



## PROSPECTUS 2018/19

### SIR JOHN MOORE CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

APPLEBY MAGNA, SWADLINCOTE, DERBYSHIRE, DE12 7AH

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## Welcome to our School

Dear Parents,

Here at Sir John Moore Primary we aim to create a safe, welcoming and loving Christian community in which individuals may grow and develop to their full potential.

We have close links with our local Church, St Michael and All Angels, and we value each of our children as a unique individual made in God's image.

We expect high standards of work and behaviour from all children and welcome your support to this end. Each child is an individual with different needs and abilities. We will encourage them to always try their best, take pride in whatever they do and so help to build their self-esteem in order that they may grow into a confident and self-reliant young person.

We were graded Outstanding in our last OFSTED inspection (June 2009). We are justly proud of this and are aware that the next inspection (under the new framework) is imminent. Our high standards are monitored every year by the government and everyone is working extremely hard to continue to maintain and improve our education for all children.

We endeavour that all our pupils make good use of every minute that they spend with us to reach their potential.

This prospectus is updated yearly for perspective parents and has been compiled to provide you with all the information you may find most useful. If you wish any further information, please do not hesitate to contact us.

I know that together we can ensure that your child has a happy and successful primary education.

We look forward to working with you as partners in the education of your child and hope we may welcome your family into the life of the school.

**Mrs Tae Carpenter**  
**Headteacher**

## Staffing

Head teacher	Mrs Tae Carpenter
Senior leaders/teachers	Ms Anthea Lawton Mr Steve Wilkinson
Teachers	Miss Sally Ebinger Mr Joel Davies Miss Elizabeth Barnham Mrs Walsh PPA/ management cover
Office Administrator	Mrs Helen Hine Secretary/Bursar Mrs Vivienne Howes (Office Assistant)
EYFS Practitioner	Mrs Caroline Higham
Classroom Assistants	Mrs Gillian Gray (HLTA) Mrs Bethan Grainger Mrs Amanda Stevenson Mrs Georgina King Mrs Sam Mushrow Mrs Alison Pickering (SEND) Mrs Siobhan Daniels (SEND) Mrs Melanie Herbert (SEND)
Premises Officer	Mrs Vivienne Howes
Midday Manager	Mrs Vivienne Howes
Dining Supervisors	Mrs Heidi Cartwright Mrs Tracey Heath Miss Karen Smalley Mrs Teresa Wood

## SCHOOL TIMES

### Morning Session

Key Stage 1

8.50 a.m. - 12.00 noon

Key Stage 2

8.50 a.m. - 12.10 p.m.

### Afternoon Session

1.10 p.m. - 3.30 p.m.

We ask parents to ensure that children arrive in school at 8.50am and go straight into their classrooms. Parents of children in the youngest class, Acorns, are encouraged to come into school and share a few minutes with them at the start of the day up until the first half term, depending on the class confidence this can be earlier.

## SCHOOL TERMS AND HOLIDAYS 2018-2019

### Autumn Term

School Opens

Wednesday morning 29<sup>th</sup> August 2018

School Closes

Thursday evening 11<sup>th</sup> October 2018

Mid-Term Break

Friday 12<sup>th</sup> to Friday 19<sup>th</sup> October 2018

School Closes

Friday evening 21<sup>st</sup> December 2018

### Spring Term

School Opens

Tuesday morning 8<sup>th</sup> January 2019

Mid-Term Break

Monday 18<sup>th</sup> to Friday 22<sup>nd</sup> February 2019

School Closes

Friday evening 12<sup>th</sup> April 2019

### Summer Term

School Opens

Monday morning 29<sup>th</sup> April 2019

May Day Bank Holiday

Monday 6<sup>th</sup> May 2019

Mid-Term Break

Monday 27<sup>th</sup> to Friday 31<sup>st</sup> May 2019

School Closes

Friday evening 12<sup>th</sup> July 2019

## THE SCHOOL MISSION STATEMENT

Sir John Moore School is a Christian School, and its mission is to create confident, caring children.

