

**Bicester Learning
Academy
Glory Farm
Primary School**

School Prospectus 2014-2015



Hendon Place

Sunderland Drive

Bicester Oxon

OX26 4YJ

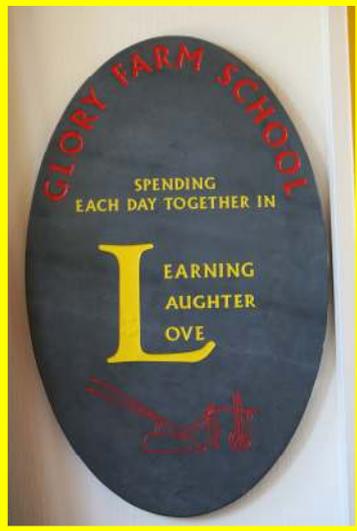
Telephone number 01869 244050

E-mail office@gloryfarmschool.co.uk

Web site www.glory-farm.org.uk

Headteacher: Ian Elkington

Welcome to Our School



We appreciate that the choice of school for a child is a vital decision for every family. We have produced this Prospectus to introduce you to our school and its community and to provide the information to help you to make that choice.

Glory Farm is an extraordinary school, where adults and children work together in a warm, exciting and stimulating environment. Pupils aged between four and eleven from our richly mixed catchment area are taught in mixed ability classes, working under the care and guidance of their own class teacher. We are proud of our learning environment, the equipment and facilities we offer, and the way in which the children use, enjoy and respect them.

We hope this Prospectus gives you a clear insight into our school. However, we think the best way to find out is to come and meet us! Our headteacher, teachers and children would be delighted to show you around our school – and we would all be delighted to meet you and your child!

Our School and the Family

We believe the part parents play in their child's education is vital. Encouragement and interest in your child's education and school life are essential factors, and will give great benefit to your child.

We recognise the important part you play in your child's education. You know your child best. We work to achieve a community where parents and teachers can approach each other with ease to talk about questions of current practice, continuity and, of course, children's development and progression.

We hope this relationship will offer all parents the genuine opportunity to share in the development of educational priorities for the children and enable all children to feel secure in the knowledge that home and school are working in partnership.

Glory Farm Primary School

Our School History

The year 2012 saw Glory Farm Primary School celebrate it's 35th birthday. The school opened in January 1977 to serve the community in the north-eastern part of Bicester, and is one of nine co-educational primary schools in the town.

We share a large, jointly managed, site and spacious grounds with The Cooper School, Bardwell Special School, North Bicester Children's Centre and Rainbow Playgroup.

The school is designed for teaching in a flexible situation, with children of one class sharing work areas with other classes and their teachers. Built around a central forum area, all our classrooms are interlinked, providing an environment that embraces the whole school together. The teachers in each area work co-operatively together, sharing space, resources, expertise and skills, and to a varying degree, the children.

Autumn 1990 saw the completion of a major extension to our building, giving extra teaching space, and a nursery, with a second large hall being completed in 1995. Our Network Computer Room opened in 2000, along with a dedicated Special Needs Room. A new Library was completed in 2001. The nursery has been extended and is now our Foundation Stage area, a purpose-built facility for 4 and 5 year olds. Our school has fourteen classes across seven year groups, plus a part time Foundation Stage Nursery.

Shoshona Dishon, an Israeli Educationalist, wrote of our school: "I was very impressed by the atmosphere between you and your staff members, and the relationship between the teachers and the children and between the children themselves. It looks to me like a large family living peacefully together trying to help each other and to share ideas, knowledge and love."

Our Aims

Our core aim is to help children to develop their full potential for the benefit of themselves and the rest of society. We look upon our school of children, parents, staff, governors and friends - as a family.

