

# ELLWOOD COMMUNITY PRIMARY SCHOOL

Believe, Achieve, Belong



## PROSPECTUS

2024-2025



# **ELLWOOD COMMUNITY PRIMARY SCHOOL**

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**Ellwood Community Primary School  
Bromley Road  
Ellwood  
Coleford  
Gloucestershire  
GL16 7LY**

**Telephone 01594 833232  
E-Mail: [admin@ellwood.gloucs.sch.uk](mailto:admin@ellwood.gloucs.sch.uk)  
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**Believe, Achieve, Belong**

Authority:  
Gloucestershire County Council  
Gloucester  
GL1 2TP  
Telephone: 01452 425000

## Welcome to our School!

Whether you are a visitor, volunteer, parent/carer or pupil, you will find a warm welcome at Ellwood Community Primary School.

Our aim is for learning to be fun, purposeful and challenging. We strive to ensure that all children are happy, feel safe, are valued and reach their full potential.

Through our curriculum, we aim to equip each child with the skills they need for lifelong learning; developing confident pupils, who take ownership of their learning and are proud of their achievements. We encourage pupils to take responsibility for their behaviour and to grow into responsible, successful citizens.

Children's individual needs are met in a stimulating, safe and secure setting, which encompasses not only the immediate learning environment and school grounds but the wider surrounding area also.

Ellwood School has been at the heart of the local Community since 1878, when it was attended by the ancestors of many well-known local families. The school has seen many changes in the structure of education during its history - and the building has been adapted and extended to meet the needs of our pupils today.

I hope that this prospectus will prove helpful to you in finding out about the school. If you wish to know more or if you have any concerns that you wish to share, please do not hesitate to contact the school office on 01594 833232.

Information is available and regularly updated on the school website at [www.ellwoodschool.co.uk](http://www.ellwoodschool.co.uk).

You can also email the office: [admin@ellwood.gloucs.sch.uk](mailto:admin@ellwood.gloucs.sch.uk)

Visits to our school are always welcome and we look forward to meeting you.

Thank you

*D. Milford*

Mrs D Milford

Headteacher

**ELLWOOD COMMUNITY PRIMARY SCHOOL**  
**Contents**



Governors	p.5
Staff, Class Organisation, Admissions	p.6
Description of Buildings and Facilities, The Vision at Ellwood Primary School	p.7
Aims of Education at Ellwood School	p.8
The Five Major Outcomes, British Values	p.9, 10, 11, 12
The School Day, Curriculum	p.13
Early Years Foundation Stage	p.14
KS1 & KS2 Curriculum, English	p.15
Maths, Science, Art and Design	p.16
Computing, Design and Technology, History and Geography	p.17
Languages, Music, Physical Education	p.18
Religious Education, PSHE, SRE	p.19
SEND, Disability and Discrimination, Pastoral Care	p.20
MAT, Homework, Clubs	p.21
School Uniform, PE Kit, School Meal Arrangements	p.22
Rules and Children's Behaviour, Equal Opportunities and Multicultural Issues	p.23
Illness, Infectious Diseases, Health/Medical	p.24
Headlice, Complaints Procedure, Communication and Contact with the School	p.25
Attendance and Absenteeism	p.26
Money, School Newsletters and other Correspondence, Parent Consultations and Annual Reports	p.27
Parental Involvement, Home School Agreement, Parental/Carer Consent Form	p.28
Ellwood Nursery Group	p.29

School policies are available on the school website: [www.ellwoodschool.co.uk](http://www.ellwoodschool.co.uk)

## SCHOOL GOVERNORS

All members of the Governing Body can be contacted via the school.

**Chair:** Mrs M Ireland

Mrs D Milford (Head Teacher)  
Mrs H Woodhouse (Staff Governor)  
Mr A Lord (Co-opted Governor)  
Mrs H Cornock (Co-opted Governor)  
Mr C Toomer (Parent Governor)  
Mrs Debra Oliver (LA Governor)  
Miss Rachel Meek (Parent Governor)

**Clerk to Governors:** Mrs J Lewis

Our Governors bring us their skills, knowledge and life experience to help us achieve our aims. Full meetings are held each term. Governors carry out much of their work in sub-committees and working parties, which have a key role to play in the development of the school. We are grateful for their attendance and support during classroom visits and at larger school events - and we appreciate the way in which they act as critical friends.

## **Ellwood is a maintained Local Education Authority Primary School**

**Number on Roll (at time of publication): 138**

**Published Admission Number (PAN): 140**

### **Key Staff**

**Headteacher and**

**Designated Safeguard Lead**

Mrs D Milford

**SENDCo/Phase Lead/**

**Deputy Designated Safeguard Lead**

Mrs H Woodhouse (KS2)

**Family Support Worker/**

**Deputy Designated Safeguard Lead**

Mrs M Charles

**ELSA Support**

Mrs J Rowley

**Business Manager**

Mrs L Edwards

**Administrator**

Mrs R Tait

### **Class Organisation**

The school has five classes and therefore, two year groups are split between two classes. This is determined by the age of the children.