We encourage everyone to become independent and creative learners, who work hard to achieve their full potential.

We have high expectations of behaviour and care for one another, rooted in the Christian ethos.

## THE SCHOOL RE STATEMENT

Religious education at Sir John Moore School enables children to gain a knowledge and understanding of the Christian faith, and provides the ethos and foundation for the entire school.

Children learn in an environment that reflects Christian values, acknowledging and respecting other faith systems, and encouraging them to clarify and develop their own beliefs as they grow and mature.

At our core are the Christian values of, **Reverence, Compassion and Service.**

## THE BUILDING & HISTORY

The founder of the School, Sir John Moore, made considerable provision for the free education of local children from his own private funds. The building itself was designed and built by Sir William Wilson in 1697 from original designs drawn up by Sir Christopher Wren. The long tradition of free education for local boys and subsequently girls has stretched almost continuously for over 300 years until the present day, with only a short break in the war years. The School celebrated its' Tercentenary in 1997.

The School underwent a major refurbishment in 2002-2003, with new classrooms and external improvements. There are extensive playing fields to the front and rear of the school. There is a Coach House on site, where community activities take place, and a Heritage Centre on the second floor, housing a series of Victorian Classrooms, which is a marvellous resource for the children.

## TEACHING AND LEARNING

A variety of teaching styles are employed in all classes, so that all children are able to learn through a range of differing experiences.

Children work as a whole class, in smaller mixed and single ability groups and as individuals. They experience learning through speaking and listening, investigating, researching and exploration.

Work is presented in a variety of forms which includes writing, pictures and diagrams, spoken presentations, recorded media, drama.

I.C.T. is used to support learning throughout the curriculum through the use of interactive whiteboards, Ipads, netbooks and other forms of ICT apparatus.

The inspiring teachers and support endeavour to provide 'magic moments' in our pupils learning to generate an excitement and thirst for learning. From Welly Wednesdays to Bee keeping!

We encourage children to follow up and extend work at home. All children will be expected to undertake tasks for homework on a regular basis. The extent of this work increases with age. Reading is of fundamental importance to all learning and we ask parents to read regularly with their children at home and to share in the enjoyment of books.

## **PARTNERSHIP**

Here at Sir John Moore School, we operate a genuine open door policy and welcome parents as partners in helping to ensure that your child has a happy and fulfilled time at school.

Parents are always welcome into school to discuss any concerns involving their children, small matters may be dealt with by a chat with the teacher on duty or if the matter needs to be dealt with a little more discreetly, visit the office first or telephone for an appointment, in the first instance with the class teacher. Please always make the school your first point of contact for discussion. If you are not satisfied with the response from the class teacher, please arrange an appointment with the Headteacher. If we are concerned about your child, we will always contact you.

Parents' Evenings are held in the autumn and spring terms and a written report is sent to parents in the summer term. If parents wish to see the teacher after receiving the report, they are very welcome.

On entry to school, we provide children and parents with a Home-School Agreement, which we ask you to discuss with your child, sign and return to school. This highlights the rights and responsibilities of children, parents and school and ensures a close working relationship with all parties.

Parents are kept in touch with staff through face to face discussion, (or via the Link or Homework Diaries). Parents in turn communicate information back to staff. These books are confidential and will only be seen by your child's teacher, the Head teacher or relevant support staff. Please talk to your child about what they are doing in school, sharing their reading books and homework. Older children are given homework diaries by the school. These work in a similar way to the Link books and provide parents with an opportunity to write notes to the class teacher about concerns, reading or homework. If you have a concern about your child, please come in or contact us.

Fortnightly newsletters are circulated via email to parents giving information about the life of the school. These can also be obtained, on the school website.

As a Church of England Aided School, we have very close links with the local Church and community. Our local church Reverend (Reverend Sue Bradley) visits the school regularly for collective worship and takes part in class RE sessions. We now also have a designated Children's worker (Ceriann Kelly) who runs clubs with pupils focusing on pastoral care.

