



SCHOOL PROSPECTUS

WELCOME TO ELTHAM CHURCH OF ENGLAND SCHOOL

This booklet contains information about the school that you will find useful throughout your child's time with us. Parents are very welcome in our school and we strive to ensure that every child achieves well and makes good progress throughout their time at Eltham Church of England Primary School. By personalising learning and responding to each child's learning journey we enable each child to achieve well and feel successful. We work to identify and nurture talent in our children and our adults and develop a culture of striving to achieve the highest possible standards.

Eltham Church of England School was founded as a National School in 1813. In 1953 it became a Voluntary Aided School. This means that the Governors, Royal Borough of Greenwich and the Southwark Diocesan Board of Education work together in the running of the school. From September 2017 we are a Primary School with a Nursery for children aged 3-11 years.

As a voluntary aided Church of England School we believe that Religious Education plays an important part in the life of our community and our daily acts of worship reflect this belief. We have a close link with Eltham Parish Church where we go to hold our services and celebrate festivals.

The Christian ethos of our school is important to us and children pray in their classes during the day.

We are determined to ensure that all children:

- ◆ Achieve high standards of work;
- ◆ Are happy, secure and keen to learn;
- ◆ Have equal access to a broad curriculum that reflects and values the experiences of children.

We rely on parents' active interest and support so that together we are able to succeed in delivering high achievement for all.

It is our belief that achievement is about children:

- ◆ Acquiring knowledge
- ◆ Developing ideas
- ◆ Learning skills through problem-solving
- ◆ Learning through practical activities and enrichment experiences
- ◆ Collaborating with others
- ◆ Enjoying learning

Throughout the school, teachers work hard to encourage children to become independent thinkers and learners.

When children join us in the Foundation Stage they are taught a broad curriculum and learn through a high level of practical activities. Children in Years 1 to 6 follow the National Curriculum. They have daily English and Math's lessons, as well as learning about the world past and present through topic work.

Trips out and events are an important part of the children's learning, they broaden and enrich the curriculum and add to the children's enjoyment. Offers from parents to help on days out and in the classroom are always welcome.

At Eltham Church of England School we expect high standards of behaviour and achievement from all our children so that they all reach their full potential as learners and as citizens. We are proud

that we have a caring and supportive ethos where children feel valued and have the ability to rise to challenges full of confidence.

We are proud of our reputation within the local community that we serve and within the church that supports us.

Thank you for your interest in and support of our school. We know that your child will be happy at Eltham Church of England School and that we will work together so that they will achieve success.

Matthew Bulpitt, Headteacher

SCHOOL GOVERNORS

With the increase in statutory responsibility, the role of the School Governor is a major one and it focuses chiefly on the management and long term development of the school.

Although not directly involved in the day to day running of the school, governors along with the Headteacher, are ultimately responsible for ensuring that the teaching and academic staff are delivering the highest standards of education to all pupils, in an inclusive, safe and friendly environment. They are also responsible for the recruitment of staff, as the school is operated on a voluntary aided basis.

Eltham Church of England School Governing body has a wide range of members who are involved in all walks of education, business and public service and these help it greatly in dealing with and carrying out all the functions required of it.

Due to the high level of commitment required of all governors, it is not a role we have entered into lightly and the governors are not only committed, but enthusiastic about and interested in the school's work.

The role of the governing body is very diverse and is responsible for reviewing everything from educational achievement across the curriculum, the Christian ethos, the school budget, to the cost of building programmes.

The governing body is required to consult with the widest possible range of stakeholders in the school - not just the staff, pupils and parents but also outside agencies, the church and local communities, in the development of and the implementation of the school's policies.

The governors are actively involved in working with the school on building development work and are regularly involved in the development of religious education, with regular attendance at church services and the taking of assemblies.

Governors have completed a year long training course run by the Southwark Diocesan Board of Education and are regularly undertaking training courses in specialist areas of responsibility. To help understand and support the school, joint staff and governor training is undertaken on an on-going basis. Governors make regular visits to the school including visits to classrooms linked to curriculum areas.

We are actively seeking to strengthen our relationship with parents so we understand their thoughts and aspirations for their children.

The school is a community in which the governors play a large but often hidden part. The Governing Body is very supportive of the school and its aims and ambitions.

Rupert Osborn, Chair of Governors

MISSION STATEMENT

The school builds Christian values into its ethos and teaching in order to provide an excellent academic, social and spiritual education, preparing children for a responsive and contributive role in society.

We do this by:

- Promoting and modelling Christian values within the school thereby encouraging personal integrity, consideration for others and understanding different viewpoints
- Offering an exciting curriculum, planned appropriately to be accessible to all, which enables all children to develop a positive self-image, achieve well and develop a love of learning
- Celebrating and valuing our school as a multi-cultural community
- Promoting effective problem-solving, communication and thinking skills
- Creating strong links between school, home, our parish church and the local community

ADMISSIONS AND ENROLMENT

From September 2017 the school is a 2 form entry school, admitting a maximum of 60 children in any one year group.