We have been fortunate enough to be able to teach discrete year groups each morning for English, Maths and Science and are hopeful this continues.

### **Admissions**

Our admissions number in Reception is 20 pupils. Prospective parents and their children are welcome to visit the school, where a member of staff will be pleased to give you a tour. Please telephone the school office on 01594 833232 to arrange a time. Visiting our school website may also provide helpful information about the school prior to your visit.

## ELLWOOD COMMUNITY PRIMARY SCHOOL

### Description of Building and Facilities

Today, the school boasts five spacious classrooms, each named after a forest tree. The bright school hall is used for sports, as a dining room and as an assembly area. There is a well-stocked library.

The Foundation Stage classroom leads directly to a canopied, all-weather outdoor area, giving full access to child-led learning.

A hard-surfaced playground, marked with a range of games, and extensive grassed area are used for both educational and recreational purposes. There is also a lovely vegetable garden, a large wooden gazebo, a pond and forest log circle.

There is a 'Good' (rated by Ofsted) adjoining Nursery located in the Old School House, with which the school has very strong links. The proprietor is Mrs Cornock.

### The Vision at Ellwood Community Primary School

At Ellwood Community Primary School, we strive to be the best we can be. We have high aspirations for all our pupils, staff and the community. We want our children to be confident individuals, lifelong learners and global citizens who achieve their very best.

Our school motto is: **Believe, Achieve, Belong**

**Believe** - We believe all children have potential and should believe in themselves. We believe in them, our staff, parents, governors and our community. We believe together, we achieve more.

**Achieve** - We want every child to succeed and achieve their full potential. This could be academically, personally or socially. We also want the school community to achieve its very best.

**Belong** - We want our children to belong. We want them to belong to their class, school and community. We want them to feel that they will always be welcome at Ellwood and will feel valued.

## **Aims of Education at Ellwood**

At Ellwood School, we believe that good teamwork skills and positive partnerships with all members of the community enable children to develop into tolerant, committed and confident individuals.

Our main aim is that we enable children to learn and enjoy reaching their full potential in a stimulating and well-managed environment.

### **Community Aims**

- To inform parents and involve them in the life of the school.
- To form constructive links with nurseries, local Primary and Secondary Schools.
- To be aware of, and help support, the wider community.

### **Social and Personal Aims**

- High standards of behaviour and self-discipline will be encouraged.
- Promotion of respect, friendship and tolerance.
- To recognise and value contributions to the life of the school.
- To encourage enquiring attitudes and purposeful approaches to work.

### **Curriculum Aims**

- To provide a broad, balanced and well-organised curriculum that is in line with national requirements, emphasising Key Language Skills.
- To ensure efficient use of all resources.
- To assess needs of all children and match work appropriately.
- To provide quality teaching, supported by relevant training.
- To expect and reward high standards of effort and presentation.



## The Five Major Outcomes

We support our children and families to achieve the five major outcomes as set out in the 'Every Child Matters' document:



### Being Healthy

We promote the benefits of eating healthily and exercising regularly through PSHE lessons, guidance assemblies and links with outside professionals. We have been awarded Healthy Schools Plus status. The children exercise in regular PE & games lessons and the Daily Mile. Many pupils take part in physical activity clubs and friendly/competitive leagues and matches. We have links with local cluster schools - and we enter School Games competitions such as rounders, gymnastics, football and netball. We also take groups of children to the local gymnastics centre. Year 6 train in cycling proficiency and KS2 year groups have blocks of swimming lessons at Forest Leisure, Cinderford.

Our County caterers provide a balanced menu, information about which is available from the school office. Water is readily available in school for children to fill and refill their own water bottles, which they keep in class for drinks during the day. Children are educated and encouraged to eat healthily and we believe in developing their ability to make healthy choices. Sweets are not allowed in school. If children have 'tuck,' parents are encouraged to ensure that this is a healthy snack, preferably fruit. Fruit is always available for children in KS1. Milk is available free of charge for children up to the age of five years. It is provided for older pupils, at cost, if required.

During the summer months, we encourage children to be "Sun Smart", as we acknowledge the importance of sun protection and want pupils and staff to enjoy the sun safely. Children are encouraged to wear sunhats and sunscreen.

We believe it is important to take care of the children's emotional health. We have a designated 'quiet area', attractive playground markings, an activity trail and an extensive range of outdoor games to encourage happy, active play. Older children train to be Sports Leaders to assist in the promotion of co-operative play. Behaviour is managed consistently, so that we have the right climate for education in classes.



## Staying Safe

The safety of the children is very important to us. Doors are locked throughout the day and we have a secure entry system. We have controlled access to the main school entrance by intercom. All visitors are asked to report to the school office on arrival, and wear a badge during their visit. Safety is enhanced by CCTV, which helps us to monitor the site. The Headteacher is Designated Safeguarding Lead and the school has two Deputy Designated Safeguarding Leads (Mrs Woodhouse and Mrs Charles). We have trained first-aiders in school and Internet protection is provided through SWGfL filtering.

