



**UPTON ST JAMES
C OF E PRIMARY SCHOOL
PROSPECTUS**

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Dear Parents

Welcome to Upton St James Church of England Primary School. We hope this will be the start of a very happy and rewarding time for your child.

We are very proud of our school, which has been serving the community here for over 100 years and described as a 'beacon of hope' for families in the local area. As a Rights Respecting School, the children's rights, as written in the United Nations Convention on the Rights of the Child, form our core values.

We believe that children learn best when their rights, emotional and social needs are prioritised and this shows in our performance data which, over the last 5 years, has exceeded national expectations in many areas and makes us one of the top performing schools in Torbay.

A strength of our school is its size: we are a small school with a maximum number of 105 pupils. It means we know all the children well and can make sure that we do our best to develop their learning in a happy, safe, secure and rights-respecting environment.

At our most recent Ofsted inspection, the school was judged as good. These are some of the strengths that Ofsted identified:

- Teachers have high expectations of pupils. Pupils are expected to work hard and they respond well.
- Children make good progress in reading, writing and mathematics.
- Pupils report feeling safe and secure in the school. Their behaviour is good and is instrumental in ensuring the school is a harmonious community.
- The headteacher provides excellent, dedicated leadership.

At our most recent Church schools inspection (September 2014), the school was also judged as good, with one area judged as outstanding.

These are some of the strengths identified:

- The school, through its distinctive Christian character, is outstanding at meeting the needs of all learners.
- The school's highly effective leadership and the commitment of all staff to all pupils' well-being and academic development.
- Pupils' behaviour in the specific context of the school is of the highest standard; all relationships across the school are positive and strong.
- All pupils, of any faith or none, feel cared for and supported by the school's emphasis on inclusivity and love. They say they feel 'safe, happy and strong' in the school family.

We know that education is best achieved by means of a positive partnership between parent, child and school. We strongly encourage parental involvement with class activities and are always pleased to welcome parents in school.

If you would like any further information regarding our school, please do not hesitate to contact us or make an appointment to visit us. We look forward to meeting you!

With best wishes

C Prynne B.Sc. (Hons), PGCE, NPQH
Headteacher



MISSION STATEMENT

Upton St James is a Christian school, serving the needs of the community. Our school has been described as a 'beacon of hope' for children and families; developing confident, caring children who are independent, creative learners and who work hard to achieve their best.

We are a Rights Respecting School and the children's rights, as written in the United Nations Convention on the Rights of the Child, form the core values of our school and are aligned with the Church of England Vision for Education.

We have the highest expectations for our children's learning, social and emotional aspirations. We want them to have a strong self-belief, self-respect and emotional resilience which will empower them. We work to provide quality learning that develops and extends their skills, ensuring that the school is a fully inclusive, supportive and equal environment where all children know they can achieve success.

We believe 'every child is an able child'.

Education must develop every child's character, potential and ability to the full (Article 29, United Nations Convention on the Rights of the Child). All staff and governors have the responsibility to make sure this right is accomplished. This defines the purpose of our school.

ADMISSIONS

This is a school catering for children aged between four and eleven years.

Statutory school age commences in the term following the child's fifth birthday, under the regulations of the Department for Education and Skills. It is the policy of this school for children whose fifth birthday falls between 1 September and 31 August of the following year to be admitted at the start of the Autumn term.

The school has a planned admission number of 15 in each year group. There are strict admissions criteria by which the school must abide. Please see our admissions policy on the school website for further details

Parents who wish to visit the school prior to application for a place are welcome to do so. Please make an appointment with the Headteacher.

TIMES OF THE SCHOOL DAY

8.45 am - 8.55 am	Arrive at school and go into class
8.55 am - 9.05 am	Registration within class
10.30 am - 10.45 am	Playtime
12.00 pm - 1.10 pm	Lunch - KS1
12.10 pm - 1.10 pm	Lunch - KS2
2.10 pm - 2.20 pm	Playtime (KS1 only)
3.15 pm	Home time (KS1)
3.20 pm	Home time (KS2)

The school door is opened at 8.45 am and, because there is no supervision in the playground before 8.45 am, children are not encouraged to arrive before that time. Children are expected to be punctual and lateness will be monitored. All children arriving after 8.55 am must go to the school office.

