



# ELLINGHAM PRIMARY SCHOOL

**Strong Roots For Flourishing Futures**

**Cover Design by Cameron Jenkins**



## WELCOME

I came to Ellingham Primary School in 1996 as a classteacher and have held a variety of roles at the school since then. It is an exciting time to be taking over the Headship as we look forward to moving into a new building and welcoming a growing number of pupils.

The challenge of preparing all of these children for a future that we can't predict and jobs which may not yet exist is something that all staff at Ellingham relish. We aim to teach reading, writing, spelling, mathematical and problem solving skills alongside other key attributes such as developing good communication skills. All of this is done within an inclusive ethos which promotes mutual respect, excellent behaviour and self confidence, and which puts the individual at the heart of all we do.

We place great importance on good health and safety and work with a range of other professionals and people in the local and wider community to the benefit of our pupils and families.

Of course the best way to help our children is for parents/carers and school to work in a productive and supportive partnership. At Ellingham we pride ourselves on our family feel, highly positive relationships with parents and our open door policy, which ensures that ongoing dialogue does not have to wait until an appointment is available. Visitors to Ellingham always comment on the special feeling within the school. If you would like to know more about that and our work, why not come in and meet us? After all, our children are our greatest ambassadors and they would love to show you around.

Mrs Sarah Creegan - Headteacher





## TEACHING STAFF

HEADTEACHER

MRS CREEGAN

ASSITANT HEADS

MRS CASWELL  
MRS ASHBORN

NURSERY

MRS PETERS

RECEPTION

MISS SMITH

RECEPTION

MRS PAKES

CLASS 1

MISS BUTT

CLASS 2

MRS RICHARDSON

CLASS 3

MISS TAYLOR-COLLINS

CLASS 4

MISS PRICE

CLASS 5

MRS ALDRIDGE

CLASS 6

MRS CASWELL  
MRS RAMSAY

OFFICE STAFF

MRS STEVENSON  
MRS JEA VONS

SITE MANAGER

MR ASHBORN

PUPIL & PARENT SUPPORT

MRS WILSON

INCLUSION LEADER

MRS CASWELL



# Ellingham Primary School

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## GENERAL INFORMATION

### ABOUT THE SCHOOL

Ellingham is an expanding school for pupils aged 3-11 years, including a 26 place part-time nursery.

A school characteristic which we are particularly proud of, is the unique family atmosphere where the needs of individuals are known and addressed, with the parents welcomed as active and important partners.

### ADMISSIONS POLICY

Children can start in the Nursery class at the beginning of September following their 3<sup>rd</sup> birthday. Places are morning only.

Pupils are admitted to Reception class on a full time basis in the September of the school year in which their 5<sup>th</sup> birthday occurs.

### THE CRITERIA FOR ADMISSION

If there are more first preference applications than places available the following criteria determines whom places should be offered to. In order of priority:

- 1) Looked after children i.e. children who are looked after by the public authority and are in public care:
- 2) Where a brother or sister will be attending the same school at the time of admission:
- 3) Where medical or family circumstances may adversely affect the child and have been stated on the application form and subsequently verified:
- 4) Nearness to school in terms of actual distance as measured by the shortest safe walking route (this criterion also to be used if there are more applications than places under 1) and 2) above). Only a child living in Malden Rushett area will have priority over children who live nearer to the school.

### THE SCHOOL DAY

#### Nursery

Morning session only 8.55 – 11.55am

#### Reception and Key Stage One

Morning Session 8.55 – 12.00

Afternoon Session 1.00 – 3.15

With 15 minute morning and afternoon breaks.

#### Key Stage Two

Morning Session 8.55 – 12.00

Afternoon Session 1.00 – 3.15

With 15 minute morning break.

In 2011-12 we will be operating a new early morning system. Parents may drop their children at the classroom from 8.45a.m. when they will be able to take part in 'ready for learning' activities. All children should be in the classroom by the time the bell goes at 8.55a.m. **If a child is left unsupervised before 8.45a.m. the school can not be held responsible.**

To ensure the safety of the children all entrance gates are closed at 9.15a.m. until 3.10p.m. They are opened at 11.45a.m for Nursery parents to pick up their children.

### SCHOOL OUTFIT

The basic Ellingham colours are royal blue and white. Jumpers and cardigans, with the Ellingham crest on, can be purchased from PMG Schoolwear in Tolworth. Book bags, with the Ellingham crest, can be ordered from the Friends of Ellingham, at a very reasonable cost.

