

Prospectus 2010 - 2011



ELSON JUNIOR SCHOOL EXMOUTH ROAD, GOSPORT, PO12 4EX

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A Welcome from Our Headteacher

Mrs Celia Rich

Thank you for your interest in our school. This Prospectus is intended to give you a feel for what our school is like and what we can offer you and your child. We encourage you to come and visit us in order to give you a fuller picture.

On the next page you will see our School Vision and Aims. Parents, children, governors and staff all contributed to this which demonstrates our commitment to working in partnership. Our Vision Statement,

Living Together, Learning Together

encapsulates the spirit of our school. We believe in developing respect for each others' individuality, the ability to work co-operatively and in everyone taking part in the learning process.

The facilities offered by our modern, spacious building and extensive grounds are excellent. For September 2010 we will have about 278 children organised into 9 classes, each with its own teacher. There is a Learning Support Team of 9 staff who work with children both in and out of class. The Lower School is organised into 5 separate Year 3 and 4 classes. The Upper School is similarly organised into 4 separate classes of Year 5 and Year 6. Teachers' PPA time (Planning, Preparation and Assessment) is covered by our own staff in the afternoons. The ICT suite, Music/Drama Room, Library and Food Technology Area provide additional indoor learning areas.

Children's learning is greatly enhanced by regular use of our extensive outdoor facilities. Children have swimming lessons in our heated outdoor pool between May and September. The outdoor classroom, pond conservation area and nature trail are used to extend children's learning beyond the classroom and to develop the children's understanding of the environment. The Adventure Playground provides opportunities for play and developing problem solving skills. Playtimes and games lessons take place on our two fields and three playgrounds.

Each child's success and happiness is of vital importance to us. We believe that high self esteem and parental involvement are crucial to children's ability to learn and so everything we do is directed towards achieving this. We cannot do this on our own: your support is paramount which is why we take every opportunity to involve parents and families.



Our Vision and Aims

Vision Statement

Living Together, Learning Together

Mission Statement

We, at Elson Junior School, will aim to ensure exciting learning in a safe and supportive environment of challenge and achievement. We want everyone to feel welcome and be proud of their involvement in the school. We will promote our belief that everyone should be valued and respected and will actively encourage the participation of parents, children, the wider community, governors and staff in achieving success in the school.

Aims

At Elson Junior School we aim to:

- achieve high standards
- encourage high motivation for learning
- make learning challenging, exciting and fun
- have high expectations of learning and behaviour
- provide a learning programme that meets the needs of the children and the wider community
- to increase awareness of multicultural and multi-faith lifestyles
- use ICT to enhance learning

- promote positive self-esteem
- value, support and respect others
- learn through interacting with peers and adults
- address individual needs
- celebrate success

- ensure high quality and plentiful resources
- provide a safe and secure environment
- take care of our environment

- be a welcoming school
- strengthen the home-school partnership
- work in partnership with local community groups to broaden experience and use expertise
- keep people informed and involved
- allow people to have a voice and contribute
- develop and maintain links with feeder schools
- project a positive image of the school.



Our Approach to Learning

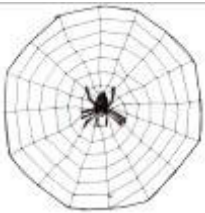
At Elson we believe that children learn best when they feel good about themselves and acknowledge that children learn in different ways and at different rates. Our children tell us they make most progress when the lessons are challenging, exciting and fun. Our curriculum is designed with these principles in mind.



We nurture the philosophy that everyone in the school needs to recognise their own self-awareness as a learner through certain beliefs, behaviours and feelings towards oneself and other people in their lives. In order to educate the children to develop positive learning attitudes, we have adopted 'The Seven Dimensions of Learning' (Ruth Deakin Crick, 2006) as a framework to empower learning. Each dimension is represented by an animal character to help the children remember them.

What are The Seven Learning Dimensions?

Learning Relationships (Winston the Worker Bee) Effective learners like to work with other people, learning from them and with them. They can work on their own too.



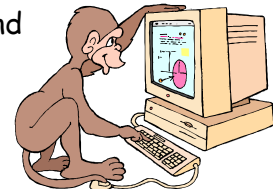
Meaning Making (Ariadne the Spider) Effective learners are on the look out for links. They like to see how things fit together.

Strategic Awareness (Edwina the Eagle) Effective learners know about their own learning. They can see the big picture.



Changing and Learning (Belinda the Butterfly) Effective learners know that through effort their minds can get bigger and stronger just as their bodies can.

Critical Curiosity (Mango the Monkey) Effective learners like to find out what is really going on. They like to ask the question WHY?



Resilience (Rocky the Red Squirrel) Effective learners like a challenge and are willing to 'give it a go'. They accept that it is OK to get something wrong.

Creativity (Da Vinci the Dolphin) Effective learners like to look at things in different ways. They play with ideas and like to use their imagination.



Themes In addition to daily Literary and Numeracy lessons in which we teach the core skills, we have a Theme based approach to the whole curriculum. Each half term the children will study a Theme which emphasises several subjects and where the children can use their Literacy and Numeracy skills.