We aim to support our children to

- Spend each day together in learning, laughter and love.
- Develop their powers of reasoning and logical thought
- Become confident, and act responsibly, both independently and within a group.
- Make an unselfish, but rewarding contribution to the society in which they live and work, and to value the contributions of others.
- Achieve high individual standards in the basic skills of literacy, oracy, numeracy and ICT.
- Use the skills and knowledge of science and technology in an ever changing world.
- Be curious and imaginative, and thereby foster creative expression.
- Know, appreciate and respect their environment in relation to the school, the local community and the wider world.
- Control their movement and to achieve mastery over themselves in all situations.
- Prepare them for the opportunities, responsibilities and experiences of adult life through spiritual, moral and cultural development.

Values Education

We are a 'Values' led school. The aim of values education is to promote a common ethos which supports each pupil in developing an attitude that will positively affect behaviour and contribute to the peace and wellbeing of society.

We have agreed a set of 24 values which are woven into the curriculum over two years. These values also compliment a central PSCHE theme which runs throughout the year.

In 2013-2014, our values are:

Term 1	Commitment & Responsibility
Term 2	Understanding & Loyalty
Term 3	Courage & Perverserance
Term 4	Self Respect/ Respect & Humility
Term 5	Friendship & Peace
Term 6	Honesty & Consideration

PSCHE themes are:

New Beginnings
Getting on & Falling out
Going for Goals
Good to be Me
Relationships
Change

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Joining Our School

Children enter school on a full-time basis at the beginning of the academic year in which their fifth birthday falls. If your child is five between 1 September 2015 and 31 August 2016, a full-time place is available from the 1 September 2015. In addition and subject to admission numbers in the Reception Class, there could be up to 60 part-time places available for those children who will be four during the academic year. Those children whose fourth birthday falls between 1 September 2014 and 28 February 2015 can join us, on a part-time basis, from January 2015 and those whose fourth birthday falls between 1 March and 31 August 2015 will be admitted part-time in April 2015. All these children will become full-time in September 2015.

Parents should register their child as soon as possible. Please complete a registration form, available from the school office. Responsibility for the administration of admissions is exercised by the County Council's Director for Children, Young People and Families in consultation with the school's governing body. If the school is oversubscribed, places will be allocated using Oxfordshire County Council's admission criteria. *(Please contact us for further details of this policy)*

Meetings for parents of new children are arranged to explain details about the school, to answer any queries and to allow teachers and parents to meet together and talk.

Moving to Our School

During the year, children join us from various parts of the town, country and the world. Many of these children are familiar with the process of moving, making new friends, and starting a new school in a different environment. They usually adapt rapidly to a change of scene and bring with them a wealth of experiences and learning, which enhance the life of the school. To assist your child's smooth transition from one school to another we ask that parents let us have all available information relating to their child's academic progress, as soon as possible.



Keeping in touch with you

We appreciate the vital role you play in your child's development, and welcome all parents to our school community. We communicate to all parents through regular newsletters each term, focussing on curriculum and age group specific updates. Parents evenings are held annually to review your child's progress. However, class teachers are pleased to make additional appointments throughout the year to discuss any aspects of schooling with you.

We have a very active and successful Parent Teacher Association at Glory Farm School, and welcome new parents to the association and all parents to attend our regular fundraising activities.



Our School Day

School runs from 08.40 for 08.45 in the morning through to 15.00 in the afternoon. There is a mid-morning break of twenty minutes and lunchtime is an hour, from 12.00.

08.40 for 08.45	Morning Registration
10.30 - 10.50	Break
12.00 - 13.00	Lunch Break
13.00	Afternoon Registration
15.00	Close of School
15.00 - 16.00	Clubs and Groups

Please try to arrive on time each day—but better late than never! Children should not arrive in the school grounds before 08.30am, as the playground is unsupervised before this time.

Absence from School

We have a very good attendance record and are proud of our low levels of absence. Our unauthorised absence rate has been 0.01% in the past year, against an attendance rate of 96% and 3.99% authorised absences.

