

# ALDINGBOURNE PRIMARY SCHOOL



SCHOOL PROSPECTUS

2017 - 2018



## INFORMATION FOR PARENTS FOR ACADEMIC YEAR 2017 / 2018

### THE SCHOOL

Aldingbourne Primary School,  
Westergate Street,  
Westergate,  
Chichester,  
West Sussex PO20 3QR

Telephone: (01243 542913)  
Fax Number: (01243 544425)

[www.aldingbourneprimaryschool.co.uk](http://www.aldingbourneprimaryschool.co.uk)



PUPILS ON ROLL AT SEPTEMBER 2017: 212

AGE RANGE:

4 to 11 years, co-educational

CHAIRMAN OF GOVERNORS:

Mr Andy Kyte

HEADTEACHER:

Miss Elizabeth Webster B.Ed.(Hons)

ACCOMMODATION:

The school was built in 1975 and the modern building comprises six class bases with adjacent areas based on the semi-open plan system, an Early Years (Reception classroom), a music room, an ICT suite, a hall, a practical room, a Busy Bee Bus, kitchen area, cloakroom and toilet facilities and administrative accommodation.

EDUCATION AREA:

Aldingbourne Primary School is in the Southern Area of the Authority, however information and advice about school admissions can be made to:



Pupil Admissions Office,  
Centenary House,  
Durrington Lane  
Worthing  
West Sussex, BN13 2QB

Telephone: 033 30 142903  
Email: [admissions@westsussex.gov.uk](mailto:admissions@westsussex.gov.uk)  
[www.westsussex.gov.uk](http://www.westsussex.gov.uk)



# is for Aldingbourne..... Welcome to our School

## AIMS The aims of our school are...

1. to involve the children in making decisions and taking responsibility for aspects of their learning.
2. to provide a broad and balanced curriculum which fulfils the statutory requirements of the National Curriculum Programmes of study.
3. to ensure that children have the opportunity to learn from first-hand experience by investigating the world around them and thus gain knowledge and understanding of it.
4. to ensure that children gain respect for themselves and others by learning to work collaboratively and appreciate that they are part of a wider community.
5. to ensure that children develop religious and moral values, and respect for other cultures, religions and ways of life.





## is for ABSENCE



If your child is going to be absent from school due to illness, it would be greatly appreciated if parents could telephone the school after 8.30am. A brief note should also be sent to the teacher when your child returns to school. Any child whose absence is not authorised by a note or telephone call is said to have unauthorised absence.

The school has a list outlining the exclusion periods for pupils who have contracted childhood illnesses such as chicken pox, measles, etc. Parents can obtain this information from the school office.

## ADMISSIONS

Applications for admission to Aldingbourne Primary School should be made to the Pupil Admissions Office, Centenary House, Durrington Lane, Worthing, West Sussex, BN13 2QB (Tel: 03330 142903). A member of the team will consult with the Headteacher and Governors before making a decision on the application. It will assist the school if parents register their children with the school shortly after the child's third birthday.

At present children are admitted under the following arrangements. Children may be admitted at the beginning of the school year i.e. September to August in which they will be five years of age. All children will attend school full time from the beginning of the academic year.

Parents seeking admission for a child to Aldingbourne Primary School when transferring from another school should contact the Pupil Admissions Office in Worthing.





## ADVENTURE PLAYGROUND

The Adventure Playground is used at playtime and lunchtime by all the children. It is monitored by a member of staff to ensure the safety of the children at all times. Children should not play on the Adventure Playground at the beginning or end of school. We ask that parents help us to keep their children safe by supporting us on this matter.

## ALLERGIES

It is very important that the school is advised of pupil allergies, and in particular those which may cause a serious problem to a child if treatment is not rapidly obtained.

## AUTHORISED AND UNAUTHORISED ABSENCE RATES

	School
The % of $\frac{1}{2}$ days missed through authorised absence	3.3%
The % of $\frac{1}{2}$ days missed through unauthorised absence	0.3%



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BADGES



We ask that everyone who enters the school report to the school office. If you intend to spend any length of time within school, it is essential that you wear a visitor badge. Badges are also given to children if they are elected as Year 6 House Captains, librarians or if they are a member of the MCM (Millennium Committee Member).

## BAGS

We would prefer children not to bring bags due to lack of cloakroom space. We appreciate that children like to carry their belongings to school but large rucksacks are not necessary.



## BEHAVIOUR

We expect and reinforce a very high level of behaviour within our school. This is outlined in our Good Behaviour Book. We also ask children to abide by our Golden Rules and constantly reinforce these through assemblies, P.S.H.C.E. (Personal, Social, Health and Citizenship Education) lessons and at playtimes.