Each week the children have at least one **Information and Communication Technology** lesson and the computers are used to support their learning wherever possible. They also receive a **Modern Foreign Language** lesson each week.



Physical Education takes place at least twice a week and over the course of the year will cover Gymnastics, Dance, Athletics, Problem Solving, Swimming and a range of Games. Coaches from the Gosport Sports Partnership give children experience of other sports such as basketball, tennis and cricket.

All children take part in our Annual Sports Day and Family Picnic.

Religious Education is taught in accordance with Hampshire County Council's agreed syllabus 'Living Difference'. Through this the children gain an understanding of other world religions and cultures including Christianity, Hinduism, Islam and Judaism. Parents who wish to withdraw their children from RE or school assemblies should contact the Headteacher.

Personal, Social and Health Education is a key aspect of the children's education and it is taught both through the Themes and on its own. Children are encouraged to take a full part in weekly Circle Time Activities and their Class Council. In these sessions we address the Social and Emotional aspects of Learning; children learn to express their thoughts and opinions and to respect those of others.

Visits and Visitors The children take part in termly visits out of school and enjoy learning from a range of visitors invited to the school. These may include SEARCH, Tower of London, INTECH and Legoland. Year 5 and 6 are offered the opportunity of a residential visit; currently Y5 do an environmental visit to Stubbington Study Centre and Y6 have an adventurous activities week in Osmington, Dorset. Visitors have included: Music and Theatre Groups, Authors and Poets, Hampshire Wardrobe, Gosport Planning and Environment Departments, Health Professionals.

Performing Arts We are very proud of the standards our children achieve in the Performing Arts. Our choir has earned a reputation for a very high standard and performs at local festivals and community events as well as at school. Every child takes part in a musical production once a year. The Lower School performance is held in the school hall in November and the Upper School perform at a local theatre in July. Talented performers are given additional coaching and are entered for external Performance Examinations.

Homework is an integral part of your child's learning process and all children are expected to do it. The children get more out of the activities when their parents take an active interest. The aims of our Homework Policy are to;

- complement the work the children are doing at school,
- enable families to be more involved in their children's schooling
- enhance and extend the child's learning experiences.

All children are expected to read to an adult every day and practise their spellings and tables.

On top of this, each half term, the children either have an Extended Homework Project or are expected to do Weekly Homework.

Extended Homework Projects link to the Theme they are studying e.g. Make a quiz about the Tudors; this is normally completed over the half term and we expect about an hour a week to be given to this work.

Weekly Homework is set early in the week and a whole week, including a weekend, is given for it to be completed. We do this to make it easier for families to fit it around busy lives. This will link to the children's class work and may be a language or mathematical based activity.

Music Opportunities

Music is a significant feature of our school. All children have a weekly class music lesson from a specialist teacher. We also have a weekly Singing Assembly which all children participate in.

Peripatetic Lessons are available for those children wanting to learn an instrument in depth. We offer: Keyboard, Guitar, Violin and Percussion lessons. These currently cost £50 per term.



Wider Opportunities for All In September 2008 we started a new music project. Our eventual aim is for every child in the school to have been given the opportunity to learn an instrument. From September 2009 all Year 3 and 4 children will also have a weekly violin lesson in school. There is no charge for this.

School Orchestra This is also a new venture for us building on the class violin lessons. Children with an aptitude for this will be invited to join the orchestra.

After School Clubs

We run a range of extra curricular opportunities after school and at lunchtimes. These vary from term to term and will include Choir, Karate, Football, Netball, Swimming, Cookery and Multi-sports and more. Some of these clubs are provided free, whilst others may have a charge as we have to employ extra staff or they are run by outside Clubs.

Meeting Specific Needs

Disability In accordance with the requirements of the Disability Discrimination Act 1995, the school will make reasonable adjustments to its facilities and curriculum to accommodate those with special needs.

Special Educational Needs Sometimes children require additional classroom support in order to be able to learn. Our team of Learning Support Staff, led by the Special Needs Co-ordinator, work with the class teacher to plan a suitable programme of work to address the child's specific needs. Where a child's needs cannot be fully met from within our school, advice is sought from other agencies offering specialist help. We work closely with parents to support the needs of these children. A copy of our Special Needs Policy is available from the school office on request.

Exceptionally Able Children We aim to meet the particular needs of these children through enrichment and extension activities within the classroom. We recognise the importance of

these children being with their peer group socially. A child with a significant talent, for instance in English, may be offered additional opportunities beyond the classroom, such as Newspaper Club or Able Writers' Group in order to develop this strength.

Encouraging Success

We promote good behaviour and positive attitudes through a system of rewards. Each week children are given 30 minutes 'Well Done Time' for their good behaviour. This is a special activity chosen by the class and organised by the teacher. Should a child misbehave during the week they will lose some of this time.



Steps to Success

We reward consistent high standards in work, effort and behaviour through stamps and certificates earned on the 'Steps to Success'. Children earn points in their class which work towards a 'Footstep Stamp'. Each class has an agreed currency for converting points to stamps and this will vary depending on the teacher's approach. Four Footstep Stamps for work and one for good behaviour will earn the child a 'Steps Certificate'. On average we would expect a child to earn a Steps Certificate each term. Three Steps Certificates will

earn a glossy Elson Certificate which will be presented in the Weekly Achievement Assembly. Parents are invited to see their child receive their certificate.

