

Leighterton Primary School

Prospectus 2023-2024



INTRODUCTION

We are delighted to welcome you and your family to Leighterton Primary School. As a small, happy, village school, all staff have a personal knowledge of every child, and there is a real family atmosphere. Our experienced and dedicated teams provide the highest standard of education and our school offers a rich and diverse curriculum. We pride ourselves on providing creative learning experiences which challenge and engage pupils. Many children attending our school come from families who have a long association with us, some as pupils themselves. Our links with the Leighterton community and beyond enrich our children's lives in many ways.

We recognise that everyone is special, and our curriculum is shaped by a philosophy that encourages everyone to flourish, both academically and personally.

Situated in the heart of the beautiful countryside, near the southern border of Gloucestershire, our small and friendly school provides a nurturing, caring ethos which aims to develop each child as an individual. We are fortunate to have a spacious site and many resources within our beautiful grounds. These facilities are well used throughout the day in all aspects of school life.

We are immensely proud to have received a fantastic OFSTED report in June 2021. We know that we have a vital role to play in the shaping of young minds, preparing them not only for the next phase of their education, but ultimately to take their place in society as confident, ethical, caring adults.

We are all committed to doing our very best to make your child's time at our school as happy and productive as possible, ensuring that their primary years are a time of developing self-confidence, enquiring minds and learning the skills for their future. They are the first steps in a child's journey through the world of learning. In addition to developing language, mathematical, scientific and technological skills, children are encouraged to build confidence, develop self-reliance, learn to make decisions and develop the ability to articulate feelings and ideas. We attach great importance to the development of children's social skills in their relationships with each other and adults, encouraging them to be sensitive to the feelings and needs of others.

We have high expectations of ourselves at Leighterton, and are proud of the exacting standards we achieve.

Your involvement in this process is crucial and we will keep you informed about the ways in which we are working with your child. For children to be successful, we all need to work together and we look forward to this partnership.

This prospectus includes information about how our school functions, introduces everyone involved in making our school work and also essential information about our school.

I hope you find the information included useful. If you have any queries or would like further details, you are very welcome to contact me and I will be delighted to show you around.

With very best wishes for a successful time at Leighterton Primary School.

Meryl Hatfield
Headteacher

CONTACT

Leighterton Primary School
Leighterton
Near Tetbury
Gloucestershire
GL8 8UH

(01666) 890273

admin@leighterton.gloucs.sch.uk

OUR TEAM

Ms Meryl Hatfield	Headteacher
Mrs Claire Davey	Receptionist and Administrator
Miss Laura Bence	Class Teacher
Mrs K Elliot	PPA Teacher
Mis C Filmore	Class Teacher
Mrs Romy Hart	Class Teacher
Mrs Hazel Laver	Class Teacher
Mrs Alex Pocock	Class Teacher
Ms Dawn Stinchcombe	Teaching Assistant/ Midday Supervisor
Miss Ellie Tetlow	Class Teacher
Mrs Jenna Walker	Class Teacher
Mrs Victoria Ward	Class Teacher
Mrs Faye Brisland	Teaching Assistant/ Midday Supervisor
Ms Dawn Stinchcombe	Out of School Club/ Midday Supervisor/ Caretaker
Miss Sasha Rowe	Out of School Club

THE SCHOOL DAY

Children are welcomed onto the playground from 8.30am when there will be a member of staff on duty to supervise them. The classroom doors are opened at 8.40am for the children to go in to their classrooms to begin the day. The registers are taken at 8.45am and the children's learning begins.

The children have a 15 minute break during the morning and children in Foundation Stage and Key Stage One are provided with a piece of fruit as a snack. Children in Key Stage Two may bring a piece of fruit or a healthy snack to eat.

Lunchtime is from 12.00 – 1.00pm

The school day ends at 3.00pm and parents are asked to wait in the playground where they will meet the children as they are handed over.

Some children travel to and from school using the bus provided from the neighbouring village of Didmarton and information regarding this service is available from the Gloucestershire County Council website <http://www.gloucestershire.gov.uk>

ORGANISATION OF CLASSES

Children joining us in Reception will be invited (with their parents) to a series of induction sessions to introduce children to life at Leighterton and to give adults background information on our learning policies and school procedures. Induction programmes operate in the term before a child joins school. Our Foundation Stage Leader visits as many other early years settings as possible to develop links with new children. Parents of older children are encouraged to visit the school by appointment before making a positive decision for their child to join our school.

