

Welcome to Sandy Lane Primary School

Sandy Lane Primary School aims to provide all children with challenging learning opportunities throughout their nursery and primary years. All staff work hard to achieve the highest possible standards within a supportive school setting. We value the strong and close relationship we have with parents and work in partnership to enhance each child's learning. We recognise that all children will begin their early school journey from different starting points, but the goal remains the same: to develop each child's individual potential and celebrate success.

It is our firm belief that children learn best with the support and interest of all the adults within the school. For this reason we aim to place trained support assistants within the classes.

All children have different talents, interests and abilities. At Sandy Lane we recognise these differences by providing a wide range of opportunities both within the classroom and through extra-curricular clubs. These include residential journeys to Lakeside in Cumbria and representing the school in competitive sporting fixtures, dance and musical activities.

Our aim is that Sandy Lane Primary will be a thriving, educational community where children will enjoy learning, act responsibly towards adults and one another, be challenged by their teachers and achieve success.



Taking Pride in our Achievements

Admissions

Sandy Lane Primary School has places for 90 children in each year group. From September 2007 children whose 5th birthdays fall between Sep 01 and Dec 31 will be admitted at the beginning of the Autumn term. Children whose 5th birthdays fall between Jan 01 and Aug 31 will be offered a place at the beginning of the Spring term 2008. School places are now allocated centrally by the LEA.

Pupils are admitted in order of priority as follows:

1. children whose home address is in the designated area served by the school:
 - Priestwood II - i.e. all roads on the east (school) side of the Binfield Road to Bull Lane and Folders Lane
 - Holly Spring Lane, Park Road and Warfield Road
 - Lynwood Chase estate
 - Lakeside estate
 - Quelm Park estate
 - Priory Lane
2. children who have brothers or sisters attending the school.
3. children who have strong medical or social grounds for admission
4. children who have strong family connections with the school.
5. children whose parents have any other reason for their choice.

Parents are encouraged to come and visit the school before enrolling their child. Requests to visit the school should be made by telephoning the school office for an appointment. Application forms are available from the school office.

School Day

All infant children should be outside their classroom doors by 8.50 a.m. Junior children should be in their playgrounds by 8.50 a.m. ready to be collected by their teachers. The school day starts at 9.00 a.m. Both upper and lower school children have a morning break. Lunchtime is from 12.00 until 1.10 p.m. for infants and until 1:00pm for juniors. The school day finishes for infants at 3.15 p.m and the juniors' day finishes at 3.20p.m.

School Rules

The school rules are kept to a minimum but they are designed to ensure the safety of all children of the school.

- **Follow instructions given by adults**
- **Listen to others without interrupting**
- **Be kind to others**
- **Use and look after equipment properly**
- **Walk around the school**
- **Treat the school buildings and grounds with respect**

In addition to these, we ask parents to observe the following requests to keep children safe in school:

- please wear sensible shoes to school (no heels)
- please leave all sweets, nail varnish, tattoos and make up at home
- no glass bottles or cans should be brought to school
- children who wish to ride a bicycle to school, must apply for a cycle permit from the office
- please leave all toys and valuable items at home
- no jewellery to be worn except in the case of pierced ears, please wear small plain studs only. Religious or medical tags can be worn
- long hair must be tied back for school

Where studs are worn, they must be removed for PE, games and swimming. If studs cannot be removed, then the child will be responsible for covering the stud with micropore, which must be brought from home. Please ensure any ear piercing is carried out at the beginning of a holiday to allow maximum healing time.

Behaviour and Discipline

All children are entitled to learn in quiet, safe and orderly classrooms and to play happily in the playground. At Sandy Lane Primary School, all adults work hard to achieve this aim. We believe that each child should be valued as an individual. We encourage all children to have a positive outlook and we emphasise and praise good behaviour through our “Super Stars” assembly in lower school and the “Sunshine” assembly in upper school. We also use verbal praise, stickers and certificates. House points are awarded for excellent work and representing the school. Whilst the vast majority of our children behave perfectly for the whole of their school life, occasionally some children have difficulties meeting these high expectations. On these occasions, incidents will be dealt with fairly, but firmly. On the rare occasion that a child’s behaviour proves unacceptable, then the incident will be managed by the most appropriate adult and parents will be informed of the seriousness of the incident. This enables school and home to work together in a positive way. Children will be helped to understand what is expected of them in terms of behaviour in and around school. They will be taught how to avoid situations that they find difficult. If children fail to demonstrate that they can improve their behaviour, then exclusions may be used.

