

**Bicester
Learning
Academy
Glory Farm
Primary School**

School Prospectus 2017-2018



**Hendon Place
Sunderland Drive
Bicester Oxon
OX26 4YJ**

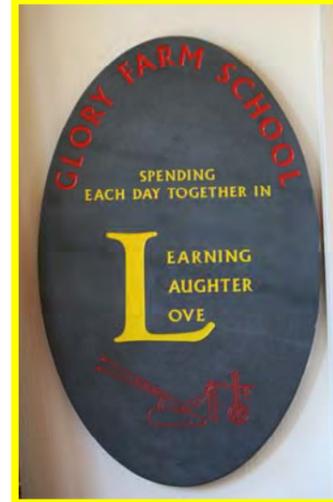
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Headteacher: Ian Elkington

GLORY FARM PRIMARY SCHOOL

Headteacher - Mr Ian Elkington

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.



Our School

The year 2017 saw Glory Farm Primary School celebrate its 40th birthday. The school opened in January 1977 to serve the community in the north-eastern part of Bicester.

The school is designed for teaching in a flexible situation, and is built around a central forum area, providing an environment that allows the whole school to work together in a collaborative environment.

In 2014, the school converted to Academy status, and merged with The Cooper School, to form the first Multi-Academy Trust (MAT) in the area. By working together so closely, the two schools have maximised opportunities and progress for our pupils. Staff from both schools work and plan together, and the children from Glory Farm often take the opportunity to visit The Cooper School to use their facilities and take part in competitions and events.

Both schools also have access to a shared site team, ICT support team and Human Resources service, to ensure that full value for money and efficiencies are achieved.



We have just received a fantastic Ofsted report! (June 2017)

In June 2017, the school was inspected by Ofsted, who reported some of the following strengths:

- "We have a "shared vision", working as a "cohesive unit to ensure good outcomes for all groups of pupils".
 - "Pupils make good progress from their varied starting points".
 - "The quality of teaching, learning and assessment is good. Staff value and benefit from effective training and support from leaders across the multi-academy trust".
 - "Teachers have good subject knowledge, and plan imaginative and engaging activities that make use of the school's environment".
 - "Pupils' spiritual, moral, social and cultural development is a strength of the school. Pupils' behaviour around the school is good and their attitudes to learning are positive".
 - "Pupils greatly enjoy school, feel safe and say that behaviour is good".
 - "Strong leadership of the early years ensures that there is a continual drive for improvement. [Pupils] have clear routines and are motivated to engage in learning from the beginning of their education".
- All in all this is a great place to work in!

Ofsted also noted the progress that the multi-academy trust had made, commenting that "the headteacher, senior leaders and staff...coupled with the directors of the multi-academy trust, work as a cohesive unit to ensure good outcomes for all groups of pupils."

Ofsted went on to report that "Directors of the multi-academy trust hold the school to account well and support its improvement. It ensures that children make good progress from their starting points."

Where next?

We are now on our Journey to Outstanding (J2O). We do hope that you can join us on this exciting journey!

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 computing.
- 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.

Glory Farm Primary School

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 2017 and 31 August 2018, a full-time place is available from the 1 September 2017. Parents should register their child as soon as possible.

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. This is where applications for a place at school should be made.

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.

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, emails, the website and our official Facebook page.

Parents evenings are held twice a year to review your child's progress. However, class teachers are pleased to make additional appointments, if necessary, 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.



Glory Farm Primary School

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 (Year 6 10.10-10.30)

12.00 - 13.00 Lunch Break

13.00 Afternoon Registration

15.00 Close of School

15.00 - 16.15 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.

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.

School Breaks and Lunch

Infant children are now entitled Universal Free School Meals, under the new Government Initiative. These meals are provided by Innovate who can be contacted 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 and include a drink contained 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 collect 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.

Juicy Fruity cards can be purchased through Parent Pay.

Supporting children, staff and families at risk of anaphylaxis:

In line with advice from the Department of Health, we cannot claim to be a nut or peanut free school. We do however ask parents to support us in minimising the risk to our children and staff with nut allergies, by avoiding sending nuts or nut products into school for break time snacks, lunch, birthday treats or cake sales.

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 based on a clear behaviour policy which is shared with the children.

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.

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 at any time during the school day, 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, **ALL** parents visiting the school must sign in before proceeding to the class areas on leaving and then sign out on leaving.

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 regularly 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.