We aim to prepare learners to identify and understand risk, make sound choices and speak up for themselves in real-life environments. At Ellwood, our children have personal safety talks and support from the Road Safety team, the emergency services and the Police and PCSOs.

Absence from school is monitored, and parents are telephoned if no explanation has been received, for the safety of the children. We fully recognise our responsibilities for child protection, and our policy applies to all staff, governors and volunteers working in the school. If you need to contact us, the school office is generally manned all day, but schools are busy places and you may reach our answerphone from time to time. Please leave a message - the answerphone is checked regularly through the day. If your concern is of an urgent nature, we will call back at the earliest opportunity.

When children leave or arrive at school other than at normal times (e.g. for a medical or dental appointment), please sign them out/in at the school office. We hope we never have to use it, but this log could be vital in a crisis.

We all have a duty to try to keep one another safe. Please drive and park safely, carefully and considerately if you come to school by car. Please ensure that the disabled parking designated spaces are left available for those who need them. Help us to prevent accidents by not allowing youngsters to ride their scooters or bikes around the premises. Please do not bring dogs onto the school grounds.



## Enjoying and Achieving

We wish children to find learning exciting, work enthusiastically and value education. Our topic-based teaching, with a range of supporting visits, visitors and themed weeks, is stimulating and exciting for the children. Details of such activities are outlined in regular newsletters.

We hold Celebration Assemblies in which children are encouraged to share achievements gained outside of school. We have a noticeboard and information shelves in the front reception area, where community and school events, activities, facilities and services are displayed - please help yourself to this material.

Our newsletters contain general information and dates for your diary or calendar for the term. Further information about specific events and activities will be followed by a letter home, where needed. All newsletters and other information can be accessed on our website and Dojo.



## Making a Positive Contribution

Children have a voice at Ellwood: we have our own School Council, with democratically elected representatives from each class. They make suggestions and help deliver ways to improve the school. They also select and organise fundraising events for charities through the year. We believe that children are not simply being prepared to become citizens for life in Modern Britain but that they are already citizens both in their school and community.

The older children may become monitors and Sports Leaders, encouraging others to have positive relationships and happy playtimes.

We aim to communicate effectively with parents/carers and as well as paper messages sent home, parents also receive text alerts and emails. Our website, detailing activities and events, is updated regularly.



### Wellbeing and Achieving Economic Wellbeing

We believe that children need to develop many and varied skills - learning skills, social skills, physical skills and problem-solving skills. They need to gain an understanding of society, become reasonably self-sufficient and formulate a reasoned set of social, moral and spiritual values. We aim for our children to become self-confident, adaptable and tolerant, and to acquire a realistic self-esteem.

We seek to prepare children for the next stage of their education; we intend that children find school life and learning a happy and rewarding experience and believe that a broad and balanced curriculum will contribute to this, devoting time to the arts/sports in order to develop children's creative talents. We provide a choice of after-school and lunchtime clubs to develop their interests and skills, and have strong links with the local community and schools. A range of sports coaching, activity days and festivals are regularly attended. We have strong links with our on-site feeder nursery and other pre-school establishments and very good links with our local Secondary schools.

We aim to help our learners to envisage a positive future for themselves and their families. We help children to learn about managing their own money. They find out about the global economy and how businesses work, including the qualities and skills needed for adult working life. We provide opportunities for the children to be enterprising and aim for them to develop a sense of satisfaction and self-worth as they consider their future working life and financial wellbeing.

### British Values

We promote British Values in school. These are 'democracy', 'the rule of law', 'individual liberty' and 'mutual respect for, and tolerance of, those with different faiths and beliefs, and for those without faith'. These are embedded in school life and our curriculum.

## The School Day

The school day begins promptly at 8.50 a.m. Please note that the playground gate opens at 8.45 a.m. Children are allowed to come straight into the school building.

Morning playtime is at 10.30 a.m. - 10.45 a.m. for EYFS and KS1 and 10.45-11.00 for KS2.

Lunch begins at 12 noon for Early Years and KS1. KS2 begin their lunch at 12.15 p.m. Lunchtime ends for the whole school at 12.55 pm and registration is taken at 1.00 p.m.

The afternoon sessions begin at 1.00 p.m.

Early Years and KS1 pupils may have an additional playtime in the afternoon.

School ends at 3.20 p.m.

## CURRICULUM

The school follows the Early Years Foundation Stage and Primary Curriculum.

- Foundation Stage (Reception: Oak Class)
- Key Stage 1 (Y1, Y2)
- Key Stage 2 (Y3, Y4, Y5, Y6)

(Further information about our Curriculum and topics can be found on the school website and is also shared at the start of each year in "Meet the Teachers Meeting").

The Class Teacher, in co-operation with the Head, is responsible for the educational progress and social and pastoral care of the children.