In the event of your child being absent from school, we would appreciate parents letting us know the reason as soon as possible by telephone and followed up with an appointment card or letter, or a note to explain the absence.

From the 1st September 2013, **the new law gives no entitlement to parents to take their child on holiday during term time.** Any application for leave must only be in exceptional circumstances and warrant the granting of leave. **Headteachers would not be expected to class any term time holiday or family visits as exceptional.**

As a school we fully appreciate the challenges that some parents face when booking holidays, particularly during school breaks. However as a school we believe that full attendance is the best way of making sure your child makes progress and does well. When children are absent from school they miss not only the teaching provided but are less well prepared for the lessons on their return because they may have missed important information and learning that builds on future lessons and learning and this can impact on progress, attainment and self-esteem. Further information can be obtained from www.dfe.gov.uk. The Bicester Partnership are keen to encourage good attendance measures are consistently applied across all schools .

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School Breaks and Lunch

There have been some major changes at lunchtimes this academic year. The Infant children are now entitled Universal Free School Meals, under the new Government Initiative. This has been a challenge however is working well and has been well received by those that have tried the meals. There have been some teething problems and parents can contact Innovate via their website https://innovate-psm.co.uk/packed_lunch or by telephoning 0845 494 0005 . Children who go home for lunch should return to school between 12.50 and 13.00, ready for afternoon registration.

We encourage a Healthy Living focus for both packed lunches and mid-morning break. Packed lunches should be brought in a named lunch bag, including a drink in a leak-proof beaker or carton. We do not allow fizzy drinks or sweets in lunch boxes. (We also reserve the right to ask children not to bring certain foods that they are unable to eat without creating a mess!)

All children are encouraged to bring fresh fruit or vegetables for morning break, along with water to drink. Foundation Stage and Key Stage 1 (KS1) pupils are provided with morning break snack under the government sponsored 'Schools Fruit and Vegetables' scheme. All pupils can buy a morning snack from a wide range of fresh fruit and vegetables through our own 'Juicy Fruity' scheme at a cost of 20p a day. Water is also available at a cost of 20p.

We provide a packed lunch service. These can be paid for in advance by 8.40am on the first school day of the week. Further details on this scheme, as well as details of free meals entitlement is available from the School Secretary on request.

We have the national Healthy Schools Award which promotes healthy living in our school environment. A task group made up of representatives from all aspects of the school and community, meets regularly to develop targets, which has enabled us to achieve the 'healthy schools' status. Projects include the playground, gardening and tasting healthy food lessons.



Caring for your child

The safety of our pupils is of the greatest importance and we exercise our best care and supervision at all times with all our pupils.

It is vital that we have current phone numbers for parents, and any alternative contacts for use in an emergency.

Medical Treatment

If a child has a recurring medical problem it is essential to let the school know the details as soon as you are able.

If your child is finishing a course of treatment or is likely to need medicine in an emergency, (i.e. asthma inhalers), we need written permission from the parent or guardian. Forms are available from the school office for this procedure. Clearly labelled medicines, detailing child's name and dosage instructions can then be given to the class teacher to administer.

Illness in School

If a pupil falls ill at school, parents will be contacted by telephone to collect their child. We will of course care for your child on site until you arrive.

Hospital and Doctor Appointments

If your child has a hospital or clinic appointment, please let the their teacher know in advance so that your child can be collected from reception at the appropriate time. A record of your appointment must be provided to the school office, following your visit. An appointment card or letter is sufficient.

School Rules

We endeavour to establish a school community that cares for itself in the same way as a good family might. We aim to explain school rules by relating them to safety and mutual respect needed in school.

However we acknowledge that sanctions do need to be used when expectations are not met. These sanctions are class teacher based, starting with a verbal reprimand and escalating to, for example, missed extra curricular activity.

We have developed a 'Behaviour Policy' which underpins our school's values and is available for parents to read. We would of course consult with parents before following County Council Disciplinary Guidelines.