**Boys:** Grey trousers or shorts  
Royal blue jumper/cardigan  
White shirt

**Girls:** Grey skirt or grey school trousers  
Royal blue jumper/cardigan  
White blouse  
Royal blue check summer dress  
Sensible shoes, NOT trainers or plimsolls please.



### P.E. AND GAMES

Blue shorts, a white T-shirt and plimsolls. A tracksuit and trainers may be worn for outdoor games activities.

Hair should be tied up at all times.



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## PUNCTUALITY AND ATTENDANCE

It is very important for all the children to attend school every day and to arrive on time.

Children who arrive late, miss instructions and disturb others who have settled to work.

Likewise, it is essential that your child is collected promptly at the end of the day and that you contact the school if arrangements change.

It is the parent's responsibility to ensure that their child attends school daily, unless he or she is unwell. If your child is unwell please contact the school office by 9.00am on the first day of absence, giving the reason, then confirm in writing when the child is well enough to return. Authorisation for absence will not be given for outings, shopping trips or family visits.

Holidays should be taken during the school breaks and not during term time. In exceptional circumstances permission may be given by the Head teacher for a maximum of ten days during the school year. Requests for absence must be made in advance of bookings.

The school monitors each child's pattern of attendance and the Education Welfare Officer will work with the families whose child's attendance or punctuality is not acceptable.

We run 100% attendance termly and annual awards for children, as well as a class reward. As an inclusive school we recognise a small number of children may not be able to attain 100% attendance due to regular appointments with medical professionals or bouts of illness related to a diagnosed condition.

## CHARGING

In order to provide a complete and exciting curriculum we arrange class visits and musicians, actors, artists etc. to visit us.

Sometimes we have to ask for a voluntary contribution. If there are any difficulties in meeting the cost we welcome parents/carers into school to discuss the situation. No child is excluded from any school activity for financial reasons.



## SCHOOL FUND

Pupils using lunchtime play equipment – purchased with school fund

School fund is voluntary. We ask parents to contribute termly an amount that they feel comfortable with. (A suggested amount is £5 per term). We do rely on school fund for such projects as playground apparatus and computer software.

## RESOLVING PROBLEMS

Occasionally, you may have a query or concern and you will want to speak to someone. Often, your child's class teacher can help you. If further discussion is needed, you can make an appointment to see the Head teacher or the assistant heads and/or inclusion leader.

Problems are usually easily resolved, but if you are still not satisfied, there is a complaints procedure. You may ask the governing body of the school to consider your complaint and if you are still not satisfied, you may approach the Education Authority.

## LUNCH ARRANGEMENTS

Children at Ellingham have the option of hot meals provided by the canteen at the neighbouring community college. Children have a short walk with lunchtime supervisors and then have sole use of the facilities during this time.

For those that prefer packed lunches we have two sittings. The packed lunch should be brought in a plastic container clearly labelled with their name and class. Any drinks must be in a suitable container, not a can or a glass bottle. Water is always available. As part of the school's healthy eating initiative, we would ask that sweets and fizzy drinks are not included in packed lunches. Due to the increasing number of children with nut allergies, we would like our school to be a 'nut free' zone and welcome your support in this.

## BIRTHDAY BOOKS

Traditionally when the children have celebrated a birthday or another special day, many have brought sweets into school to share with their classmates. In our effort to encourage healthy lifestyles (for both staff and children!), we would ask that you donate a book to the child's class or make a small monetary donation that the class teacher can put towards a book. This will be marked with a label and will provide hours of enjoyment for the children.



## THE SCHOOL COMMUNITY

### STAFF

We are an established and well-staffed team. Our well trained support staff, many of whom have responsibility for specific learning difficulties, work alongside class teachers to ensure that the needs of all the children in each class are fully met. Wherever possible support staff cover for class teacher absence, which ensures continuity and progression both academically and behaviourally.

### GOVERNORS

Our governors are representatives of the Local Authority, the local community, parents and school staff. They bring a wealth of interests, knowledge and skills to the role and are responsible for overseeing the school's curriculum, finances, personnel and premises, including health and safety. Governors meet each half term, either as a full governing body or in sub committees. Minutes of the Governing Body are available on request.

### CHILDREN

We actively encourage all of the children to have a voice and to become independent learners and thinkers. Two members of each class belong to the School Council, which meets regularly to discuss and make decisions related to a variety of school issues. Children in Year 5 and 6 have the opportunity to become peer mediators, team captains, play leaders and prefects.



For many years we have run a buddy system for our Year 6 and Reception children. This is incredibly successful and was praised in our most recent OFSTED inspection.