Star Learner of the Week

Each week a child is selected by their teacher for recognition in the Achievement Assembly to which their parent is invited. The child's work or certificate will be displayed on the Star Learner board in the School Entrance.



Trophys

We award 3 special Trophys each half term to individual children who have made an outstanding contribution to the school.

Behaviour

We develop children's ability to take responsibility for their own behaviour because we believe that self-discipline is the best form of discipline. Our Golden Rules are designed to help the children in this.

Golden Rules

- | | |
|--------------------------|--|
| ✓ Do be gentle | × Do not hurt anybody |
| ✓ Do be kind and helpful | × Do not hurt peoples' feelings |
| ✓ Do work hard | × Do not waste your or other peoples' time |
| ✓ Do look after property | × Do not waste or damage things |
| ✓ Do listen to people | × Do not interrupt |
| ✓ Do be honest | × Do not cover up the truth |

Happily, most of our children behave extremely well and achieve lots of rewards. Most problems are sorted out on the spot. If there is a persistent or serious problem parents are contacted immediately so that we can resolve it together. Bullying of any kind is not tolerated and is dealt

with immediately. Details of our approach to bullying are in our Behaviour Policy available from the school office on request.

Involving Everyone

Parent Partnership We want you to be fully involved in your child's learning. We include parents and families at every opportunity knowing that children achieve more when home and school work together. Some of the ways we keep in contact with you are:

- Curriculink - a half termly leaflet describing what your child will study.
- Pupil Progress Meetings - take place each term with teacher, child and parents.
- An appointment with your child's teacher can be requested at any time and is always arranged as soon as possible.
- A detailed report covering all subjects is sent at the end of the year.
- Drop Ins - on occasions you will be invited to come and join the children in their working day or for a class assembly, or after school.
- Workshops are sometimes arranged to inform you about how your child is being taught.
- Social events and fund raising activities occur throughout the year, organised by the PTA known as PATCH (Parents, Teachers and Children). Here they are releasing balloons at our Annual Sports' Day and Family picnic.
- Family Newsletters each fortnight on a Friday.
- Homework - Daily, Weekly and Extended Homework.
- Parents are encouraged to help in class.



School Council All children have a voice in the school through their Class Council. Each class elects two representatives to the School Council which meet regularly to discuss matters of interest to the children and whole school issues. They also take action! For instance, the School Council raised over £2500.00 for their chosen charity. They have developed a Quiet Area of the playground - here are some of the children adding the finishing touches. The School Council have recently been awarded the Healthy School Award.



Governors All parts of the community are represented on our Governing Body which meets twice a term. Governors visit as often as they can in order to keep in contact with the children and the staff. Governors attend many of the main school events and are always ready to listen to parent views. You can find their photos in the School Reception area where there is a Governors Suggestion Box.

Link Schools We maintain strong links with Elson Infant School and Brune Park Community College. Staff meet to share curriculum ideas, information about children moving on, and for training. We often take groups of children to take part in activities in our Link Schools.

Local Community We involve people from the local community in supporting the school and in the children's learning. We use the local churches for seasonal celebrations that are sometimes led by their clergy. Members of the local health and emergency services regularly visit the school to talk to the children.

Family Learning We have a programme of Family Learning Courses run at times to suit your family. These popular courses will help you and your child get the most out of their time at our school. You will gain a better understanding of what and how we teach the children. Courses

available cover: Literacy, Numeracy, "Rights, Respect & Responsibility", ICT. You also have the opportunity to follow these courses with adult ones which lead to qualifications.

OfSTED's View of Us in November 2006

"I'm sure the school is doing a fantastic job all round," one parent told the inspectors. Pupils' positive attitudes and good behaviour make them keen to learn. Achievement overall is satisfactory and the school has developed good assessment procedures in English and mathematics. The Governors hold the school to account effectively. The Headteacher, supported by her deputy and other senior leaders, has been successful in leading change and the school's self evaluation is accurate.

The curriculum has good links between subjects and draws particularly well on the use of information and communication technology. It is enriched by visits, visitors and special weeks. Pupils say the annual anti-bullying week *'helps improve behaviour each year so soon there will be no bad behaviour at all'*. Pupils particularly enjoy large scale performances at Christmas and in the summer. They use their artistic and musical skills well in these and successfully develop confidence and teamwork.



Pupils' personal development and well-being are good. Pupils enjoy school and this is shown by their positive attitudes and good attendance. At playtimes pupils cooperate with one another, showing the impact of the school's emphasis on *Rights, Respect and Responsibilities*. Pupils show a strong knowledge of what is right and wrong.

The Ofsted team decided that Elson Junior is a satisfactory school, which has a number of strengths.

