

KINGS' FOREST PRIMARY SCHOOL

PROSPECTUS

2010-2011



Welcome to Kings' Forest School

Dear parents and carers,

On behalf of the Staff and Governors of Kings' Forest School, we would like to extend a very warm welcome to all parents, carers and children. We are fortunate enough to have a beautiful building which is light and airy and fully accessible to all. .

This is a happy school. We value the support of all our parents and carers and hope that you will become fully involved in the learning of your child. Your involvement and partnership with us is vitally important to encourage children's love for learning. We look forward to sharing that with you.

Yours sincerely

Mrs Eileen Whiting
Headteacher

Mrs Ann Reed
Chair of Governors

How to contact us

Kings' Forest Primary School
Station Road
Kingswood
Bristol
BS15 4PQ

Tel: 01454 866466

Fax: 01454 866468

E: head@kingsforestschoo.co.uk

www.kingsforestschoo.co.uk

Kings' Forest School

Kings' Forest Primary School is a Community school catering for 420 pupils aged 4 to 11. We currently have some single age classes, in Reception, Y1, Y2, Y3. Y4/5 are mixed this year and Y6 are single age classes. This makes 13 classes in total with an intake within each year group of 60 pupils. We currently have a waiting list of children for the Reception intake and all Key Stage 1 classes are full.

This is an eco-friendly school built to very high specifications in line with European guidelines.

- This building is heated by a woodchip boiler.
- Sedum plants on the rooftops reduce the amount of surface water run-off.
- Tanks below ground collect rainwater for plants.
- The rooms are in line with European guidelines in terms of acoustics and light and there is full access for disabled pupils, visitors and adults.
- Windows are tinted to avoid glare.

Kings' Forest School is ready to give our children the experience they need to embrace their future. We believe our school offers a lively, open environment with a warm and welcoming atmosphere.

We hope that your child will experience many happy years in Kings' Forest School and I look forward to working in partnership with you during that time.

Welcome to our school!!

Eileen Whiting
Headteacher



Our Vision and Aims

Value, care, learn and share

We aim to:-

- Keep children safe and healthy.
- Provide a stimulating learning environment where children can enjoy and achieve in all they do.
- Promote good personal relationships where individuals and their achievements are valued.
- Encourage pride in our school, valuing its environment and observing its rules which are understood and agreed.
- Give opportunities to take responsibility, to develop self-esteem and to encourage children to make a positive contribution to the local and wider community.
- Encourage children to be kind, considerate and good listeners.
- Promote a partnership with parents in the education of their child.
- Widen opportunities for the future through the teaching of economic well-being.
- Provide enough variety for children to be happy and enjoy school.



Staff List

TEACHING STAFF

Headteacher

Mrs E Whiting

Deputy Head

Mr I Hutton

Teaching Staff

Mrs J Kemp
 Mrs L Taylor
 Mrs M Hammond
 Mrs A Van Stadan
 Mrs S Brooks
 Miss A Lyon
 Mrs V Havard
 Miss J Burton
 Ms K Keddie
 Mr R Harris
 Mrs A Flanagan
 Mrs E Arblaster
 Mr L Owen
 Ms H Porter
 Mrs P Curtis

GOVERNORS

Chair

Mrs Ann Reed

Vice Chair

Mr S Riches

Administrator & PA to
 Headteacher
 Clerical Assistants

Mrs L Walker

Mrs A Kennedy
 Mrs J Benjamin

Teaching Assistants

Mrs A Wiltshire
 Ms K Friend
 Mrs D Ryemill
 Mr G Marshall
 Mrs T Sherwood
 Mrs L Tucker
 Miss D Morgan
 Mr C Parry

Mrs S Graves
 Mrs A Smith
 Mrs J Ball
 Mrs N Hatton

Caretaker

Breakfast Club Supervisors

Mrs K Gould
 Mrs L James

Play Worker
 Lunch break supervisors

Mrs W Miles
 Mrs C Davis
 Mrs L Alder
 Mrs J Wintle
 Mrs T Dorrington
 Mrs L James
 Mrs C Bennett

Mrs J Gray
 Mrs G Palmer
 Mrs P Watkins
 Mrs S Jordan
 Mrs T Thomas
 Mrs D Guy
 Mrs M Froom

School Crossing Patrol

Mrs. J Talbot

General Information

Admissions

Children may be admitted to Kings' Forest School in the September of the academic year in which they reach their fifth birthday, on a part time basis to begin with. Details of these arrangements will be discussed with you before your child starts school. Our intake number for Reception is 60.

