

# Chivenor J&I School



*Always striving to achieve our personal best'*

**Mrs M Louca  
Headteacher**

**Mrs D O'Toole  
Deputy Headteacher**

# Headteacher's Statement

As Headteacher of Chivenor J&I School, I am delighted to welcome your family to join us as partners in your child's education. The governors and staff will seek to provide the best possible opportunities for your children, whilst ensuring they feel safe and happy in a secure and caring environment.

We hope you will help and support our aims through activities at home and school. It is important to us that you have all the information required about our school and that you feel welcome to share in celebrating our achievements and successes.

Please read this prospectus to find out about us and if you have any questions please do not hesitate to come into school and ask.

## REMEMBER!

We are here to provide your children with the best education so that they can achieve high standards. We seek to help them to become caring, responsible young people, proud of their school, their environment and the community that they live in.

M Louca.  
Headteacher.

# What is Chivenor J&I School?

Chivenor J&I School strives to maintain a relaxed, happy and caring atmosphere where through the provision of a broad and balanced curriculum, children may realise their full potential academically and socially.

Chivenor J&I work hard to promote and maintain high expectations of all within the school.

Our Vision at Chivenor J&I is:

'Chivenor is a friendly, happy school where all children are cared for, listened to and kept safe. We enable each child through learning to achieve their personal best with the provision of varied opportunities and experiences.

Every child is encouraged to become a motivated independent learner who is proud of their achievements and is prepared to embrace future life challenges.

Together with families, we lay the foundations that equip our children to become responsible, caring citizens in the diverse community in which they live.'

*'Always striving to achieve our personal best'*

# School Times

Morning school commences at 8.55 am for Keystage 1 and 2, when the bell or whistle is sounded and finishes at 12.00 noon for Infants and 12.15 for the Juniors.

Afternoon school commences at 1.15 pm for Keystage 1 and 2.

Reception class will start their day five minutes later than the main school, at 9 am. They will be stopping for lunch at 12 noon and will commence with the afternoon at 1.15pm.

School finishes at different times for specific children:

Reception at 3.10 pm  
Years 1 and 2 at 3.15 pm  
Years 3, 4, 5 and 6 at 3.15 pm.

On wet days children are allowed to wait in either the Infant hall or the Junior Hall from 8.45 am.

Please ensure your children are in the school playground by 8.50 am; children are supervised by a member of staff from 8.45am. School cannot accept responsibility for the children left on school premises before 8.45 am or after 3.40 pm.

# Attendance

Regular attendance is very important, as much vital learning time can be lost through absence. Rewards are given for excellent attendance.

If absence is unavoidable, please send a letter to school indicating the reason for this, or a telephone call before 9.30 am if a note cannot be sent that day. A medical certificate is only necessary in cases of long illness or where an infectious illness is diagnosed. Unauthorised absence is recorded by computer and is published in the Annual Report.

Family holidays are not encouraged during term time because of the disruptive effect on children's education. However, if it is unavoidable, please ask for a form from the office requesting permission for leave of absence.

## Children Going Home

Children are expected to leave the school premises in an orderly fashion by a permitted route i.e. the school gate from the Junior playground and the main gate.

Parents meeting Infant children are permitted to wait by the designated exit. Teachers will dismiss the children into the care of whoever is meeting the child. Children whose parents are not there will be brought back into school.

In the interest of safety and child independence development, parents meeting Junior children should wait outside by the designated exits.

If your child goes on to an after school provider, children will wait in school until they are collected by that establishment's representative.

## The Curriculum

At Chivenor J&I School we teach a broad, balanced programme which meets the requirements of the National Curriculum, RE Agreed Syllabus and Birmingham's Curriculum Statement.

We have a full Teaching and Learning policy available in school, but the main principles are to develop a positive attitude to learning, responsibility, values such as tolerance and self-respect through areas of the curriculum. We emphasise the need for children to develop a sense of Citizenship; to be responsible for their actions and awareness of their place within our community.