The Inspectors liked:	They asked the school to work on:
<ul style="list-style-type: none"> ✓ Pupils positive attitudes and good behaviour which make them keen to learn ✓ The good links with parents who are very supportive of the school ✓ The good progress in reading ✓ The good curriculum and range of extra-curricular activities ✓ High standards in ICT, music, art and performances ✓ Good provision for pupils' personal and social development 	<ul style="list-style-type: none"> ✗ Raising standards in writing and mathematics ✗ Involving pupils in their learning so that they know how well they are doing

Playtimes and Lunchtimes

Playtimes The children have a 15 minute morning break. We have a lot of space on our site and so play areas are designated for quiet play, ball games and adventure play. There is a rota to ensure each year group have an opportunity to use every area, each week.

Healthy Snacks Children may bring a healthy snack to eat at playtime. This is a piece of fresh fruit, vegetable or dried fruit such as raisins and apricots. If your child finds it difficult to manage a whole apple or orange we suggest you cut it into quarters and wrap in cling film.

Lunchtime Games The Midday Supervisors organise different activities for the children who want them. These include circus skills, group games, large playground toys and skipping.

Lunchtime Helpers There are various ways in which we encourage the older children to contribute to happy and productive lunchtimes. The **Munch Bunch** help with packed lunch trolleys. The **Solution Seekers** are trained Year 6 pupils who help children solve their own minor squabbles (staff will deal with more serious issues). The **Game Leaders** get out the large play equipment and help children play with it.

Home Dinners The mid-day break is from 12.00 to 13.00 and children who go home for their lunch should return after 12.50.

Packed Lunch We encourage healthy lunches; sweets and chocolate are not permitted. Children's lunch boxes should be clearly named on the outside to avoid children eating someone else's lunch by mistake. The lunch staff will supervise the children and encourage them to eat what you have given to them. You will know if your child has not eaten something because it will come home in their lunchbox - we do not allow them to throw it away. Drinks may be bought in a carton, plastic flask or bottle. Cans or bottles of fizzy drink should **not** be included.

School Meals HC3S provide school dinners and their Web site is www.myschoollunch.co.uk/hampshire. The children are able to order their choice of main meal from a selection of 2 items with salad or cooked vegetables, plus a variety of puddings or fruit. There is a 3 week rotational menu displayed in the Reception area. The children may order a special meal at Christmas.

Dinner Money We encourage parents to pay monthly or weekly in advance. This is collected on **Monday** mornings - £2.00 per day, £10.00 for one week and £40.00 for 4 weeks. If your child is

only staying for one day, it would help the Administrative Officer if the meal could still be paid for on Monday. Cheques should be made payable to Hampshire County Council and the cheque guarantee number recorded on the back.



Free School Meals If you are receiving Income Support, child tax credit but not entitled to Working Tax Credit all your children are entitled to free school meals and you may obtain a form from the School Office. You should enquire at DSS Fareham if you feel you may be entitled to this service. It is your responsibility to reapply for Free School Meals each term - it is not automatically renewed and we cannot do this for you. If you are already receiving Free School Meals we will send you a form from school when you should reapply for free school meals.

Looking After Your Child

Playground Supervision This is provided for 10 minutes at the beginning (0835-0845) and end (1515-1525) of the school day. Children should not be on the premises before or after these times. When supervision ends any child who has not been collected will be brought to the school office and we will contact you. If you are unavoidably late (e.g. stuck on the A32) please ring the school office so that we can reassure your child.

Child Care Woodpeckers Childcare provide daily, out of hours care. They run this service from GADSAD in Elson Road. Contact Mr Ian Woodhouse 02392 357013

Emergencies When your child joins the school, you will be asked to complete a form giving us details of where to contact you, in case of illness at school. It is important that we know of any changes in the address/telephone number and we will send a new form home to update our records every September. Mobile numbers seem to change frequently, please inform us if you get a new phone.

Accidents There is one member of staff who is a Qualified First Aider. In addition some teaching and non-teaching staff have attended basic first-aid courses. You will be contacted if your child has had a serious accident at school - (not for such things as grazed knees!).

If your child bumps their head, **however slight the injury**, they are given a sticker indicating this so that staff can monitor them over the rest of the day. We also send a 'Bumped Head' letter home to you. If the head injury is more than just a bump, we will try to contact you during the day.

In an emergency we will try to contact you, but if necessary a member of staff will accompany your child to hospital. **Please inform us of any medical details which may be critical at such a time e.g. continuous medication, drug allergies, rare blood groups etc.** Valuable time can be saved at the hospital if we have this information and you cannot be contacted. If your child is asthmatic you should ensure they have a spare inhaler kept at school.

Absences If your child is really unwell, please do not send them to school - it is very difficult for us to nurse a sick child at school. When your child is absent, please let us know why by 1000 the same day. You can leave a message on the answer machine before 0830. If we have not heard from you by 1000 we will contact you. This ensures that both parents and school know where a child is.

If your child is absent for a long time without a letter or is repeatedly absent e.g. every Friday afternoon, we shall ask the Education Welfare Officer to call on you and check that you are aware of this and that there is an acceptable reason for the absence.