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## COMMUNICATION

We value communication between parents and school as essential. It is vital that we work together to ensure your child has a fantastic, happy and successful time at Aldingbourne Primary School. Parents are encouraged to approach class teachers if there is anything that worries them.



Throughout the year we offer three opportunities to formally discuss your child's progress. Consultation evenings are held each term to review progress and achievements made by your child.

Parents are sent termly reports, which are formal written assessments of attainment, attitude and progress. These reports are the basis for discussion at parent consultation evenings

## COMPLAINTS

As a school we have a Complaints procedure in place. Informal complaints should be raised by the parent with the class teacher or, if it is felt to be appropriate, directly with the Headteacher. If a parent is not satisfied as a result of this process he/she may register a formal complaint with the Governing Body who will attempt to resolve the matter. If you are not satisfied with the decision of the Governors, you may refer in writing to :



Education Office South  
Centenary House  
Durrington Lane  
Worthing BN13 2QB

## CROSSING PATROL

The School Crossing Patrol Officer (Lollipop Person) is usually available between 8:35 and 9:00 a.m. on school days to see children across the road. If he/she is ill then the Police or a replacement will be asked to deputise. **However, this cannot be guaranteed and on occasions no one may be available.** West Sussex currently have a vacancy for the afternoons from 3:00 to 3:30 p.m. School staff are not legally permitted to deputise for an absent patrol officer. We are always looking for crossing patrol helpers so if you are able to assist please contact the school office.



## CURRICULUM

The school curriculum follows the National Curriculum subject areas. These consist of the:-

**Core subjects:** English, Maths, Science, Computing and R.E. (Religious Education)

**Foundation subjects:** Geography, History, Art, Design and Technology, P.E (Physical Education) and Music.

In addition to this our curriculum also includes French, OAA and P.S.H.C.E for all children. These subjects are brought together to give a broad and balanced curriculum. Where possible, curriculum areas are taught through a single termly topic. We believe that this provides relevance and curriculum coherence.



### ENGLISH, MATHS

The curriculum is designed to help pupils acquire the essential skills of literacy and numeracy so that they become fluent in the use of spoken language, in reading and in writing, and that they become increasingly competent in the understanding and application of mathematics. The literacy and numeracy curriculum provides the framework for our teaching. To promote independent writers each class has a weekly writing morning, which focuses on a particular aspect of writing. Throughout the school numeracy is taught through extended practical sessions and single sessions. Both are highly effective and ensure that we achieve high results.

### SCIENCE

Science is often taught as an independent subject. It is based on first hand experiences and involves investigation and enquiry and is designed to stimulate children's ability to think through a problem and to anticipate outcomes.

### ICT (computers)

Each class has equal access to our I.C.T. suite for at least an hour a week. ICT is taught both as a discreet subject and as part of the termly topic. In these sessions they will be taught by a specialist teacher and supported by a teaching assistant to ensure the ratio is always 1 adult to every 15 children.

### RELIGIOUS EDUCATION

The personal development of Religious Education and Worship are important features of school life. The school assembly and Religious Education lessons, in accordance with the West Sussex County Council agreed syllabus, provide the opportunity to learn about Christianity and other faiths as well as allowing children to gain an understanding of their responsibilities as members of a community. If parents wish to withdraw their child from R.E. and assemblies they have the right to do so and should contact the Headteacher.

## FOUNDATION SUBJECTS

These are regarded as essential elements in the curriculum. History and Geography form the themes for all our topics and we teach these subjects during topic sessions throughout the week. History and Geography are closely linked to Literacy and often these subjects interlink.

In music, the emphasis is on children making and enjoying music. We adopt a workshop approach to this subject, which involves the use of rhythm and tuned percussion to compose songs, accompaniments and tunes. Instrumental music has a recognised place and tuition in violin, woodwind, piano, drums, guitar and ukulele instruments are available provided by peripatetic music teachers.

The display and presentation of children's work is a notable feature of the school. Opportunities to draw, paint and model are fundamental to children's artistic and personal development. All the children at Aldingbourne Primary School are given a very varied and exciting arts curriculum and as a result the school has achieved outstanding for our commitment to this subject.

Physical Education is a very important part of school life and it is vital that all children take part in active exercise. We offer a variety of winter and summer sports as well as a stimulating and exciting dance and gymnastic curriculum. If for any reason a child is unable to take part in P.E. or games a signed letter from their parents stating the reason for non-participation must be produced.

