



Aldersbrook Primary School Prospectus

This document gives information about Aldersbrook Primary School to parents looking for a suitable school for their children, or who have been offered a place and are preparing to send a child to the school.

Whatever your situation, we hope you will find the contents useful and informative. If you have any other questions, please do not hesitate to contact the school.

Appointments to see the school or to meet the Headteacher may be made through the school office.

Aims of the School

Every child is welcome and valued at Aldersbrook. Our aim is for:

“Happy children who love to learn, achieve their best, and help each other to do so”

We are strongly committed to the principle that every child matters and will make every possible provision so that each child stays safe, knows how to live healthily, enjoys and achieves, makes a contribution to the community, and secures future economic wellbeing.

Everything about the school is based on this and we will always be looking for ways to improve!

Home School Agreement Statements

The school has a “Home School Agreement” that includes the following statements for agreement by parents, children and the school. This will be issued when your child starts school at Aldersbrook.

Commitment of the School.

As a school we will:

- Provide a safe, secure and happy atmosphere for every child to learn
- Value and respect your child both as an individual and as a member of the school community.
- Provide a wide range of stimulating, challenging and enjoyable learning experiences for every child
- Use class work and homework to develop your child to his/her full potential.
- Share with you information on your child’s progress through regular Parent’s Evenings, an annual report and test results where appropriate.
- Address and respond to any concerns that are raised.
- Inform you if we have any serious concerns about your child’s work or behaviour.



- Be open and welcoming at all times and offer opportunities for you to become involved in school life.

Commitment of the Family.

As a Parent I will:

- Ensure that my child attends school daily and arrives on time.
- Inform the school if my child is absent by telephone on the first day of absence and in writing when the child returns.
- Make sure that my child comes to school appropriately dressed in school uniform and that clothing is clearly labelled.
- Encourage and support my child through homework, reading and discussion.
- Make sure that holidays are taken outside school term time, unless absolutely unavoidable and then only by prior arrangement with the Headteacher. To do this you must complete a leave of absence form, which is available at the school office and should be completed and handed back 2 weeks prior to the date of leave.
- Attend Parents' Evening and other meetings which affect my child - including health checks and other appointments, where necessary.
- For security reasons I will report to the school office on all visits.
- Inform the school of any circumstances that may affect my child including change of telephone number and address. Change of details forms are available at the school office and must be completed and signed and then handed back to the school office.
- Support the school's behaviour policy to ensure a safe and well ordered environment

Commitment of the Child.

The child will keep the school's Golden Rules.

- Do your best - don't waste time
 - Be honest - don't hide the truth
 - Listen to others - don't interrupt
 - Respect others - don't be unkind
- Look after property - don't damage things

Learning Statement

To achieve our aims we ensure that every pupil has access to a broad balanced curriculum based on the National Curriculum.



We encourage a variety of approaches to teaching that will fit the purpose of the activity and suit the variety of ways pupils learn best.

Class teaching, individual tuition or group work are all used and allow the teachers to give enough time to the children.

To ensure quality in learning the school tries to promote;

- Good character, attitude, motivation and commitment
- Gaining of learning skills
- Enjoyable first-hand learning experiences
- Practical application of learning
- Good personal and social skills
- Healthy living and safe practice

About the School

Aldersbrook Primary School is a local authority controlled school for up to 620 boys and girls aged 5-11, plus 52 part-time nursery places. The school values being a part of the Aldersbrook community, but also welcomes children and families from other areas.

There are 21 teaching rooms (two of which are well equipped ICT rooms), a library, medical room, resources room, two halls, Nursery and Early Years Unit.

Outside we have two large playgrounds with safe climbing apparatus, markings for games, trees and flower beds. There is also a well kept "Science Garden".

We make the school a stimulating and lively place to learn and encourage the children to take pride in the buildings and grounds.