### FRIENDS OF ELLINGHAM

We have an enthusiastic, extremely hardworking committee who stage a number of well attended events throughout the year. Funds raised by Friends of Ellingham are used to enhance the indoor and outdoor curriculum. They run extremely well attended annual events such as summer and Christmas fairs. They ensure that every child sees a Christmas pantomime and run a highly successful swimming club.

The support of parents is fundamental to the continuing success of the school and new members are always welcomed with open arms!

### COMMUNITY LINKS

The school works closely with many other agencies, as well as other local schools in the South of the Borough Cluster. We have strong links with the local South Chessington Safer Neighbourhoods police team and classes visit the local library and recording studios regularly. We also work closely with our two neighbouring schools Chessington Community College and St Philips, a Moderate Learning Difficulty Special School. This includes sharing resources and space. Our pupils also benefit some of the expertise of other secondary schools such as Modern Foreign Language (MFL) support from Coombe School. We are constantly striving to build mutually beneficial links with the wider community. For example our choir sing at the Kingston Junior music festival, the ceremony to turn on Chessington Christmas tree lights and at Amy Woodgate House for people with dementia. Other activities include supporting Chessington Zoo with their fish stock take.

We hold annual fund raising events with proceedings going to local, national or international charities.



## INCLUSION

### EQUAL OPPORTUNITIES

Ellingham Primary School is an inclusive school and we respect the identities of all our pupils. Ellingham is committed to equality of opportunity and opposed to all forms of discrimination. We strive to ensure fairness and equal access to education. We will not tolerate any form of discrimination on the grounds of disability, ability, ethnicity, gender, language, religion, age or Special Needs.

Ellingham is committed to meeting the needs of individual learners, Focused intervention strategies strive to ensure all children fulfil their potential through effective teaching and learning.

### SPECIAL EDUCATIONAL NEEDS

We provide a carefully planned and differentiated curriculum, and adapt our teaching styles to our range of learners. We pride ourselves on our ability to identify children who need extra help at an early stage in their school life and use a wide range of strategies to support those who may need a 'boost.' Difficulties are often relatively minor and can be overcome in time, with additional support.

If the class teacher and/or parent has continuing concerns about a child's progress the Inclusion Leader will begin a more formal monitoring process, which may require the involvement of other professionals such as the Educational Psychologist or Speech and Language Therapist. Provision is planned and implemented according to need and reviewed twice yearly with parents and the child, where appropriate.

Throughout the process we aim to work in partnership with parents/carers and recognise the importance of their contributions to the identification and assessment of Special Needs. For further details please speak to the Inclusion Leader.

### ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

At Ellingham we celebrate cultural diversity and encourage community cohesion. When appropriate we provide focused support, both within the classroom and on an individual basis, for children with English as a new or additional language.

If required, literature can be translated for parents.

### HIGHLY ABLE, GIFTED AND TALENTED

The staff recognise that for highly able, gifted and talented pupils to be challenged and attain high standards in all aspects of their development they need to be carefully identified, especially when considering under-achievement, maturity and learning 'spurts'. Partnership working with parents is vital when supporting very able children, and information related to achievements in out-of-school activities is an important part of the identification process.

Like all children, the higher able, gifted and talented need to be regarded and treated as individuals and will vary in personality, interests and outlook.

The majority of support for higher able children takes place within the classroom context and is therefore the class teacher's responsibility. The Inclusion Leader supports the work of the teacher in devising appropriate curriculum materials and further support may be obtained from the Local Authority or external agencies.

Cross phase links may also be investigated.

Our children regularly attend gifted and talented activities organised by the Local Authority such as: sports events and problem solving days.

Please refer to the school for further information

### PASTORAL, SOCIAL AND EMOTIONAL SUPPORT

Ellingham has long been recognised by the Royal Borough of Kingston as a school with outstanding practice for caring for, guiding and supporting its pupils.

The class teachers assume daily responsibility for the children's welfare while in school and are supported by the Inclusion Leader, and the pupil and parent support assistant. One to one or small group sessions may work to raise self esteem, better manage emotions, become more assertive or improve friendship skills. In some cases more specialised support may be required, for example a child may benefit from counselling, which the school is also able to arrange, in conjunction with parents. The children take part in weekly Personal, Social, Health and Emotional (PSHE) lessons and regular 'circle times'.



## HEALTH, SAFETY AND SECURITY

### MEDICAL MATTERS

The school is always willing to discuss any concerns a parent may have about a child's health and assist in arranging for a visit by the school nurse if appropriate. If parents are requested to attend a medical inspection, they must make every effort to do so. The school gives information to parents about health issues as necessary.

Parents/carers are expected to check their children for head lice and threadworms regularly.