French is taught throughout the whole school on a weekly basis giving all the children a taste of the French language... and it is Tres bien!!

## SEX EDUCATION

(Governor's Policy Statement)

Within a caring community where individual needs are considered, questions relating to bodily function and reproduction arise easily and will be answered honestly, bearing in mind the maturity of the child. At the primary stage, the aim is to prepare pupils to cope with the physical and emotional challenges of growing up, and to give them an elementary understanding of human reproduction. In Key Stage 1 such issues may be raised in the topic 'Ourselves'. A closer look at the human body will begin in the Juniors during science lessons relating to the body. In the final years of primary school, the children will discuss with their class teacher and the school nurse issues relating to sex education and puberty.



# D is for



## DISABILITY

The school is fully accessible to all children and adults. If you are visiting the school and have a disability and require further support please do not hesitate to contact the School Office on 01243 542913 and appropriate arrangements will be made.

## DISCIPLINE

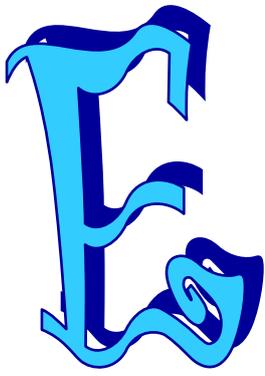
The general behaviour of pupils is a matter of great importance in the running of the school and to the well being of the community. Qualities of honesty, kindness and fair-dealing are constantly encouraged whilst politeness and thought for others are regarded as the basis of relationships between pupils and teachers. Children are expected to be responsive to discipline and to observe school rules and parents are informed immediately when pupil's behaviour causes concern.

A copy of The Good Behaviour Book will be given to each family. This policy document, developed by staff, children, parents and governors explains what is understood by good behaviour, how we encourage good behaviour and how we deal with inappropriate behaviour, including bullying.



## DROPPING OFF AND COLLECTING CHILDREN

As a school we have strict procedures for dropping off and collecting children. These procedures can be found on the school website and are also distributed to parents on an annual basis. If your child is being collected by a different adult, we expect parents to inform the class teacher in the morning, this could be in person, via a note, or by phoning the school office who will let the class teacher know the new arrangements. No child will be allowed to go with anyone other than their parent or carer unless we have been informed prior to collection or an alternative arrangement has been agreed with the school.



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## END OF THE DAY

Children should clear the school site as quickly as possible at the end of the day. If you are waiting for an infant and junior child we ask that during the 5 minute wait you keep your infant child in view and in control. They are not allowed to play on the adventure equipment or climb on any of the boundary fences. Parents are also requested to wait in a sensible place that will not block pathways.

With regards to collecting your children at the end of the day, the school gates are closed at 2.00pm and parents are asked to park locally and sensibly then walk to the school site.

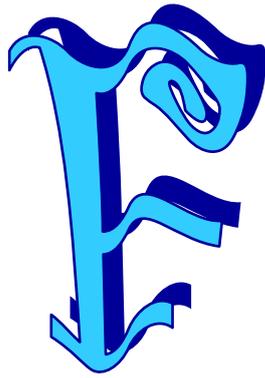


## EXTRA-CURRICULAR ACTIVITIES



At Aldingbourne Primary School we value our extra curricular activities and we always offer a wide range of lunchtime and after school clubs. Each club is supervised by a teacher or teachers and activities which have been available recently have included football, hockey, basketball, dance, choir, rugby, cricket, athletics, rounders, French and gymnastics. These clubs are subject to change depending upon the time of year, the interest and expertise of the staff.

The majority of these clubs are offered to the older junior children and at the beginning of each term a timetable of extra-curricular activities is sent home with each child and the children are also informed of the different clubs during an assembly. If a club is to be cancelled the children will be informed at the beginning of the week and a parent mail message will be sent out.



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## FENCES

At Aldingbourne Primary School we are keen to ensure that all our children feel safe and secure whilst on the school premises. We have boundary fences to protect your children and keep them safe. We ask that children do not climb on the fences before, during or after school. The safety of all the children is of the utmost importance and climbing on the boundary fences is often dangerous and can cause unnecessary accidents. Please follow this school rule and keep your child safe.

## FIRE DRILLS

Each term the children will take part in a fire drill. The children are expected to leave the building quickly and quietly. This exercise is essential to ensure that all the children are aware of the correct procedures for leaving the building if a fire was to occur.

## FRIENDSHIP

At Aldingbourne Primary School we feel that all the children work together to form positive friendships. Through assemblies and PSHCE sessions we promote the ethos of caring and sharing for all our friends and building friendships that will last forever.