The school is a caring community and it is our policy to contact parents whenever a need arises. We hope that parents will likewise be in touch with the school to share concerns that might affect the wellbeing of their children. We operate an open-door policy and should any parent/carer have any enquiries, suggestions or worries, at any time, they are warmly invited to contact the Class Teacher, in the first instance, Mrs Woodhouse (phase lead) and if it remains unresolved, the Headteacher, Mrs Milford.





## Early Years Foundation Stage (first year in school)

Early childhood is the foundation on which children build the rest of their lives. At Ellwood Community Primary School, we greatly value the important role that the Early Years Foundation Stage (EYFS) plays in laying secure foundations for future learning and development. We believe that the EYFS has an important role to play in preparing children for life as well as the next stage of their education.

The EYFS framework includes seven areas of learning and development, all of which are seen as important and interconnected however, three areas (known as the prime areas) are seen as 'particularly crucial for igniting children's curiosity and enthusiasm for learning, for building their capacity to learn and form relationships and thrive' (DfE Statutory Framework for EYFS).

### Prime Areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

### Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

### Characteristics of Effective Learning

- Playing and Exploring
- Active Learning
- Creating and Thinking Critically



The EYFS classroom is organised to allow children to explore and learn securely and safely. There are areas where the children can be active or be quiet and rest. The classroom is set up in learning areas, where children are able to find and locate equipment and resources independently. There is an outdoor classroom, and we regularly engage in 'Forest Adventures' sessions both within the school grounds and also in the local forest.

### Parental Partnership

Working in partnership with parents and/or carers is central to delivering the EYFS here at Ellwood Community Primary School. We ensure parents/carers are fully involved in their child's learning and development allowing parents/carers to continue and extend their child's learning at home.



## Key Stages 1 and 2

In primary school, the pupils study the following subjects:

### Core Subjects

Mathematics  
English  
Science

### Foundation Subjects

Design and Technology	History
Geography	Music
Computing	Art and Design
Physical Education	
Languages (French in KS2 only)	
PSHE (life skills)	
Relationships and Health Education	

### Local Syllabus

Religious Education; including a daily act of collective worship.

Personal, Social, Health Education, Citizenship (life skills), British Values and SMSC (spiritual, moral, social and cultural) are an integral part of the curriculum. Themes and cross-curricular work are used to ensure a breadth and a purpose to learning.



## English

At Ellwood Community Primary School, we believe that literacy and communication are key life skills. Through the English curriculum, we help children develop the skills and knowledge that will enable them to communicate effectively and creatively through spoken and written language. This will equip them with the skills to become lifelong learners. We want children to enjoy and appreciate literature, in all its rich variety.

English is at the heart of all learning. It enables children both to communicate with others effectively for a variety of purposes and to examine their own and others' experiences. We promote reading for pleasure.

As English is central to children's intellectual, emotional and social development, it has an essential role across the curriculum and helps pupils' learning to be coherent and progressive.

We promote the use of a wide and varied vocabulary throughout the school, in order to develop children's understanding of interesting, exciting and engaging words. We encourage children to make effective vocabulary choices and to understand the impact that great word choices can have.

## Mathematics



We aim to:

- Make your child fluent in the fundamentals of mathematics.
- Develop the ability to reason logically and solve problems.
- Provide a range of practical activities which strengthen concepts and allow for a wide variety of purposes.
- Encourage children to present their work in a neat and orderly manner.

We help the children to enjoy mathematics. This is achieved by an understanding of every child's learning needs and by ensuring that she/he is engaged in varied and challenging activities.





## Science

We aim to:

- Develop the skills of active enquiry and experimentation.
- Encourage children to make increasingly detailed observations.
- Help children to interpret and analyse their findings and draw conclusions.
- Ensure children are equipped with the scientific knowledge required to understand the use and implications of science today and for the future.

We provide learning experiences which increase pupils' understanding and knowledge of the natural and physical world. Much of the work is of a practical nature. Many aspects of looking after ourselves are also covered in the science curriculum. We aim to give children a greater understanding of themselves by covering aspects of diet, hygiene and exercise.



## Art and Design

We aim to ensure that children:

- Produce creative work, exploring their ideas and recording their experiences.
- Become proficient in drawing, painting, sculpture and other art, craft and design techniques.
- Evaluate and analyse creative works using the language of art, craft and design.
- Know about great artists, craft makers and designers, and understand the historical and cultural development of their art forms.

Displays of pupils' work are made throughout the school, which encourage pride in personal work and the school environment.



## Computing

We aim to ensure that children:

- Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation.
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems.
- Can evaluate and apply information technology - including new or unfamiliar technologies - analytically, to solve problems.
- Are responsible, competent, confident and creative users of information and communication technology.

All classes have access to an interactive whiteboard. The school has a secure broadband connection and a bank of laptops, iPads and Kindles to further enhance the curriculum.