### ILLNESS AT SCHOOL

If a child becomes ill during the day, the parents/carers will be contacted immediately and given the details. The parents will be expected to make arrangements for the child to be collected as soon as possible.

A child who has vomited or had a bout of diarrhoea, must not return to school for at least 48 hours, to ensure that they are clear, before they have contact with other children.

***The school must have up to date telephone numbers and other relevant information in case of an emergency.***

### INJURY AT SCHOOL

We have a large number of staff who are first aid trained and thankfully they are not called into action very often. If a child is badly injured parents will be informed and given the details of the injury. Parents will be expected to make arrangements for the child to be collected if the school recommends this.

### MEDICINES IN SCHOOL

We can only supervise medicines that have been prescribed by the doctor. Children are expected to self-administer (under adult supervision) daily medication for medical conditions, such as inhalers for asthma. Parents must apply to the office and complete the appropriate form giving details about dosage, etc should any medication be necessary. All medication must be clearly labelled with the child's name, dosage and clear instructions. All inhalers and epipens are stored in an accessible place in each classroom and parents/carers must notify the class teacher if their child needs to use one. It is the responsibility of parents/carers to ensure that these are renewed when necessary.

### MORNING SNACKS AND WATER PROVISION

The school is part of a national fruit scheme- a government initiative to promote healthy eating in young children. All infant children will be provided with a portion of free fruit a day, which is usually shared out after break time. All children are encouraged to bring their own piece of fruit either as a break time or lunchtime snack. Milk is available, free of charge, to children under five years of age.

The regular drinking of water is encouraged. Water is always available and most children bring their own water bottles to school.

### BEHAVIOUR

Every child at Ellingham needs to feel that they are important and well thought of by the people around them. We aim to create an environment in which our children can feel emotionally stable and can develop a sense of security, self-respect and self worth and at the same time be thoughtful of others.

Positive behaviour is modelled and praised and inappropriate behaviour is dealt with promptly and firmly by staff.

If the inappropriate behaviour is serious or persistent parents are informed so that they can work in partnership with staff to bring about change. Similarly should a child's behaviour at home be challenging we encourage parents to inform the school so that we can support the family, where appropriate.

We expect staff and parents/carers to provide positive role models for the children so that our school community is one that values and respects others.

For further information please refer to the school.

### CHILD PROTECTION AND SECURITY IN SCHOOL

The Head teacher is responsible for any Child Protection issues. She works closely with a range of other services including: Police, Social Services and the Education Welfare Service.

The school follows the Children's Service advice and guidelines on Child Protection issues.



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## SECURITY IN THE SCHOOL

The safety of the children is of paramount importance to us. We have a security system so that access from outside is monitored once the children are in school.

An entry phone system exists for all those wishing to enter during school hours. All visitors in school wear special visitor's badges. The school grounds are enclosed by a 2.5 meter fence.

In the early years of school life children are 'handed over' to parents at the end of the school day. When children remain after school for a club it is the parent/carers responsibility to pick up the child.

If an adult, other than a parent, is picking up we ask to be notified as soon as possible. If staff are unaware of alternative arrangements they will not release the child.

However, don't worry if you are unexpectedly delayed, all children wait with a member of staff until their parent/carer arrives. Again, to ensure everyone's peace of mind in these situations, please ring us to let us know your estimated time of arrival.

## FIRE PREVENTION

The school has a modern fire alarm system. At least once a term the school undergoes a practice when children are present in the school. School is usually evacuated within 2 minutes. Personal emergency evacuation plans are in place for children who require them.

## NO SMOKING

Smoking is strictly forbidden both inside the school and in the playgrounds.

## DOGS, BICYCLES AND SCOOTERS

Dogs are forbidden in the school and the playground. We ask that bicycles and scooters are pushed rather than ridden in the school playgrounds.

## BALLS

No leather balls should be brought into school as a wayward shot can hurt! Children are very welcome to bring in other types of ball and the school also provide a wide range of equipment for break and lunchtimes.

## JEWELLERY

Only jewellery that cannot cause harm to the individual or others will be permitted. No jewellery (including studs) should be worn in physical activity lessons. If jewellery cannot be removed it will be covered up for the duration of the lesson.

## VALUABLES

While the school takes every precaution to avoid loss or damage of valuable items we cannot accept responsibility for them. Anything of great monetary or sentimental value is better left at home!

## PARKING

Please help us take care of your children by parking legally at all times, and by being considerate to our neighbours. There is only a limited amount of parking on the roads leading to the school and permission to 'drop off' inside the school gates will only be granted by the Head teacher for a disabled badge holder. We are a healthy school and ask families to walk whenever possible, as this is usually a less stressful option!