- F is for friends are forever
- R is for remembering to care for your friends
- I is for include your friend at all times
- E is for everybody needs a friend
- N is for never be unkind to your friend
- D is for don't ever get cross with your friend
- S is for share with your friend
- H is for help your friend
- I is for introduce your friend to another friend
- P is for play nicely with your friend



## FUN

At Aldingbourne Primary School we believe that education is FUN FUN FUN!

The aim of our school is to have a fun and exciting time and to stimulate the children in such a way that they leave school feeling happy and fulfilled. We encourage a practical approach to learning and believe children are truly motivated when learning from first hand experiences.



## GOLDEN RULES

At Aldingbourne Primary School the children and staff created a set of Golden Rules as a code of good behaviour:-

- BE THOUGHTFUL
- BE KIND
- BE CO-OPERATIVE
- BE FRIENDLY
- BE GENTLE
- BE HONEST
- BE HELPFUL
- BE LOYAL
- BE RESPECTFUL

We believe that if we all follow these rules our school will be a happy and friendly place for everyone.



## GOVERNORS

At Aldingbourne Primary School we have a fantastic Governing Body who supports the Head Teacher and all the staff immensely. The Governors have overall responsibility for the organisation, curriculum and financial management of the school, although much of the responsibility, including the day to day running of the school, is devolved to the Head Teacher. The Governors have a meeting every term to discuss school issues. They also meet independently in different committees to discuss 'staffing and finance', 'premises' and 'curriculum' matters. A Governor's meeting with parents is held annually to discuss a previously circulated report concerning activities and developments, which have occurred in the school during the previous academic year. The Governors can be contacted via email, [governors@aldingbourne.w-sussex.sch.uk](mailto:governors@aldingbourne.w-sussex.sch.uk).

# M is for HEADLICE



At times these unwelcome little friends visit children at Aldingbourne Primary School. To help prevent the spread of these nasty 'creepy crawlies' parents will be notified as soon as possible so that appropriate action can be taken. We ask parents to check their child's hair regularly for lice - wet combing is the best prevention method and further details can be obtained from the school office.

## HEADTEACHER

The Head Teacher at Aldingbourne Primary School is Miss Elizabeth Webster. Her ethos is to promote excellent teaching and learning within a stimulating and exciting environment. Her timetable involves a commitment to teach every class for a session a week. She enjoys this opportunity and uses it as a way to keep herself in touch with every child in the school. She feels communication between staff, parents and children is the key to a successful school so if at any time you have a problem or a concern please come in and make an appointment to see her. Her door is always open!



## HOLIDAYS

If your child needs to be absent for a family holiday a Holiday Form should be obtained from the school office and filled in before the holiday takes place. Permission is required from the Head Teacher for holiday from school. Parents are strongly encouraged, wherever possible to take their breaks in the school holidays rather than during term time to avoid disruption to children's learning.



## HOME/SCHOOL LINKS

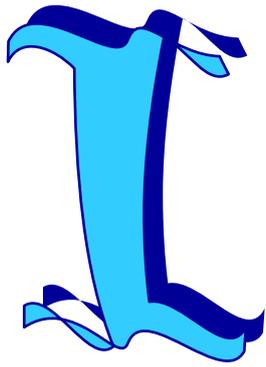
At Aldingbourne we believe that parents have a major part to play in their child's education therefore we plan as many opportunities as possible to keep parents informed and help parents to get involved in their child's learning. We hold a New Parents evening for the parents of the new Reception class prior to their entry to school. We also hold annual meetings for parents of children in both key stages as well as curriculum meetings throughout the year. Every new parent receives an induction pack, which includes a home/school agreement, a school prospectus, our good behaviour booklet and a copy of the homework policy.



## HOMEWORK

We believe that homework can make a significant contribution to the overall educational experience of our children. The children are encouraged to take part in a 'Home Reading Scheme' from the beginning of their time in school. From Reception class, literacy and numeracy activities begin to be sent home on a weekly basis. This is extended from year 3 to include other tasks connected to the current topic. Children are expected to meet deadlines for the completion of tasks. A homework book will be used which lists any tasks due to be completed. We welcome parents' support in completing homework activities in order to ensure that homework is completed to a high standard.





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## INFORMATION

We believe it is important that we communicate all information to parents. This is achieved through both letters, literature being sent home and talking to individual parents as issues occur.