## Design and Technology



Design and Technology requires pupils to identify a 'need', develop an idea that may fulfil this, make the product and evaluate their own work. They learn to select tools and materials appropriate to the task and to use them safely. They are taught to understand and apply the principles of nutrition and they learn how to cook a range of dishes. Much of this work is closely linked to other curriculum areas.

## History and Geography



The school's setting makes it well-placed to accommodate the requirements of the National Curriculum for History and Geography. These subjects are taught to encourage active enquiry and observation. Younger pupils begin within their own experiences and the local environment. They then build on their understanding, skills and knowledge in Geography beyond the local area. This may include studying the United Kingdom and Europe, North/South America and India/Africa. In History, pupils are taught about the changes within living memory to events beyond living memory and they develop a sense of chronology. They are encouraged to develop a secure knowledge and understanding of British, local and world history including the lives of significant people.

## Languages (French)



The focus of study in French is on practical communication and provides a balance of spoken and written language. We currently have an active link with a French school.

## Music



We aim to provide a variety of experiences that engage and inspire pupils to foster a love of music and develop their talent as musicians. We have been awarded a Music Mark.

We have links with Gloucestershire Music and participate in a range of musical events both locally and further afield. Peripatetic Violin and Brass lessons are offered and Y4 pupils participate in whole-class tuition.

## Physical Education



The children take part in a variety of physical activities including dance, games, gymnastics and swimming. Swimming takes place at Forest Leisure, Cinderford. Extra-curricular sports clubs are available at school, for example; football, gymnastics, cricket and cross country. 'Friendly' football, netball and rounders matches are played against local schools. We also enter sporting competitions for local schools, gymnastic competitions, swimming galas and dance festivals.

The curriculum focuses on the mastery of a range of skills. From Year 3 onwards, all pupils cover a range of team sports that include football, netball, tag rugby, hockey, rounders, short tennis and cricket. This gives them the opportunity to practise the skills they have learnt. The rules and team sizes are modified to suit the children's ability and age.

As a school, we pride ourselves on our sporting efforts and often win local competitions. We are part of the Youth Sports Trust and have been awarded the Gold School Games mark.



## Religious Education



The school follows the local 'Agreed Syllabus' for Religious Education. Through these lessons, we aim to equip each child with a set of moral values and attitudes gained from the study of Christianity, other faiths and general moral issues.

The daily act of worship is an important feature of life at Ellwood and the school has strong links with the local churches. Assemblies - which are led by the Head,

staff, or even by the children themselves - are varied and interesting, with visiting speakers from local churches, community organisations and charity organisations helping to enrich our programme. Parents who wish to withdraw their children should contact the Head.

## **Personal, Social, Health and Economic Education and Citizenship (life skills)**



Although personal, social and moral education themes occur throughout the curriculum, specific lessons and circle time/Class Councils are timetabled. Children reflect on their personal experiences, and learn to understand and respect diversity and differences so that they can form effective relationships. We aim for our teaching to give the children the knowledge, skills and understanding they need to lead confident, healthy, independent lives. They find out about the things in society that affect their lives, and about their rights and responsibilities as individuals and members of communities.

Children are encouraged to take part in a wide range of activities including growing food, cooking, walk to school, health weeks and community events. Our children's behaviour is praised during educational visits and by visitors to the school. In our most recent Ofsted inspection in 2018, it was stated that, 'The behaviour of pupils is good. They have positive attitudes and apply themselves diligently to their work. Pupils are polite and enjoy all that the school has to offer.'

## **Sex and Relationships Education (SRE)**

SRE is taught throughout the school as a discrete subject but also as part of Science, PE and PSHE (life skills). Parents may view resources if needed.

## **Special Educational Needs and Disabilities (SEND)**

At Ellwood, we aim for all children, including those with Special Educational Needs, to reach their full potential. With regard to the SEN Code of Practice, we have a SENDCo (Special Educational Needs co-ordinator), Mrs H Woodhouse and SEN Teaching Assistants. All teachers in school are teachers of SEND pupils and take ownership and responsibility of the pupils' targets, needs and achievements.

Pupils who have special needs are identified in a variety of ways i.e. through the parents, class teacher and external agencies. Support is offered to children through small-group tuition, classroom assistant support and a range of material resources. Parents are invited to discuss any anxieties concerning their children in this area of education with the Class Teacher, in the first instance, but if the concern remains, a meeting with the SENDCO should then be arranged.

When a child has been identified as having a Special Educational Need, the parents will be involved at every stage when appropriate provision is being established, and targets are set and reviewed for their son/daughter's learning. Progress is reviewed through shared conversations with the parents/carers/Class Teachers/TAs, pupil and SENDCo (when needed). These are usually every term or more frequently if needed.

## **Disability and Discrimination**

The school aims to include all pupils, including those with disabilities, in the full life of the school. The policy states the strategies all staff will follow to ensure equality for disabled pupils.

