



Welcome to Downside Primary School!

Downside Primary School is an established five form entry school, which opened in September 2011. We are a big school, but we work hard to ensure that we create a welcoming, caring atmosphere – where all children are praised and developed as individuals. Downside Primary School was judged to be a 'good' school in our most recent Ofsted inspection – January 2019.

We aim to:

- develop an enthusiasm and love for learning
- create a caring school where everyone's voice is heard and valued
- provide opportunities for everyone to learn and develop in a safe and challenging environment
- offer an inspiring and exciting curriculum which provides knowledge and skills for life-long learning
- promote positive attitudes and enable children to become caring and active citizens
- value and respect diversity and enable children to develop the skills necessary to be positive role models in the community
- sow and nurture an awareness of the need to care for the natural environment
- encourage creativity and exploration in all areas of learning
- enable children to discover for themselves and lay foundations for independent learning
- actively promote an understanding and awareness of healthy living

We have also identified a number of values which we actively promote in our school.

Each month we focus on a new value and assemblies and class time are spent discussing the value.

Our values are:

- | | | |
|-----------------|----------------|------------------|
| • Caring | • Honesty | • Responsibility |
| • Communication | • Humility | • Simplicity |
| • Cooperation | • Kindness | • Sincerity |
| • Courage | • Patience | • Tolerance |
| • Determination | • Peace | • Trust |
| • Fairness | • Perseverance | • Unity |
| • Friendship | • Quality | |
| • Forgiveness | • Respect | |

Starting school or transferring to a new school can be a challenging time for both children and parents; we will endeavour to make the transition as smooth as possible and ensure that your child is happy.

This pack has been designed with new and prospective parents in mind and hopes to give you further information about the school and answer all your questions.

Should you have any further queries, please do not hesitate to contact the School Office team who will be able to help you.

Karen Hooker

Headteacher

Our school

Foundation Stage (4-5 year olds):

- Reception - Intake number 150 – 5 classes

Key stage 1 (5-7 year olds):

- Years 1 and 2 - Intake number 150 per year group – 5 classes per year group

Key Stage 2 (8-11 year olds):

- Years 3 – 6 - Intake number 150 per year group – 5 classes per year group

Staff

Our large team of dedicated staff work to ensure all children have a successful time whilst at school. We have a large number of teaching staff, including some who specialise in specific subjects for example music and sport. In addition, our teaching assistants support teaching and learning. We have a number of multi lingual staff to support children to speak and understand English.

Our Family Worker team work closely with parents and they offer a wide range of support services and courses.

Our Learning and Wellbeing Mentors work with children who need additional emotional support – this can be in social situations at school/home or due to other circumstances – grief, friendship issues etc.

In addition, we employ a Clinical Psychologist one day a week and a Child Psychotherapist – both meet with children and their parents on a regular basis.

We have a large number of Governors made up of staff, parents, community members and Local Authority representatives. Governors meet twice a term and take a full part in the life of the school.

Our facilities

The school has a large number of facilities:

- Large classrooms
- Dedicated areas inside and outside for children in reception
- 2 large halls
- Sports hall
- Large sports field
- 4 playgrounds
- Music rooms
- Dedicated group teaching areas
- 2 libraries
- Design and Technology/cookery room
- Apple Mac ICT studio – 31 mac computers and green screen technology
- Wildlife/pond area.
- Purpose built Family workers' room

The curriculum

In Reception classes children follow the Early Year's Curriculum. This contains 3 prime areas for a child's development:

- Personal, Social and Emotional development
- Communication and language
- Physical development

In addition, there are specific areas, which include essential skills and knowledge for children to participate successfully in society:

- Literacy
- Maths
- Understanding the world
- Expressive arts and design

Children in the rest of the school follow the National Curriculum. Years 1 and 2 children study the Key Stage 1 National Curriculum and Years 3 - 6 study the Key Stage 2 National Curriculum. Subjects taught include:

- English
- Maths
- Science
- Computing
- Geography
- Art and design
- Design Technology
- Physical Education
- Personal Social, Health and Citizenship Education (including sex and relationships education and drugs education)
- Languages - Spanish (Key Stage 2)

Curriculum maps can be found on the school website – <http://downside-primary.co.uk>

Non denominational Religious Education is taught as part of the curriculum, in accordance with Luton's locally agreed syllabus.

Assemblies

Assemblies are an important part of school life and an opportunity for different year groups to get together as a community. Assemblies are a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are of a broadly Christian nature, but due consideration is given to the multicultural society in which we all live.