The following documents, amongst others, are available for perusal at the school by appointment,

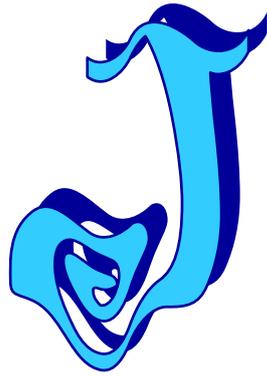
W.S.C.C. Curriculum Policy Statements  
National Curriculum Documents  
Minutes of Governors' Meetings  
Curriculum Complaints Procedures  
Governors Policy Statements  
Governors Annual Report to Parents

## INSET DAYS

Throughout the academic year there are six compulsory in-service training days.

This is not an excuse for teachers to party, but an opportunity for teachers to enhance their skills through additional training. These dates are published at the beginning of the academic year (September).



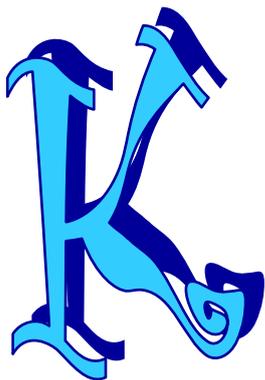


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### JEWELLERY

No jewellery should be worn to school. Studs or sleepers for children with pierced ears are allowed, but County Guidelines now state that jewellery of any kind is to be removed for physical education because of the danger of injury to the wearer and other pupils in the class. Whenever possible, children should be able to remove their own jewellery before a P.E. lesson. Where this is not possible parents should ensure that jewellery is not worn on days when P.E. activities take place.



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### KEY STAGES

Within the school we have two Key Stages. Key Stage 1 refers to the infant children. It includes Year 1 and Year 2. Key Stage 2 refers to the junior children. It includes Year 3, Year 4, Year 5 and Year 6. The Reception class is known as the Foundation Stage.

### KISS AND DRIVE

At Aldingbourne School we adopt a 'Kiss and Drive' approach where parents are encouraged to drop their children off without parking in the horseshoe and leaving their car. In the morning we ask that parents drive into the horseshoe, kiss their children goodbye and drive away as soon as possible. 'Kiss and Drive' opens at 8.30am. If you intend to use this option for dropping your child off in the morning please do not get out of the car, a member of staff will open the car door and help your child on to the pavement. Your child will then walk around to the playground where another member of staff will be on duty until the school doors are open at 8.45am.

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## LUNCH TIME

Lunch -time at Aldingbourne School is at 12.05pm and finishes at 1.00pm. There are five mid-day meal supervisors and one member of the teaching staff employed to look after the children during lunchtime.

All the children at Aldingbourne Primary School have the opportunity to have either a packed lunch, which you must provide or a hot steamed meal which is provided by Chartwells. Children in the infants are entitled to a free hot meal and this can be ordered via the school office. Parents of children in the juniors must order their child's hot meal online (DETAILS AVAILABLE FROM THE SCHOOL OFFICE).



# M

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## MCM (Millennium Committee Member)

The MCM Committee is a pupil school council that was formed in the Millennium year. Every academic year each class nominates two representatives to be part of the committee. They meet weekly to discuss a variety of school issues.



## MEDICALS

Your child's health is also monitored throughout their time at Aldingbourne Primary School. From time to time the School nurse will come into school to check hearing and eyesight. You will be advised of any problems.



If your child has any external medical appointments, the school office and class teacher should be informed in advance. During the school day, parents **MUST** report to the school office before collecting a child from the classroom prior to an appointment, and also inform the office when returning the child to school.

## MEDICINES



If a child is unwell or receiving medicine as treatment, that child is probably better off recovering at home. We have received guidance on the administration of medicine in school, which has been drawn up by the Education Department and Health Authority. The following guidelines are with regards to children who need to take medication prescribed by a doctor during a school day. If the dosage is four times a day and the doctor has indicated that the child is fit for school, one dose may need to be given at mid-day. If possible parents are asked to come and administer the dose themselves. If this is not possible the school can administer the dose provided that the name of the child and the prescribed dosage is clearly marked on the container. We are unable to give children medicines purchased 'over the counter'.

In the case of inhalers these are kept in the main office and parents should ensure that all inhalers are clearly labelled with the child's name.

## MID-MORNING SNACKS

Parents often wish to give children a snack for mid-morning break. Children in the Reception class are given an opportunity to eat this in class before morning break. Infants and Juniors eat their snack during morning break on the playground. The following rules apply:

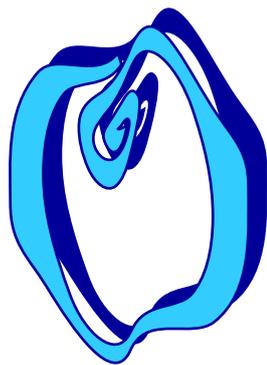
- (a) A healthy snack must be provided. **ONLY** a plain biscuit, small amount of raisins or similar, or a piece of fruit or vegetable is allowed.
- (b) All 'snack' items are put in the class snack box, which is then kept by the teacher.
- (c) Nobody is allowed to remove a snack from their lunchbox once school has begun.



