagery. We try to encourage the children to have a sensitive, analytical and critical response to music and the ability to express ideas, thoughts and feelings through music. The children should become aware and understand the traditions and musical styles from a variety of cultures, times and places. We try to help the children experience fulfilment from striving for the highest possible artistic and technical standards. Pupils of all levels of ability throughout the school should be able to develop all these skills, gain understanding of musical elements and realise their creativity by engaging in musical activities in a planned and structured way. At the same time they should be encouraged to develop the open-minded, yet sensitive and discriminating attitudes which music education seeks to foster.

## PE

Physical education is the only subject which encompasses the development of control, co-ordination and mastery of the body. Every effort will be made to ensure that children are given the opportunity to capitalise on this aptitude during their time at James Elliman School. Physical education is an opportunity for developing positive attitudes and habits and will, hopefully, be continued into later life. It is impossible to separate physical learning from academic or social learning as they contribute to each other. Children will have the opportunity of developing skills in gymnastics, dance, games and athletics. In Year 6, children will be taught swimming. The governors have made provision for this in their budget but this may not be possible in forthcoming years.



## Sex Education

The governors' policy regarding sex education is that the school promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and prepares pupils for the opportunities, responsibilities and experiences of adult life.

The National Curriculum for science requires certain aspects of sex education to be addressed in terms of the anatomy and physiology of human reproductive biology. From Year 4 girls will be taught separately on issues relating to female biology. All other aspects of human sexual behaviour will be delivered through a planned programme of study although there will be some isolated separate lessons for Year 6.

## Friends of James Elliman School (FOJES)

The school has a Parent Teacher Association called "The Friends of James Elliman School". All teachers, parents, friends and/or guardians of pupils attending the school are automatically members.

The Association holds a number of social and fund raising events throughout the year for both children and adults.

The Association is run by Elected Officers and a Committee.

The Officers of the Association are elected each year at the Annual General Meeting which is held in the Autumn Term. The Officers for 2007/08 are as follows:

President	Mr P A Dieppe (Headteacher)
Chair	Mrs J Haines (Parent/Teaching Assistant)
Vice Chair	Mrs J Chander (Parent/Teacher)
Secretary	Mrs S Arif (Parent)
Treasurer	Mrs N Ahmad (Parent)
Committee	Mrs J Behan (Assistant Headteacher)
	Ms E Herod (Deputy Headteacher)
	Mrs S Hopkinson (Teacher)
	Mrs R Lakha (Parent/Governor)
	Mrs W New (Child and Family Support)

The Committee are always looking for parents who would like to join them and play an active part in the Association so please let us know.



## FRIENDS OF JAMES ELLIMAN SCHOOL CONSTITUTION

1. The name of the Association shall be "Friends of James Elliman School".
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:-
  - a) Develop more extended relationships between the staff, parents and others associated with the school.
  - b) Engage in activities which support the school and advance the education of the pupils attending it.
  - c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in constitution with the Governing Body shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, officers and Committee.
5. The President shall be the Headteacher.
6. The names of the Vice Presidents shall be submitted at the Annual General Meeting (These are usually people the Association wishes to honour).
7. Membership shall consist of all the parents, friends and/or guardians of pupils attending the school and school staff.
8. The management of the Association shall be vested in a Committee consisting of the following officers:- Chair, Vice Chair, Secretary, Treasurer and at least four committee members. A member may not hold more than one office.
9. The Officers and Committee members shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
10. Three members of the Committee shall constitute a quorum.
11. The Committee shall have the power to co-opt a maximum of two members.
12. The Committee may appoint sub committees, as it deems necessary, and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provide further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
13. Committee meetings shall be held at least once each term.
14. The Annual General Meeting will be held in the Autumn Term giving members at least seven days notice. At the Annual General Meeting, the Chair shall be taken by the Chair or in his/her absence the Vice Chair of the Committee.
15. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting.
16. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
17. An auditor, who is not a member of the Committee, shall be elected annually at the AGM to audit the accounts and books of the Association.
18. Special General Meetings may be called at the written request of a minimum of ten members.
19. Thirty days notice shall be given of any Special General Meeting to all members of the Association.
20. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all committee meetings, and shall present the accounts duly audited for approval by the members at the annual General Meeting.
21. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on two signatures of any three of the Officers of the Association (Chair, Secretary, and Treasurer).
22. The financial year shall commence on 1<sup>st</sup> April and end on the 31<sup>st</sup> March.



23. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the committee whose decision shall be final.
24. No alteration to this Constitution may be made except at the Annual General Meeting called for this purpose. No amendments or alterations shall be without prior written permission of the Charity Commission to clauses 2,24 and 25 and no alterations shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.
25. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. The assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.
26. The Headteacher (or Deputy Headteacher) shall have the ultimate decision on all educational matters.