The Accessibility Plan covers:

- Improving the physical environment
- Increasing participation in the curriculum and school life
- Improving delivery of information
- Developing a whole-school approach

This is a three-year plan which is monitored by the Headteacher and governors.

## **Pastoral Care Arrangements**

We have a Family Support Worker (FSW), Mrs Charles, who often works with pupils and their families to offer support and guidance. She is supported by Mrs Rowley. They are both ELSA and Lego trained. If you feel this is something you would like to investigate further, please contact your child's Class Teacher, the SENDCo or FSWs directly.

## **More Able and Talented Pupils**

More able or talented children are recognised by the Class Teacher/other professionals and through discussions with parents/carers. We can signpost to outside agencies to help establish appropriate provision, for talents such as sports. We seek to develop the skills and talents of all children, and we celebrate

successes achieved in and out of school. All children are monitored regularly in class, through assessments and pupil progress meetings. Lessons are differentiated to meet the needs of all groups of children.

## Homework

We feel that homework can be a positive factor in pupil achievement. However, we consider that a child who has worked hard at school should not be overburdened by an unreasonable amount of work to be done at home. Many children have outside interests which are important to them and which the school recognises as being important in developing a well-rounded personality. Therefore, we try to ensure that any homework set is relevant, linked to work in class and set within a fair time scale.

Children are expected to take reading books home regularly and should read aloud to their parents/carers at least four times a week. Children may be asked to complete other tasks to reinforce the work they do at school in English and Maths. Sometimes, children may also be asked to research an aspect of classroom study. Phonics is very important and needs regular practise at home. If pupils do not have access to a computer at home, they can be offered the opportunity to complete this type of homework at school. There will also be occasions when unfinished classwork needs to be completed at home or when extra practice is needed to overcome a difficulty.

We ask parents to encourage and support their child(ren) when homework is set and to notify the school should any problems occur. Please ensure any homework set is returned to school on time.

## Clubs

A wide choice of clubs are available to the children. Most of these clubs are run out of normal school hours by volunteer staff or external professionals. The clubs vary termly. Parents/carers of children will be notified of any change or cancellation. We run a variety of clubs e.g. football, dance, gardening, netball, chess, art, archery, biking, tag rugby, cricket, golf and recorders.

## Uniform

Ellwood School uniform, embossed with the school logo, is available from Brigade Clothing. Items are ordered online and delivered to your home (via a link on our website).

- Grey school trousers/shorts
  - Grey school skirt/pinafore dress
- Green check dresses may be worn in the summer, if preferred.



- Jade polo shirts (preferably with school logo)
- Navy blue sweatshirts or cardigans (preferably with school logo)
- Navy blue fleece jackets (with school logo)
- Footwear - Children are expected to wear sensible, 'safe' shoes, **not fashion shoes**. Tights should be grey and socks should be grey, black or white.
- Hair - Sensible hair styles, no large bows etc and no extreme hair styles.
- Smart watches - Smart watches are not to be worn unless permitted for health/medical reasons (proof is required).
- We encourage children to wear sunhats and sun cream to school in hot weather.

## PE Kit

- Plain white t-shirt, navy shorts, black daps or plain trainers. Children currently come in to school in their PE kits.
- Forest Adventures - Long sleeved navy blue top, navy blue/black joggers or leggings, a weather proof coat and wellies.

PLEASE ENSURE THAT ALL BELONGINGS ARE MARKED WITH YOUR CHILD'S NAME so that lost clothing and items can be returned quickly and easily.

Please ensure that your child does not wear jewellery which could prove dangerous in physical activities, such as earrings. Earrings should be taped over or removed. Any type of bag/rucksack may be brought to school for daily use, but size should be kept to a minimum for easy storage.

## School Meal Arrangements

School Meals are provided by 'Caterlink', an outside contractor. Food is cooked in a central kitchen in a local school and there is a choice of meals available each day. Facilities are provided for children to eat sandwiches brought from home, and/or their own drink(s). All children should bring a snack (preferably fruit) for mid-morning break. They should bring a water bottle, which can be accessed throughout the day. All pupils in EYFS, Year 1 and Year 2 are entitled to a universal infant free school meal. School meals must be paid for in advance and the dinner account needs to be topped up.



## Rules and Children's Behaviour

Our school rules and core values encourage high standards of behaviour which are associated with happiness, success and fulfilment. The school has a whole-school behaviour policy which is consistent in all classes. We make a point of celebrating

helpful, considerate and kind behaviour. On the other hand, if a child does not follow the school rules, this may result in a sanction. If necessary, the pupil may be referred to the Head and the parents/carers may be contacted. If behaviour consistently gives cause for concern, the child will be regularly monitored by the class teacher, SENDCo and the Head. We involve parents as partners in tackling undesirable behaviour through mutual support and co-operation between home and school. It is helpful when parents let us know in good time if they have concerns about and social, emotional, mental health or behaviour issues.