We share messages about good work and behaviour with parents through our postcard system.

A full copy of the school’s behaviour and anti-bullying policy can be found in the school reception.

School Uniform

We expect all children to wear school uniform.

Grey trousers, grey skirt or pinafore dress.
White shirt, blouse or Sandy Lane polo shirt.
Blue Sandy Lane sweatshirt.
Blue checked summer dress may be worn.
Grey shorts may be worn in the summer.
Blue / grey tights or socks
Black sensible shoes with flat heel (no trainers).

PE and Games Kit

Please name all PE kit and keep in a drawstring bag.

Infant children should wear plain coloured shorts and t-shirts.

Junior children wear Sandy Lane t shirts (in house colours- available from the school office).

Plain coloured shorts.

PE indoors - bare feet.

PE outdoors - black Velcro plimsolls.

Old trainers may be worn if the field is very muddy.

During cold weather, navy blue tracksuits may be worn.

Pupils are responsible for taking care of their own property. Both lower and upper school have lost property boxes.

Please contact the school office to purchase items of uniform and PE kit. Sun hats, money belts and reading folders are also available.

Curriculum Organisation

The school is divided into three phases (Nursery & Reception - Foundation infants - lower school, juniors - upper school). Nursery and Reception children follow the Foundation Stage. The infants follow the national curriculum for Key Stage 1 and the juniors follow the national curriculum for Key Stage 2. Teachers' planned lessons in each phase build upon the work in the previous phase. The school has policies for every curriculum subject. These are available on request. Each term teachers send parents a summary of the curriculum, which their children will be studying. Teachers plan carefully to ensure that all work builds on previous learning and presents children with challenge.

Teaching Strategies

Children are taught English and maths in ability groups, within the class. This means that those children capable of a faster pace are challenged to the full and those children who need to consolidate the all-important basics are given appropriate opportunity to do so. These groups are constantly reviewed within the school's assessment programme. Where numbers permit, setting may be used to enhance the level of challenge. Infants are taught for 23 hours per week and Juniors are taught for 23.5 hours per week. Children spend additional time in assemblies, break and lunchtimes.

Home Learning

All children in school are set homework every week. The arrangements for homework are explained at the beginning of term, in each year group's curriculum letters. The amount of homework increases in length and variety as children move through the primary years. It is expected that infant children will spend about one hour a week learning spellings, reading books and undertaking maths activities. The junior children will have about two to three hours per week on literacy and numeracy tasks. They may also be given additional research tasks.

We expect all parents to support their child as they complete their homework.

Parents, teachers and children will be asked to sign a home school agreement when a child joins the school.

Extra Curricular Activities

We offer many different activities throughout the year. These include choir, dance, drama, bird-watching, stamp collecting, football, tag rugby, kwik cricket, cross country and netball. Teachers give their own time to run these clubs and take children to competitive matches against other schools and to art and music festivals. Teachers see these activities as an enriching part of a child's education. We are also able to offer some activities for which a charge is made as we employ a specialised teacher. These lessons include football skills; judo; craft; French, brass, wind and stringed instruments.

Special Needs

At Sandy Lane Primary School we aim to meet the needs of all pupils. We recognise that some children will have special needs that will need additional support. These needs may be physical or maybe in the area of learning / behaviour. In order to identify and meet these particular needs, we have a Special Needs Co-ordinator to oversee the work in this area. This person will work with the class teacher to assess the need of each individual child, establish an Individual Education Plan (IEP) and may arrange for additional assessments and extra support/teaching.

Parents will be kept fully informed of their child's progress and invited to attend all appropriate meetings.

Our Special Needs Policy clearly states our determination to ensure that all children are included and receive a broad and balanced curriculum. We aim to celebrate all their achievements.

A copy of this policy is available on request.

Able and Talented

We recognise that some children will be talented within different areas of the curriculum. Teachers will seek to identify these talents and offer appropriate challenge. Parents will be invited to discuss their child's special talents. All children are given the opportunity to show their talents in regular special assemblies.

Testing and Assessment

We test and assess children's progress regularly. Children are formally assessed when they enter school and again at the end of Year Two and Year Six, through SATS. Every year, we examine these results to highlight areas of learning that need re-reinforcement. Teachers also use many tests during the year to confirm their daily assessments. Work is assessed by observation, marking, standardised tests and assessment tasks. Teachers use these assessments to set targets for each pupil.