## Term Dates 2008/2009

### Autumn Term 2008

Thursday 4<sup>th</sup> September

Friday 24<sup>th</sup> October

**27<sup>th</sup> – 31<sup>st</sup> October**

**Monday 3<sup>rd</sup> November**

Tuesday 4<sup>th</sup> November

Friday 19<sup>th</sup> December

School Opens

School Closes

**Half-Term**

**School Closed - INSET Day**

School Opens

School Closes

### Spring Term 2009

**Monday 5<sup>th</sup> January**

Tuesday 6<sup>th</sup> January

Friday 13<sup>th</sup> February

**16<sup>th</sup> – 20<sup>th</sup> February**

Monday 23<sup>rd</sup> February

Friday 3<sup>rd</sup> April

**School Closed – INSET Day**

School Opens

School Closes

**Half-Term**

School Opens

School Closes

### Summer Term 2009

Monday 20<sup>th</sup> April

**Monday 4<sup>th</sup> May**

Friday 22<sup>nd</sup> May

**25<sup>th</sup> May – 29<sup>th</sup> May**

Monday 1<sup>st</sup> June

**Thursday 4<sup>th</sup> June**

**Friday 5<sup>th</sup> June**

Wednesday 22<sup>nd</sup> July

School Opens

**School Closed – Bank Holiday**

School Closes

**Half-Term**

School Opens

**School Closed – Polling Day**

**School Closed – INSET Day**

School Closes



# Staff

## Strategic Management Team

Headteacher:	Mr P A Dieppe
Deputy Headteacher:	Ms E Herod
Assistant Headteacher:	Mrs J Behan
Foundation Stage and EAL Manager:	Mrs K Najjhur
Business Manager:	Mrs M Acland

## Teaching Staff

### Lower Phase

Class	Name	Post
<b>Year 1</b> 1E 1M 1R	Mrs W Edwards Mrs Y Mir Miss H Randell	Teacher Teacher Teacher
<b>Year 2</b> 2P 2H 2W	Mrs R Pinkney Mrs K Holder Mrs A Watkins	Teacher Teacher/Phase Leader Teacher
<b>Years 1 and 2</b>	Mr T Scott	Part-time Teacher
<b>Year 2</b>	Mrs S Elbrow Mrs H Kaur	Part-time Teacher Part-time Teacher
<b>Years 1 and 2 Teaching Assistants</b>	Mrs S Ahmed Mrs M C Brooks Mrs M Khan Mrs S Munir Mrs T Norman Mrs S Penty Mrs K Pullin	



**Middle Phase**

<b>Year 3</b> 3HS 3H 3S	Mr H Sandhu Mrs S Hopkinson Mrs C Schoeman	Teacher/Phase Leader Teacher Teacher
<b>Year 4</b> 4SC 4MC 4SM	Mr N Symons-Chan Miss F McLeod Mrs R Saini/Miss R Myers	Teacher Teacher Teacher
<b>Year 3</b>	Mrs H Kaur	Part-time Teacher
<b>Years 3 and 4</b>	Mr T Scott Mrs V Dunk	Part-time Teacher French Teacher
<b>Years 3 and 4 Teaching Assistants</b>	Mrs J Haines Mrs F Malik Mrs K Panesar Mrs S Parveen Mrs Z Rehman Mr I Turab Mrs A Vickery Mrs S Yasmin	

**Upper Phase**

<b>Year 5</b> 5MD  5J 5D	Mrs M Mitchell/ Mrs J Decadanet-Murray  Mrs J Jones Mrs V Devshi	Teacher  Teacher Teacher
<b>Year 6</b> 6W 6G 6R	Mr S Woodbridge Miss D Gowing Mrs S Rasheed	Teacher/Phase Leader Teacher Teacher
<b>Years 5 &amp; 6</b>	Mrs V Dunk	French Teacher
<b>Years 5 and 6 Teaching Assistants</b>	Ms M Atherton Mrs P Bhachu Mrs L Dickson Mrs S Fogarty Mrs M Mir Mrs A Rajput Mrs D Sandhu	Specialist Assistant for visually impaired



### Support Teams

<b>EAL</b>	Mrs K Najjhur Mrs J Chima Miss K Blazejczyk Mrs J Hanspal Mrs S Kang Mrs S Sharma
<b>Teaching Assistants Co-Ordinator</b>	Miss S Ganly
<b>Nurture Group</b>	Mrs P Mullix Mrs C Comer
<b>Special Needs</b>	Mrs A Sheikh Mrs P Taylor
<b>Reading Development Support</b>	Mrs M Flower Mrs M Wilcox
<b>Child and Family Support</b>	Mrs W New
<b>Learning Support Unit</b>	Mr G Dornan Mrs S Grant