Cases of bullying should be reported to the appropriate teacher, phase lead or the Head. Please ensure that you and your child are clear about what bullying is and to inform us as soon as possible if you have concerns. Children do fall out on rare occasions and this is different to bullying. We take bullying very seriously. The Head reports regularly to Governors about children's behaviour, including bullying should it arise.



## **Equal Opportunities, Discrimination and Multicultural Issues (Equality Act 2010)**

Ellwood School is committed to the principle of equal opportunities, we are an inclusive school. This concept of justice and fairness, in a multicultural society, is an integral part of the life of the school and a significant element of our curriculum. We prepare children for life in a multicultural society and ensure that children from all groups can develop their talents and make a valued contribution to the life of the school.

We do not tolerate racism or any form of discrimination. Parents and children are encouraged to contact the Head if they notice or experience any difficulties with fairness or justice in school or if they have any suggestions for future improvements in this area. The Head reports regularly to Governors on these matters. All issues of discrimination should be referred directly to the appropriate teacher, or to the Headteacher. The children learn about treating everyone equally and protective characteristics at an age appropriate level.

## **Illness**

If a child is unwell he/she should not come to school. In these circumstances, parents must telephone the office before school begins at 8.50 a.m. (or before 9.30 a.m. at the latest), and ideally send a note to the Class Teacher explaining





the absence when he/she returns. Children who become ill while they are in school can only be offered such attention as a caring parent would provide, supported by qualified first aiders. **PLEASE ENSURE THAT WE HAVE A TELEPHONE NUMBER ON WHICH A PARENT/CARER CAN BE CONTACTED SO THAT A SICK CHILD MAY BE SENT HOME.** In an emergency, we would call on the usual medical services and we ask parents to authorise us to make necessary decisions in such circumstances if we are unable to contact a parent.

### **Absences for Infectious Diseases**

If your child has suffered from vomiting and/or diarrhoea, they must remain home from school until 48 hours after the **last bout** of sickness/diarrhoea. This means, for example, that if your child is ill from Monday morning until Tuesday evening, they will not be able to return until Friday morning at the earliest. Please look at the NHS website for further guidance regarding the period your child should take off with infectious diseases.

### **Health / Medical**

Class Teachers will not normally undertake the administering of medicines since it is clearly inadvisable to have medicines in the classroom or unattended in bags and pockets (with the exception of inhalers - please see next paragraph). However, either the business manager, administrator or the Head may agree to look after medicine and will administer it according to the written instructions supplied by parents on a signed Authorisation Form. This arrangement will be the ultimate responsibility of the Head.

If your child needs to have access to an inhaler/volumatic for asthma, please provide an inhaler for use in school. Please also ensure you have completed an Asthma Plan form, for our records. The inhaler must be named clearly and will be kept in the classroom and made accessible to the child, if needed.

Parents must inform school of any ailments, medical conditions or allergies affecting their child/children and may be asked to complete a care plan. This information is treated with the strictest confidence, and is important so that we can discuss arrangements/medication in the event of an emergency at school.

The school has a number of qualified First Aiders. In addition, a number of adults working with Reception children have completed the Early Years First Aid (paediatric) training, along with other staff members who teach in KS 1.

## Head lice

Please let us know if you find head lice in your child's hair. So we can inform the rest of the class that there is headlice in the class. This will be confidential and a general message will be sent.

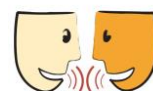
## Complaints Procedure

Most concerns can be dealt with informally, by the Class Teacher. Should this prove unsuccessful, the complaint should be referred to the phase lead in the first instance and then the Headteacher. If the complaint fails to be resolved, there is a formal procedure available through the Governing Body. If parents wish to complain to Governors if it remains unresolved, this can be done through the School Office. Please use a sealed envelope, marked 'confidential', addressed to the Chair of the Governing Body. If the complaint is about the head teacher, this needs to be addressed by the Chair of the Governing Body. The Chair's school email address can also be made available. The Complaints Policy/Procedure is available to read on the school's website.



## Communication and Contact with the School

The Head and teaching staff are keen to communicate effectively with parents as this is clearly in the interest of the children. Where a 'quick word' is involved, it is generally possible for parents to see the Class Teacher informally.



If the matter to be discussed is likely to take more time than a few minutes, it is sensible for parents to make a separate appointment. It is best to speak to your child's Class Teacher in the first instance. If the situation is not resolved, the phase lead (Mrs Woodhouse) or the Headteacher (Mrs Milford) will be happy to meet with you.

Staff are usually available at the school gate in the mornings. You can also email ([admin@ellwood.gloucs.sch.uk](mailto:admin@ellwood.gloucs.sch.uk)) or leave a message at the school office (01594 833232).

Please don't feel offended if teachers or the Headteacher are not available for appointments at short notice, as they may be attending meetings as part of their professional responsibilities.