## TEACHING AND LEARNING

### ASSEMBLIES AND COLLECTIVE WORSHIP

The daily act of collective worship takes place as a whole school, Key Stage or class. Although assemblies are broadly Christian in character, the children are encouraged to explore their own beliefs and responses, especially in relationships at home and in school.

Parents may request that their child be wholly or partly excused from attendance at religious worship and religious education in school.

### HOMEWORK AND HELPING YOUR CHILD AT HOME

Homework is set at Ellingham to reinforce and extend the work in class. This might require a pupil to practice a spelling rule, learn their number bonds or times tables, investigate a topic area or complete a set task or finish a piece of work that was begun in school. In preparation for secondary school, homework not completed satisfactorily will be dealt with more formally through lunchtime homework clubs for older children. Where individuals are identified a named member of staff provides appropriate support to allow equality of opportunity. All teachers present their individual class homework policy at the September whole class meeting.

The best help any child can receive is love and encouragement and the best things you can give your child are your time and interest in what he/she is doing at school.

The time you spend talking and listening to them is very important. The first steps in learning to read will come from looking at books from an early age and from learning songs and rhymes. As your child progresses through school we ask that you either listen to them read, share a book or read to them on a daily basis for at least ten minutes. Of course reading doesn't just mean books - comics, children's newspapers, recipes, letters, instructions all provide a purpose for reading helping your child to be independent about his/her daily routine (dressing, toileting, tidying up) will help the transition into school when he/she will not have the undivided attention of an adult. Playing board games and puzzles will help your child with turn-taking, counting and learning to win and lose.

### CLASSROOM ORGANISATION

Although we use a variety of teaching and organisation styles your child will be class based during his or her stay, working in a mixed

ability class with children of a similar age. Within this class your child may be grouped with like ability children, for example in maths sessions.

The curriculum must serve to develop the pupil as an individual, as a member of society and as a future adult member of the community with a range of personal and social opportunities and responsibilities.

Under the National Curriculum all primary schools study – English, Maths, Science, Information and Communication Technology (ICT), Design and Technology (DT), History, Geography, Music, Art and Physical Education (PE) as well as Religious Education (RE), which is a statutory requirement.

Children in Key Stage 2 also study a Modern Foreign Language (MFL).

Children in the Early Years (Nursery and Reception) enjoy a curriculum which includes: Communication, Language and Literacy Development (CLLD), Problem Solving, Reasoning and Numeracy (PSRN), Knowledge and Understanding of the World (KUW), Physical Development (PD), Creative Development (CD), Personal, Social and Emotional Development (PSED).

Every child in each of the year groups at Ellingham is expected to cover all above curriculum areas plus, where appropriate, health education and other aspects of personal and social education, sex and relationship education, economic awareness and citizenship. In all curriculum areas the equality of gender and race is stressed.

Within national and local expectations the staff at Ellingham have the exciting job of 'bringing the curriculum to life!' We may immerse ourselves in one area of the curriculum for a week, where all activities are centred on this, or arrange for visitors to come into the school to share their knowledge and enthusiasm on a given subject.





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All classes have interactive white boards as well as access to a wide range of other technology.

Many lessons involve 'hands on' experiences, while others include learning through drama. We try, whenever possible, to deliver lessons in a cross-curricular way to 'join up' the children's learning. However, this is not always the most appropriate approach, as some subjects are best taught in isolation. Lessons are 'personalised', to meet the needs of individuals. The children all set and review personal targets. These are shared with parents to ensure that we are all working to develop the child's next steps.

### EXTRA CURRICULAR ACTIVITIES

We are very proud of our full range of extra curricular clubs. Termly you will be notified of clubs available to your child. The majority are run by dedicated staff, free of charge, although we do occasionally 'buy back' outside providers for which there is a charge. We aim to offer a good mix of sporting and non-sporting clubs and are always on the look out for parents or grandparents who would be prepared to run a club, with the support of a member of staff if appropriate. We are also very keen to support families by holding family learning and adult learning sessions.



### SCHOOL VISITS

Throughout the year various excursions are planned, which link to school activities, and each year our year six children visit the Hilltop Field Study Centre in Norfolk for five days in September. Trips focus on both the academic and personal development of pupils and risk assessments are carried out prior to these, in order to ensure a safe and successful time. Naturally, seat belts are always insisted upon and parents are informed of the mode of transport.

### TRANSFER TO SECONDARY SCHOOLS

Our children move on to a variety of secondary schools, both within the borough of Kingston and outside. We ensure careful transition of all our pupils through transition programmes and meetings. These are personalised to meet the needs of individuals.