At the age of 11, most pupils transfer to Mangotsfield or Kingsfield Schools.

Admissions Policy

- To introduce new entrants to the teacher and Learning Support Staff
- To provide a happy, relaxed yet disciplined environment for pupils to begin their school life
- To enable children to be independent, self-confident and eager to learn and enjoy taking part in all activities
- To develop good parental relationships and to seek the co-operation of parents.
- To integrate pupils into Key Stages 1 & 2 and for children to become familiar with all members of staff.

School Hours

School begins for all pupils at 8.55am. Children attending Breakfast Club should arrive through the Hall door from 8am onwards. The gates will open at 8.30am for all other pupils. Children who are not attending Breakfast Club must not enter the grounds before 8.30am. There is a charge of £5 per family per term for Breakfast Club, which is payable in advance. The school doors will open at 8.45am and children may enter school at that time. If you would like your child to attend Breakfast Club, please apply to the school office as there are limited spaces. We hold a waiting list.

Morning session 8.55am – 12.00pm

Afternoon session 1.00pm – 3.15pm

In the Foundation Stage and Key Stage 1, children may enter the school through the classroom doors from 8.45am. Please note that as part of a new Safety Policy, once lessons start, access must be through the front reception area only.

There is a 15-minute break in the middle of the morning sessions for all children and a 10-minute break during the afternoon for Key Stage 1 children only.

Security

In the interest of Health and Safety, and for security reasons, we ask that all parents and visitors calling at the school during the school day, report to the School Office and sign the visitors book.

Pastoral Care

In the main, teachers have a responsibility 'in loco parentis' for the welfare of children in their care. This responsibility is from 8.45am until 3.25pm (i.e. 10 minutes before and after the school day starts and finishes). During the lunch period, the children are in the care of the Lunch break Supervisors, with the Headteacher and/or Deputy Headteacher remaining on the school premises.

May we make it clear that the school cannot take legal responsibility for children who arrive on the school premises before 8.45am unless attending Breakfast Club.

Food and drink in school

Kings' Forest School has 'Healthy Schools' status. In keeping with this, brown toast (10p) and fruit pots (15p) are available for children to purchase at morning break time. Alternatively, children may bring their own fruit for a break time snack. Children may also bring a water bottle to drink water throughout the day.

Our cook provides a healthy and delicious cooked meal each day, with a dessert. The cost of a school meal is £1.60 and must be paid on the first day of the week, with all money in a clearly marked envelope, or wrapped in paper with your child's name on it, and given to the class teacher.

Cheques should be made payable to South Gloucestershire Catering. Facilities are provided for children to bring packed lunches if they prefer. Lunch boxes must be clearly marked with your child's name and contain their lunch time food only. **Please do not include sweets, chocolate bars or fizzy drinks in your child's packed lunch.** A drink of water is provided for all children who eat their lunch at school. We offer incentives for children who bring a healthy packed lunch in the form of stickers and praise. Children may bring a non-fizzy soft drink to drink with their lunch.

Money in school

As a general rule, we discourage bringing of money into school. However, money for toast for one day is an exception to this rule. Money brought in for Trips or donations to charity etc should be in a clearly marked envelope, or wrapped in paper so that staff know exactly what it is for. Some children bring a named purse, which is handed to the teacher at the start of the day.

Absences

In **ALL** cases of absence please ring the school before 9.30am to explain the reason for absence. Our attendance target is 95% and all absences are monitored by the Education Welfare Officer.

It is vital for the success of all pupils that they maintain good attendance and the only legal reason for an absence is for illness. All other absence from term time must be requested, giving clear reasons, in a written absence form available from the office.

