

DAYS LANE PRIMARY SCHOOL



SCHOOL PROSPECTUS

SEPTEMBER 2015

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SCHOOL DETAILS

Address: Days Lane, Sidcup, Kent, DA15 8JU
Telephone No.: 020 8300 1697
Fax: 020 8300 2544
Website: www.dayslane.com

Headteacher: Miss J Ramkissoo, BA Hons
Deputy Headteacher: Mr R Lang, MA
Acting Deputy Headteacher: Mrs G Kent, B Ed Hons
Assistant Headteacher: Mr G Hinchcliffe
Inclusion Manager: Miss G Hakki

Chair of Governors: Mrs K Murray

Business Manager: Mrs S Gonzalez
PA to the Headteacher: Mrs L Chapman
Finance Officer: Mrs S Sugden

Administration Assistant: Mrs M Andrews
Administration Assistant: Mrs D Woodhams
Welfare Assistant: Mrs S Harvey

Site Manager: Mr B Jacobs
Assistant Site Manager: Mr G Knight

Status: Community
Type: Primary - Junior, Infant and Nursery –
Stand-alone Academy
Age Range: 3-11 years

Estimated number on roll [Autumn Term 2015]: 629 plus 52 part-time pupils in the nursery class

MISSION STATEMENT

- To create an Outstanding School – a Centre of Excellence. A school that enables every child to realise his/her potential academically, socially, morally, spiritually and culturally within a caring environment
- A school where pupil learning, achievement, progress and well-being at the centre of all that we do
- An inclusive school where all children are welcomed and provided for, a school that is at the heart of the community

SAFEGUARDING STATEMENT

We are committed to safeguarding and protecting the welfare of our children and expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All staff will be subject to DBS checks along with other relevant employment checks.

Our Designated Teacher for Safeguarding is Miss Ramkissoon and our named Governor with special responsibility for child protection is Mrs Havering.

THE ETHOS AND VALUES OF THE SCHOOL

SCHOOL AIMS

- To create a happy, orderly and inclusive school environment that maximises learning opportunities across a broad and balanced curriculum.
- To promote a healthy lifestyle, for all members of the school community.
- To develop mature personalities in children, combined with independence and self-discipline.
- To help children develop lively, enquiring minds, giving them the ability to question and to discuss rational arguments, and to apply themselves to tasks across a range of curriculum areas.
- To help children to learn co-operatively.
- To help children to learn that good manners, tolerance, consideration for others and co-operation are very important qualities.
- To welcome and show respect for the variety of cultures and beliefs in the local, national and global community.
- To involve parents in the education process so that they can share in their children's progress and success.
- To celebrate children's achievement at every level.
- To encourage pride in the school and respect for its environment and the wider world around.

C U R R I C U L U M

Key Stage 1 and Key Stage 2 follow National Curriculum objectives for all subjects. Schools are expected to provide a balanced, differentiated and broadly based curriculum which:

- promotes the spiritual, moral, cultural, mental and physical development of the pupils
- prepares pupils for opportunities, responsibilities and experience of life through childhood and adolescence.

At Days Lane we seek to achieve these aims through the delivery of the curriculum in the following ways:

S E X E D U C A T I O N

The school has a clearly defined Sex Education policy which is contained within the overall Personal, Social and Health Relations Education Curriculum.

More formalised instruction in sex education is arranged for our Year 5 and 6 pupils. In these cases parents are invited to view the teaching material in advance of their use in the classroom and are given the opportunity to withdraw their child from all or part of the lessons provided.

As in so many areas of development, the interests of the child are best served where there is active co-operation between home and school. Parents are expected to give their children both sympathetic and informed instruction in matters relating to social and sexual attitudes thus enabling the school staff to re-enforce and compliment this parental approach in the context of a caring and moral environment.

P U P I L S W I T H A D D I T I O N A L E D U C A T I O N A L N E E D S

The school has a designated senior member of staff, the Inclusion Manager, who works in conjunction with the class teacher and other support staff to plan, implement and monitor personalised work to meet individual needs.

Where children are issued with an Educational Healthcare Plan then the school will endeavour to meet these requirements both within existing school resources and those supplied centrally by the Local Education Authority. The school works within the Disability Discrimination Act regulations and makes provision for pupils and parents with disabilities.

All classrooms can be accessed by wheelchair, as can the playgrounds and gym. There is also a disabled toilet facility. Corridors are wide, light and carpeted. The reception area can allow disabled access. A full accessibility plan is available on the school website.

EQUAL OPPORTUNITIES

Work is planned to give equal access to the curriculum irrespective of race, gender and physical disability, mindful of the Equality Act (2010). Changes to the school premises are outlined in the school's accessibility plan which is monitored by the governing body.