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School Grounds Access and Security

The Hendon Place access road to the school is very restricted, and we have no parent parking available on the school site. We also share grounds with Bardwell School, whose pupils needs require a variety of vehicles access.

We request parents DO NOT bring cars into the school grounds before school in the morning and at the close of school in the afternoon, except in emergencies.

- Please DO NOT inconvenience our local neighbours, by parking in residential areas close to the school—particularly in Hendon Place, Lincoln and Andover Close, Somerville Drive and Fair Close.
- DOGS ARE NOT ALLOWED ON SITE (other than guide dogs & hearing dogs).
- It is against the law to smoke on school premises. We ask that parents and visitors refrain from smoking on and around the school grounds.

All gates to the school are locked during the day and access is available only by the front entrance.

In the interest of the security of the children, would ALL parents visiting the school please sign in and out before proceeding to the class areas.

ALL visitors are asked to sign in and out, and to wear a visitor's or helper's badge.

School Council

The 'School Council', which has elected representatives from all classes in school, meets every two weeks to discuss a wide range of matters including discipline and behaviour.



Children's Dress

School uniform is kept as simple (but smart) as possible to avoid unnecessary expense. All pupils are encouraged to take a pride in their personal appearance and our aim is to see all children wearing school uniform.

Comfortable, washable clothes that children can cope with easily are best for school.

The school uniform colours are black, grey, white, red and/or navy blue. The uniform consists of:

- Skirts, pinafores, trousers or shorts in grey, black or navy.
- Red or navy blue sweatshirts or cardigans;
- Red, white or navy blue polo shirts;
- Shirts or blouses, either red, navy blue or white;
- Girls may wear red or navy blue gingham dresses.

School sweatshirts and polo shirts, with the school logo, may be purchased from the office (a leaflet listing all items available from the school is available at the school reception desk). All other sweatshirts should not carry any logo or wording. No jeans or branded sportswear should be worn to school.

All clothing should be clearly marked with your child's name.

School Footwear

All children should wear well fitting shoes, fastened with laces, buckles or 'Velcro', without pointed toes or high heels.

Your child should have indoor pumps or soft shoes (non-marking soles) to be kept at school in a drawstring bag.

Additional Equipment

Sweatshirts, polo shirts, book bags, baseball caps and other items branded with our school logo are available to purchase from school reception. Tesco and Simply Schoolwear also offer an online order service for Glory Farm school clothing.

Sports Kit

All children should have a change of clothing for physical education and games sessions. The sports kit should consist of shorts in black, navy or red and a plain T-shirt in navy, red or white.

Key Stage 2 pupils should also have an outdoor sports kit consisting of a plain sweatshirt and trousers in navy, red or black, plus outdoor training shoes



KS2 children have swimming tuition during the year at the Bicester and Ploughley Sports Centre pool, under the supervision of a qualified instructor.

All KS2 children need a towel and swimming hat in a waterproof drawstring bag. (It is County policy that children

swimming **must wear** a swimming cap. Swimming caps are available to purchase from the swimming teacher at the sports centre). Girls should have a one-piece swimsuit and boys swimming trunks, NOT shorts.

Jewellery and Personal Standards

Our Local Education Authority guidance states:

"Jewellery must not be worn for any physical activities with the proviso that for children below the age of 9, the wearing of small stud/sleeper earrings as now commonly fitted will be permissible because of the difficulty of removing them. Children over 9, however, who can be reasonably expected to remove their earrings themselves, will come under the general prohibition mentioned above, unless they have just had their ears pierced when, again the small studs/sleepers can be worn until the ear has healed".

Pupils with long hair should have it held back in plaits, pony tails, bunches etc. to ensure clear vision for written and computer work. Pupils should wear only simple hair clips and ribbons.

Nail varnish is NOT allowed.

We hope you, as parents will understand the need for these clear guidelines as to the standards of dress, and will support us in maintaining them.