The Basic Curriculum is:

English, including the Literacy Hour  
Maths, based around the Numeracy Hour  
Science

Foundation Subjects are:

- Information and Communication Technology
- Art
- Design Technology
- Geography
- History
- Music
- PE
- PHSE and Citizenship
- Religious Education

### **Teaching Methods**

A mixture of whole class, individual and group work is employed when teaching this curriculum. Literacy, Numeracy, Science and ICT are taught separately but many of the skills taught are also revisited and expanded through the rest of the curriculum.

Groups are usually mixed in size, ability and gender, although some children are in 'target' groups which means that they will receive specific teaching for specific reasons, this currently happens in some Literacy and Numeracy lessons.

### **Chivenor J&I School Curriculum September 2010**

Chivenor J&I School is currently reviewing and revamping the curriculum that is taught to the children in light of the recently published Department for Education and Skills document, 'Excellence and Enjoyment - A strategy for primary school', 2003. The main emphasis of this document is,

'We want schools to continue to focus on raising standards while not being afraid to combine that with making learning fun. Our goal is for every primary school to combine excellence in teaching with enjoyment for learning.' (page 4)

We believe very strongly that the curriculum should be one where children can experience a variety of teaching styles and practices.

We wish the curriculum to be one that will excite and engage the children in a way that will make learning vivid and real for different children. Creating links between subjects, helping children to construct their knowledge onto sturdy learning foundations.

The curriculum will still maintain the required National Curriculum content set by the Department for Children and Skills.

We still have high expectations and will continue to challenge your child and show them what they can achieve.

We hope to teach skills and values to children and provide experiences that will enable children to think creatively, to use their imagination and to thrive in the learning.

## The Foundation Stage

During your child's first year at Chivenor J&I School, they will be part of the Foundation Stage.

This is divided into six areas of learning:

1. Personal, Social and Emotional Development.
2. Communication, Language and Literacy.
3. Mathematical Development.
4. Knowledge and Understanding of the World - which covers skills and knowledge children need to make sense of the world around them.
5. Physical Development.
6. Creative Development - expression of ideas and feelings through media and materials including art, music, dance and role-play.

Activities are planned to provide the children with the experiences to fulfil the requirements of the Foundation Stage. They are given the opportunity to make choices, to develop their social interaction and to develop their own learning.

Chivenor J&I School firmly believes that the Foundation Stage is the starting point to creating a relaxed and happy atmosphere, where your child will receive the support and care they need to start their education at this school.

We strive hard to create an environment where your child can feel confident and begin to develop the thirst for learning and an inquisitive mind.

# Policies

## **Religious Education and Collective Worship**

Religious Education is taught to all children and follows the guidance given in the Local Education Authority's Agreed Syllabus. We recognise the important influence of Christianity on our culture and civilisation but also give due emphasis to the consideration of other faiths in our multicultural city. Visits are made periodically to places of worship.

Collective worship or 'assemblies' are regarded as an important part of the school's corporate identity and therefore we regard attendance as important. The assemblies are of a broadly Christian nature but also references are made to other faiths as the school believes that there is so much that religions and cultures share. Parents are at liberty to withdraw their children from assemblies and Religious Education if desired but we urge you to speak with Mrs Louca first.

## **Sex and Relationships Education**

Sex Education is taught in Year 5 and 6 as part of a health education programme. The course of study is firmly rooted in the context of family life and depicts relationships within family life. Discussions of hygiene, menstruation, bodily changes that take place during adolescence and birth are some of the issues covered. The programme has been approved by the Governing Body and parents have the right to withdraw children from all or part of the sex education provided.

## **Special Educational Needs (SEN)**

The school has a sympathetic and extremely effective system for helping children who have Special Educational Needs. The system is dependent on the co-operation between home and school. Parents will be kept informed during the time a child is receiving help in this way. The school conforms to legislation by following the new Code of Practice. Initially a child will be monitored by his/her class teacher. Should this prove insufficient the SEN co-ordinator will be called in to give specialist help. It may then be necessary to involve such help from outside agencies. The final step would be writing a Statement of Special Educational Needs which would provide permanent additional help either in school or at another establishment.