School Day

Children attend 190 days per year

Teachers attend 195 days per year

School starts at 8.50 am and the day ends at 3.15 pm for the Reception and KS1 classes and at 3.20 pm for the Upper School. We expect all children to arrive on time, and carers who collect them from school to do so promptly. Children get very concerned if they are not collected promptly. To ensure their safety if they are not collected they should return to the Reception area where a member of staff can stay with them. If they are not collected by 4.00 pm and we have had no explanation of the reason then we are required to phone the Education Welfare Office.

The lunch break is 11.45 - 12.45 pm. for Reception and Years 1-3 and 12.30-1.30pm for Years 4-6. Cooked meals are available and there is a choice of meals every day. Children requiring a school meal order it at registration. Dinner Money should be given to the class teacher on a Monday morning in a sealed envelope marked with your child's name and class. Children may bring a packed lunch.

The Reception and KS1 classes have 4 hours 40 minutes allocated to teaching during each school day.

Key stage 2 classes have 4 hours 45 minutes daily.



Parents and School

The school works in partnership with parents to ensure a positive approach to learning for every child. There is a very active PTA.

We encourage parents to support children with reading and other homework; ensure good attendance and punctuality; attend school functions, especially parents' evenings; help in School with activities and accompany classes on educational visits; join in PTA activities; and contact the school if they have any concerns or queries. Parents should report to the school office first if visiting a member of staff (except on parents' evenings).

Teachers will be able to see parents by appointment, which may be made through the school office, or by sending a note with the child.

If you need to see the Head or any other member of staff, please call in, send a note, or telephone. We always try to see you quickly. If this is not possible an appointment can be made.

Reading and Library books are regularly sent home so children can share these books with their parents; we aim to help children enjoy reading and to read for a variety of purposes. We encourage parents to help their children at home particularly with research for Topic Work.

We welcome any parent who wishes to help in class. We have a code of conduct for parent helpers that the class teacher working with you will go over before you start.

There are many ways in which parents can help in school – reading, math's, games, art and craft, cooking, sewing etc. Also, we always need help with trips. Some of these involve very little time and some a greater commitment. All are valuable and we welcome your time and support.

Open Evenings

Parents are invited to Open Evenings twice a year. Early in the Autumn term there is a meeting with teachers to receive information about the work and arrangements for the year ahead, and for you to pass on any special information about your child.

You are given the opportunity to discuss your child's progress with the teacher during the Spring term, and, if you wish, after the issue of a written report in July.

Parent-Teachers Association

The PTA is highly successful and the children have benefited from their many fund raising ventures and social activities. All parents are automatically members of the association and we welcome the involvement of everyone.

After-school Care Club

Redbridge L.E.A. operates an after school care club on the school site each day from 3.15 pm to 6.00 pm. Details may be obtained from the After School Club staff.

School Uniform

There is a school uniform and pupils are expected to wear it. Items may be bought from local supplier(s). Details are available at the school office. The school colours are grey, light blue and



burgundy. The uniform gives the children a sense of loyalty to the school and the opportunity to understand about suitable clothes for different activities.

As there are many stairs in the buildings particular care should be taken when selecting footwear for school. School shoes are strongly recommended. A change of footwear is needed for PE and games lessons.

Jewellery should not be worn at all unless it is for recognised religious purposes. Only ear-studs may be worn if ears are pierced. All jewellery should be removed for P.E.

For reasons of safety and hygiene children must change their clothing for all P.E. lessons. For this they will need shorts, tee-shirt, plimsolls or soft trainers and a drawstring bag.

All clothing should be named so it is easily identified.

Curriculum Organisation

The School is organised in year groups with up to 3 classes per year. There is an agreed system of planning to ensure continuity and progression in your child's learning.

Children in the Foundation Stage (Nursery and Reception) have a curriculum based on the early learning goals. Learning is very active and experiential and the children enjoy a very stimulating variety of indoor and outdoor opportunities. Essential skills of learning, especially speaking, listening, physical skills, awareness of the world, and early number concepts are developed.