In the case of contagious diseases, such as measles, chicken pox, impetigo, conjunctivitis, etc, children should not return until an appropriate time as advised by the Doctor or school has elapsed.

Children will not be allowed to leave the premises for an appointment unless written permission has been sought and they are collected by the parent from the main office where you are required to sign your child out of school.

Lateness

If your child arrives after 9.00am, then they will be marked as late. If you know in advance that your child will be late, please advise the school office. Alternatively, please telephone or send a note with your child on that morning so that they are entered for dinners.

Holidays

Holidays should not be taken in term time. Holidays taken during the school year will not be authorised and may incur a fine from the Local Education Authority. Notification of holidays taken, or any other absence, should be notified to the school in the interests of the safeguarding of children.

It is vital that children are in school for assessment reasons in May and in order to settle into their new class in September, where new relationships with peers and the class teacher are vital to the success of the whole year.

School Uniform

Our uniform is grey trousers or skirt, gold t-shirt and green sweatshirt. We do ask that parents buy the polo shirts from school, as different yellows are not good when children perform in a group. We do keep some spares in school for public performances, such as the Colston Hall performance by Y5 in December.

The Reception children are encouraged to wear black jogging trousers and trainers to allow flexible play. School shoes should be black. White and coloured trainers, or jeans, are not permitted.

There is an expectation that children will wear uniform. Any clothes worn to school should be appropriate and consistent with safety requirements.

We encourage children to have an old shirt in school to protect clothes during artistic activities. Please make sure that children bring a coat to school, quite often the weather can be changeable.

All children do P.E. and games and consequently need P.E. kit. It consists of trainers or daps, t-shirt (white) and shorts (dark). A P.E. bag is required to keep this equipment in.

Trainers are not suitable for apparatus activities and children would normally be barefoot in the hall. Every article of clothing worn or brought to the school **must have your child's name clearly marked on it**. Wash-proof pens ensure that the name stays on!

Jewellery

Jewellery can be a great hazard in school, especially in P.E. and for practical work. Children have to remove it on these occasions and it is better for children not to wear it whilst at school. Those children with pierced ears should wear studs and not dangling earrings or hoops as these are a health and safety hazard. All earrings will be covered with tape during PE lessons.

Nail varnish and make up are not permitted.

Mobile Phones

Mobile phones are not permitted in school unless permission is granted by the school office to hold a phone during the day for exceptional reasons.

Toys and Sweets

Please do not allow your child to bring these into school unless specifically requested by the class teacher.

Road Safety

We have a crossing patrol warden. PLEASE ENCOURAGE YOUR CHILD TO CROSS WITH SAFETY, USING THE WARDEN.

We run pedestrian training sessions for younger children, called 'Feet First'

Walking to School

As part of our Healthy School status, we ask that you walk as much of the distance between home and school as is possible. This also alleviates parking problems around the school entrances.

Car Parking

Please note that the car park is for authorised persons only. We ask parents not to block the streets around the school and NEVER to park in front of a residents' driveway.

Smoking on school premises

Please note that smoking is not allowed anywhere on the school site.

Dogs

Whilst children love to walk the dog to school, please note that for health and safety reasons, dogs should be kept at the school gate with an adult.

Lost property

There are two lost property containers located near the exit doors in the corridor, where parents and children can look for mislaid items. On the last day of each term these containers will be emptied and the contents put on display before they are disposed of. If clothing is marked with the child's name then every effort will be made to return it. We do have unclaimed lost property, which is often sold at a reduced rate from time to time.

Charges

All costs of visits outside of normal school hours to include transport, admission rates, insurance etc, are to be met in full by parents. Every effort will be made to inform parents of the level of financial support available and the school will endeavour to keep costs to a realistic minimum. Parents may be asked to make voluntary contributions towards the cost of cooking ingredients, model making etc, from time to time. In the event of costs for trips and activities not being met, the event may have to be cancelled.

There is a charging policy available on request and the Headteacher is pleased to discuss solutions with Parents and Carers who experience financial difficulties.