## Attendance and Absenteeism

The dates of school holidays are made known to parents in good time and are available on our website. Also, in-service training day (INSET) dates are advised at the beginning of the academic year. Any leave of absence in term-time will not be helpful to children as they not only miss the teaching provided on the days that they are away, but are also less prepared for lessons upon return. **In line**

**with County Government guidelines, only in very exceptional circumstances will leave of absence in term time be authorised.** All leave of absence requests are treated on a case by case basis.

Attendance in school is key to your child achieving their full academic potential. It is important that your child is fully prepared for the day ahead and arrives in school on time, or a record of late arrival will be indicated on the attendance register. Individual details of your child's attendance for the year to date is given each term and also appears on their end of year report, forming part of their academic school record. Our target is 97% attendance, however, we strive to have 100%. If attendance becomes a concern, our FSW/SENDCo and outside agencies will be informed to provide support for the family and pupil. Letters are sent home to children whose attendance is under 95%. Attendance under 90% is classed as persistent absence.

Wherever possible, we encourage non-essential medical/dental/optical appointments to be held out of school hours, or during school holidays. If your child must attend a medical/hospital appointment during the school day, please advise the school of details of the appointment, including pick up arrangements for your child, as soon as possible. Absences such as these will be recorded on your child's attendance record as 'medical appointments'.

As mentioned in the illness section, if your child is ill and is to be absent from school, please notify the school office on (01594) 833232, by 9.30 a.m. on the first day of the absence. If your child is likely to be absent for several days, please keep in regular contact with the school to update us on your child's progress, especially if the nature of the illness is something easily spread to other children e.g. chicken pox, measles etc.

Absences from school due to illness, or to attend essential medical appointments are classified as 'authorised absences'. Family holidays taken within the school term are deemed 'unauthorised'. An unauthorised absence from school during term time, for the purpose of a family holiday, will put parents at risk of being issued a Penalty Notice by the Local Authority. Fines start from £60.00 per parent per child, (whether living in the same home or not) or any other adults who have responsibility for the child, irrespective of whether or not the parents are estranged. For more information on Penalty Notices, Prosecution for Non-Attendance at School, and School Attendance, please visit [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk) Please also take a look at the school's Attendance policy, available on the school's website.

## **Money**

Ellwood School does not accept cash, instead we use 'ParentPay'. This is a system whereby parents are provided with their own unique login details, and can log in

online to top up their child's account for dinners. This is our option for receiving school lunch payments. If online payment is not an option, parents can pay at a 'Pay Point' using their barcode. These can usually be found locally in shops.

We use ParentPay for school trips and activities also. If unable to pay online using your ParentPay account, a barcode letter can be provided for the trip/activity which you may then use at a 'PayPoint' using the barcode provided on the letter.



### **School Newsletters and other Written Correspondence**

We aim to ensure that parents are kept informed of issues through regular school newsletters which are emailed home and are also available to view on the school's website. Other correspondence includes letters and invitations for specific events. These rely on pupils for delivery, so it is important that your child is made aware of his or her responsibility in ensuring that letters reach home, and are returned to school on time. We also have a text, dojo app, eschools app and email service that enables us to contact parents/carers quickly for short messages. The school also has a Facebook account for keeping parents/carers up to date of upcoming events. Class specific information may be also be found on the school website class pages.



### **Parent Consultations and Annual Reports**

Parent consultations with the Class Teacher are offered three times a year. An annual written report for each child is issued in the Summer Term. Teachers hold a 'meet the teacher' event early in September to explain how the year ahead, expectations and the learning to be covered. There is also the opportunity to attend other events throughout the year.

### **Parental Involvement**

We have a well-established partnership with parents and are proud of our parent helpers. Staff regularly organise a variety of school activities which are well supported by parents/carers and other members of the community. The money raised is used to enrich children's learning through resources, improving the school environment or towards the funding of activities. Your participation is positively and actively encouraged; your time and expertise will really enhance the

learning opportunities of our children. Voluntary helpers may need a DBS check. The school will inform the volunteers if this is necessary and will assist in the application.

## Home School Agreement

This is a signed agreement between parent, carers, pupil and teachers. It sets out the role of each person in the partnership, to support the pupil in gaining a full and high-quality education.



## Parental/Carer Consent Form for Educational Visits

Parents will be asked to complete consent forms for any educational trip taking place outside school hours or for visits further afield.

At the beginning of each academic year, consent forms are sent out for permission such as; to take children to the forest log circle in the woods close to the school. A consent form is not needed for trips in the school day.



## Ellwood Nursery



This is a thriving 'good' nursery which is independently run and located in The School House, adjoining school. The nursery shares many of the facilities of the school. Before and after-school facilities are also available at the nursery. More details can be obtained from the nursery's website: [miarosenurseries.co.uk](http://miarosenurseries.co.uk) or email: [ellwood@miarosenurseries.co.uk](mailto:ellwood@miarosenurseries.co.uk)

**Thank you!**

We hope that this prospectus has answered some of the questions you may have about the education we provide at Ellwood Community Primary School. We look forward to the opportunity to welcome you and your child to our happy, successful school!