School Gatherings, Music and School Clubs

We have school gatherings (assemblies) every day. There are links between these acts of collective worship and the teaching of religious education and we aim to use these to enrich both.

We follow the County syllabus for Religious Education throughout the school. Parents are allowed to withdraw their children from Religious Education or Collective Worship. Very few do and as a result we have a communal spirit of whole group gatherings.

Instrumental music tuition for violin, clarinet, flute, brass and keyboard is available on an extra-curricular basis. This tuition is provided by the County Music Service and the Music for Schools Foundation. Information about these schemes is available from the school reception desk.



During the course of the school year we offer a wide range of after school/ lunchtime groups and clubs. These currently include choir, football, yoga, karate, film club, gymnastics, netball, rugby, recorders, guitar, badminton, the arts, chess and Spanish.

Payment for School Activities

The basic principal underlying the 1988 Education Act is that education provided by schools should be free of charge for its pupils if it takes place during school hours.

At Glory Farm, we include things like cooking, educational visits to places of interest, theatre group visits, choir 'festival days' and the like. Field weeks have more complicated rules affecting them where board and lodging do not have to be charged for, but transport and admission charges do. (Families in receipt of certain benefits may be entitled for remission of part of payments—please enquire at school reception).

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Governors Policy on Educational Visits

Our Governors are aware of the positive benefits of educational visits. They encourage visits to enhance and stimulate work in school. As a result:

- Day and part day visits are organised to enhance the curriculum;
- Residential visits for Key Stage 2 children are organised to enhance the curriculum, and to promote the social and emotional development of children;
- Other activities including visits by theatre groups will be organised from time to time to enrich the children's learning.

In practice, it would not be possible to undertake certain activities without voluntary contributions. Although there will be no obligation, a request will be made to parents for a voluntary contribution towards a proposed outing. Pupils will not be treated differently according to whether their parents have contributed or not.

Our links with The Cooper School

Whichever secondary school you decide to send your child to we try to make the transition as easy as possible, working in close partnership with the school involved. Glory Farm and The Cooper School work closely together as part of a Federation. This close collaboration has given us exciting opportunities to share resources and ensure that teaching and learning and transition are of the highest possible quality.

Children from the Glory Farm school catchment area normally transfer to The Cooper School, at the age of eleven. Our staff maintain close links with Cooper, especially with the year seven tutors, who meet and talk with pupils and parents at their own school and at Cooper during the terms prior to transfer.

In the final days of term 6 (summer term) the children spend time in their chosen school, in order to really experience Secondary School life. On transfer, pupils are usually placed in forms with one of their friends, and efforts are made to continue and capture the natural enthusiasm of the youngsters from their primary period. Throughout the school year, members of staff from both schools regularly work together, in order to enhance teaching and learning, and ensure that every pupil fulfils his/her potential.

After leaving us we like to keep in touch with the progress that each child is making, and staff at Glory Farm will make every effort to visit the Secondary School and attend various productions that the children may be involved in.

(Further information is available from The Cooper School – telephone 01869-242121)

Travel to and From School

We are keen to encourage all our children and their families to choose healthy, environmentally friendly travel choices.

A Travel Survey conducted in school told us that 75% of our pupils regularly walk to and from school—great news for their health and the planet!



26% of our pupils stated they wanted to cycle or scooter to school, so we worked with Oxfordshire County Council to receive a grant to install cycle and scooter shelters for 80 cycles and 20 scooters. We have introduced a Two Wheel Charter to guide pupils on the rules for bikes and scooters in school, and have initiated a security labelling scheme to mark 'vehicles'. If you would like your child to travel by bike or scooter to school, please ask at the school reception area for a registration form.

Footsteps Training and Cycle Training

Part of our curriculum for Year 1 is the popular Footsteps training programme. Delivered by parent volunteers, children receive weekly learning sessions on traffic awareness, stop, look and listen etc, in and around the school grounds.