Our classes are currently organised into:

Apsemore Class: Foundation Stage

Barnhill Class: Year One

Boxwell Class: Year Two

Haymead Class: Years Three

Ozleworth Class: Year Four

Ridge Class: Years Five and Six

BEHAVIOUR

OUR SMART CODE

- S**peak politely and listen carefully
- M**ake school enjoyable for everyone
- A**ct safely
- R**espect and care for each other
- T**ell someone your worries

With our **SMART** code, we encourage positive behaviour in school. Our approach is to look for and reward positive behaviour in line with our rewards list, which includes praise from adults and may include presentation of certificates and awards assemblies. We are proactive in supporting good behaviour, e.g. via the use of Buddies and Circles of Friends to help children to develop the skills to help each other with social skills. Our Healthy Bodies, Healthy Minds children's committee supports our principles of involving children in how our school operates. If behaviour is unacceptable, there are consequences and parents may be contacted, to work closely with the school to find a solution. Bullying is not tolerated in any instance and we urge you to inform us if you suspect this is occurring.

CURRICULUM & TEACHING

At Leighterton Primary School, we aim to develop a passion for learning and provide a wealth of opportunities both inside and outside the classroom. We provide an exciting, broad, balanced curriculum to prepare the children for later life in society. We meet the individual learning needs of pupils, as well as their spiritual, moral, social, cultural and physical development. The pupils cover a wide range of learning experiences through stimulating and focussed activities, developing an interest in learning through creative and enjoyable work. Often when children are working on a project, their learning encompasses several subject areas both academically and socially.

We use the National Curriculum in school which consists of the core subjects – English, Maths, Science and Computing and foundation subjects – Design and Technology, Geography, History, Art and Design, Music, Modern Foreign Languages and Physical Education. Religious Education is also taught to every child, where spirituality, morality and cultural issues of faith are explored. Children are introduced to the beliefs of Christianity, along with an insight to other religions of the world. Parents' wishes are respected if withdrawal from RE is requested on religious grounds. Please discuss this with the Head teacher.

A range of teaching methods and strategies are used to best suit the development of the child as a "whole learner". We send home information about the topics the children will be covering, encouraging families to help and support the work in school.

The Foundation Stage (Reception)

The Reception Year is a vital transition between home and school. During this first year the children follow the "Foundation Stage" curriculum, which helps them secure a good basis on which to build future learning. The Foundation Stage is organised into seven areas of learning. Three are Prime Areas: Communication and Language, Personal, Social and Emotional Development, Physical Development and four of these are Specific Areas: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Much of their early learning is through play, enabling children to discover and gain knowledge at first hand, as well as acquiring basic skills in literacy and numeracy. We provide a rich and varied range of experiences to encourage children to become enthusiastic, inquisitive and independent learners. In this way children are well equipped with the skills and knowledge required for the National Curriculum, which they start as they move into Year One.

Throughout the Reception Year the children are assessed against the Foundation Stage Profile. This assessment is mainly observation-based and is used to build a picture of the children's skills and abilities.

Key Stage One

In Years One and Two, children are taught the National Curriculum through topic-based work. For five to seven year olds, learning consists of active, practical activities so that children develop their skills and knowledge through experience and investigation. Opportunities are provided for children to discuss and develop their ideas with a teacher or support assistant and children record their ideas. Adults encourage children to

discover for themselves through careful questioning to extend the children's learning.

The classroom has specific areas of learning, to ensure consistency of approach across the key stage. Children have access to a writing area, book corner, mathematics area, role play, art and craft area, sand or water exploration, computers, construction equipment and outdoor garden areas.

Phonics is taught daily and during June in Year One, children complete a phonics screening check.

Key Stage Two

There are four year groups in Key Stage Two, taught in three classes. The children are taught in a variety of groupings, whole class, year grouped and in smaller groups when appropriate. We endeavour to develop the children's learning skills through encouraging them to initiate their own questions and use a wide variety of sources to find the answers and present this information to their peers. English and mathematics are taught daily.

The curriculum is based around broad topics that encompass a range of subjects. Cross-curricular links are made wherever possible to provide meaningful contexts in which the children can apply their learning, literacy and numeracy skills.