At the end of the school day, parents/carers must collect their children from the pencil fence by the Key Stage 1 or Key Stage 2 classrooms. Children in Key Stage 2 can walk home on their own if permission has been given by the parent/carer.

The school gate is locked at 3.30pm and children who have not yet been collected must then wait in the school foyer.

In the interests of the safety and security of the children please inform us if you will be late arriving to pick up your child, or if there are any changes in people collecting your child at the end of the day.

BREAKFAST CLUB

Breakfast Club opens at 7.45am and is available to all children from Reception Class through to Year 6. For convenience. Breakfast Club operates as a 'no need to book facility'; if this changes due to high demand we will advise with good notice. Breakfast Club is charged per session which includes breakfast and activities; this can either be paid in advance or at the time of arrival. Please contact the school office for prices. All parents/carers must complete and sign the Terms and Conditions form (also available from the school office) before a child can be accepted at the Breakfast Club.

AFTER SCHOOL CLUB

After School Club is for children in Reception Class through to Year 6 and runs from 3.15pm to 6pm during term time. Children are provided with a snack followed by various activities including crafts, games and sports. We encourage parents/carers to book in advance at the school office to ensure there is a place available. Please contact the school office for more details, including current prices.

HEALTH & SAFETY

To ensure that each child can learn safely, we ask that you take extra precautions to help us provide a NUT-FREE and LATEX-FREE environment. We ask that parents/carers do not provide foods that contain nuts in their child's lunch box and to protect children who may have latex allergies, please do not bring balloons to school.

Parents are asked to reinforce the school's constant reminders to their children about road safety. **For safety's sake**, do not park on the yellow zig-zag lines opposite the main school entrance. To facilitate this, a permit is available from the school office to park in the Coach Station when dropping off/picking up their children. Parents are also asked not to bring dogs into school or in the close vicinity of the gate.

All visitors to school must report to the school office so their presence in school is registered.

MEDICINES

These will only be administered at school when absolutely necessary and then only if a green form (obtainable from the office) giving clear information and authorisation has been signed by the parent. Children are not encouraged to bring cough sweets to school. School will only accept medicines that are in date, labelled, provided in the original container and include instructions for administration, dosage and storage. No child will be given medicine containing aspirin unless prescribed by a doctor.

ILLNESS OR ACCIDENTS AT SCHOOL

If a child is unwell at school, every effort will be made to contact parents. It is very important that we have up-to-date home/work telephone numbers or other contact numbers. Until a parent has been contacted we will take any action required in the interests of the child.

Several of the school staff are trained First Aiders and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, parents will be contacted as soon as possible. We will also inform parents if a child suffers a knock on the head, even if there are no apparent symptoms. A 'Teddy Bear form' is sent home to inform parents of any minor incidents.

ABSENCE IN TERM TIME

Please let us know before 9.30 am if it is necessary to keep your child away from school. If your child develops symptoms of diarrhoea and/or vomiting you should keep them off school until they have been symptom free for at least 48 hours.

We recommend that any medical appointments are made outside school hours. However, if it is necessary to take a child for an appointment during the school day, or a child is taken home due to illness they must be collected from and brought back to the school by a parent/carer.

Parents must always come to the school office in order to sign their child in and out of school. This information is vital in emergencies, such as fire.

An absence request form **must** be completed for every planned absence from school, including medical appointments. All absence requests forms will be considered on a case by case basis and only authorised in exceptional circumstances. If a pupil's attendance is below 95% (this includes absence for illness or other reasons), then an absence request is **unlikely** to be authorised. The pupil's attendance rate will be taken as of the day the request form is handed in to the school office.

ATTENDANCE

Your child's school attendance will be regularly monitored. If their attendance rate falls, a letter will be sent advising you of our concerns. If there is no improvement a further letter will be sent inviting you to come in and meet with the Headteacher.