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NEWSLETTER

At the beginning of each month a general newsletter is sent out to all families at Aldingbourne Primary School by Parent mail, however, if you require a paper copy, they can be obtained from the School Office. **IF YOU HAVE NOT RECEIVED A NEWSLETTER BY THE MIDDLE OF THE MONTH PLEASE CONTACT THE OFFICE AS SOON AS POSSIBLE.**



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OFSTED

The schools' last inspection was in March 2017. A copy of the report is kept in school and if you wish to read the results of the inspection please ask at the office.



## ORGANISATION

The organisation at Aldingbourne Primary School is currently one form entry. Generally each class has 30 children, one class teacher and a teaching assistant.

The Reception class is self-contained with its own playground and toilets. Key stage 1 and Key stage 2 are semi - open plan and they share toilets and art areas.

CLASS	TEACHER	TEACHING ASSISTANT
RECEPTION	MRS REED	MRS SMITH / MRS GEALL
YEAR 1	MRS TWEED	MRS HENDERSON / MRS TEE
YEAR 2	MISS SPENCER	MRS HERBERT/MRS DAVIDSON
YEAR 3	MR TRENT	MRS ANCELL
YEAR 4	MISS PHELPS	MRS HUGHES
YEAR 5	MRS GRIFFITHS	MRS DIXON
YEAR 6	MRS THOMAS	MRS K REED
SUPPORT TEACHER	MRS WOODWARD	
SUPPORT TEACHING ASSISTANT		MRS SHERRINGTON MRS FRANCIS
OFFICE		MRS HIGGO (OFFICER MANAGER ) MRS JOHNSON (FINANCE MANAGER)

Within each class children are grouped on an ability basis with others of the same year group. For most of the day they work with their own class teacher, although extra help is given individually and in groups as appropriate.

Where possible we use teacher's specialist knowledge so that different teachers may teach different classes, this occurs in the juniors once a week. The children experience Music, Dance, Art, French, ICT, PSHCE, OAA and RE.



## PARENT CONSULTATIONS



At Aldingbourne Primary School we organise parent consultations in the Autumn, Spring and Summer term. This is an opportunity for you to meet with your child's class teacher to discuss their progress. Details of these meetings are sent out in the monthly newsletter.



## PARENTAL HELP

We adore parental help and we encourage as many parents as possible to come in to school and help in classes in a practical way, e.g. art work, hearing readers, school trips etc. If you are able to help in any way please contact your child's teacher or the school office. The involvement of parents is invaluable and without your support Aldingbourne School would not be so successful. However, I must advise you that parents who wish to help must be checked with the Disclosure & Barring Service (DBS) and forms are available from the school office.

## PTA (Parent Teacher Association)

The PTA is a fantastic organisation and contributes massively to the success and achievements of the school. They work incredibly hard to raise money to improve the education and resources available for all the children.

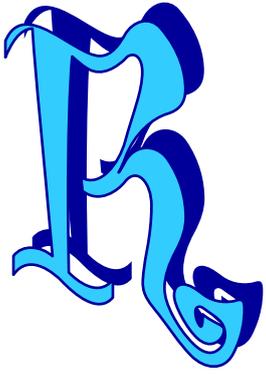
The committee consists of approximately 14 members. They meet half termly on a Wednesday night at 7.00pm in the school staffroom. New members are elected to the committee each September at the AGM. If you are keen to become involved in the PTA please contact the school office or the Headteacher.



## is for QUESTIONS

If you have any concerns or questions about any school issues or events please come in to school and talk to us. We will always try and answer any questions and help you in any way we can BUT we ask that you do not worry about anything just come in and talk to us!





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REMEMBER



Please remember to read the school newsletter. Please also remember to use the school website to find out lots of information.  
Please remember to telephone the school office or chat to your child's teacher if you are unsure about anything.