Educational visits

Visits play an important part in every child's education and are used as a tool to bring learning to life. Visits can be in the local community e.g. a local place of worship/walk around the area or can be further afield e.g. London. Parents are asked to contribute towards the cost of these trips, in accordance with the school's charging policy.

Everyday life

School uniform

As a school, we believe strongly that uniform is an important part of school life. The school uniform is simple and is as follows:

- Purple school sweatshirt (can be ordered from the School office or Ricky's Fashion – see below)
- Plain white shirt/Polo shirt
- Grey or black trousers
- Grey or black skirt
- Grey Shalwar Kameeze
- Sensible flat black shoes (for safety reasons open toed sandals are discouraged)
- Trainers for outdoor PE and plimsolls for indoor P.E
- A purple and white checked dress may be worn for the warmer weather
- If girls choose to wear a Hijab this should be plain, stretchy and grey, black or white - hijabs should not be fixed with pins and brooches which could cause accidents

The PE kit is as follows:

- A white plain T shirt
- Grey/ Black shorts or track suit bottoms
- Trainers for outdoor games
- Plimsolls for indoor P.E if appropriate

No jewellery is allowed other than a watch and single set of small studs, which must be removed for P.E sessions. Children who wear any other jewellery will be asked to remove it.

In addition, **hair cuts** should be suitable for school – we actively discourage fashion fads (e.g. shaved designs and dyed hair) and we will ask children to get it cut out at the hairdressers.

Make up and nail varnish are not considered appropriate for school.

Trainers can be worn at playtimes.

School uniform can also be purchased from 'Ricky's Fashion', 71-72 Market Hall, Luton, Arndale Centre, LU1 2TB (01582 456609)

School equipment

School book bags can be bought from the School Office.

We will provide children with all the equipment they need to successfully complete the tasks we set. However, your child may bring in their own equipment – this should be clearly named. The school can accept no responsibility for any loss of equipment.

Children should not bring their mobile phone to school. If there is an exceptional need to bring the phone in, the phone should be handed in at the School Office who will look after it until the end of the day.

The school day

8.40 – Reception children can start being dropped off at school

8.45 – Doors open for the rest of the school.

8.55 – Start of school – registration

All children have a morning break and children in Reception and Year 1 have an afternoon break.

Lunchtimes:

Foundation Stage – 12.00pm – 1.00pm

Year 1 – 12.15pm – 1.15pm

Year 2 – 12.30pm – 1.30pm

Year 3 - 12.00pm – 1.00pm

Year 4 - 12.15pm – 1.15pm

Year 5 – 12.30pm – 1.30pm

Year 6 – 12.45pm – 1.45pm

The school day finishes at 3.30pm.

Playtime snacks/fruit

All children in Reception and Key Stage 1 are provided with fruit during the school day.

Children in Key Stage 2 may bring in a healthy snack of fruit to eat at break time.

Milk

Children under 5 years are given free milk. Parents can order milk for their child in Years Reception, 1, 2 and 3. Children who are entitled to Free School Meals in all year groups are entitled to free milk – this should be ordered in advance through the School Office. Order forms will be sent home with eligible children and need to be completed and returned by the deadline given.

Water

We encourage all children to drink water during the school day and water from all taps in the classrooms is for drinking. School water bottles are available to buy from the School Office.

Taking children out of school for appointments

Please can parents try their best to organise routine appointments for before / after school and in the holidays. If you need to take your child to a hospital appointment or urgent doctor/dentist appointment and this appointment falls during the lunch hour, please collect your child prior to the lunch hour starting – the Office staff will not be able to get a child if it is during the lunch hour. A letter should be written to school, along with the appointment card/letter which confirms the appointment.

School dinners

In April 2015, the school decided to take over the running and provision of school dinners for the children. The school has a dedicated team who design appetizing menus, using locally sourced food, where possible. Vegetarian and Halal meat meals are provided daily and a 'fun' lunch is provided on a Friday.

All children in Years Reception, 1 and 2 are entitled to a free school dinner. Parents will be asked on entry whether they wish their child to have a school dinner.

In Key Stage 2, parents are required to pay for their child's school dinner. The cost is set by the school; please ask at the School Office for the current prices.

How do you pay for dinners?

The school accepts:

- **Cash**
- **Cheques** – made payable to 'Downside Primary School'
- **Online payments** through Tucassi

If your child normally has packed lunch but they would like to have a 'fun' lunch on Friday, the dinner must be ordered.