SCHOOL MEALS

School meals are provided daily. It is acceptable for your child to have a school dinner on certain days and a packed lunch on others. Dinner money for the whole week should be paid for in the school office between 8.30 am and 8.55 am on Monday mornings. Please visit the school office for information on the latest cost of a school dinner. Free school meals are provided for children of parents in receipt of Income Support or Income Based Jobseeker's Allowance. All children in Reception and Key Stage 1 are entitled to a free school meal. An official application form must be completed, copies of which are obtainable from the school office.

Children may bring packed lunches. If drinks are brought, they should be in a non-glass container which, if possible, should be placed in the sandwich box to cut down on the storage space required. All sandwich boxes and flasks should be clearly named. We have a 'Nut Free' policy and ask that parents/carers do not provide foods that contain nuts in their child's lunch box. These include: Nutella, peanut butter and cereal/chocolate bars/cakes/ sweets that contain nuts.

Children in Reception and Key Stage 1 are provided with a piece of fruit or vegetable to eat during morning play. Reception children will also receive a free glass of milk each day. Children in Key Stage 2 may **only** bring fruit to eat during morning playtime.

PARENTS IN SCHOOL

One of the most valuable resources we can offer children is the time and attention of an informed and interested adult. Research shows that children do better when there is a close working relationship between home and school and when parents show a keen interest in their children's learning. You can support your child's learning in many ways, including joining the PTA - all parents are welcome! Parents are always welcome to come into school to help. All adults working with children are required to complete criminal disclosure procedures.

SCHOOL RULES AND DISCIPLINE

We are a Rights Respecting school and school rules are based on children's rights and respect. We rely on your co-operation and support in all our attempts to ensure good behaviour in your child and will inform you about behavioural incidents as appropriate, either in person or via a text message. A behaviour policy has been adopted by the governors, which is available on the

school website. In celebration assembly each week children who have made a significant effort are congratulated and this is recorded in the 'Golden Book'. Parents are welcome to attend these assemblies and join in the celebrations!

CURRICULUM AND THE LEARNING ENVIRONMENT

Upton St James School provides a broad and balanced curriculum. No pupil is denied access to any part of the curriculum.

The Reception class follows a curriculum organised into seven areas of learning:

- Personal, social and emotional development
- Communication and language
- Literacy
- Mathematics
- Understanding the world
- Physical development
- Expressive Arts and Design

The National Curriculum is taught from Year 1. Literacy and numeracy lessons take place daily. At Upton the curriculum is planned in half termly topics. Children's learning and skills are linked to the topic where appropriate through work in different subject areas. This ensures children see the purpose of their learning and are motivated to learn independently and take on new challenges.

The school also has a programme of Personal, Social, Health and Citizenship Education which includes Relationships and Sex Education. Parents may withdraw their children from Relationships and Sex Education if they wish.

Children benefit from outside learning. The Reception and KS1 classes both have outdoor learning areas and the school premises include an outdoor learning environment.

HOME LEARNING, INCLUDING READING

As children progress through school, they are encouraged to supplement their learning with work done at home. Home Learning creates a positive image and encourages children to understand that learning takes place outside of school and is a lifelong concept. Class teachers set home learning appropriate to the age and needs of the pupils, which includes regular reading. All children are given a home school reading diary in order to encourage reading at home and communication between parents and the school. Every child will be expected to transport their books and reading diaries to and from school in a school book bag, provided free of charge to all new entrants in Reception class. For children in other classes, school book bags are available to buy from the office. For further details, please refer to the Home Learning policy which is available from the school office.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

As a Church school, Upton St James enjoys close connections with local churches and particularly with our Parish Church of St Mary Magdalene. Representatives from this Church are included as school Governors.

Religious Education and Collective Worship are given in accordance with a syllabus agreed by the Diocese. Christianity is predominate but the balance of the RE syllabus also reflects other religions such as Judaism, Islam and Hinduism. Learners are encouraged to develop spiritually

and morally, for example by considering religious codes of conduct, discussing and reflecting on moral and spiritual issues. In addition to the Religious Education which the children receive in class, the school also meets together every day for a Christian act of collective worship. The contribution of the local Church to our RE and collective worship is very much valued. We visit the Church throughout the year to celebrate Christian festivals and members of the Church regularly come to the school to lead the act of collective worship.