We take the children to Church for special services such as Harvest, Christmas, and Easter. Children visit the Church regularly as part of their RE curriculum and meet the people who are the living Church in Appleby.

## OFSTED INSPECTION

The school was inspected by Ofsted in June 2009 and is well overdue for another. This is could imminent!

The school received an outstanding grading in many areas including teaching, progress and leadership and management. The school has worked hard on its two areas of action; to plan for progression for middle ability children in Reception class and to improve the quality of writing at Key Stage 2. This will focus on improving children's speaking skills, increasing their vocabulary and improving their sentence construction. Parents are taking an active role in this by helping their children at home.

We continue to strive to meet the new standards of the OFSTED framework.

Our RE Inspection was held in September 2015. This was graded as Good.

To view our report please log onto [www.ofsted.gov.uk/schools](http://www.ofsted.gov.uk/schools) and for the RE Inspection [www.leicester.anglican.org.uk](http://www.leicester.anglican.org.uk)

## SCHOOL CURRICULUM

All children at Sir John Moore School study subjects as specified in the National Curriculum as well as Religious Education.

The core subjects are Maths, Science, English, Physical education and Information and Communication Technology. The non-core subjects (Foundation subjects) are History, Geography, Design and Technology, Science, French and Art.

We also explore PSHE (Personal, Social and Health Education.)

These subjects are delivered through a range of exciting and engaging cross curricular activities throughout a creative curriculum including theme days and visits. [Click here for our Curriculum Values and SJM British values link](#)

## ADMISSIONS

If parents are interested in sending their child to school, they are very welcome to come and visit during the day. We admit twenty children into Reception class each year and are happy to consider other requests for admissions during the year, if we have space in other year groups. If you would like to come and look around the school, please telephone and make an appointment to come and see us. Children are admitted to the school in the year in which they are 5 (4+).

Due to legislation across the county, the LA (Local authority) has operated a co-ordinated admissions scheme since 2006. Any parents who apply for a place at the school must apply to the local authority and the school.

The Governing Body is the admitting authority for this school. Parents seeking a place at the school should request a copy of the school admissions policy and application form from the school office or on the school's website. They can also obtain the necessary Local authority forms from the school office.

Applications for the following year should be returned to the school by **15<sup>th</sup> January** for admission in the following year. [Leicestershire County Council Admissions](#)

The Local Authority will co-ordinate allocation of places for children admitted to school in the Autumn Term.

A parent has the right of appeal if admission has been refused. Appeals against refusal of admission are organised by the Diocese.

### **WELCOMING YOUR CHILD TO SCHOOL: INDUCTION.**

Here at Sir John Moore School, we offer a carefully planned induction for your child. In line with the Local Authority's directive, the school admits four plus children into school in a single intake in September.

Children are given a carefully structured and graduated induction programme. Some sessions are half days, others include lunch and the children gradually build up to attending a full day. This is flexible and agreed with the parents to suit the needs of the children.

Parents are given the opportunity to meet with Mrs Carpenter (the Head teacher) and the Early Years Foundation Stage team (Mrs Higham and Mrs Grainger) to get to know the school better.

After 3 days of part-time induction (8.50am- 1.30pm) in the autumn term, the children move to a full-time timetable (8.50am- 3.30pm).

In our experience, these sessions are an essential part of your child's induction into school and help to make their progress into school as smooth as possible.

### **TRANSFER**

Year 6 children transfer to: Ibstock Community College, Ivanhoe, Polesworth, Market Bosworth and some, private education depending in their address (catchment area) and parents' preference.

### **INCLUSION**

Sir John Moore School is inclusive in its ethos and everyday working. All children are encouraged to join in all aspects of school life and our Admissions Policy states that we will admit 'looked after children' and children with pressing social or medical needs.

We are developing greater cultural awareness and links with other countries and faiths, as we acknowledge that we are geographically isolated from large areas of culturally diverse populations.