The **Winter** uniform consists of:

- Plain navy blue or grey skirt, school trousers or pinafore dress
- Glory Farm School polo shirt in red or navy or a plain white polo shirt/school blouse or shirt
- Glory Farm School sweatshirt or plain navy or red jumper or cardigan (no hoodies)

The **Summer** uniform consists of:

- As per winter uniform or
- Navy or red gingham checked school dress
- Navy or grey school shorts (not sport shorts)
- Glory Farm School polo shirt in red or navy or plain white polo shirt, short-sleeved shirt or blouse

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

School Footwear

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

PE (provided in a suitable PE bag)

- White t-shirt or polo shirt
- Black or navy shorts
- Jumper or sweatshirt—for outdoor games (this needs to be a different jumper from the one they are wearing for the school day)
- Black or navy tracksuit bottoms or jogging bottoms—for outdoor games
- Appropriately fitting trainers

Suppliers

- Uniform can be purchased from PMG and Tesco by following the links below.
<http://www.pmgsschoolwear.co.uk> or <http://www.clothingattesco.com>
- PE bags can be purchased from Reception

Swimming kit

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

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, small bows 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 whole school gatherings 3 times a week. 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 athletics, football, yoga, gymnastics, netball, rugby, art, trampolining, quidditch, basketball and hockey.

Directors 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 Multi Academy Trust (MAT). 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)

Cycle Training

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 this initiative, we would be very pleased to hear from you!



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 Computing,

together with foundation subjects; history, geography,

music, art, design technology, physical education, a modern foreign language 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 Designated Safeguarding Lead and Inclusion Co-ordinator, Mrs Amy Wallace, in the school team whose role is to work across the age ranges for each child using every resource available. Mrs Wallace 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.

We run a 'Bright Beginnings' breakfast club for children who find the start of the day difficult. There is also a 'Lucky Lunch' club where children, who find the bustle of the lunch hall and the busy playground, can eat their lunch.



School Staff

<u>Headteacher:</u>	Mr Ian Elkington
<u>Deputy Headteachers:</u>	Mrs Marian Tomlins Mrs Jane MacLachlan
<u>Foundation Stage:</u>	Miss Emma Kirk (covering Mrs Emily McCarthy's maternity leave) Mr Jonathan Thompson
<u>Year 1:</u>	Mrs Frances Heritage Miss Gemma May
<u>Year 2:</u>	Mrs Rebecca Wilson Mr Ryan Horne
<u>Year 3:</u>	Miss Karen Randall Mrs Hannah Lyon/Mrs Victoria Harris
<u>Year 4:</u>	Mrs Jane MacLachlan/Mrs Kate Gilday Miss Megan Greenway Mrs Kirsten Black
<u>Year 5:</u>	Mrs Melissa Gibson Mrs Mandy Perkins
<u>Year 6:</u>	Mrs Marian Tomlins Mrs Laura Kiff
<u>Inclusion including Special Educational Needs Support and Safeguarding:</u>	Mrs Amy Wallace
<u>Assistant Sendco and Parent Liaison</u>	Mrs Helen Black
<u>Non-contact/PPA Cover Teachers</u>	Ms Nyky Wordsworth (Computing) Mrs Helen Mason Ms Charlie Sefton Mrs Claire Court

School Staff

<u>Teaching Assistants:</u>	Mrs Yvette Berry (HLTA) Mrs Julia Card (HLTA) Mrs Karen Goodwin (HLTA) Mrs Julia Webb (HLTA) Mrs Gayane Andriasyan Mrs Marianne Bains Mrs Leighann Clark Mrs Wendy Clark Mrs Laura Curtis Mrs Jennifer Edgeworth Mrs Denise Hitchcock Mrs Sharon Holbem Mrs Jackie Kittle Mrs Nicola Luff Mrs Simone McEwan Mrs Jennifer Tattersall Mrs Judy Walker Mrs Rebecca West Mrs Rachel Wiggins
<u>Administrative Team:</u>	Mrs Janice Maynard Mrs Lisa Panting Mrs Nicky Hillsley
<u>Lunchtime Supervisors:</u>	Mrs Belinda Edwards (Lunch Organiser) Mrs Karen Rowe Mrs Lisa Allen Mrs Davinia Parslow Mrs Angela Knowles Mrs Sharon Burston

Executive Headteacher Ben
Baxter
Headteacher Ian Elkington

Chair of Directors - Mr Michael Waine
Vice Chair of Directors - Mr Stuart Redding
Director - Mrs Carole Thomson
Director - Mr Brian Brown
Director - Mrs Emma Brown
Director - Miss Tineke van der Ploeg
Director - Mrs Lucy Katz
Director - Mr Keith Wadley
Director - Mrs Beatrice Moreau -Gray
Director - Mrs Julia Card
Director - Mrs Rebecca Wilson
Local Governing Body Member -Mr Jeff Simmonds

Clerk to the Governing Body Beverley Munro

Support Information

Director for Children's Services - Lucy Butler
lucy.butler@oxfordshire.gov.uk

Director for Children's Services, Macclesfield House, New Road, Oxford OX1 1NA

Attendance Officer: Helen Carrington

School Brochure 2017-2018

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