For Key Stages 1 and 2 a careful account is taken of National Curriculum requirements. Themes for children to study are chosen to fit National Curriculum attainment targets. The National Curriculum subjects are English, Maths, Science, Design and Technology, Information and Communication Technology, Art, Music, P.E., History and Geography. Religious Education is taught according to the Redbridge Agreed Syllabus. Personal, Social and Health Education is also taught.

Sex Education is taught as part of the Health Education programme. It aims to foster a sense of responsibility and encourage the development of a positive self-image. Our policy encourages the exploration of values and moral issues and the development of communication and decision making skills.

Parents have the right to withdraw their children from Sex Education lessons and are invited to discuss their concerns with the Headteacher.

There is a daily act of collective worship and our R.E. policy, which is based on the Borough Syllabus, aims to teach an understanding of all major faiths with which the children will come into contact. It also reflects that the religious traditions in this country are largely Christian. Parents have the right to withdraw their children from R.E. or collective worship by writing to the Headteacher.

The children's work is carefully assessed and recorded by every teacher and we use continual assessment as an aid to the learning process. There is a whole school policy on assessment.

The planned work is differentiated to take account of the varying needs of pupil's. Provision is made for gifted and talented pupils and those with special educational needs.



We seek to keep parents informed of their children's development and academic progress with written reports and Parent-Consultations. Parents are welcome to view their children's individual records and a copy of the class planning sheet.

Charging for school activities

We encourage children to learn by practical and first hand experience. And to support this, children have the opportunity to take part in educational visits. We do invite voluntary contributions in support of these activities to make them possible. Some extension activities and extra curricular activities are also charged for.

The objectives of our charging policy are:

- ◇ to establish that activities offered during normal teaching time should be available to all pupils.
- ◇ to confirm the right of schools to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school.

Special Educational Needs

Our Special Educational Needs policy aims to identify pupils with special needs as early as possible in their school career. Appropriate arrangements are then made to ensure the child's progress within the school.

Parents are consulted and included in all discussions leading to special provision or support for their children. Our Special Needs coordinator (SENCO) liaises closely with class teachers and, if necessary, will refer children to other agencies after consultation with parents.

Equal Opportunities

To ensure that all children in the school develop their full potential we have a clear school statement of equal opportunities, and a Race Equality Policy. We are working on a Disability Equality plan. We consciously promote equality in the classroom, for example encouraging non-stereotyped imaginative play, ensuring access for both sexes to the computers and science activities, making sure that our displays and resources reflect the cultural diversity of the school community, etc.

All children should feel secure and safe enough to talk about their home backgrounds while in school. We oppose all forms of racism and other discriminatory or offensive behaviour, whoever it is directed towards, and explain to the children how hurtful this can be. Action is always taken to deal firmly with such behaviour.

English as an Additional Language

We have a part-time teacher who gives special attention to children for whom English is a further language. With this additional input children are better able to participate fully in classroom activities.

Our multi and bi-lingual children enrich and enhance our school culture and community. At present we have over 30 languages spoken by children and staff at the school.



Policies

The School's Policy documents, including Equal Opportunities and Race Equality are available from the office subject to reasonable notice.

Homework

Homework is provided according to the school's policy

Standard Assessment Tests and Tasks

As part of the requirements of the National Curriculum, children are assessed both by Teacher Assessment and by Standard Assessment Tasks. End of Key Stage tests are national tests taken by all seven and 11 year olds in English, Maths and Science. Achievement levels are reported in the child's end of year report for Year 2 and Year 6. An average 7 year old should achieve a level 2. Results for Maths and English are graded as level 2a, b or c. An average 11 year old will achieve a level 4. For a breakdown and a comparison with national results please turn to the back pages of this brochure.

Provision for Sport

The school believes that PE is a vital contribution to a pupil's physical and emotional health, development and wellbeing. The school provides the recommended amount of physical activity for all pupils. There is a balance of individual and team, cooperative and competitive activities. All pupils take part in our annual Sports Day. Swimming is taught to year 5 children via the Redbridge Schools' Swimming programme at a borough pool.