### **DISABILITY ACCESS**

Children with disabilities wishing to attend the school will be considered favourably by the Governors in line with their Admissions Policy.

It is important that parents wishing their child to be admitted to the school come and visit the school and talk to the Headteacher and SENCO in the first instance.



The school has made certain modifications to allow better access for pupils since its refurbishment, and in line with its accessibility plan.

There is ramped access to the rear of the building and to the mobile classroom where there are disabled toilet facilities.

Doorways are deliberately coloured in a contrasting colour to show entrances and exits and lighting and signage has been greatly improved.

There are certain restrictions due to the age and historic importance of the building but Trustees and Governors have worked hard to improve accessibility for all users in collaboration with the Local Authority and English Heritage.

The school operates a Disability Equality Scheme.

[SJM SEND local offer](#)

### **SAFEGUARDING/CHILD PROTECTION**

Our school places the utmost importance on having good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy; parents may request a copy of this.

For parents' enquiries please contact: Mrs Tae Carpenter

All adults who work in school, regularly, with the children are DBS (Disclosure and Barring Service) checked and given Safeguarding guidance by the Headteacher or a senior leader before working with the pupils.

### **SITE SAFETY**

The school shares its site with other users from the Sir John Moore Foundation and both organisations take site security and safety extremely seriously. This includes offices and flats. A considerable amount of work has been undertaken to ensure that children are safe while at school. This primarily involves working with the Foundation to ensure that all risk assessments are regularly reviewed and the control of visitors to the site is carefully managed. Site risk assessments are shared and have been scrutinised by the Local Authority. All visitors are required to sign in and read the school's safety and safeguarding information. CCTV is always in operation.

### **Behaviour and school ethos**

Our policy on Behaviour and Conduct states:

“In this school we aim to provide a safe, secure and happy environment for all people who enter it. This includes children, staff, parents, governors and visitors”.

We expect each person in school to treat each other with courtesy, respect and kindness, to be welcoming to visitors and to show a sense of responsibility for personal and communal possessions.

Children are praised for their efforts and achievements and good behaviour through immediate verbal feedback, FAB time rewards and through celebration assemblies where certificates and stickers are presented for all kinds of achievements (in and outside of school) to share with the whole school.

We take a collective responsibility for discipline, and where children do not conform to the standards expected we apply an agreed series of sanctions in proportion to the severity. Parents will be informed of persistent poor behaviour and invited to discuss further at school. We also invite parents to share concerns, first, with the class teacher and then (if needed) or the Head teacher. We expect parents to support our behaviour policy and where necessary, the sanctions that are imposed for disruptive behaviour imposed by the Head teacher. See behaviour policy

## **ATTENDANCE**

As of September 2018 there are 146 children on roll. We have a good attendance rate of 97.1% and will still look to improve.

Leave for family holidays during term time is not allowed, and will be considered an unauthorised absence. Only exceptional circumstances will they be considered and authorised by the Head teacher.

We actively encourage parents to avoid taking their children out of school during term time. This could result in a County issued penalty.

## **SCHOOL MEALS**

A school meal is served at lunch time which consists of a choice of hot meal or salad and a sweet. This costs £2.20 per day, £11.00 per week. Meals need to be paid for in advance using our online payment system [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk). Children who do not wish to have a school meal may bring sandwiches from home. Children may bring one healthy item of tuck for the morning playtime. In order to support children who suffers from a peanut allergy we operate a 'no-swapping of food rule' and ask parents to refrain from sending in any food containing peanuts.

Our meals are provided by the kitchens at Oakthorpe Primary school and menus can be selected in advance. Cheques for School dinners only should be made payable to Leicestershire County Council.

We have recently regained Our Enhanced Healthy Schools award and promote the food for life programme within the curriculum.