Since August 1991, DfEE Regulations have required that we distinguish authorised and unauthorised absences - absence for a birthday treat or to go shopping are, for example, both unauthorised absences. High levels of attendance lead to high levels of achievement for the children. It also promotes good attitudes towards their learning now and in the future. At Elson our attendance figures are fairly good but the Governors are very concerned at the increasing number of families requesting holiday leave during school time. They would like to encourage you to take your family holidays during the school breaks in order to minimise the

impact on your child's education. We aim for all our children to have more than 95% attendance. We award certificates for 100% attendance during the school year.

Holidays Governors encourage everyone to take their family holidays during the school breaks. They recognise that work or family circumstances may make this impossible and so have a clear policy on when holidays may be authorised. Parents have a legal duty to ensure their child's regular attendance at school. Headteachers **may** authorise leave of absence for up to two weeks (10 school days) in any school year to enable a child to go on a family holiday. The headteacher has to consider the reasons for the request, the effect on the continuity of the child's learning and his/her overall attendance. The Headteacher will not normally give permission simply because holidays cost less during term time.

Holidays will not be authorised during the revision or testing periods which run from Easter to the end of May. Year 6 sit the National SATs tests and Years 3, 4 and 5 sit Internal Assessment in English & Maths. Holidays will not normally be authorised in September as this is an important time for your child to settle down with their teacher and class. Only one family holiday will be authorised in each academic year.

The application should be made **well in advance** and parents are strongly advised to apply for leave of absence **before** they confirm their holiday arrangements. Under no circumstances will absences for family holidays in term time be authorised after they have happened. The Headteacher will notify you of the decision within five days of receipt of the form.

Only in exceptional circumstances may the amount of leave granted exceed (in total) more than two weeks in any school year. Please bear in mind that taking a two week holiday every year will result in your child missing more than half a term of their education.

Medicines You are asked not to send children to school with any medicines bought from the chemist. Staff will **not** administer them.

If your Doctor has prescribed a medicine, the Administrative Officer will keep it in the school office and administer it if she has written instructions about the dose and frequency. Alternatively, you are welcome to come in during the day and do this yourself.

Release from school Children will only be released from school during the day if they are collected by the parent/carer with whom they live, or if we receive written instructions from you. For your child's safety, we will not send them home as a result of a telephone call or allow them to be collected by anyone else.

Crossing Patrols There are 4 crossing patrols serving our catchment area. The children are encouraged to use them as the safest means of crossing main road en route to school. The patrols are present every school day at the following times:

morning 08.25 - 08.55 afternoon 15.10 - 15.40

1. At the junction of Amberley, Palmyra and Rydal Road (immediately opposite a side entrance to the school site).
2. At the junction of Elson Lane and Eastbourne Avenue.
3. In Elson Road, alongside its junction with Frater Lane and Elson Lane.
4. In Elson Road, opposite the Scout Hut on the corner of Ham Lane.

'20 is Plenty' The roads around the school have signs up to encourage all drivers to reduce their speed below 20 mph. We encourage all parents to support this, if you slow down then so will others. This will help keep us all safer.

Site Security Our school building is alarmed, with outer doors being 'security locked'. You are asked to come in to school by the School Office entrance. Staff will give access to legitimate visitors. Please do not wander around the building or go direct to classrooms - for your child's safety we need to know who is in the building.

If you work in school during the day, please sign in at the office and collect your "Visitor" badge.

Communicating with Us At the beginning of the school day teachers will collect children from the playground if you need a quick word. If you need to talk about something in more detail you can make an appointment to see your child's teacher at a time when they can give you their full attention; at the beginning and end of the school day they are responsible for the whole class. You can also send a written message or leave a message at the school office and this will be passed on for you.

You can also make an appointment with Mrs Rich (Headteacher) or Miss Sherborne (Deputy) to discuss any matter. Appointments will be offered on the same day, if possible.

Car Park There is not much space in our car park and we encourage as many children as possible to walk to school. All children using the car park must be accompanied by an adult so please collect your child from the path or playground. If you need to use the car park, we ask you to park considerately in places other than the delivery bay (double yellow lines) and to reduce your speed. Two disabled parking bays are provided near to the path. Please keep the Emergency Services Entrance clear. Please be aware that we do occasionally suffer from break-ins to cars in the car park. Do not leave children in the car or anything in sight and always lock the doors.

Visiting "Care Staff"

Visits are made by a school dentist and doctor. You will be notified if your child is to be seen by the doctor.

The School Nurse/Health Support Worker visits for routine height, weight, vision and hearing checks.

The Education Welfare Officer, Ms Jo Simpson, acts as a link between home and school. She is particularly concerned with absent or late children but is available to help with any social matter which is affecting a child's education. She can be contacted at Gosport Locality Team Office (023 92432001).

The Educational Psychologist, Mrs Jackie Bachelor visits each term to discuss any children who are having particular difficulty at school. She may offer general advice to staff, but if she thinks she needs to see your child separately, you will be contacted about this first by our SENCO Miss Heidi Adams.

We also have connections with many local agencies who can provide additional support for your child and family depending on your needs. If you have concerns or problems please let us know and we can advise you of the best approach. This may involve the completion of a CAF (Common Assessment Form) which we will do with you. This will help us and the support agencies to decide on the best form of support. The Gosport Locality Team provides additional family support through the Family Support Worker, Mrs Michelle Chandler, and Lyn Scott the parent Support Worker who covers the Brune Park Cluster of schools.