We aim to teach the children the skills they require to take part in recognised competitive team and individual games. We have athletics, football (girls and boys), cricket and netball teams that take part in friendly and league matches with other schools in the area. The school is part of the Redbridge Sports Development programme and takes part in a variety of other competitive sports.

School Events

Parents of individual classes are invited to our class assemblies on Friday mornings. These are assemblies at which children share with the whole school the work they have been doing in class.

We have other events during the year such as our Harvest Festival and special assemblies for other festivals.

Each class has at least one educational trip per term. We can only have these with the help of parents, and they are huge fun and value to all that attend.

A range of drama groups, musicians, dancers and storytellers etc., visit the school throughout the year.



Pastoral Care and Behaviour

We have sought to create a caring environment with all staff sharing the pastoral care of the children as well as teachers having a special responsibility for their own class. The Headteacher and staff aim to create a well-ordered school and are concerned with the well being and safety of all pupils.

There is a school behaviour policy. Children are expected to follow the rules of the school, which have been agreed to ensure their safety. The school aims to motivate the children to want to learn by making the process enjoyable and encouraging the development of self-discipline. It is hoped children will develop a responsibility towards each other.

There is a school anti-bullying policy so all staff have a common approach to ensure that it is dealt with promptly.

The School has an anti-racist policy and we provide equal opportunities for all.

Parents should contact the class teacher or Headteacher when there is any matter that causes concern. Parents will be contacted by the school if it is felt a consultation will be beneficial. Parents are informed of any changes of rules by letter.

Child Protection

In accordance with legislation Mrs. J. Seoudy has been designated as teacher with responsibility for coordinating child protection. All staff are required to report any allegation or suspicion of child abuse to the Headteacher, or Deputy Head who refers it to the Education Welfare Officer.

Contact numbers for the School Health Service, and Social Services are kept in the staffroom and school office.

Safety and Security

We are naturally concerned about the safety of your children while they are in our care. For this reason we do ask all adults visiting the school to report to the office or make contact with a member of staff before approaching any child whether they are in the playground or classroom. Children are not allowed to leave the premises unaccompanied during the day. An adult must collect the child if he or she needs to attend an appointment.

The external gates are locked for most of the school day; when this is so, the security gate in Harpenden Road is to be used.

It is essential that cars are not parked on the zig-zag lines outside the school. Children need a clear view of the road as they leave the school gates. It is illegal to park on these lines during school hours.

Coming to School and Going Home

Children in the Infant school and Nursery are too young to come to and from school on their own, so please make sure your child is brought to and collected from school every day. Children should



be brought to the classroom door and delivered to the teacher. In the case of Nursery children this must be an adult NOT a junior school brother or sister.

Lost Property

Items are retained in school for about a term. Lost property boxes are situated in the large buildings. Clothing should be clearly marked with the child's name.

Disclaimer

Neither the school nor the L.E.A. can accept responsibility for the personal property of children. Please make sure your child does not bring valuables to school.

Accidents

If your child is taken ill or involved in an accident we will need to contact you by telephone. Please make sure we have details of current contact numbers.

Toys and Sweets

Please do not send in toys, stickers or other personal possessions with the children. They invariably get lost, broken or lead to arguments and subsequently much misery. Your child can bring in things of interest to show, which can then be looked after by the teacher for the day.

Sweets are not allowed in school – including in packed lunches.

Medicines

Only in exceptional circumstances can medicines be kept in school and these must be agreed by the Headteacher and handed in to the office. Medical and Care Protocols are set up for children who need them in liaison with the school Nurse. Please advise the school if your child develops any medical condition during their time at the school.

Medicines must not be kept in a child's possession. Inhalers (named) should be kept by the class teacher so they are easily accessible.

Periodic checks on the children's eyes and ears are taken by the nurse as well as Health interviews with year 6 children.