Our Year 6 pupils have the opportunity to achieve their Cycle Training certificate. Again, we are reliant on staff and parent volunteers to support this very worthwhile programme.

If you could volunteer to spend some time each week in school supporting either of these, or other initiatives, we would be very pleased to hear from you!

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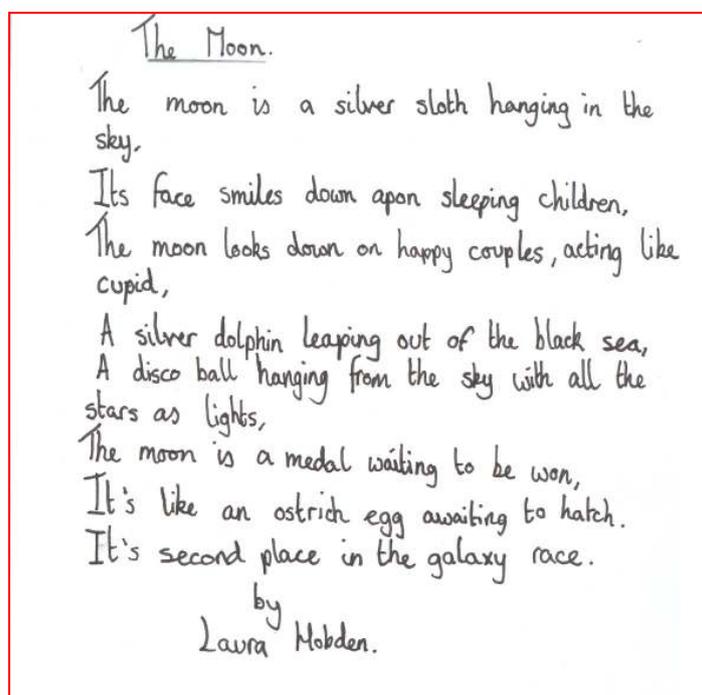
Curriculum

Every child can achieve personal excellence— our task is to ensure they all do. Our teaching acknowledges that every child is an individual by including whole class work, small group, individual and independent study.

We aim to provide all children with an education which equips them to take a full, active and confident part in society, while developing personal and social skills through learning and enjoying a broad range of subjects.

In common with all other Primary Schools in the Bicester area, the curriculum of our school embraces everything that the school teaches or stands for in terms of morals, behaviour, values and all aspects of personal and social education.

The National Curriculum consists of the 'core' subjects; English, Mathematics, Science and ICT, together with foundation subjects; history, geography, music art, design technology, physical education and the statutory subject of religious education.



Specific Needs

Every child at some point during school life needs some extra attention. This might be extra time from their teacher to take them beyond what they thought they could do, it might equally be extra help with something they are finding particularly difficult. It will certainly be extra attention when they are pleased with an achievement and want to share it and be praised for the effort they have made. Sometimes they will bring an upset into school, and need reassurance and comfort. Therefore, we work towards an approach which caters for every individual in the school.

We have an Inclusion Co-ordinator, Mrs Liz Osborn, in the school team whose role is to work across the age ranges for each child using every resource available. Mrs Osborn leads our very experienced team of teaching assistants and will include outside agencies and support services such as the School Psychological Service, Social Workers, Speech/ Language Advisors and Educational Behaviour Support, when necessary.

We have an 'Accessibility Plan' as required under the Disability Discrimination Act 1995. We also have facilities to enable pupils with disabilities to access the site e.g. ramps, toilet handrails etc. The accessibility plan includes policies for increasing access to the school by pupils with disabilities. This is available from the school office, along with the SEN policy. The SEN Governor works closely with the Inclusion Co-ordinator to ensure full implementation of the policy. The Equal Opportunities Policy ensures that disabled pupils are not treated less favourably than other pupils.