Medical needs

If a child becomes ill in the school day or has an accident, every effort will be made to contact the parents to arrange for the child to go home. **It is essential that contact numbers, which can change, are kept up to date in the school office. The Headteacher/Deputy Headteacher acts in 'loco parentis' and is able to authorise medical treatment in the absence of a parent/carer.**

Parents should inform the school of any medical information when their child is admitted to school. Each year this information will be updated. Parents will receive a new contact in September.

When pupils are taking medicines as part of a course of treatment, the medicine should be brought to school and handed in to the school office, where a medical form will need to be completed and signed by a Parent or Carer. The medicine must be labelled with the pupil's name and dosage instructions. Children with asthma keep their own inhalers with them at all times and these need to be clearly marked with their name. They also need to be changed regularly as they go out of date.

Please make regular checks in your child's hair for head lice. Children must be treated with the necessary lotion, available from pharmacies, before they can return to school. It would be helpful if parents informed us of any incidence of infestation, we will always handle the information in a sensitive and discreet manner.

Sun protection

During the summer months, please ensure your child is adequately protected against the sun by applying sun lotion before the start of the day and ensuring your child brings a named hat to school.

Serious accident or illness

If the Headteacher feels that hospital treatment may be necessary then the procedure is as follows:

Every effort will be made to contact parents

An ambulance will be summoned to school.

No member of staff will be allowed to take a child to hospital by car

Personal Accident Benefit

South Gloucestershire Council is not responsible for and does not provide personal accident benefit for pupils. Parents who require this, for trips or residential trips for example, should make their own arrangements with an insurance broker. The **NCPTA** runs a scheme, although this should not be seen as endorsement by the school.

Child Protection

In view of the day to day contact schools have with children, all staff have an important role to play in recognizing suspected cases of child abuse. They are therefore obliged to report any suspicious disclosures to the Headteacher/Deputy Headteacher, who in turn will inform parents/carers and alert the social Services Department.

Any member of staff who does not follow this procedure will have been deemed to have acted improperly should they not have taken appropriate action.

Parents may seek advice and guidance from the Education Welfare Service, or may contact the Social Services directly. The school's Child Protection Policy is available from the school on request.

Communication with Parents and Carers

New Reception children will be welcomed into school with a planned programme of visits. This will be provided for parents at a new parents' evening, held in the summer term.

The school's regular newsletters will keep you fully informed about all aspects of Kings' Forest.

The school operates a text messaging system. It is important that mobile phone numbers are kept up to date. E-mail will be available as a form of communication from the autumn term.

Written school progress reports are sent home at the end of each school year. Open evenings are held regularly when all parents are invited to have a short talk with teaching staff. Additional arrangements may be made, of course, if parents wish to discuss any matter concerning pupils' welfare at school.

Children may be asked to continue different school interests and activities at home, or to research material for a new piece of work. Your help in this is always appreciated. Older pupils are set homework on a regular basis, and we ask parents' help in ensuring that it is completed and handed in on time.

Friends of Kings' Forest School (PTA)

This is a well supported association for parents, teachers and friends of the school. This group provides all kinds of social and educational provisions for our children – and functions for adults as well.

Membership is open to everyone with an interest in the school and its children. The PTA regularly seeks new members. Please contact the school office if you would like to become involved.

Extra-curricular activities

Members of staff kindly offer a range of clubs, run in their own time. Some of these are during the lunch break but most take place after school. We hope these sessions provide our children enjoyable enrichment to their learning. Clubs provided by professional groups, such as tennis coaching may incur a charge.

Term dates

School will be closed to children on 5 days during the year, for staff INSET training. Please keep an eye on newsletters for confirmed dates.