Free School Meals can be applied for if you are in receipt of Income Support or Job Seekers Allowance. Further details can be found at www.luton.gov.uk/freeschoolmeals. If you would like support with an application or would like support checking if you are eligible, please do not hesitate to contact one of the school's Family Workers.

Packed lunches should be healthy, in keeping with the school's aims.

Breakfast Club:

We run a Breakfast Club which opens at 8am, children can be dropped off at any time up until 8.30am and they will be served breakfast. After 8.30am, children will not be served breakfast.

Bookings should be made prior to attendance at the Club; forms are available in the School Office.

After School Club:

The After School Club runs every day from 3.30pm – 5.30pm and parents pay an hourly rate for this childcare.

Bookings should be made prior to attendance at the Club; forms are available in the School Office. Parents who are unavoidably delayed can phone the school to ask for their child to attend the After School Club; payment should be paid on the next day.

If parents are late at the end of the day for their child, the child will join After School Club and parents will be invoiced for the child care.

Extra-curricular clubs

We offer a wide range of clubs, both at lunchtimes and after school. Sports clubs offered include: netball, football, cricket, cross country, athletics, gymnastics and dance. In addition, we offer a wide range of music and art clubs.

Homework

Children in all years are encouraged to read at home for at least ten minutes on a daily basis, which should be recorded in the reading log.

In addition, all children are issued with homework on a termly basis. Children are currently issued with a homework menu – from which they have the opportunity to choose which activities they would like to complete. Further homework is also issued, for example Literacy/ Numeracy work, spellings, times tables etc.

Homework clubs are available in most year groups to support the children in completing their homework.

Bringing money into school

Please can we ask that any money sent in to school is posted in the postbox, outside the School Office. All money needs to be sent in a sealed envelope with your child's name and class on it along with the reason for the money, i.e. milk money, trip money or uniform.

Unfortunately, money cannot be accepted if it is not in an envelope. We would recommend that you send a cheque in to school, rather than large amounts of cash.

The school uses TUCASSI as an online payment system for parents to pay for:

- School trips
- After School / Breakfast Club
- Milk
- Uniform
- School dinners (Key Stage 2 only)

All children who are allocated a place at Downside will be issued with their log in details, once the child has started at the school and an account has been created.

Attendance and punctuality

Regular school attendance and punctuality are key elements to children succeeding at school.

Punctuality:

The school bell sounds at 8.55am when children are expected to be in class, ready for registration. The school gates open at 8.40am and the school doors open at 8.45am. Children arriving after 8.55am are registered as late. If a child arrives after 9.10am – this is recorded as an unauthorised late.

It is parents' responsibility to ensure their children are in school on time. When children are late for school, they tend to be rushed and start the day in a stressful manner; this is not conducive for quality learning during the day.

School attendance

Children are expected to attend school **every day**, unless they are sick.

Should my child be in school?

- ✓ Cough, cold, temperature, sore throat, headache or other minor illness - we would encourage parents to give the child some Calpol or children's paracetamol and send them in to school as soon as possible
- × Vomiting and/or diarrhoea - NO. Children should stay at home for 48 hours after the last incidence of vomiting or diarrhoea

How can I tell the school about my child's absence?

- EMAIL attendance@downside.primaryluton.co.uk
- TEXT 07537436350
- RING 01582 587160 and press option 1 to leave a voicemail
- VISIT the Main Office to tell us in person

Top tips!

- ✓ Keep the school informed and up-to-date
- ✓ Always state your child's FULL name, class and the reason for their absence
- × DON'T say sick, not well or ill - we need more information than this
- × Please be aware that we cannot administer non-prescription medicines in school
- ✓ Most importantly, if you have any concerns about your child's health, seek the advice of a medical professional

We celebrate good attendance by:

- Weekly celebrations in assembly for the best attending class
- Issuing certificates for children with 98% and above attendance on a half termly and termly basis
- All children with 98% and above attendance at the end of a half term and term are issued with raffle tickets to win end of year attendance prizes.

- All children with 98% and above attendance at the end of the year are issued with a badge / medal

Parents are made aware of their child's attendance on a regular basis – either as part of a Parents' Evening, end of term report or on a card home.

If we have concerns regarding your child's attendance you will be invited in to a meeting with a member of the school team.

If attendance does not improve we will organise a meeting / home visit with the school's Education Welfare Officer.

Term time leave

The Education (Pupil Registration) Regulations 2006 have been amended and came into force April 2013. The amendments remove references to:

- 'holiday' from school and extended leave of absence
- the statutory threshold of ten school days.

It has been made explicit that **Headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances.