Parents receive regular feedback about their child's progress and will be informed of their child's individual targets. This will take place at parents' evenings and through the annual report. We encourage parents to talk to teachers regularly about their child.

Collective Worship and Assemblies

Religious Education is taught in accordance with the agreed syllabus for Bracknell Forest. It establishes the importance of developing the children's knowledge of all major religions.

All children and adults in the school are given an opportunity every day to come together and take part in an act of collective worship. These will be of a Christian nature and will be presented by a variety of people.

Parents who wish to withdraw their children from collective worship or religious education should apply to the Headteacher in writing. Appropriate provision will be made for these children should the need arise.

Sex Education

This subject is taught throughout the school. It may be taught as part of the social, personal and health education programme or the science curriculum. Within Key Stage 1 children begin to understand the importance of family life, human relationships and stages in development, both in humans and animals. This work is developed in the work of the lower juniors in Key Stage 2. The upper juniors are taught reproduction alongside the values of a caring family. The school will keep you fully informed about this work and invite you to watch videos before the children see them, so that you can support your child through this important stage of their learning.

Health Education

We aim to introduce children to all basic aspects of health education by including modules in our topics which address these issues and properly take into account the children's ages and stage of development. Use is made of visits by police, school nurses and other professionals. Children's questions are answered clearly and with regard to their age.

We aim to create a health promoting school. Please support this aim by providing your child with a healthy snack for morning break. We allow fruit, celery/carrot sticks etc. and cheese snacks. Please do not send in crisps or sweets. All our nursery and infant children are provided daily with an item of fruit or vegetables. We encourage your child to drink water. They should bring this to school in individually named non-spill, unbreakable bottles.

It is the responsibility of the parents to check their child for head lice and treat accordingly.

School Nurse

The assigned School Nurse is available to answer all health queries. In lower school, she tests eyes and ears and measures height and weight. The telephone number is available from the school office.

Lunchtime arrangements

The children are supervised by Lunchtime Controllers under the guidance of the Midday Supervisor.

Lower school arrangements.

Lunchtime is from 12:00 - 1:10. Children may bring a packed lunch to school or buy a school lunch. Children requiring school meals should bring their money in a named purse/wallet that will be collected at registration time for safe keeping.

Upper school arrangements.

Lunchtime is from 12:00 - 1:00. Children may bring a packed lunch to school or buy a school lunch. Children requiring a school meal will be responsible for the care of their own dinner money.

If you are receiving income support or job seekers allowance your child is entitled to free school meals. Please take proof of your entitlement to the school office where you will be given the appropriate form to complete. Even if your child does not wish to take a school meal, it is still important to register with the school office. This information will be treated in the strictest confidence.

The cost of meals and drinks are included in a separate sheet.

Absence

Attendance

It is very important that your child attends school regularly.

If your child is absent from school due to illness, please telephone the school office giving a reason for the absence, on the first day of absence. If your child is still unwell on the fourth day, parents are requested to telephone school again. Failure to do this will result in your child's absence being marked as unauthorised. If you are unable to telephone, you need to provide your child with an absence note on return to school.

Children taking time out of school for medical or dental appointments etc. should be collected by parents/guardians and 'signed out' in a book kept in the school office.

Holidays

Please try to take your annual holiday during school holiday periods, in order to avoid disruption to your child's schooling. If this cannot be avoided the Head Teacher needs to give permission and a form requesting holiday leave can be obtained from the school office. Only ten days can be granted in any school year. No additional holiday must be taken. Year two and year six children should NOT take any holiday during May, due to national tests.

Education Welfare Officer

We work closely with the school's Education Welfare Officer to ensure good attendance on the part of all pupils. The Education Welfare Officer may follow up unauthorised absences, poor attendance and lateness with a visit to the home.

Illness and Medication

If your child becomes unwell during the school day we will contact you. Please ensure all up to date contact numbers are returned on the emergency contact form, which is sent out at the beginning of each school year.

We can make arrangements to administer medication for long-term illnesses such as asthma. Please complete a medical consent form available from the school office. We can only administer prescribed medicines and we are not able to administer eye drops.

Child Protection

It is the duty of all schools to ensure the well being of a child. Where this is affected by outside circumstances, the Headteacher, who is the Designated Child Protection Co-ordinator will contact and liaise with Social Services.