**Other Staff**

	<b>Name</b>	<b>Post</b>
<b>School Office</b>	Mrs M Acland Mrs E Armstrong Mrs M Cottrell Mrs S Green Mrs A Kasprzyk Mrs N McCaig Mrs B Simmons Mrs L Watson	Business Manager/ Clerk to Governors Receptionist Finance Officer Nursery Admissions/First Aid PA to Headteacher Secretary/Marketing Officer Receptionist Assessment /Attendance Officer
<b>ICT</b>	Mr G Beaver Mr D Barnshaw	Systems Network Manager ICT Technician Trainee
<b>Site</b>	Mr R Simmons Mr M Wood Mr F Hylton	Site Manager Assistant Site Controller Assistant Caretaker
<b>School Cleaners</b>	Mrs S Akhtar Mrs Z Akhter Mrs F Arif Mr A Chiappetta Mrs A Farooq Mr F Hylton Mrs S Khan Mrs N Richardson	
<b>Lunchtime Controllers</b>	Mrs S Akhtar Mrs R K Anwar Mr A Chiappetta Mrs S Ganly Mrs H Hussain Mrs Q Hussain Mrs D Johal Mrs S Munir Mis s N Packham Mrs K Panesar Mrs T Rashid Mrs R Siddiqi Mr I Turab Mrs S Tulley	Play Leader  Supervisor  Play Leader  Play Leader
<b>Dining Room Assistants</b>	Mrs B McLaughlan Mrs N Richardson	



**THE GOVERNING BODY OF  
JAMES ELLIMAN SCHOOL**

**Local Education Authority Appointments (LEA) (4)**

Mrs J Smith (Chairman)  
Mr D Tottingham (Health & Safety Governor)  
2 vacancies

**Date of Termination**

31/08/2010  
31/08/2010

**Elected Parent Governors (7)**

Mrs H Azim  
Mr R Din  
Mrs S Grewal  
Mrs R Lakha (Vice Chairman)  
3 vacancies

31/08/2010  
31/08/2010  
31/08/2010  
31/08/2010

**Staff Governors (4)**

Mrs J Chander  
Mrs S Grant  
Miss F McLeod  
1 vacancy

31/08/2010  
31/08/2010  
31/08/2010

**Co-opted Community Governors (4)**

Mr S McKecknie  
Mr L Richardson  
Mrs W Skelton  
1 vacancy

24/09/2010  
31/12/2010  
09/12/2011

**Headteacher**

Mr P A Dieppe

ex officio

**Clerk to the Governors**

Mrs M Acland - Syringa, 18 Oriental Road, Sunninghill, SL5 7AY  
Home Tel. - 01344 628380  
Email [maryacland@jameselliman.slough.sch.uk](mailto:maryacland@jameselliman.slough.sch.uk)



### SCHOOL ADMISSION AGREEMENT

We see the education of your child as a partnership between the school and parents. We want parents and children to be proud of the school and their achievements with us. This agreement seeks to establish a constructive working partnership between children, parents and staff that will help the school to ensure that every child realises his/her full potential.

- 1. ACHIEVEMENT:** Each child will be helped to set and achieve his/her own individual educational goals.
- 2. CODE OF CONDUCT:** The School's reputation and your family's rests in your child doing well and having a high standard of behaviour. Children are expected to come to school prepared to learn and pay attention to their teachers. Disciplinary procedures are based on the principles of fairness and the staff's control over children is the kind that would be exercised by a careful and reasonable parent. Parents will be informed of persistent unacceptable behaviour. Continued unacceptable behaviour could result in the child being suspended for a specified period. Every child has the right to be free of bullying. The school will take action to support this aim.
- 3. ATTENDANCE:** Children are expected to attend school regularly and to arrive punctually for all lessons. It is the legal responsibility of parents to ensure full attendance. It is the responsibility of the child to make up any work missed by absence. Holidays should not be taken during school time unless prior approval has been received.
- 4. HOMEWORK:** Children are set regular homework and are given a diary at the beginning of each term in which it is the child's responsibility to write down the homework set. Parents should sign this diary after supervising that the homework has been satisfactorily completed. Children who repeatedly fail to hand in homework or hand in substandard work for their ability will be withdrawn from the homework system and their parents notified accordingly.
- 5. UNIFORM:** The school does have a uniform, details of which are set out in the school brochure. It is hoped that all parents will encourage their children to wear school uniform and that children will be sufficiently proud of the school to want to wear it. Parents are expected to send their children to school in suitable clothes and footwear.
- 6. PARENTS:** Parents are expected to take the opportunity to discuss their child's progress with staff at Parents Evenings. If parents have any concerns about their child these should be discussed with the teacher and/or Headteacher in a calm and reasonable manner. It is hoped that parents will involve themselves in school functions and the school PTA.
- 7. EQUAL OPPORTUNITIES:** Every member of the school is entitled to equal consideration and opportunity, regardless of race, gender, intellect, physique, religion or other beliefs.
- 8. PROPERTY:** Everyone should respect each other's property and that of the School. Parents are asked to mark children's property so that it is easily recognisable and to ensure that valuable, illegal or dangerous items are not brought to the School. Parents may be held liable for damage caused through negligence or vandalism.

**WE AGREE TO ADMISSION TO JAMES ELLIMAN SCHOOL ON THE TERMS OF THE AGREEMENT SET OUT ABOVE:**

**SIGNED:** \_\_\_\_\_ **Parent/Guardian**

**SIGNED:** \_\_\_\_\_ **Parent/Guardian**

**SIGNED:** \_\_\_\_\_ **The School** **DATE:** \_\_\_\_\_