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SAFEGUARDING

It is the responsibility of the Headteacher and Governors to create a climate in which all children are able to feel safe and are safe. At Aldingbourne School systems and procedures have been put in place to ensure this happens. For further information with regards Safeguarding please refer to our Safeguarding folder. This can be obtained from the School Office. **Miss Webster is the Designated Member of Staff for Child Protection.**

SCHOOL TIMES

	Morning Session	Afternoon Session
Infants	8.55 - 12.05 pm	1.00 - 3.10 pm
Juniors	8.55 - 12.05 pm	1.00 - 3.15 pm

## SPECIAL EDUCATIONAL NEEDS

At Aldingbourne Primary School it is important that we monitor every child's progress to ensure that they are achieving the very best they can. Some children at times have

difficulties and it is important that we identify these and address each child's individual needs and difficulties. Mrs Ruth Tweed is the school's SEND co-ordinator and she liaises with the class teacher and parents to ensure that children with educational difficulties are receiving adequate support.

Similarly if there are children who are more able we have an able pupil register and we monitor their progress to ensure that they are working to a high level.

## START OF THE SCHOOL DAY

Children are not allowed to be on the school premises before 8.30 am. As a school we are not responsible for any children who arrive before this time. We ask that you discourage your child from arriving at school before 8.30 am. At 8.45 children can come into school and prepare themselves for the start of the day. PUNCTUALITY is considered very important and pupils are expected to be in school on time. We ask that parents support this and endeavour to get their children to school by 8.55 am.

## SWIMMING

The children at Aldingbourne Primary School are incredibly lucky because they have the super opportunity to swim during the Summer Term in the school swimming pool. Each

class has at least two swimming sessions a week and all children who intend to swim require a swimsuit / trunks, swimming hat and towel.

The Year 4 Junior children also have the opportunity to develop their swimming skills and techniques at Felpham Swimming Pool. The children have a 12 week swimming session which costs £5 per session and they are taught by experienced swimming instructors.





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TEACHING STAFF



At Aldingbourne Primary School we have ten experienced teachers and fourteen teaching assistants. Each class teacher is responsible for the behaviour and progress of all the children in their class. The teaching assistants work alongside the class teacher and support them in whatever way necessary.

Teachers are also allocated a curriculum area to co-ordinate. They are responsible for organising and managing the teaching and resources within their curriculum area.

TESTS RESULTS

**KEY STAGE 2 NATIONAL CURRICULUM TEST RESULTS**

These tables show the most recent assessment results of Year 6 children in the 2016/2017 school year. The first figure is the school result, the second figure is the national result.

Figures show the percentage of children who have MET the expected level for their age.

READING		GRAMMAR PUNCTUATION / SPELLING		MATHEMATICS		WRITING (Teacher Assessment)	
83%	72%	97%	77%	93%	75%	93%	76%

**KEY STAGE 1 NATIONAL CURRICULUM TEST RESULTS**

These tables show the most recent assessment results of Year 2 children in the 2016/2017 school year. The first figure is the school result, the second figure is the national result.

Figures show the percentage of children who have MET the expected level for their age.

READING		WRITING (Teacher Assessment)		MATHEMATICS	
81%	76%	74%	68%	81%	75%

## TOPICS

Each year group carries out 3 different topics a year. Year 5 and 6, 3 and 4, 1 and 2 carry out the same topics, Reception carry out their own separate topics. We have two topic cycles which means that over two years each child carries out six different topics.



### **CYCLE A**

	<b>Autumn</b>	<b>Spring</b>	<b>Summer</b>
YEAR 1 & 2	Food	Hot and Cold	Get Moving
YEAR 3 & 4	Egyptians	Communication	The Romans
YEAR 5 & 6	Victorians	Europe	Britain since 1930's

### **CYCLE B**

YEAR 1 & 2	Ourselves	Homes	By the sea
YEAR 3 & 4	Water	The Greeks	Plants
YEAR 5 & 6	The Tudors	Kenya	Local study/ Spectacular Sussex
RECEPTION	Colour & Shape	The Jolly Postman Spring	A Bugs Life

All the children will produce a topic book each term and parents will have the opportunity to comment on their child's work at the end of each term.

## TRANSPORTATION

At times, to help reduce the cost of trips, or to assist with sports matches, parents are invited to help by transporting pupils in their own cars as authorised drivers. We are very grateful to parents who offer this assistance. Pupils may only travel as seat belted passengers. Cars must have a valid MOT and current comprehensive certificate of insurance for the transportation of passengers, and a DBS will be required.



# W is for

## UNIFORM



At Aldingbourne Primary School we pride ourselves on the smartness of all the children who attend the school. We really like all the children to wear the school uniform and the Governors ask that parents support the wearing of a school uniform.

The school keeps a small stock of sweatshirts / cardigans, P.E. shirts and shorts in school. Please ask at the office for available sizes and prices.