Year 4 children complete a Multiplication Table Check during the Summer Term.

There is national testing in May for Year 6 children. Individual results are published to parents showing the standard the child has reached in relation to the nationally expected achievements for that age group. A general summary is also published to show the progress of the whole year group. A copy of the most up to date results is included in this prospectus.

Secondary Transfer

The parents of the children in Year 6 are given the opportunity to choose their secondary school. Each of the local secondary schools gives the parents an opportunity to visit and make an informed choice regarding their child's next school.

We have good links with the local secondary schools and the pupils are invited to 'Link Days' in June of Year 6, as a taster of what is to come. Staff from secondary schools also visit our school and make contact with the pupils transferring to their schools. Transfer from primary to secondary can be an anxious time for both pupils and parents; we aim to keep this to a minimum. If you have any worries or queries regarding this matter please contact us at school.

Assessment

Assessment is an integral part of the teaching and learning that takes places at Leighterton. It is an on-going process, which informs the child and teacher which steps are needed to enhance and develop their skills, capabilities, knowledge and understanding.

The children are assessed in various situations and with various methods across a wide range of subjects and areas, through activities, marking, discussion and formal testing. Targets are introduced to the children through discussion and relate to the next steps of

learning that is needed to increase their confidence, interest and capabilities. Parents are also invited to share in this process at regular parents' meetings with the class teacher.

Special Educational Needs

The school recognises that each child has a variety of differing needs as they progress through the school. Most of these can be dealt with by the class teacher, however, where a teacher or parent becomes concerned, it may be necessary to initiate a special programme of support or work for that child. This is only implemented after consultation with the special educational needs coordinator (SENCO). The stages of help are easily explained and are monitored regularly. We wish to build a partnership between parent, teacher and child that benefits the child's educational progress and attainment.

Work in all aspects of the curriculum can be differentiated to suit the needs and ability of the children. Differentiation can take many forms and arrangements are made to cater for those children with specific learning difficulties or those who are more able and require challenges to increase their academic, creative, artistic, sporting and social skills. Targets are set to encourage them to extend themselves.

Any parents who are concerned about their child's progress should make an appointment to speak to the class teacher and the SENCO. As well as the SENCO, there is a governor with a designated responsibility for special educational needs. Please see our website for more information.

ATTENDANCE

If your child is away from school for any reason, please contact the school office on each day of their absence. When your child returns to school, they must have a note to explain their absence. The Trust and DfE regularly monitor attendance.

We ask that medical/ dental appointments are made outside school hours. However, should your child need to leave school during the day, please inform us about this in advance. Any child leaving school during the school day will need to be signed out at the school office.

We strongly urge you not to take your child out of school for holidays during term time. However, if you do need to take your child out of school during term time, please apply to the school in advance for an absence request form, available from the school office. Your child will miss significant units of work through long periods of absence, and these cannot be taught on an individual basis on their return to school.

UNIFORM

We encourage all children to take pride in their appearance and to wear school uniform. It looks smart and helps pupils feel part of our school. Second hand uniform is available from the school office. Our school colours are white shirts or polo shirts and grey trousers, skirts or pinafores or red checked summer dresses. Red sweatshirts, cardigans and fleeces are also available.

Uniform with the school logo can be ordered from https://pmgschoolwear.co.uk/school/Leighterton_Primary_School_Tetbury, and general

items from local shops. Children should wear sturdy, black shoes with covered heels and toes. If boots are worn to school, an indoor pair of shoes should be sent for the school day. Children should bring a spare pair of trainers or wellies to wear while playing on the field.

Long hair should be tied back away from the face. A watch may be worn and one small pair of stud earrings which the children must remove before sports activities. They are responsible for the safe keeping of these items.

PE KIT

All children need to change into navy blue shorts and a white t-shirt for PE, with a tracksuit for outdoor PE. Leighterton PE hoodies are available to order. Daps or plimsolls and spare socks are needed for outside PE. Jewellery is not allowed to be worn in school apart from children with pierced ears who may wear small studs and **not hooped earrings**. Earrings must be removed for PE or covered with plasters if recently pierced.

Please label all items clearly with your child's name and provide a named drawstring bag.