Frequently Asked Questions

Do you have a school uniform?

Yes. Our dress code is on page 21. The uniform consists of standard school trousers, sweatshirt, polo shirts, skirts, blouses and shoes available from high street stores. Sweatshirts and polo shirts with the school logo are also available from the school office.



Can the children have a school dinner? (See Page 9)

Yes, they may either buy a school dinner (current price £2.00) or bring a packed lunch. If you believe that you might be entitled to a free school lunch, please enquire at the school office, if you receive Jobseekers Allowance or Income Support you can claim.

When does the school day start and end?

The school day starts at 0845 and the children may be on the playground from 0835. The lunch break is from 1200 to 1300 and the school day ends at 1515. Register closes at 0900 children arriving after this time will be marked in late.

What are your SATs results like?

	2004	2005	2006	2007	2008
English	68%	81%	73%	77%	78%
Maths	64%	62%	66%	70%	66%
Science	89%	82%	84%	83%	84%

Please note, the results reflect the ability of the Year Group which have varying proportions of Special Educational Needs. 35% of our children are on the SEN register. Our results in English show a steady improvement over the past 5 years although we recognise that there is still room for further improvement. Results in maths and science are at steady levels but both need improvement and we are working hard to achieve higher standards.

What do I do if my child cannot come to school?

We ask that you inform the school office on the first morning to tell us why your child is away. If we have not heard from you by 1000 we will try to contact you to find out whether you know your child is absent. Our children enjoy coming to school and are rarely away. Last year the percentage of pupil session missed through authorised absence in 2008-2009 was 4.3% and for unauthorised absence was 0.3%.

Elson Junior School Admissions Policy 2010 - 2011

Admission Criteria Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midday on Friday 20 November 2009**. Late applications (i.e. those submitted after midday 20 November 2009) will be considered after all on-time applications have been fully processed unless exceptional circumstances merit earlier consideration. **Letters to parents offering a junior school place will be sent by the County Council on 22 January 2010.**

The published admission number (PAN) for Elson Junior School for 2010-2011 is **90**.

For the main admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for late applications will be allocated using the same criteria:

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **within** the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of Elson Junior School or its linked infant school (Elson Infant School) and who will still be on roll at the time of the sibling's admission.
4. Other children living **within** the catchment area of the school.
5. Children living **outside** the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of Elson Junior School or its linked infant school (Elson Infant School) and who will still be on roll at the time of the sibling's admission.

6. Other children living **outside** the catchment area of the school.

N.B. School Closures statement.

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected by a particular closure.

Siblings

Criteria 3 and 5 include children who at the time of application have a sibling for whom the offer of a place at Elson Junior School or its linked infant school (Elson Infant School) has been accepted, even if the sibling is not yet attending.

Distance measurement

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Multiple Births

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Pupils with statements of special educational needs

The governing body will admit any pupil whose final statement of special educational needs names the school.

In-year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

Waiting List

When all available places have been allocated, a waiting list will be operated by the local authority. Outside the main admissions round, parents who wish their child to be included on the waiting list must inform the local authority in writing. Any places that become available will be allocated according to the criteria in the admission policy with no account being taken of the length of time on the waiting list. In-year fair access and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised -

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

Roads Included in our Catchment

Albemarle Avenue	Brighton Avenue
Alphage Road	Brockhurst Road (numbers 120 upwards numbers 131A upwards, north of Kingsley Road)
Amberley Road	Cedar Close
Anthony Grove	Chantry Road
Battery Close	Chestnut Walk
Beaumont Court	Dunkeld Road
Beryl Avenue	Eastbrook Close
Blackthorn Drive	Eastbourne Avenue
Blenheim Gardens	Elson Lane
Bournemouth Avenue	Quay Lane
Bramber Road	Reeds Road
Elson Road	Richards Grove
Exmouth Road	Rydal Road
Fairhome Close	School Road
Findon Road	Sedgeley Grove
Frater Lane	Selsey Avenue
Goodwood Close	Stanley Close
Goodwood Road	St Thomas Road (numbers 35 upwards odd numbers 42 upwards even)
Gunners Way	Tewkesbury Avenue
Ham Lane	Thetford Road
Hamlet Way	Thornton Road
Hastings Avenue	Torquay Avenue
Jason Way	Tyndale Close
Naish Drive	Wandesford Place
Norfolk Road	Weymouth Avenue
Orchard Close	Wingate Road
Palmyra Road (numbers 2-134 even, Numbers 99-153 odd)	Worthing Avenue
Parker Close	
Priory Road (numbers 1-85 odd, Numbers 2-94 even)	

Governing Body Charging and Remissions Policy

Off-site Activities

The law states that:-

"No-one may be asked to pay for educational visits, if these are deemed to be part of the normal school curriculum. Similarly, no child may be excluded because they have not paid."

The Governors of the School and the Staff feel very strongly that such activities/visits are an important and integral part of our broad curriculum, in addition to being a valuable educational and social activity in themselves.