We live in a multi-cultural society in which all backgrounds and creeds should be respected and we try to recognise this within the ethos of the school. Every effort is made to support those pupils whose first language is not English.

NURSERY/RECEPTION

The education in our nursery and reception classes is guided by government recommendations for the Early Years Foundation stage, which covers these years. Areas covered are personal, social and emotional development, communication, language and literacy, maths, knowledge and understanding of the world, physical development and creative development.

READING

We believe reading to be the key to the curriculum and therefore place great emphasis on the early acquisition of the necessary skills. There is a structured scheme in use within the school (KS1) which is complemented with a number of parallel schemes to reinforce learning at all levels. 'The Core Books' for years 2 to 6 are designed to give children access to the very best of children's fiction. Parents are encouraged to support the work in school through our reading contact book (KS1) and reading diary (KS2).

SWIMMING AND GAMES

Throughout their learning years the children are introduced to a range of physical skills which enable them to improve their personal performance and participate in a variety of team or small group games. The aim here is to develop both individual skills and a co-operative sense of achievement.

In the Spring and Summer term Years 3 and 4 have the opportunity to develop swimming skills by attending lessons at Sidcup Leisure Centre for a weekly lesson. Tuition is supervised by a Local Authority qualified swimming instructor.

THE CREATIVE ARTS

Education in and through the creative arts (i.e. Art, Music, Dance and PE) plays a key role in developing personal qualities by increasing an awareness of self and of society, and promoting self-esteem. These arts help children to shape and assess their lives, acquire skills, encounter a range of experiences and develop aesthetic taste.

To these ends the curriculum will give children every opportunity to develop their skills and attitudes in music, art and physical activities.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Although the school has no direct religious affiliation every effort is made to engender a school ethos based on the tenets of tolerance, care and respect within an essentially Christian orientated framework.

Religious education is taught in accordance with the Bexley agreed syllabus and National Curriculum requirements and is generally taught discretely.

Some form of collective worship/assembly is provided on a daily basis where again the approach is mainly thematic in nature and essentially Christian and/or socially orientated in content.

The school maintains contact with churches in the local community. Parents may, on written request, withdraw their children from either or both of the activities outlined above.

SCHOOL ORGANISATION, PUPIL WELFARE AND PASTORAL CARE

A D M I S S I O N

Admission to the Nursery and Reception classes are managed by the Bexley Admissions Team. All children born in the academic year start school in September. Information on when you need to apply is available on the Bexley Council Website www.bexley.gov.uk.

Days Lane is a popular school and regularly receives more applications for entry than our designated intake number permits. Parents have the right to appeal against a decision through the independent appeals procedure organised by the Bexley Admissions Team.

The school has a clearly defined and well organised policy on induction for Reception and the Nursery age range. Once the Local Education Authority has confirmed the allocation of a place then the school will contact parents to outline our induction programme.

H O M E W O R K R E Q U I R E M E N T S

The School Governors have approved a homework policy. The aim is to encourage children to see work at home as a natural link with school. In Year 6 we encourage a greater commitment in readiness for secondary education. The policy can be viewed on the school website.

P A S T O R A L C A R E

The Social and Physical welfare of the children is monitored at three levels. The class teacher has the first level of responsibility, to overview the general and particular welfare of the class. Teachers within the year group work together to support children where appropriate. Finally, the Headteacher and Deputy Headteacher have the overall responsibility for the general welfare of the whole school.

The school employs a Welfare Assistant who supervises the first aid and sickness needs of children during the day. With the exception of asthma inhalers the school does not permit the administration of medicine to children. Where it becomes essential for children to receive medication during the school day, this remains the responsibility of the parent, or may be allowed if a care plan is agreed with a school nurse.

Parents are welcome to contact the Welfare Assistant should they need further clarification of this matter.

Parents have ready access to the school at all times to discuss the educational progress and welfare of their children. The teaching staff are available for such discussion at the end of each day. Longer meetings can be readily arranged by prior telephoned or written appointment.

As always, the most constructive exchange of information is attained through informal dialogue between parents and school but more formal occasions for parent-school contact are provided during parent consultation, evenings, annual written reports, school concerts and sports activities.

D I S C I P L I N E : S C H O O L R U L E S

The general philosophy of school discipline is to provide a well-defined structured and stable environment whereby children will grow to appreciate the need for a form of self-discipline that will contribute to the general well-being of the entire school.

The five "Golden Rules" encompass high expectations of the children's behaviour and are frequently referred to. Each classroom will have its own rules generated and agreed with the pupils.