In cold weather please ensure your child comes to school with a warm coat and something waterproof when it is wet. In the summer, it is recommended that children wear hats/ caps and sunscreen to protect them from the sun.

Please note that we cannot be held responsible for any loss of clothing, etc. Please help us and your child by naming all clothing so as to avoid confusion and loss. Please also ensure that your child's coat has a loop for easy hanging.

Second hand uniform is for sale at school.

CLUBS

We offer a wide range of clubs for our children. Recently, children have had opportunities to learn new skills, such as Tag Rugby, Cross Country, Hockey, Netball, Football, Yoga, Archery, Sports Leaders and Gymnastics. Other clubs have been Making Things, Nature, Craft, Jewellery Making, French, Printing, Music Ensemble, Construction, Recorders, Fizz Buzz Science and many more.

BREAKFAST AND AFTER SCHOOL CLUB

We are extremely lucky to be able to offer Breakfast Club from 7.30 am every morning, and After School Club until 6.00 pm from Monday to Thursday in our Out of School Club. This is very popular, providing affordable, secure childcare. Children thoroughly enjoy their time here, taking part in a wide range of fun filled activities in a familiar environment. This can be booked via our school office.

HEALTHY EATING

Part of preparing children for their future is educating children to make healthy choices which will impact on their lives. We encourage the children to eat a piece of fruit during

the morning break. We are very lucky to have school meals cooked on site and there is a very high uptake of our delicious options. Currently, children in Foundation Stage and Key Stage One are provided with a school lunch under the government's Universal Free School Meal initiative.

If you receive the following benefits, your child might be entitled to free school meals:

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2025.

Children who are eligible for free school meals attract Pupil Premium funding. If your child is eligible for this funding, they will be so for the duration of their time at primary school even if your personal situation changes. As a school we are able to use this funding to provide your child with additional support according to their needs.

If your child brings packed lunches, we ask that parents support us by providing their child with a balanced, healthy meal.

FOREST SCHOOL

As part of our curriculum, every class works on Forest School activities for several sessions each term. We provide a waterproof all-in-one for each child to wear, when the weather is wet.

MUSICAL TUITION

Children in Key Stage Two are offered the opportunity to learn the recorder. They are also able to learn an additional instrument for a reasonable charge. This year children

have learnt to play the violin, flute, piano, keyboard, oboe, guitar, drums and music technology. Saxophone, ukulele, guitar and clarinet lessons are also available. Children in Oxleworth Class have all been taught how to read music and play the ukulele and are currently part of a whole class samba band.

PTFA

We have a very active and friendly Parent Teacher and Friends Association which raises funds to provide extra opportunities and resources for our children. We always welcome support and ideas from parents and the wider community to enhance the learning and care we already have in place.

SAFEGUARDING

Throughout our learning community, the safety of our children is paramount. We have a responsibility to protect and safeguard the welfare of all children in our care. We have a policy which provides clear direction concerning child protection issues and makes explicit Leighterton Primary School's commitment to the development of good practice and procedures. This can be a sensitive area and is always dealt with professionally in ways which support the needs of the child.

MEDICAL MATTERS

Health

We will work with you to ensure that your child is healthy at school, and we want you to help us to do this. In particular, we need to know of any medical problems which might affect your child's progress at school eg asthma. We also have information in school with the recommended time of absence for infectious diseases such as chicken pox and slap-cheek. Please contact us for any further advice.

We will do our best to help with children's medical needs, but we cannot be responsible for giving medicines to children. However, parents whose children require regular or prescribed medication should discuss the matter with the Head teacher. We recommend any child on medication for occasional illness stays at home until the course of treatment is finished. Please do not send creams, ointments or any medication to school with your child.

Unfortunately, and despite all your efforts and ours, children occasionally pick up head-lice and we would ask you to check your child for this. Careful daily grooming is advised. Please inform school if your child is infected, so we can alert all parents in a particular class to double-check their children. Please ask for advice — leaflets are available.

Illness

Your child should stay at home for 48 hours after sickness or diarrhoea and we advise not sending a child complaining of earache or similar problems. Unfortunately, we do not have facilities for sick children, and a child who feels ill is not very happy at school.

Emergency contact

We must have an emergency contact number for you or a nominated adult in case we need to contact you urgently during the day in case of illness or any emergency.