We have one point of entry with all children starting in Reception in the September of the academic year (September to August) in which they have their fifth birthday.

Our new Nursery opened September 2017 and we operate a 26 place Full Time Equivalent provision with a.m. / p.m. and full time sessions.

VISITS

Prospective parents are invited to visit us during the school day. The office will arrange a time for the Headteacher to take prospective parents around the school to see the children working. It is also an opportunity to ask any questions about what we do.

Children who are coming to us as an in year admission are invited to meet their new class and teacher before they start.

Parents and children who are starting school in the Reception class are invited to school so that the children can spend time with their teacher and parents can meet with the Headteacher and Senior Management Team to find out about the Induction period for their child and to explain the daily school routines, information about school uniform and answer parent's questions.

For prospective children who are starting school in the Nursery we will be arranging Open Day visits; details are posted on our school website.

CRITERIA FOR ADMISSION

For in-year admissions the Governing Body is required to abide by the maximum limits for infant classes [5, 6 and 7 year olds], ie, 30 pupils per class.

Eltham Church of England Primary School operates a 26 place Full Time Equivalent nursery.

The criteria for admission is:

Admission to Nursery

- 1 Looked after children or previously looked after children (see note 1).
- 2 Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).
- 3 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at St John the Baptist Church, Eltham.
- 4 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at another Anglican church and reside within the Deanery of Eltham and Mottingham (see note 2).
- 5 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers of another Christian denomination as recognised by the Churches Together in England or Evangelical Alliance and reside within the Deanery of Eltham and Mottingham (see note 4).
- 6 Any remaining places will be given in order of nearness to the school (see note 5).

Please note: A place in the nursery class does not guarantee a place in the Reception class. All parents must follow primary admission procedures for admission to the Reception class.

Admission to Reception

Special educational needs

Parent(s)/carer(s) of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

Oversubscription Criteria

- 1 Looked after children or previously looked after children (see note 1)
- 2 Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).
- 3 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at St John the Baptist Church, Eltham.
- 4 Children with a sibling (brother/s or sister/s, step siblings and half siblings, fostered or adopted siblings living at the same address) attending the main school at the time of the child's

admission. (Sibling priority will not be granted where the child in attendance at the school is in the Nursery class).

- 5 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at another Anglican church and reside within the Deanery of Eltham and Mottingham (see note 4).
- 6 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers of another Christian denomination as recognised by the Churches Together in England or Evangelical Alliance and reside within the Deanery of Eltham and Mottingham (see note 4).
- 7 Any remaining places will be given in order of nearness to the school (see note 5).

Notes:

Note 1: Looked after children/ previously looked after children: Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

Note 2: Medical/social needs: Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, eg, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Note 3: 'Regular' is where parent(s)/carer(s) and children attend the place of worship at least twice a month for the two years prior to the date of application. In the case of those who have moved to Eltham within that period, the criterion is extended to include a place of worship at the previous neighbourhood. Written confirmation of the applicant's and child's attendance at worship will be sought from the priest or minister of the Church.

Note 4: The Deanery of Eltham & Mottingham's parishes are St Barnabas, Holy Trinity, St John the Baptist, St Saviour (Eltham) St Luke (Eltham Park), All Saints (New Eltham), St Andrew, St Edward (Mottingham).

Note 5: Measured in a straight line from centre of the child's home address to the centre of the School.

Please note that in order for any application to be considered under criteria 3, 5 or 6 a Supplementary Information Form (SIF) must be completed and returned to the school office. All SIFs are then sent to the relevant Parish Priest or Faith Leader to be validated.

Applications without a completed SIF or one that cannot be validated by the Parish Priest or Faith Leader, will be considered under criteria 7 'distance'.

RECEPTION CHILDREN STARTING SCHOOL

Members of staff are often asked by parents what they should do to help prepare their child for school life. We hope the following may be of help.

- Talking positively about school
- Sharing books regularly with your child
- Encouraging observation and curiosity
- Encouraging independence in dressing
- Giving them opportunities to play with other children
- Teaching them to use the toilet independently
- Teaching them to use a knife and fork

HOME AND SCHOOL

We believe that good communication is really important so teachers meet with parents on request (please make appointments via the School Office) and use journals to share information. There are regular newsletters with information about past and forthcoming events and items of interest to parents. We encouraged parents to register their email details so that the newsletter and general can be sent electronically. It is important that the email addresses and mobile phone numbers held at school are kept current and up to date.

All parents are asked to sign a Home School Agreement which sets out our shared responsibilities. A copy is available on request from the school office.