# Meals in school

## Mid-Morning Break

Chivenor J&I School is a 'Healthy Eating' school. We encourage children to drink plenty of water and milk, and encourage the eating of fruit and other healthy snacks which are available daily from the school kitchen.

Infant children receive free fruit daily and are encouraged to bring their own drink bottle into school freshly filled with water. The children will have access to their own bottles during break times and lesson times. Children are able to re-fill their bottles with water during the school day.

Within the Juniors, children are encouraged to drink water and are allowed to keep their water bottles with them during lesson time. They are also permitted to re-fill their bottles at home and bring them the next day.

All drinking bottles must be plastic and of the maximum size of 33cl.

Please note that sweets are not allowed in school unless sanctioned by a teacher for a special occasion. Fizzy drinks and Gum are *never* permitted.

## Mid-Day

Meals are cooked at the school, and there are 2 or 3 choices of main meal, including a vegetarian option.

***Important*** - Please send the correct amount of dinner money to school on ***Monday*** mornings in a named envelope. Cheques should be made payable to 'City of Birmingham Education Department - School Meals' with bank details on the back. School dinners currently cost £1.80 per day or £9.00 weekly (subject to alteration).

***Sandwiches*** - If preferred, children may bring sandwiches for dinner in which case they must bring food and drink in a named lunch box. Please do not pack *chocolate* or *sweets* in the lunch boxes as we encourage healthy eating.

Children wishing to change from dinners to sandwiches or vice versa can only do so at the *beginning of a half term.*

All children will be supervised throughout the dinner time session.

# Health, Safety and Security

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. If you want to know more about this procedure, please speak to the Headteacher.

If staff become aware of, or have a need to become involved in situations where a child may be at risk of hurting themselves or other, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

To help with other various aspects of health, safety and security, please also remember:

1. The car park is for staff use only.
2. Children should be in the playground at 8.45 am and must be collected at the designated time for your child.
3. Children's property must be clearly named.
4. Toys should only come to school when staff have requested them.
5. Deliberate damage to school or other children's property will have to be paid for.
6. Swimming is part of the PE curriculum. If a child is well enough to be in school, they should go swimming. Remember - no jewellery. Children with verrucas may accompany their class to the pool.
7. We require emergency contact numbers in case your child becomes ill during the day.
8. Medicines in school - Children who use inhalers for asthma should be able to administer these themselves. School will not normally administer prescribed medicines. Please see the school office for further guidance.

9. All visitors **MUST** report to the school office before conducting their business on either site.
10. We expect all adults to conduct themselves appropriately. Any issues, concerns or complaints must be done so in a calm manner.

## **Admissions**

Chivenor J&I School is a state establishment for children aged four to eleven. It can admit up to 60 children each year in September (30 children per class).

Admissions to the school follow the LA policy,

- Children with brothers or sisters already at the school, who will still be there when they start school themselves.
- Children who live nearest the school.

Parents will receive by post an admission form to complete and send back to Birmingham City Council, as it is the Admissions department who allocate pupil places within the reception classes.

All other admissions are at the discretion of the school, based on school numbers.

Parents are requested to make an appointment with the school office personnel with regards to a visit, who are also very willing to give you any further information that you may require.

## **Uniform**

Parents are free to obtain any items wherever they please.

Light Blue polo shirts  
School sweatshirt with school badge or  
Navy Blue jumper or cardigan  
Boys - Grey trousers  
Girls - Grey skirt or trousers  
Blue, grey or white socks  
Black shoes

In the summer girls may wear a blue and white check or striped dress and sandals may be worn.

### **Sports Kit**

Each child must have:

- A pair of pumps or trainers
- A pair of black shorts
- A white T-shirt or sports shirt

Please could sports kit be kept in a draw-string bag. The use of large rucksacks or plastic carrier bags is not encouraged.

Children should be able to change their footwear for P.E. activities and it is desirable for children to wear *sensible shoes* for other times.

Children cannot wear football team shirts, as this can lead to problems.

### **Art Work**

Each child should have an overall for art work. An old shirt is ideal. There are aprons for reception children.