All visits and activities are planned to enhance the children's learning. These are not compulsory and children will still be able to complete their work in accordance with the National Curriculum, if they do not go on any of these trips.

There is no obligation to contribute to any proposed visit but the school cannot wholly support activities and trips from normal school funding. Therefore parents will be invited to make a voluntary contribution towards any trips/activities. This is a non-profit making procedure and in the event of the final costing being less than anticipated, refunds will be made.

If any parents are experiencing difficulty in contributing towards a trip they should discuss the matter with the class teacher/Headteacher who will endeavour to come to a mutual arrangement for payment, e.g. weekly instalments.

It is to be emphasised that no child will be excluded from a visit, or in any way discriminated against, on the grounds of not making a contribution. However without the good will of parents' voluntary contributions some trips may have to be cancelled. If a voluntary contribution is sought you will of course receive written notice.

The Governing Body will approve, from within the school budget, the board and lodging costs of residential visits for children whose families are in receipt of Income Support; Income Based Job Seeker's Allowance; Support under Part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue that does not exceed £15575, in accordance with the Education Reform Act.

There will also be times when a local walk will take place during normal school hours and in these instances, written consent is not required, but you can be assured that the County **minimum** for adult levels of supervision will always be adhered to.

Instrumental Music Tuition

In line with the National Curriculum all children will receive music tuition by a music specialist during the course of the school year. However children may opt for specific instrumental tuition e.g. in guitar, keyboard, woodwind or percussion for which a monetary contribution is required after a favourable audition, with the peripatetic teacher. In this instance a signed contract is required and payment is to be made in advance for tuition.

Craft Activities

There will be activities during the year which result in a "finished product" which your child may wish to bring home, e.g. food, clay models, needle work, etc. All children will take part but you will be sent a letter beforehand giving you the opportunity to buy the completed article.

Extra Curricular Clubs

A charge may be made for participation in extra curricular activities to meet the cost of materials and staffing.

Charges for Services

Details of charges for photocopier, telephone and fax facilities are available from the school office. Subsidised rates are set for community users and non subsidised rates for non community users.

Arrangements for Part of Full Remissions of Charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the Headteacher. For residential visits, the governors will meet, from within the school budget, the full cost of one twin to attend.

Approved by the Governing body on: 21st September 2004

Date of Policy: September 2004

Reviewed and Approved: April 2005

Reviewed and Approved: April 2006

Reviewed and Approved: May 2007

Reviewed and Approved: April 2008

Date of next review: July 2009

General Complaints Procedure

Introduction

If you have a complaint or concern about any aspect of school life we would like you to tell us about it. We are committed to building and maintaining good relations with parents, carers and the community. We encourage pupils, parents and others to express their views on what goes on in school, so that staff receive early warning of potential difficulties, and problems can be prevented from arising. However we recognise that sometimes things can go wrong. When that happens we aim to resolve the concern as quickly as possible. This will usually be done informally through either the class teacher, the Headteacher or some other designated person. We strongly encourage parents and others to discuss concerns informally at the earliest opportunity and this must always be the first step.

Where a complaint or concern cannot be resolved in this way the school has a General Complaints Procedure that fulfils the requirements of the 2002 Education Act. This leaflet provides an outline of that procedure. Should you need to use the procedure fuller details can be provided. The procedure is intended to ensure complete fairness and openness where such complaints arise.

Scope of the Procedure

This procedure is intended to cover general complaints. It does not cover the following issues, for which there are specific statutory regulations and Local Education Authority mechanisms:

- The LEA's decisions on special educational needs (SEN)
Assessments and school placements
- school admissions and transfers
- exclusions
- employment

More specific procedures apply also to other areas such as:

- staff disciplinary issues
- financial impropriety or other criminal activity
- alleged child abuse

How the Procedure Works

The procedure provides for a series of stages. Each one should be gone through before the next one is used. There is a preliminary informal stage and most complaints can normally be dealt with in this way. This leaflet then describes a progressively more formal three stage process to address unresolved concerns.

The Preliminary Stage - An Informal Approach

For most concerns the best place to start is with your child's class teacher. It is also possible to approach the Headteacher or Deputy Headteacher on an informal basis particularly where the concern is about a matter of general school policy or procedure. If you are not able to resolve your concerns by this method you can then consider moving to the formal stages.

The Formal Stages

Stage 1. The Headteacher

Write to the Headteacher giving details of your concern and enclose any relevant paperwork. You will receive an acknowledgment of this within 5 working days from either the Headteacher or designated member of staff. In simple cases you will receive a full response in that time. Where in-depth investigation is necessary you will be informed and a full response will normally be forthcoming within 20 working days.

If the complaint results in any meeting with the Headteacher you will receive a letter summarising the outcome of that meeting.

If the complaint is still not resolved you will be referred on to the next stage.

NOTE: If the concern or complaint is especially about the Headteacher you may be advised to move directly to Stage 2.

Stage 2 - The Chair of Governors

Write to the Chair of Governors at the school address and copy it to the Clerk to the Governing Body c/o the school. You should set out your complaint with any relevant paperwork explaining the reasons why you still wish to pursue the complaint. You will receive a response within 5 of his/her working days (these may not be the same as the schools). Where a complaint requires detailed investigation you will normally receive a full response within 20 of his/her working days.