Policy of Charging for Activities

In order to give the children a wide range of experiences we include in the curriculum some activities which incur expenses. These include:

- cooking
- art/models
- visits to school from music and drama groups
- swimming
- themed curriculum days
- trips out of school for educational purposes

Under the Education Act these costs must be met by voluntary contributions. If voluntary contributions do not cover the cost we may, reluctantly, have to cancel the activity. Where there is genuine financial hardship we ask you to contact the Headteacher to discuss this matter.

Complaints Procedure

If any parent has a complaint about any aspect of school, please contact your child's teacher in the first instance. If your child's teacher is unable to answer your query, or you are unhappy with the response, the matter should be referred to the Headteacher. If you are still not satisfied with the response, then a written complaint should be made to the Chair of Governors. If (s)he is unable to help you resolve the issue, the address for formal complaints to Bracknell-Forest Local Education Authority is as follows:

**The Director of Education
Education Department
Seymour House
Town Square
Bracknell**

The final option is to write to the Education Secretary at the Department for Education and Employment.

Governing Body

All Governors can be contacted via the school office.

| (6) Parent Governors: | Term of Office ends: |
|------------------------------|-----------------------------|
| Mrs Rachel Britton | 30th March 2010 |
| Mr Alan Lander | 3rd October 2010 |
| Mrs Jane Light | 14th December 2009 |
| Mr Mark Purnell | 11th November 2007 |
| Mrs Rachel Tagg | 3rd October 2010 |
| Mrs Clare Taylor | 30th March 2010 |

| (4) LEA Governors: | |
|---------------------------|--------------------|
| Mr Ian Begg - Chair | 26th February 2010 |
| Mrs Brenda Butler | 31st August 2010 |
| Mrs Jesse Palmer | 22nd February 2008 |
| Mrs Jacqui Ryder | 31st August 2010 |

| (4) Community Governors: | |
|---------------------------------|-------------------|
| Mr John Comerford | 31st October 2007 |
| Mrs Maggy Garton | 31st October 2007 |
| Mr Tony Reading | 31st October 2007 |
| Mrs Kim Street | 30th June 2009 |

| (4) Staff Governors: | |
|-----------------------------|--------------------|
| Mrs Liz Norris | Open |
| Mrs Susan Lisney | 23rd February 2009 |
| Mrs Joan Mann | 31st October 2010 |
| Mrs June Newell | 31st October 2010 |

| (1) Associate Governor: | |
|--------------------------------|------------------|
| Mrs Paula Jenkins | 31st August 2007 |

| Clerk to Governors: | |
|----------------------------|--|
| Mrs Nicola Pheasey | |

School Results for 2006

SAT's Results

These tables show the most recent statutory assessment results of children at each level in the 2004-2005 year. Figures may not total 100% because of rounding.

Key Stage 1 2006 (% for Sandy Lane Primary School)

| Teacher Assess. | W | 1 | 2 | 3 | Dis | Abs |
|---------------------|---|----|----|----|-----|-----|
| Reading | 3 | 22 | 55 | 20 | | |
| Writing | 9 | 17 | 68 | 6 | | |
| Speak and Listening | 0 | 14 | 77 | 9 | | |
| Maths | 0 | 6 | 70 | 23 | | |
| Science | 0 | 3 | 83 | 14 | | |

Key Stage 2 2006 (% for Sandy Lane Primary School)

| Task/Rest Results | Below | 3 | 4 | 5 | 6 | Dis | Abs |
|-------------------|-------|----|----|----|---|-----|-----|
| English | 6 | 17 | 46 | 31 | 0 | 0 | 0 |
| Reading | 4 | 16 | 41 | 39 | 0 | 0 | 0 |
| Writing | 7 | 34 | 39 | 20 | 0 | 0 | 0 |
| Maths | 3 | 20 | 61 | 16 | 0 | 0 | 0 |
| Science | 0 | 17 | 49 | 34 | 0 | 0 | 0 |

Key: W - Working towards Level 1

National Results for 2005

| | Key Stage 1 (Level 2+) | Key Stage 2 (Level 4+) |
|------------------------|------------------------|------------------------|
| English | - | 79 |
| Speaking and Listening | TA88 | - |
| Reading | 86 | 86 |
| Writing | 82 | 63 |
| Maths | 91 | 75 |
| Science | TA90 | 87 |

Absence 2005-2006

Absence Rates

| | |
|----------------------------------|------|
| Number of pupils on roll 2005/06 | 418 |
| Authorised absence: | 5.3% |
| Unauthorised absence: | 0.5% |