Where punishment is felt to be necessary every attempt is made to make it appropriate to the misdemeanour in question. Parents are advised when problems arise that give the school cause for

concern.

School rules are outlined in assembly at the start of every year. Children are reminded of the rules as the need arises. The school has a clearly defined policy on discipline (including bullying and anti-racism) a copy of which is available on the school website.

Similarly, the school will not tolerate racism of any kind and parents are quickly involved should there be a need.

Corporal punishment is not allowed in schools within the control of Bexley Council. Our Behaviour policy is available on the school website.

EXTRA-CURRICULAR ACTIVITIES (2015/16)

Please see the school website for up-to-date information.

Parents will be notified if this involves children staying in beyond normal hours. Children will not be allowed to participate in these activities unless written parental consent is given.

The availability of clubs can vary from year to year and a child's continued attendance is dependent upon commitment and good behaviour. If your child is unable to attend the school office must be informed.

As in previous years, football, tag rugby, gym club, netball, dance, drama clubs will function regularly, with other activities offered to children as they arise.

Pupils also receive tuition on violin, African drums, ukulele, clarinet, recorders and flute with visiting teachers from Bird College. There is a small charge for these lessons.

GENERAL INFORMATION

SCHOOL TIMES

	Reception	Infants	Juniors
Doors Open	8.40 am	8.40 am	8.35 am
School Starts	8.50 am	8.50 am	8.45 am
School Ends	3.05 pm	3.15 pm	3.20 pm

ABSENCE

Any absence should be explained by a telephone call to the school office on the first day of absence and followed up with a note to the class teacher. If the absence continues over a weekend another phone call on Monday is required. Unexplained absences will be checked.

RETURNING TO SCHOOL AFTER SICKNESS/INJURY

Parents of children who are returning to school after a serious injury or illness must report to the school office in order for a risk assessment to be completed especially if your child needs things put in place upon their return i.e. no PE lessons whilst on crutches, etc.

LATENESS

It is appreciated that a child can occasionally be late for school and contact by a parent to explain this is perfectly acceptable. However, regular or persistent lateness will be queried as late arrivals can disrupt the start of the school day for others and is a breach of school discipline.

ANNUAL HOLIDAY

PARENTS SHOULD ARRANGE HOLIDAYS OUTSIDE TERM TIME. The school and the local authority **do not** sanction any holiday in term time except in **exceptional circumstances**.

REGISTERS

School attendance registers are a legal document and must be completed for each session (i.e. ½ day) the school is open. They are subject to regular audit by the Educational Welfare Department of the LEA whose officers may decide on home visits where clarification for lateness or absence is required.

SECURITY

An entry system is in operation, along with other measures to safeguard children's safety. All parents coming to the school during normal hours must do so via the entry system at the main entrance.

No parents or unauthorised visitors are allowed to walk around the school unsupervised.

All enquiries are dealt with through the school office. When entry is required a badge signifying authorisation to be within school premises will be issued and you will be asked to sign in and out of the building.

P A R K I N G

Please observe the zig-zag restrictions and **do not** park across the drives of Days Lane residents. **Do not** park in the staff car park, or use it as a waiting or turning zone.

L U N C H A R R A N G E M E N T S

Parents are invited to select from the two available options for each half term session:

- a cooked meal (Free for all children in Reception, Year 1 and 2 and payable weekly in advance in KS2)
- bring a packed lunch

Parents are asked to send written requests, giving at least a week's notice, to the school office when deciding to change options.

The school's policy is to provide supervision for all children wishing to remain on the school site throughout the midday break in order to take lunch, whether provided by the school meals service or brought by the pupil. A team of 20 Midday Supervisors are employed to assist the Senior Staff during lunchtime.

H O M E - S C H O O L A S S O C I A T I O N

There is a flourishing Home-School Association which formed in March 1998 and supports the school very well. All new parents are automatically members and will receive newsletters. Parents are warmly encouraged to support events where they can, and will be informed about how raised monies are spent for children's benefit. Events include a family fun day, firework display, inflatable day and much more!

Funds raised in the last few academic years were used to pay for the refurbishment of the gymnasium, stage lighting and also to fund theatre and entertainment groups throughout the year and to purchase classroom equipment.

U N I F O R M

The policy of the school is to encourage the wearing of a simple, yet distinctive, school uniform. It is felt this offers a sense of identity and pride in the school. Parental support for this objective is much appreciated.