Academic year 2010/11#

Term 1: Wednesday 1st September 2010 - Friday 22 October 2010 (38 teaching days)	Term 4: Monday 28th February 2011 - Friday 8th April 2011 (30 teaching days)
Term 2: Monday 1st November 2010 - Friday 17th December 2010 (35 teaching days)	Term 5: Tuesday 26th April 2011 - Friday 27th May 2011 (23 teaching days)
Term 3: Tuesday 4th January 2011 - Friday 18th February 2011 (34 teaching days)	Term 6: Monday 6th June 2011 - Friday 22nd July 2011 (35 teaching days)

The curriculum

In 1989, the National Curriculum was introduced in all Local Education Authority Schools. Curriculum 2000 was introduced after that. The Early Years curriculum is implemented through the Early Years Foundation Stage in the Reception Year (EYFS).

At this school we teach the EYFS, Key Stage 1 (Years 1 & 2) age 5-7, and Key Stage 2 (Years 3-6) age 7-11.

The National Curriculum consists of the following:

Core subjects

Literacy (English)
Numeracy (Maths)
Science
ICT

Foundation Subjects

History
Geography
Music
PE
Design Technology
Art & Design

From September 2010 a Modern Foreign Language will be compulsory, although most schools teach one already. This school teaches French. **(MFL)**

We teach **Citizenship** throughout the school. We promote links with the community (**Community Cohesion**) and we follow the Government initiative of 'Every Child Matters' (**ECM**) This ensures that the personal welfare of children is of prime importance so that children are fit, safe, healthy and they enjoy school.

The Creative Curriculum

We try wherever possible to link foundation subjects together so that the curriculum is enjoyable. Children are taught through a thematic link, for example 'The media'. Some subjects however, such as Science, Literacy and Numeracy are often taught separately so that we can accurately assess progress and achievement.

English (Literacy)

- Speaking & Listening
- Reading
- Writing
-

Mathematics (Numeracy)

Key Stage 1

Number & Number systems
Calculations
Solving Problems

Measures, shape and space

Key Stage 1

Using & applying mathematics
Number & Number systems
Calculations
Problem solving
Shape, space and measures
Handling data



Science

The main aim of teaching Science is to promote enquiring minds and develop scientific abilities through practical and first hand experiences.

Pupils have opportunities to access information from the internet (We have an e-safety policy), use data logging equipment(to measure temperature, light and sound), digital cameras and microscopes which are linked to classroom computers.

The areas of study are:

1. Knowledge, skills and understanding (scientific enquiry, Health & safety, experimental work)
2. Life processes and living things (human, plants environment)
3. Materials and their properties (Changing materials e.g. melting freezing, separating mixtures and materials)
4. Physical processes (electricity, light/sound, The Earth & beyond, Forces & motion)

The children will be encouraged to develop a practical and questioning approach to their work.

Design Technology

Pupils design and make quality products in response to real needs. Pupils will be taught to use cutting tools safely, disassemble and investigate products, how to assess Health & Safety issues and how to link the subject with ICT, Science, Numeracy and Art.

Art & Design

Art and design stimulate creativity and imagination. It provides for children a unique way of responding to the world using colour, form, texture, pattern and different materials to communicate what they see, feel and think. Children's work is displayed in classrooms and other areas of the school to enable children and adults to value the creative effort involved and to provide an attractive and stimulating environment.



Information communication technology (ICT)

The school has a very good ratio of linked and wireless technology, including laptops, so that children can access information successfully. We continue to update our ICT resources to enhance the curriculum and other areas of school life to provide interactive lessons where possible.

All classrooms have interactive whiteboards. We have digital cameras, microscopes, electronic assessment systems and laptops. This is supported by access the worldwide web and a range of programmes that support learning. We have a comprehensive e-safety policy and tight firewalls that are monitored by the County to ensure safety for children using ICT in school.

- Programmes of study include the following and more.
- Finding information (Internet/CDs)
- Text work and databases
- Tables
- Images and sound
- Recording temperature
- Using e-mail
- Reviewing written work and editing it
- Graphics, use of pictures

History/Geography

Where possible these subjects are taught as part of thematic study, such as 'The Weather'

Music

All children take part in weekly music. This includes singing, use of percussion instruments and instrumental teaching of woodwind instruments for children who show an interest. Children compose, perform and appraise. They perform for parents and the wider community and take part in a range of activities at Secondary Schools. Teachers offer some music tuition such as guitar although these places are limited.