All clothing worn in school SHOULD be clearly labelled.

The uniform that the Governors would like your child to wear is as follows:

### WINTER

#### BOYS

Shirt / Polo shirt

Sweatshirt

Trousers / Shorts

Shoes

White

Navy Blue

Dark Grey (NO JEANS)

Black / Brown (NO TRAINERS)

#### GIRLS

Blouse / Polo shirt

Cardigan / Sweatshirt

Skirt / Pinafore Dress

Shoes

White

Navy Blue

Navy Blue

Black / Brown (NO TRAINERS)

### SUMMER

#### BOYS

Shirt / Polo shirt

Trousers / Shorts

Shoes / Sandals

White

Dark Grey (NO JEANS)

AS ABOVE

#### GIRLS

Dress

Blue/white check or striped

White blouse and skirt

AS ABOVE

Shoes / Sandals

With regards to footwear, we please ask that you ensure your child wears sensible shoes for school. Please resist the appeals for what is 'fashionable' and protect your child's feet while they are still forming.



## P.E. KIT

Children require a change of clothing for Physical Education. They must have:-

Shorts - Navy Blue (available from school)  
T Shirt - Navy Blue with school emblem (available from school)  
Trainers (please avoid buying plimsolls)



In the Juniors, football boots are useful and may be worn.  
Indoor P.E. (such as gymnastics and dance) follows West Sussex County Council guidance and is done in bare feet, in order to promote healthy growth, safety and co-ordination.  
If your child has a foot infection, please send a letter so that we can allow trainers to be worn.

**V** is for

## VALUABLES



Toys and games and other valuable items should be left at home. We cannot take responsibility for children's toys or jewellery, however we do understand that in Reception class, at the beginning of the year, the comfort of a small soft toy often helps some children settle in to school and gives them confidence.





## VISITS

In helping children to understand firstly their immediate environment and then the world beyond, educational visits may be organised. We like to encourage at least one educational trip a year for each class.

The Governors' policy for charging for these is as follows:-

For educational visits or certain activities in school a policy of seeking voluntary contributions will operate. Whilst all children will be included in such visits or activities whether or not their parents have contributed, it will be evident that visits or activities may have to be cancelled if an insufficient number of contributions is made.

A list of visits and trips is sent out to all parents in the July newsletter. This gives parent advance notice about trips for the forthcoming year.



is for

WARM WELCOME

We welcome you to our wonderful school and we hope you and your child will enjoy their time here. We have very high standards and we expect a lot from children, parents, teachers and governors.

We are all working together to achieve the same goal and it is important that we all feel valued.

I ask that if you have any concerns please come and chat to a member of staff, headteacher or Governor. We ask that you refrain from sharing your concerns on any social media sites. Thanks



*The school's Mission Statement is simple...*

**We are learning**



**to be**



**the best that**

**we can be!**



*This is done by educating our children in a caring, happy, stimulating and secure environment so that they develop their full potential through our commitment to high expectations and achievements.*



Work with us and bring this mission statement to life!

Thank you for reading this document it is the.....

**XMAS**

of our school...

The information in this document has been prepared to assist parents who will be seeking a place for their child during the school year 2017/ 2018.. The particulars were correct in relation to that year at July 2016.



SCHOOL TERMS AND HOLIDAY DATES 2017 / 2018

**ACADEMIC YEAR 2017 / 2018**

**Autumn Term 2017**

Monday 4<sup>th</sup> September - Wednesday 20<sup>th</sup> December 2017

Half Term: 23<sup>rd</sup> October - 27<sup>th</sup> October 2017

(Inset Day 4<sup>th</sup> September 2017)

(Teachers are required attend on 4<sup>th</sup> September)

**Spring Term 2018**

Thursday 4<sup>th</sup> January - Thursday 29<sup>th</sup> March 2018

Half Term: 12<sup>th</sup> - 16<sup>th</sup> February 2018

(Inset Days: Thursday 4<sup>th</sup> January and Friday 5<sup>th</sup> January)

**Summer Term 2018**

Monday 16<sup>th</sup> April - Tuesday 24<sup>th</sup> July 2018

May Day Bank Holiday: Monday 7<sup>th</sup> May 2018

Half Term: 28<sup>th</sup> May -1<sup>st</sup> June 2018

(Inset Day: Monday 23<sup>rd</sup> July and Tuesday 24<sup>th</sup> July 2018)

**On four days within the term dates, plus 4<sup>th</sup> September 2017, schools will be closed for pupils but teachers will be required to undertake in-service training or other approved activities.**





We hope  
you enjoy your  
time at our  
school.