Parents may request that their child be wholly or partly excused from areas of Religious Education or from acts of collective worship. Any such request should be made in writing to the Headteacher.

SWIMMING

The Year 3 & 4 children are given swimming lessons at Plainmoor Pool during the Spring Term of every year. A letter will be sent out beforehand.

CHILDREN'S PROGRESS

Whenever you want to know how your child is getting on at Upton St James, please come in and talk to your child's teacher or to the Headteacher. It is probably helpful to make an appointment since we often have meetings after school. Similarly, if a class teacher has any concerns about a child we will contact parents in order to discuss the situation.

Twice a year there will be a formal opportunity for parents to come to the school by appointment to talk to the class teacher and to look at their child's work. These occasions are arranged over two evenings and every effort is made to provide parents with an appointment at the time requested by them as being most convenient. Those parents who do not attend on these occasions are offered other appointments

During the Summer term each child brings home a written report of their progress in all areas of the curriculum.

EXTRA CURRICULAR ACTIVITIES AND VISITS

We are pleased to offer a wide range of extra-curricular activities, which include Breakfast Club, After School Club, a variety of sports clubs and guitar lessons. During the school year there are a number of events which take place, including Harvest Festival, Christmas concert, sports day, tug-of-war and other sporting events.

As well as clubs and activities, children regularly visit local places of interest in connection with their learning. They also benefit from working with visiting artists, writers, storytellers and performers.

During their last two years in the school, every child is given the opportunity to experience a residential trip. Apart from providing an exciting stimulus for all areas of the curriculum, this has great social value and gives many children their first taste of independence. This provides an excellent base for many activities, including orienteering, walking, abseiling, river walking, mountain biking, map work, conservation work and rock climbing.

UNIFORM INCLUDING PE KITS

A common style of dress gives each child a sense of belonging to the school community. It is important that standards are maintained. We believe that taking a pride in their school and their personal appearance are important parts of children's learning. The uniform consists of:

Sweatshirt or Sweatcardi with Upton St James logo

White polo shirt

Grey trousers or grey shorts

Grey skirt or grey pinafore

Grey or black socks or tights

Burgundy and white check dress in the summer term

Shoes must be black and low-heeled. We also ask that all children keep an apron or old shirt in school to wear during activities such as painting in order to protect their clothing.

Apart from small stud earrings, no jewellery should be worn in school. Jewellery is easy to lose and, more importantly, can cause serious injury during games, P.E. or in the playground. Nail varnish, transfers or similar are not acceptable in school.

For children with long hair, this must be tied back with a band or similar. Bleached or dyed hair is not acceptable in school. From time to time and in keeping with all schools we inevitably have problems with nits. Parents are requested to check their children's hair regularly and to treat them immediately, if necessary. If nits are noticed at school we shall inform parents by text on the day and expect that the problem is treated immediately. As part of the Healthy Schools curriculum we hold 'Nit Busting' days during which all children have their hair checked.

When joining our school, each child is supplied with an Upton St James PE Kit free of charge to match their allocated school team colour. The PE Kit consists of:

T-shirt with Upton St James logo

Black shorts

PE bag with Upton St James logo

Please supply black plimsolls for your child. Children will not be allowed to do P.E. or games in the shoes they may wear to school. PE Kits must be in school at all times. Spares and replacements can be purchased from Riviera Schooldays, 186 Union St, Torquay, TQ2 5QP. The class teacher will send a reminder home if a child's PE kit is not in school. If the kit is not replaced the school will invoice for the price of the missing items.

ALL CLOTHING MUST BE MARKED WITH THE CHILD'S NAME. WE CANNOT TAKE RESPONSIBILITY FOR ANY UNMARKED CLOTHING.

EQUIPMENT

Children are not allowed to bring toys or items from home into school. Children and parents are expected to take great care of any school equipment that they might have at home, such as books, and to cover the cost of any damage incurred. Please let the school know if a child has lost anything so that we can make a search for it.

SCHOOL POLICIES AND FURTHER INFORMATION

Copies of all school policies and the most recent Ofsted and Church Schools reports are available from the school office. Information about the school's annual achievement and attainment tables is available on the school website.