For matters that are the headteacher's responsibility, the Chair of Governors is only empowered to look at whether the headteacher's decision was reasonable in the light of the information available at the time.

In the rare case where a complaint still cannot be resolved it is possible to move to a third stage.

Stage 3 - Governing Body Complaints Panel

Should you need to use this panel you will be given full information as to how to proceed.

Members of the panel will be governors who have not before been involved with the case. It is, therefore, very important that you do not make your complaint to individual governors or write to all the governing body at an earlier stage.

Conclusion

This is as far as the school's general complaints procedure goes, unless the matter relates to the National Curriculum, or provision of collective worship or religious education. In this case you can ask the school for further details or contact the Local Education Authority.

Once again may we emphasise that most complaints and concerns can be dealt with informally. This is best done as soon as a concern arises.

Approved by the Governing Body	July 2003
Reviewed and approved:	April 2005 - no amendments
Reviewed and approved:	April 2007 - no amendments
Date of next review:	Spring 2009

Dress Code

School Uniform

All children are expected to wear the Elson School Uniform. Some items are on sale at the school office. Costs at September 2009 are indicated.

- † Sweatshirt or cardigan - Navy blue (preferably with school Logo) £8.50-£12.92
- † Polo shirts - Light blue (with optional School Logo) £7.00-£8.51
- † Fleece - Navy Blue with School Logo (optional, for outdoor wear only) £11.50-£15.86
- † Trousers, shorts or skirts, Black or grey
- † Shoes - Plain black with flat heels (children may change into trainers for playtimes)
- † Summer Dresses - blue check or stripe
- † Socks and tights - Plain black, grey, white and navy blue

Physical Education

All PE kit should be brought to school in a named drawstring bag. £2.75

Gymnastics, Dance and Games

- † Shorts - Navy Blue
- † Round neck T shirt - white
- † Track suit (any colour) for outdoor games during cold weather
- † Plimsolls for indoor use
- † Trainers for outdoor use

Swimming (May - September)

- £ Swimming costume
- £ Swimming Hat £1.00
- £ Goggles (optional, please teach your child how to put these on and off safely)

Clothes and school shoes should be plain and free from commercial logos or trimmings

Other Equipment

- ✓ Book Bags with School Logo £3.15
- ✓ Art shirt/apron
- ✓ Sun hat for playtimes

All items of clothing and equipment should be clearly marked with your child's name

Jewellery

Children may wear a wrist watch and stud earrings. For health and safety reasons these must be removed for Physical Education. No other jewellery is permitted.

Personal Appearance

We encourage and expect all our children to take pride in their appearance and to ensure that it is appropriate for the occasion. Outlandish hair styles, nail varnish and make up etc. are not appropriate for school but are OK for the school discos.

Lost Property

Named Lost Property is always returned promptly to the owner. Lost Property is kept at the school office. Unclaimed items are disposed of after half a term.

School Dates and Times

Morning Session 0845 - 1200

Afternoon Session 1300 - 1515

The school office is manned from 0830 to 1630

For their own safety, children should not be in the playground until 0835, when supervision begins. There are teachers on duty from 0835 - 0845 and at the end of the day from 1515 - 1525. Children who go home for lunch should return after 1250.

The school terms for the year 2009-2010

03.09.09	Autumn Term Begins
26.10.09 - 30.10.09	Half Term Break
18.12.09	Last Day Autumn Term
21.12.09 - 03.01.09	Christmas Break
04.01.10	Spring Term Begins
15.02.10 - 19.02.10	Half Term Break
02.04.10 - 16.04.10	Easter Break
03.05.10	May Bank Holiday
31.05.10 - 04.06.10	Half Term Break
23.07.10	Last Day of Term

5 INSET Day Closures

03.09.09
05.10.09
25.01.10
19.03.10
28.05.10

SATS Week

Week beginning 10.05.10

The school terms for the year 2010 -2011

06.09.10	Autumn Term Begins
25.10.10	Half Term Break
17.12.10	Last Day Autumn Term
20.12.10 - 03.01.11	Christmas Break
04.01.11	Spring Term Begins
21.02.11 - 25.02.11	Half Term Break
11.04.11 - 25.04.11	Easter Break
02.05.11	May Bank Holiday
30.05.11 - 03.06.11	Half Term Break
27.07.11	Last Day of Term

5 INSET Day closures to be advised.

General Information

Chair of Governors
Mrs Carole Gratton
c/o Elson Junior School
Exmouth Road
Gosport
Hampshire
PO12 4EX

The school is a non-denominational mixed junior (7-11) school maintained by Hampshire County Council.

The Director of Education
The Education Department
The Castle
WINCHESTER
SO23 8UG

Telephone: Winchester 01962 841841

General enquires should be addressed to:

The Education Office
River Way
HAVANT
PO9 2EL

Telephone: Havant 023 9249 8200

The Area Director for this school is Mr Brian Pope
The District Manager for this school is Mr Eric Holton

Special Needs Enquiries should be addressed to:

The SEN Directorate
The Castle
Winchester
SO238UG