Please Remember:

**THAT ALL ITEMS OF CLOTHING MUST BE CLEARLY LABELLED WITH THE CHILD'S NAME.**

Items of uniform bearing the School Badge are available for purchase from the school office.

### **Jewellery**

Earrings, watches, etc. must not be worn for swimming or gymnastics. All such items are your child's responsibility and not the school's. Earrings of any type are not encouraged in school on safety grounds. The simple stud variety in the ear is permitted but **MUST** be removed for physical activities. Rings are not permitted at any time.

# Charges and Remissions Policy for Additional Activities

There is a copy of the full Charges and Remissions Policy in school. Its summary appears below:

*The Governing Body recognises the valuable contribution that a wide range of activities including clubs, trips and residential experiences can make towards pupils' personal and social education. Where charges arise from such activities, parents are invited to contribute towards the cost on a voluntary basis. If contributions for educational visits do not reach 95% of the required total, the Governing Body reserves the right to cancel a proposed visit.*

*Parents may apply in confidence for a remission in part or in full. Authorisation for remission will be made by the Headteacher or Chair of Governors.*

## Extra-Curricular Activities

We offer children a wide range of activities outside normal school hours. Sporting tradition is strong. We have teams in football, as well as netball, cricket, swimming and athletics at certain times of the year. Coaching is offered in football at a nominal cost. The school also gives children musical opportunities with instrumental tuition and choir, who give regular performances.

Other clubs are on offer, such as gardening, craft, cookery and ICT.

Instrumental tuition is provided by outside tutors and as the Governing Body values the importance of this experience, they have agreed to subsidise the tuition costs by 50%.

We regularly review our provision of such activities.

# Chivenor J&I School Governors

We have a very active Governing Body at Chivenor J&I school. Together they work hard to support and challenge the school to ensure that your child receives the best educational opportunities available to them.

We have parent representatives of the Governing Body who are regular visitors to the school.

Governors meet as a whole Governing Body at least once a term. There are also committees which meet to discuss a variety of responsibilities including Curriculum, Equal Opportunity, Special Needs, Staffing, Finance and Environment.

Should you have a suggestion to make or points to raise concerning our school, please contact either the Headteacher or the Governing Body.

## **Arrangements for Dealing with Complaints and Curriculum Matters**

There are three levels at which complaints may be considered:

1. The informal level, where the complaint may be discussed with the Headteacher or staff.
2. Formal complaint to the Governing Body.
3. Formal complaint to the Local Authority.

## **Parents and School**

### **Parents in School**

Parents are welcome in school to help with classroom activities. Please see Mrs Louca, Mrs O'Toole or your child's teacher. We particularly need help with the Literacy Hour, reading and Numeracy Hour. We often get Mums and Grandmothers in but we would like to see more Dads, Granddads and Uncles. So come along!

Please note, that all parents and carers will need to be CRB (Criminal Record Bureau) check in order to work with pupils on a regular bases.

**Parents Evenings**

Opportunities during the year are given to parents to come into school to discuss their child’s progress with his or her teacher.

You will be notified on a termly basis in a newsletter.

**Curriculum Meetings**

From time to time parents are invited in to school to learn something of how various subjects are taught to their children. Parents of Year 6 children are invited to school so that SATs can be explained. Your attendance to this meeting is important.

**TAP – Teachers and Parents Fundraising Group**

This is a Parent Association which aims to foster links between home and school by organising a wide variety of activities. All parents are automatically members of TAP (Teachers and Parents) and are welcome to help at functions or just to join in the fun. If you would like to join the committee please let the school office know.

**School Dates for 2010 – 2011**

Autumn Term 2010	Spring Term 2011	Summer Term 2011
Wednesday 1 September	Tuesday 4 January	Tuesday 26 April
to	to	to
Friday 22 October	Friday 18 February	Friday 27 May
~ HALF TERM ~	~ HALF TERM ~	~ HALF TERM ~
Monday 1 November	Monday 28 February	Monday 6 June
to	to	to
Friday 17 December	Friday 8 April	Friday 22 July