The uniform comprises:-

	Boys	Girls
Autumn & Winter Term	Plain Navy Blue Jumper or School Sweatshirt Dark Grey or Navy Trousers Plain White Polo shirt Black shoes or plain black trainers (no logo) Plain Grey or similar socks	Plain, Navy Jumper/Cardigan or School Sweatshirt Dark Grey or Navy Skirt/Trousers Plain White Polo shirt or blouse Black low heel shoes, plain black trainers (no logo) NO HIGH BOOTS White knee length socks or Black/Navy tights
Summer Term	Open neck shirts or polo shirts - plain white <u>OR</u> with school badge Short Grey trousers if preferred Plain grey, blue or white socks if shorts are worn Black shoes or plain black trainers (no logo)	Traditional school style dress with short sleeves in navy/light blue gingham (<u>small</u> squares) White open neck blouse/shirt or polo shirt (plain white <u>OR</u> with school badge) Dark grey or navy skirt/trousers. Summer alternative – White Sandals, Black or Navy which must be worn with socks

P.E.

Clothing - school T/shirt (available from Jay Sports) or plain white T/shirt, traditional shorts and black plimsolls (gusset type for Infants) – NO LACES PLEASE. A draw string bag for PE kit clearly labelled with your child's name.

As for PE but in the cold weather a track suit or similar is ideal for outdoor warmth plus trainers. Infants may wear trainers for outdoor PE when they can easily put them on and off. Where football skills are taught some alternative form of football kit is required. Shin pads should be worn.

The official school sweatshirt, polo shirt, PE top and PE bag are available from JK Clothing, 14 Wellington Parade, Blackfen Road, Sidcup.

Swimming

As directed by leisure centre. Girls can only swim in a one-piece suit. Boys are not allowed excessively baggy swimming shorts at the pool. Further guidance is issued nearer the time.

JEWELLERY

The wearing of jewellery is not encouraged. It can be lost, stolen and is dangerous to other children in vigorous movement sessions.

The wearing of jewellery is not allowed during any PE or swimming lesson. Only one flat stud per ear lobe is allowed where ears have been pierced. Staff **may not remove** or **replace earrings** or **take responsibility for them or any other items of jewellery**. No necklaces, chains, bracelets or rings allowed. Watches are acceptable, but remain the responsibility of the individual child.

Coloured nail varnish and fake tattoos are a distraction to children learning and should be avoided.

HAIR

Children working at school use a variety of apparatus and hair falling over work can be distracting. If hair is long **it should be tied back**. This also discourages the spread of head lice.

Garish and ostentatious hair styles e.g. 'tram lines/Mohicans/logos cut into hair' and coloured hair are strongly discouraged, as they focus attention on a child for all the wrong reasons.

THE SCHOOL SHOP

Book bags and rucksacks are available for sale from the school office.

BREAKFAST AND AFTER SCHOOL CLUB

Enquiries should be directed to Ladybirds, telephone no.: 07906 941740 or e-mail: carol.miltoncole@ntlworld.com

C H A R G I N G A N D R E M I S S I O N S P O L I C Y

The Governing Body of the School have determined the following policy:-

D A Y T R I P S & S C H O O L J O U R N E Y S

In order to sustain and promote good educational practice the school will seek to undertake/organise day visits to relevant venues of merit. To fund such activities voluntary contributions will be sought from parents. If enough voluntary contributions are not collected the trip may have to be cancelled.

Where a school journey is planned in any school year its promotion will be dependent on the criterion of self-finance based on voluntary contributions from parents. If this criterion cannot be attained then the proposed journey will:

- not be arranged, or
- be cancelled

B R E A K A G E S / D A M A G E S

Where school fabric or property is subject to wilful damage or loss by a pupil then the parents will be asked to meet the cost of repair/replacement of the damaged/lost item(s).

ATTENDANCE

The following information is based upon the children of compulsory school age in the school year 2014/15

The following information is based upon the children of compulsory school age:

% absence:

2013 - 4.7%

2014 - 4.1%

2015 – 4.9%

Attendance figure: %

2013 - 95.3%

2014 - 95.9%

2015 – 95.1%

Parents are reminded that all holidays should be taken during the school holidays.

A C C E S S T O I N F O R M A T I O N

Parents wishing to learn more about schools' assessment results may wish to enter the council website www.bexley.gov.uk/service/education or enquire at the school for the most recent school profile.

School website is www.dayslane.com

Unless otherwise stated the information given in this brochure relates to the school year 2015/16. Every effort has been made to ensure that these particulars were correct in relation to that year at the date of publication. Where future changes in the arrangements could be foreseen they have been mentioned in the brochure but it cannot be assumed that there will be no further changes before the start of, or during, the school year 2015/16, or in relation to subsequent school years. Any significant changes to the prospectus are notified to parents through a Newsletter.