Emergency Contact Numbers

It is essential that the school has the correct contact telephone numbers for the parents or carers of every child, in case we need to contact you urgently.

These should be noted on the form supplied at the beginning of the year and any changes must be notified straight away. We also ask for alternative contact numbers in case, for any reason, the parents or carers are not contactable.

Please do let us know if you change address or telephone number in the course of the year!



Absences

Government regulations ask us to maintain accurate records of authorised and unauthorised absences. We have to differentiate between authorised and unauthorised absence and the number of times a child is late to school. The definition of an authorised absence is when a child is prevented from attending because of sickness or an unavoidable cause or a day set apart for religious observance. Lateness to school is marked as an unauthorised absence. The regulations also affirm that the school may not grant additional, in-term holidays other than in exceptional circumstances.

The Local Authority will fine families taking holidays in school time. It is important that children miss as little as possible of their education. A child's development can be severely disrupted by prolonged absences. Parents considering requesting, for exceptional reasons, leave in term time must write to the Headteacher giving full reasons. The lack of flights during school holidays, or the higher prices of holidays at those times are not exceptional reasons.

It is important that we are always notified in writing of the reason for any absence.

Admission Procedure

The school follows the Local Authority guidelines on admissions. Applications to attend school need to be returned to the Redbridge Children's Services office by the end of April with proof of residence and your child's date of birth. There is no guarantee that a child can attend their catchment area school or the same school as their brothers and sisters. This is because the authority must comply with legislation to ensure infant classes do not go over 30 pupils.

The Nursery Unit offers places to children in Redbridge to attend half-day sessions; 9.00 - 11.30 am and 12.45 - 3.15 pm. There are 26 children in each session and these children are admitted strictly in age order.

Children are admitted into the main school in the September preceding their 5th birthday.

The Nursery is an integral part of our School and pupils have the opportunity to be involved in activities within the school.

Prospective parents are welcome to visit the School. Tours for prospective parents are arranged. An appointment can be made by telephoning the School.

Liaison

We have active links with the local playgroups and the nearby Wanstead High School.

Concerns and Complaints about the School

If you have a concern or complaint, we would like you to inform us about it. We welcome suggestions for improving our work in school.

Most concerns can be sorted out quickly by speaking to your child's teacher, if you are still concerned, you can speak or write to the Headteacher. Problems are usually resolved by this



stage. However, if you are still not satisfied you may wish to contact the Chair of the Governing Body to ask for referral of your complaint to the Governors Complaints Panel. It will then be heard by three Governors who have no previous knowledge of the problem so a fresh assessment can be made.

Extra Curricular Activities

We recognise the need to provide extra learning opportunities outside school hours. Many extra curricular activities are run by the school staff. At the moment these include Netball, Football, Tennis, Rugby, Choir, Orchestra, Recorders, Dance, Drama and Gardening. We hope these will also help the children develop a pride in their school.

At present there is a Borough Scheme for individual instrumental tuition, which includes violin, cello, brass, woodwind and piano lessons. Pupils wishing to receive this tuition pay half the cost to the school. This is approximately £35 per term. Please note there is also a fee to The Redbridge Music Service, the amount will depend on the chosen instrument.

SCHOOL TERM AND HOLIDAY DATES

Autumn Term starts on Wednesday 3rd September

Autumn Half term is 27th-31st October inclusive

Autumn Term ends on Friday December 19th at 3.15/3.20pm

Spring Term Starts on Tuesday 6th January (Monday 5th Non-pupil)

Spring half term is 16th-20th February inclusive

Spring Term ends on Friday 3rd April at 3.15/3.20pm

Summer Term Starts on Tuesday 21st April (Monday 20th non-pupil)

Summer Half Term is 25th – 29th May inclusive

Summer Term ends on Friday 17th July at 3.15/3.20pm

Autumn Term 2009 starts on Thursday 3rd September

Autumn Half-term is 26th-30th October inclusive

Autumn Term ends on Friday 18th December