PE

Please see the school website of the wide range of in-school and inter-school activities available. Children take part in approximately two hours of PE per week.

PHSME

There is an agreed Citizenship and PHSME programme in place for the pupils. (Personal, Health, Social, Moral and emotional). Sex and relationships education is integrated into the Science curriculum. In upper Key Stage 2, parents are invited to attend meetings to watch videos and take part in discussion with their children about the changes at puberty.

Parents have the right to withdraw their children from specific sex education lessons if they so wish.

Religious education and collective worship

This is an integral part of the curriculum. Assemblies are frequently taken by the children in the form of class services, and parents are especially welcome to come and join us on these occasions – teachers will let you know when. Religious teaching is predominantly Christian, but non-denominational – other religions/cultures are recognised and celebrated.

Parents have the right to withdraw their child from RE and Collective Worship.

Special Educational Needs/Inclusion

We believe that all children have the entitlement to access the full curriculum, which should be balanced and differentiated to cater for all pupils.

We have a comprehensive system for engaging all children in their learning. If your child is deemed to have a specific need, you will be notified and a range of policies and information will be made available to you on request. The SENCO (Special Needs co-ordinator) will ensure that teachers are aware of the needs of all children and an Individual Education Plan (IEP) will be provided to meet the learning needs. You will be asked to sign this if it is needed. Other agencies may be involved in supporting children with special needs. The SEN policy is regularly reviewed and is available to parents from the school office.

Accessibility

The accessibility Plan identifies this school as a school suitable for all mobility and access needs.

Gifted and Talented Pupils

Through pupil tracking and gather evidence, pupils with a gift or a talent are identified and work is matched to their needs. Where additional opportunities become available e.g. dance workshops, drama opportunities, the school will attempt to link pupils and their parents with organisations that can extend their talents further.

Equal Opportunity and Racial Equality

The school has an equal opportunity policy that can be inspected on request. Below is a brief summary of the Policy Statement.

Kings' Forest School is a place where pupils of all races, religions, gender, abilities and social circumstances will find security and respect for themselves, their families, other people and their traditions. It is our policy to ensure that each member of the school community

- Respects others and is respected
- Takes part in the full life of the school
- Achieves his/her potential
- Has the opportunity to exercise choice.
- Results Summary for 2009

Public Access to Documents and Information in Schools

Kings' forest has a publication scheme on information available on the 'Freedom of Information Act 2000'. This publication scheme is available on request from the school in writing.

The information parents and members of the public have a right to see is as follows:-

- Approved minutes of the governing body and its committees
- Various school policies, including behaviour policy, special needs policy, charging and remissions policy and child protection policy
- Published reports of Her Majesty's Inspectors (HMI) and OFSTED ,that relate to the school.
- The school complaints policy (see below)
- Information held by the school that directly concerns their child(ren).

Complaints

At Kings' Forest School we aim to ensure that all complaints are speedily addressed. Parents should talk to the class teacher in the first instance and they are welcome to meet with the Headteacher to discuss any concerns.

Our full Policy follows the advice of South Gloucestershire Council. Copies are available on request.

Information contained in this document relates to the school year commencing 2009.

Although the details contained within were correct at the time of issue, it should not be assumed that there could be no subsequent change affecting the relevant arrangements or during the school year in general.

This is a wonderful, modern building with many environmental features. We aim to look after it and our expectation is that the children will look after it too. Please encourage your child to take litter home and behave appropriately around the building, both inside and out.

We are here to serve you and your community.

Date of Publication September 2010

Eileen Whiting
Headteacher

Children Learn What They Live

A child who lives with criticism
Learns to criticize

A child who lives with hostility
Learns to fight

A child who lives with ridicule
Learns to be shy

A child who lives with shame
Learns to feel guilty

But a child who lives with tolerance
Learns to be confident

A child who lives with praise
Learns to appreciate

A child who lives with fairness
Learns justice

A child who lives with security
Learns to have faith

A child who lives with approval
Learns self-esteem

A child who lives with acceptance and friendship
Learns to find love in the world.