Glory Farm Primary School

School Staff

Headteacher:	Mr Ian Elkington
Assistant Headteacher:	Mrs Marian Tomlins
Acting Assistant Headteacher:	Mrs Jane MacLachlan
Foundation Stage:	Miss Emily Campbell
	Miss Lara Parrott
Key Stage 1:	Mrs Kirsten Black
	Miss Fiona McCurdy
	Miss Abigail Thomas
	Miss Rebecca Andrews
	Miss Karen Randall
Key Stage 2:	Mrs Frances Heritage
	Miss Rachel Moore
	Miss Helen Lune
	Miss Mili Majithia
	Miss Laura Finch
	Miss Olivia Maule
	Mrs Marian Tomlins
	Mrs Jane MacLachlan

Inclusion including Special Educational Needs Support: Mrs Liz Osborn (SENCO)

Non-contact time teachers: Mrs Kate Bishop, Mrs Hannah Lyon, Miss Claire Gainey
Mrs Vicky Harris, Mr Jeremy Turner, Mrs Helen Mason, Mrs Amy Wallace

Visiting Music Teachers for violin, brass, key board, clarinet & flute – please refer to School Music Consultant.

Librarian: Mrs Carol Exell

Early Years Practitioners: Mrs Marion Chapman Mrs Celia Sheehan

School Staff

Teaching Assistants:

Mrs Gayane Andriasyan
Mrs Yvette Berry
Mrs Helen Black
Mrs Clare Bold
Mrs Julia Card
Mrs Leighann Clark
Mrs Karen Goodwin
Mrs Kate Hammomd
Mrs Denise Hitchcock
Mrs Sheila Hobbs
Mrs Sharon Holbem
Mrs Jackie Kittle
Mrs Nicola Luff
Mrs Simone McEwan
Miss Tatjana Sakalauskaite
Mrs Jennifer Tattersall
Mrs Judy Walker
Mrs Julia Webb
Mrs Rebecca West

Swimming Teacher:

Mrs Barbara Newman

Home School Liaison Officer:

Mrs Tania McCowliff

Administrative Team:

Mrs Shirin McGregor (Administrator & PA to the Headteacher)
Mrs Christine Wainwright (Office Manager & Finance Officer)

School Staff

Premises Team:

Mr Derek Edwards	Site Supervisor & Caretaker
Mrs Nicky Hillsley	Cleaner
Mrs Sue Nicholls	Cleaner
Miss Megan Wheatcroft	Cleaner
Mr Chesney Wheatcroft	Cleaner

Lunchtime Supervisors:

Mrs Gayane Andriasyan
Mrs Carola Boshier
Mrs Belinda Edwards
Mrs Karen Goodwin
Mrs Nicky Hillsley
Mrs Tracy King
Mrs Karen Rowe
Mrs Jane Smale
Miss Megan Wheatcroft

The Bicester Federation of Learning School Governors

Headteachers

Ben Baxter
Mr Ian Elkington

Staff Governors

Arthur Kennedy
Olivia Maule
Leanne Smyth

Co-opted Governors

Iain Belton
David Dunne
Mathew Hammond
Carole Thomson

Local Authority Governor

Michael Waine—Chair

Parent Governors

Brian Brown
Anna Decoudu
Carol MacKay
John Pengelly
Stuart Redding—Vice Chair
Janey Slaymaker

Associate Governor

Jackie Webber

Clerk to the Governing Body

Beverley Munro

Support Information

Director for Children, Young People & Families: Ms Meera Spillett, Director for Children, Young People and Families, Macclesfield House, New Road, Oxford OX1 1NA

School Improvement Partner & Link Advisor: Mrs Sue Currie, O.C.C. Cricket Road Centre, Cricket Road, Oxford OX4 3DW

Attendance & Engagement Team Worker: Jennifer Bland

School Brochure 2014-2015

Details given in this document, while correct at the time of publication may be subject to change through the year.