## **UNIFORM**

We are proud of our school and encourage children to wear a school uniform of burgundy polo shirts/jumpers/cardigans with the gold school crest and grey trousers, skirts or pinafores. We also have a PE kit of a burgundy round necked t-shirt and black shorts/jogging bottoms with a burgundy hoody and sensible trainers. Items of uniform can be purchased from Babes to Tots, Market Street, Ashby de la Zouch. Black shoes are to be worn however during the winter months, children can wear boots to arrive at school but must change into their school shoes.

## **FRIENDS OF SIR JOHN MOORE SCHOOL**

We have a superbly active Friends of SJM Team who are an invaluable to the school in the fund raising and organisation of a very varied calendar of social events. They have bought many items including Ipads, ICT equipment, online reading scheme, playground fence and playground equipment for the school and continue to do so.

Any parent or friend of the school is most welcome to join this group who meet regularly to plan events. If you are not a 'meeting' person, you can just take part in the events that interest you! You are always welcome!

## **EXTRA CURRICULAR ACTIVITIES**

We offer a full and varied sporting programme both in school time, lunchtimes and out-of-school to cater for children of all abilities. Currently, we offer football at lunchtime with a professional coach. There is a small charge for this. After school, there is a cross country running group, Forest School and dance in the winter months and athletics in the summer. Cricket is offered in the Summer. A selection of other sports is on offer throughout the year. Many of these groups are run by members of staff and some independent sports companies. We welcome parents with other specialisms and skills to join in too. Through these clubs and combined with curriculum sports activities we are proud to hold many awards across a range of events! We also compete on a friendly basis with local schools mainly belonging to our local Development Group.

We have just been awarded, again, The Sainsbury's GOLD award for Sports (2017-18). We aim to get the platinum award this year!

In addition to the sporting clubs, there is a Glee club, library, Philosophy club and table tennis.

Clubs vary due to the demand by our pupils and the availability of instructors and staff.

## **PERFORMING ARTS**

We aim to provide all children with a range of artistic and cultural experiences throughout the year. Children experience music through participation in dramatic and musical presentations.

All year 3/4/5 children learn to play an instrument from woodwind and brass to steel pans and Djembe drums without charge, through Leicestershire Arts in Education via a grant and subsidy from the school's budget. There is an opportunity to continue this tuition, privately (at school), into year 6.

## **SCHOOL COUNCIL**

We have a School Council which meet regularly to discuss ways to improve the school. This might mean working on a project such as the refurbishment of the canteen, providing litter bins, fund raising or discussing any issues important to them within school. The Council is elected by children by a secret ballot, following an election campaign, and the children take their responsibilities very seriously and have a high profile in and around school.

## **RESPONSIBILITY**

As the children progress through the school, they are given more responsibility and they relish the chance to be given new jobs to do. These jobs include, PE shelter monitors, Play Coaches and Bronze award sports ambassadors.

All of these posts carry a high degree of responsibility and give the children the opportunity to become more involved in the smooth running of the school and develop their leadership skills. We feel that it helps them to grow in maturity and trust.

### **RESIDENTIAL AND DAY TRIPS**

We strongly believe that trips to different educational venues significantly contribute to a child's education in the broadest way. We plan a variety of trips out to places, throughout the year, such as Synagogue, the local Church, pantomime and the Houses of Parliament, London, places which will enhance and ignite our pupils' learning of their topics. We also take the year 5 and 6 children on alternate years to Red Ridge, a residential centre in Wales. This trip provides opportunities for personal development, group work, orienteering, kayaking, caving and other outdoor pursuits.

### **GENERAL INFORMATION**

The following documents are available in school for parents who wish to see them:

1. Minutes of the Meetings of the Governing Body.
2. Statutory instruments, circulars or administration memoranda from the Department for Education and Skills.
3. Her Majesty Inspectors reports - relating to the school (Ofsted)
4. Syllabuses followed
5. Local Education Authority's arrangements for the consideration of complaints
6. Copy of part of the Trust Deed which governs the provision of R.E.
7. Further information about the school can be gained by visiting the school's website at [www.sirjohnmoore.co.uk](http://www.sirjohnmoore.co.uk)

This information was correct at time of printing