We know that parents want to be informed about their child's progress throughout each school year. There are parent's evenings each term and teachers make arrangements so that they see all parents on an appointment system.

Parents are invited to a range of events that take place in the school; these are published on the school website, and parents are also informed via our Parentmail system, by letter and through our newsletters.

Parents are welcome to support classes through workshops, through helping with special events or helping on school trips.

We know children do best when school and home work together in a strong partnership.

SCHOOL ASSOCIATION

In 1982 the Eltham Church of England School Association was formed. Parents/Guardians of children at this school, all members of staff and the governors are eligible for membership of the Association.

The association works throughout the year to support the school in a variety of ways and their tireless fundraising helps to provide additional resources for the children, subsidise school trips and pay for events such as the Christmas Pantomime, play equipment and much more. The Christmas and Summer Fairs, children's discos and quiz nights are a great opportunity for both children and adults to enjoy themselves and make new friends. All parents are asked to give some of their time to support the work the association do on their behalf.

SCHOOL HOURS

The School gates open at 8:40am and children in KS1 and KS2 can come straight in to class

Juniors	8:55 am – 12:15 pm	1:15 pm – 3:30 pm
Infants & Reception	9:00 am – 12:00	1:15 pm – 3:25 pm
Nursery	8:30 am – 11:30 am	12:30 pm – 3:30 pm

ATTENDANCE

The children are expected to attend school both regularly and punctually so that their education and progress is not affected. It is our aim that all children have an attendance record of over 97% for the year. If children are not well enough to attend school parents must inform the office initially by phone or email and this should be followed by a letter on their return to school.

If children have an appointment during school time they should attend for part of the school day if possible.

No absence in term time due to family holiday or visiting relatives abroad are authorised by the school, but if there is an exceptional circumstance parents may apply for special leave of absence to the Head teacher. All absence's, either authorised or not, must be registered with the School Office.

Teachers begin lessons promptly so children must be there at the start of the school day.

BEHAVIOUR

At Eltham CE School we promote the highest standards of behaviour. We expect children to act with consideration towards adults and children as well as having a high regard for their own self esteem. We expect children to look after our school and do as adults ask them. The mutual respect that children and adults have for each other is a cornerstone of our ethos and is what makes our children high achieving, polite and sociable.

Our Behaviour Policy outlines our commitment to a fair and supportive code of conduct which encourages children to behave well.

SCHOOL EXPECTATIONS

At Eltham Church of England Primary School the Pupil Voice agreed a set of responsibilities based upon the United Nations Rights of a Child – That We all have the responsibility to:

Be the best you can be

Take a positive attitude, show determination and learn from mistakes.

Be in control and safe

Keep hands to ourselves, treat equipment and other learners with respect and consider the impact of behaviour.

Be kind

Use polite language, listen to each other and work cooperatively

GREENWICH RULES RELATING TO ADULTS

The school is a non-smoking area. No dogs are allowed on the school premises including playgrounds, except Guide Dogs.

All entrances and exits must be kept clear at all times.

Cars should not be parked on yellow zigzag lines outside the school entrances.

The school has regular fire drills and parents are asked to help us in keeping exits clear.

SAFEGUARDING CHILDREN

The school has a duty to safeguard all of its children. We do this by ensuring all adults on the premises have the right to be there. Anyone who is visiting the school site will have reported to the office, signed in via our electronic entry system and will be wearing an identification badge. Security doors around the school are kept shut. The outside gates are locked five minutes after the bell in the morning and at the end of the school day, in order to secure the site. Anyone working regularly with children is required to have an enhanced DBS check and that includes parent helpers. The school office has the relevant forms and will be happy to assist with their completion.

TRAVELLING TO AND FROM SCHOOL

Most children are brought to school by a parent or carer and many wait with the children until the bell is rung. Older children in Years 5 and 6 sometimes travel to and from school on their own. Parents write to us to let us know if this is the case. We do ask that they do not arrive at school until 8.40am as there will be no supervision for them. Children traveling on their own to school are allowed to bring a mobile phone, which is kept safe in the school office during the school day. We are proud of our children's behaviour in and out of school and all the children know that whenever they wear our uniform, they are representing us within the community. Teachers wait with their class until everyone has been picked up and children know that if their parent or carer has been delayed that they should wait in school until they arrive. Children have to be picked up by a responsible adult and the school needs to be aware of any occasions when an adult who is not a parent will be picking a child up from school. Occasionally parents are unavoidably delayed but a phone message left in the office will enable us to ensure children know what is happening and that they will be safe.

EXTENDED SCHOOL ACTIVITIES

The school organises a range of after school clubs for children across the school. They run from 3.30pm – 4.30pm on most days. Parents can book a place on an after school club via our on-line cashless payment system (SIMS Pay). The school office has details of external clubs who bring children to school each morning and who collect children at the end of the school day if parents need any information.