The law does not give any entitlement to parents to take their child on holiday during term time. Headteachers only have the discretion to authorise leave of absence in **exceptional** circumstances. A copy of the Leave of Absence policy is available on request, from the School Office.

The school year includes **175 days** when children are not at school; all holidays should be arranged in this time. Holidays and extended leave **should not** be requested during school time, due to the adverse impact it has on children's learning.

If parents have an **urgent** need to remove their child from school during term time then they should arrange a meeting with Mrs Khan, Family and Community Manager or one of the Family Workers prior to booking flights / the leave. At the meeting, the amount of leave and reason will be discussed, alongside the adverse impact of this leave on the child's learning.

If parents choose to apply for the leave, after their meeting with Mrs Khan, then they should complete the Leave of Absence form and hand it in to the School Office.

Parents should be aware that some parts of the National Curriculum are only taught once in a child's lifetime at the school and if these sessions are missed then this can impact the child's attainment at the end of Year 6.

Unauthorised absence

Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Headteacher's authorisation, Luton Local Authority will issue a Penalty Notice.

Roll removal

A pupil can be removed from roll in either of these circumstances:

- If you take your child on leave of absence which has been authorised by the school but your child fails to return on the agreed date, any extra time absent from school will be counted as unauthorised. If your child fails to return within ten days of the expected date of return then the school may remove your child from the school roll and notify the Local Authority accordingly.
- Or, if your child has 20 days continuous unauthorised absence.

Special Needs

We aim to cater for the needs of every child in our school – whether they are gifted and talented in all areas or find some areas of learning more challenging. Wherever possible all the needs of the children in our school are catered for by the class teacher, with support from our large team of teaching assistants.

We constantly track the progress of all children and should we have concerns regarding the progress of any child in the school, we will address these. This may mean a child has additional support in class, which is identified in an individual plan or the child takes part in additional catch up sessions during the school week.

On occasions, we will ask for the support of the Local Authority's specialists, including Learning Support services and Educational Psychologists, who can further advise us on how to support the child's needs.

We employ a Speech and Language Therapist who works at the school two days a week. The therapist works with individual children and provides support for teachers and parents.

The school is mainly on one level with ramped access throughout. There are, however, four upstairs classrooms which are not accessible by wheelchair.

There are a number of disabled toilets throughout the school and a shower suitable for wheelchair access. The school has an accessibility plan, which can be viewed on request.

Behaviour

We take great pride in the behaviour of our children. We celebrate children's good behaviour regularly in class, around the school and during assemblies.

All children write their own classroom rules and responsibilities at the beginning of the year and these are consistently applied. House points are awarded to children who are polite, show good manners and are well behaved. Children are aware of the sanctions for inappropriate behaviour.

Houses

We recognise we are a large school and work hard to develop a sense of community within year groups, Key Stages and houses. The school has four houses:

- Dahl
- Donaldson
- Rowling
- Morpurgo

All new children are assigned a house on entry and house meetings are held on a monthly basis. Meetings are an opportunity to organise house competitions, prepare for house days and to promote a sense of community and team spirit.

Medicines

It is a parent's responsibility to administer medicines to their child. Should parents not be able to come in to school to administer medication and the medicine needs to be given during the school day (e.g. four times a day) the school will, in most circumstances, be able to administer it. However, the school is only allowed to administer medication prescribed by a doctor. Should you wish the school to give your child medicine, a form should be completed and the medicine handed to the School Office.

Medicines must be in the original container, with clear instructions and should have the child's name clearly printed on it.

Admissions

The arrangements for admissions to our school are in line with the Local Authority guidelines. The Local Authority deals with all requests for admission to Downside Primary School and instructions on how to apply for a place in Reception are contained in the booklet 'Starting School.'

Complaints

If you have a problem or complaint to make about any aspect of school, please speak to your child's class teacher or Year Leader in the first instance. Should you still have concerns please refer the complaint to one of the school's senior managers, who can be contacted via the School Office.

We want to work with all parents to find a solution to any issues; but if you are not satisfied with the school's response a formal complaint can be made, in writing, to the Governing Body.

Child protection

We follow the national and local guidelines on Child Protection and our policy can be found on the school website. If we have a child protection concern, we usually contact you to discuss this but there are occasions when we have to contact Social Services immediately.

Freedom of Information

School policies are available on request. Parents wishing to see any school policies can request them in line with the Freedom of Information Act, from the School Office. There may be a small charge for the cost of photocopying.

I trust you have all the information you need as this moment in time. Please do not hesitate to contact the School Office staff or your child's class teacher if you have any further questions.