SAFEGUARDING

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to

ill-treatment, neglect or other forms of abuse, staff will follow the Child Protection Procedures. For further information, please refer to our document: 'Child Protection and Safeguarding at Upton St James', available from our website or the School Office, and also our online safety policy. In order to comply with safeguarding and data protection requirements, children are NOT permitted to bring mobile phones into school. In the rare case that it is necessary to do so, the mobile phone will be kept in the school office and must be collected at the end of the day.

If you wish to speak to somebody regarding Safeguarding at Upton, please contact the school's Designated Safeguarding Lead, Claire Prynn or Deputy Designated Safeguarding Lead, Tricia Philp.

DATA PROTECTION

Our school is committed to upholding individuals' rights to have their personal data protected. Please refer to our data protection policy and privacy notice, available on the school website and from the school office for further information.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

We aim to integrate children with any sort of Special Educational Needs into the academic and social life of the school and to enable pupils to work to their full potential. The school has a comprehensive programme of additional support for those pupils who may require it.

Information about the implementation of the governing body's policy on pupils with special educational needs is available on the school website and from the school office.

The school's SEN Co-ordinator (SENCO) is Claire Prynn. The arrangements for the co-ordination of the educational provision for pupils with SEN are the responsibility of the SENCO.

The school is proactive in facilitating access to the curriculum, premises and improving avenues of communication for all pupils. The building is accessible to physically disabled users and there are further proposals within the Accessibility Plan, available from the school office, to upgrade other facilities. Please ask to see the plan for further details.

CHARGING

In general the provision of education is free but as permitted by the Education Act 1996 charges may be made in some areas.

The school has a policy for charging for school activities. This may be inspected on request. In the past a wide range of activities have taken place both in and out of school, facilitated by voluntary subscription from parents. The Governors believe that this aspect of school life makes a most valuable contribution to the education of each child. The Governors, however, recognise that the school's budget could not possibly finance these activities.

Parents may be asked to contribute towards the cost of materials of something a child makes at school i.e. cooking, craft or a 'model' if it is brought home. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.

The Governing Body may reserve the right to ask the parents of pupils whose inappropriate behaviour causes damage to contribute to the cost of repairs or of replacing defaced, damaged or lost property.

COMPLIMENTS AND COMPLAINTS

Your child's class teacher can usually deal quickly with any queries or worries about the curriculum or other aspects of school life. If you are not satisfied with the outcome, you can take the matter up with the Headteacher, who will ensure the necessary persons are involved to resolve the situation. If the need arises, complaints in writing will be brought to the attention of the Governing Body as described in the school complaints policy.

If you feel particularly pleased with an aspect of our school, please make your feelings known and pass on thanks and compliments to the staff concerned.

SECONDARY SCHOOL EDUCATION

During their child's final year at this school, parents are given the opportunity to express their preferences with regards to secondary schooling.

Secondary schools in Torquay include:

- Torquay Academy
- St Cuthbert Mayne Joint R.C./C.E. Secondary School
- Torquay Boys' Grammar School
- Torquay Grammar School for Girls
- The Spires College Torquay

Details of transfer to these schools are issued to parents of Year 6 pupils during the autumn term by the Local Authority. Parents are notified of their child's allocated school during the spring term.

If parents would like their child to gain a grammar stream place, they may opt for their child to sit an eleven-plus exam. This exam is taken during the autumn term of Year 6. There is an appeals system.

Visits are arranged for all Year 6 pupils to visit their secondary schools. Representatives from the schools also visit Upton St James to talk to the children and the staff. As with any transfer, comprehensive records of a child's progress are passed to the appropriate school.

St Christopher's Multi Academy Trust

We are a member of the St. Christopher's C of E Multi-Academy Trust who can be contacted at:

Unit 5, Basepoint Business Centre,

Yeoford Way,

Marsh Barton,

Exeter, EX2 8LB

www.stchristophersmat.org

CHAIR OF GOVERNORS

c/o Upton St James CE Primary School

St James Road

TORQUAY, TQ1 4AZ

The information in this booklet is correct as of July 2018. It is not intended to create contractual relationships and may be varied in the light of changing circumstances.

For more information please visit our school website www.upton-st-james-primary.torbay.sch.uk