THE ENRICHED CURRICULUM

Educational trips, visits by people and groups, dressing up on themed days are just three of the ways we broaden our curriculum so that our children are excited about learning. The children tell us what they enjoy and teachers take account of their ideas when they are planning topics. Children in Yr 6 go on a residential school journey each year and work in the outdoor environment.

LUNCHES

The school provides a variety of hot school dinners each day. Menus are nutritionally balanced to meet the needs of the children. These can be paid for weekly, half termly or termly. All children in Reception, Year 1 and Year 2 classes do not have to pay for their lunches. Parents of children in Year 3 – 6 must pay their dinner money via our on-line cashless payment system (SIMS Pay). Some children are eligible for free school meals and information about this can be obtained from the school office and is completely confidential. Children can bring their own packed lunch to school in a labelled lunch bag or box. Packed lunches should not contain sweets or chocolates and we discourage processed products and those that the children can find difficult to open.

PLAYTIMES

All children are expected to go out at playtimes unless the weather doesn't permit this or if there are exceptional circumstances. Children in the Reception Classes and Infant Classes are given fruit each playtime and junior children can bring their own fruit to have. Children in the Infants and Juniors are allowed to bring a water bottle to school each day. Parents of Reception children should provide a water bottle for their child.

SCHOOL MILK SCHEME

Free milk is available to all children under 5 years.

- Free milk is provided for all children in receipt of statutory free school meal entitlement and is funded by school.
- Subsidised milk is available for all children over 5 years and is funded by those parents wishing to take up the offer.

INCLUSION

We want all of our children to feel included in all that we do and feel part of our community. Whilst parents have the right to request the withdrawal of their child from RE, Sex Education and Relationship Classes and collective worship, we feel that it is in the best interests of a child attending a Church of England School to be part of all activities alongside their peers. We are always available to talk to parents or carers and work together to ensure that parents are clear about the contact and methods used in teaching these curriculum areas.

SCHOOL UNIFORM Our school uniform provider is JK Clothing, 148 Well Hall Road, SE9 Tel: 020 8859 4004	
WINTER UNIFORM	
RECEPTION	
White school polo shirt Black school jogging bottoms School sweatshirt or maroon pullover or cardigan Black or brown school shoes (no boots or trainers) Coat – preferably plain dark and in school colour: Maroon, Grey, Navy or Black	
BOYS (Years 1-6)	GIRLS (Years 1-6)
Grey trousers or shorts School sweatshirt or maroon V-neck pullover Grey socks	Grey skirt, culottes type skirt (not shorts) or pinafore dress School sweatshirt or maroon pullover or cardigan Plain white socks or grey tights (preferably), black tights are acceptable
White shirt School tie Black or brown school shoes (no boots or trainers) Coat – in school colour: Maroon, Grey, Navy or Black Anorak (same colours as Coat)	

SUMMER UNIFORM (all year groups)

BOYS	GIRLS
Grey shorts (Year 6 boys may wear long grey trousers) White school polo shirt School sweatshirt or maroon V-neck pullover Grey socks	Summer dress (pattern of your choice with sleeves covering the upper arm and covering up to the neck at the front and back <u>or</u> White school polo shirt with a skirt in summer dress material (Year 6 Girls may wear a grey skirt) Plain white socks
Lightweight coat or anorak in school colours Black, brown or navy shoes or sandals (suitable for playground use, no sling-backs or open toes, preferably flat, heels no higher than 2 cm)	
INDOOR PE	OUTDOOR PE
INFANTS	
School PE T shirt Black sports shorts Black plimsolls or bare feet	School PE T shirt Black sports shorts Trainers
JUNIORS	
School PE T shirt Black sports shorts (not leggings or leotards) Bare feet for gymnastics Trainers for games or dance	School PE T shirt Black sports shorts (plain tracksuits or jogging bottoms may be worn in cold weather) Trainers

MEDICAL ARRANGEMENTS AND FIRST AID

All children receive a medical examination during their first year in school from the School nursing team (hearing, eyesight, height & weight measurements).

If a child has an infectious condition the school office will advise parents how to proceed in line with the local health authority guidelines.

The school only administers medicines under very special circumstances. If a child needs daily medication for an on-going condition or needs daily medication for a short period of time that cannot be administered outside school, then parents need to contact us and fill out the relevant paperwork and, in some cases, attend a meeting with the school and the school nurse.

Minor first aid is carried out by our trained pediatric first aiders but they will contact parents if they have any concerns that an injury or complaint is more serious. It is essential that the school has up to date contact details as staff are not able to give permission for any other treatment.

HOMEWORK

Children in the Infants and Juniors are given homework each week. Spellings, times-tables, 'Bug Club' reading and 'Mathletics' are all set each week. Parents are asked to ensure that their child is able to spend time on their homework and parents are welcome to get involved and help.