



St Paul's Church of England Junior School



Information for Parents & Prospective Parents

Mission Statement

Our mission is to provide, for each and every child in the School, a loving, caring environment, based on Christian principles, in which each individual can develop their full potential, educationally, morally and spiritually and to provide the same quality of care and concern for all adults involved with our school community.

Our Aims:

- to foster a spirit of self and mutual respect and co-operation between teachers, parents and pupils
- to provide for the educational needs of pupils as individuals so that each may develop to the full, his or her distinctive abilities and aptitudes
- to develop a reasoned sense of attitudes, values, morals and beliefs
- to provide opportunities for pupils to develop their own sense of spirituality
- to develop a sensitivity towards others
- to encourage habits of self-discipline and acceptable behaviour
- to prepare pupils for the adult world by enabling them to acquire the necessary skills, knowledge and practical abilities
- to help children grow up to see themselves not just as individuals but also as members of social groups and of society
- to develop the capacity to live as independent self motivated members of society
- to foster positive attitudes to life-long learning

St Paul's C of E Junior School

School Staff and Governors

Headteacher

Mrs J Taylor

Deputy Headteacher

Ms L Edwards

SENCo

Mrs L Ambler

Teaching Staff

Mrs K Beldom
Mrs N Buchanan
Ms L Edwards
Mrs L Harding
Mrs S Keen
Mrs M Lindsay
Miss L McDonogh
Mrs C Melville
Mrs C Miller
Mrs K Newell
Mrs D Nicholls
Miss C Pederick
Mrs C Pinder
Miss H Plumley
Mrs C Vincent
Mr A Wilkinson
Mrs H Wilson

Teaching Assistants

Mrs C Brett
Mrs G Coe
Mrs R Carless
Mrs J Dawson
Mrs K Evans
Mrs P Gray
Mrs A Hallows
Mrs T Holt
Mrs L Howell
Mrs E James
Mrs S Johnson
Mrs P McBain
Mrs S Page
Mrs B Platt
Mrs E Quartermaine
Mrs K Stone
Mrs J Westlake
Mrs S Wiles

Chair of Governors

Mrs P Wallace

Caretaker

Mr R Palterman

Caretaker's Assistant

Mr M Johnson

Office Staff

Mrs G Coe
Mrs M Crouch
Mrs P Moore
Mrs S Tunncliffe

Librarian

Mrs Z Allen

ICT Technician

Mrs K Brook

Lunchtime Controller

Mr R Palterman

Lunchtime Supervisors

Mrs D Burgess
Mrs L Howell
Mrs Z Maggs
Mrs S Page
Mrs B Platt

Governors

Mr R Dodd
Ms L Edwards
Mr D Fry
Fr R Lamey
Mr R Melhuish
Mr B Watson
Mrs P Wells

Clerk to Governors

Mrs M Jordaan

Welcome

স্বাগতম

Croeso

ਜੀ ਆਇਆਂ ਨੂੰ

BIENVENIDA

добро пожаловать

Bem-vindo

歡迎

خوش آمدید

Benvenuti

WILLKOMMEN

Bienvenue

Ofsted Report: June 2011

"This is an outstanding school that provides a caring and stimulating learning environment for pupils. Pupils are confident, enjoy their lessons and like their teachers. Pupils' achievement is outstanding. By the end of Year 6, attainment is high and pupils' progress is good. The proportion of pupils attaining at the highest levels in English and mathematics is exceptional.

Pupils achieve extremely well and make good progress because they listen attentively and enjoy their lessons. The positive relationships pupils have with staff are a key factor in pupils' excellent behaviour and attitudes. This results in interested and motivated pupils, keen to participate and unafraid to make mistakes.

One parent wrote: 'St Paul's is an excellent school which is a credit to the Headteacher and her fantastic team.' "

مرحباً بكم

SIAS Report: July 2011

"Pupils say that at St Paul's....people treat each other the way *they* like to be treated.

At the heart of the school is an extremely strong Christian ethos which has been developed through the passionate and clear-minded leadership of the Headteacher working closely with a dedicated staff and highly committed Governing Body.

The School Day

Times

8:40am to 3.30pm

Break 9.55-10:15am

Lunch 12:30pm - 1:30pm

The Journey To And From School

We encourage children to walk to school and have been actively involved in the 'Safer Routes to School' scheme. There is very little space for parking in the immediate vicinity. We therefore request all parents and carers to park with consideration for the safety of our pupils and the local residents. If you have to drive by our school, please follow the voluntary one-way system, entering Murray Road from Arthur Road and exiting onto Oxford Road

Attendance

Classroom doors are open from 8:40am. The school day commences at 8:50am when the register is taken. As the children come into school between 8:40am and 8:50am, we avoid heavily congested cloakrooms and corridors, ensuring a calmer and more productive start to the day. If your child arrives after 8:50, they must sign in at the Oxford Road entrance to ensure that they are recorded as present on the register. Children may not be dropped off before 8.35am as the Local Authority cannot accept responsibility for any child on the playground before that time.

Please contact the school before 10:00am if you know that your child will be absent for the day. We contact the parents of children who have not arrived and for whom we have no explanation of their absence.

Meadow Breakfast Club

The Breakfast Club is held at Meadow Nursery. It is open from 7:30am to 8:40am and is available to children who attend Walter Infants and St Paul's Junior School. Contact Mrs Jackie Watt on 0118 979 0284 for further details.

Energy Kidz After School Club

Energy Kidz provides care to the children of Walter Infants and St Paul's Junior School during the hours of 3:30pm and 6:00pm. Please contact Energy Kidz, for more information contact Energy Kidz on 0845 519 4470.

Water

We ask that all children bring a bottle of drinking water to school each day. Children's concentration levels fall considerably when they become dehydrated. Bottles should be made of clear plastic and have sports tops.

Break times (9:55 - 10:15am)

Only fruit, vegetables and healthy snacks are allowed at break time. We do not allow food containing nuts in school at break or lunchtime as we have a number of children diagnosed with life threatening nut allergies.

Our playground is split into two areas, one for running and more boisterous activities and a second calmer, quieter section with plenty of seating. We also have an activity trail and fort that children use on a rota basis.

Lunchtimes (12:30 - 1:30pm)

Our lunchtime controllers look after the children and encourage them to join in healthy, co-operative activities.

A Token Scheme for games equipment operates at lunchtimes and is very popular with the children. The school has a contract with an outside caterer to serve lunch every day in the main hall. Currently we have a one line menu with a vegetarian, salad or a packed lunch option. Water is freely available. There is a fixed price for set meals and the latest menu can be found on our Learning Platform. Children order lunch during registration. At lunchtime, they pay for their meal at the counter. Children can also bring in a healthy packed lunch. Please ensure that your child's name is on the lunch box. Drinks should be in non-breakable containers and fizzy drinks are not allowed.

School Meal Entitlement

Parents who receive the following support payments may be entitled to receive free school meals:

- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Child Tax Credits provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190
- The Guarantee element of the State Pension Credit

Please contact the School Office if you think you may qualify, the matter will be dealt with in the strictest confidence. You need only to complete one form and we will do the rest.

School Uniform & Stationery

We believe that high standards of uniform are an expression of pride in our school and ask parents to support us to ensure their children are dressed appropriately. All pupils are expected to wear full school uniform, including school shoes.

Sweatshirts, cardigans, fleeces and bags may be purchased at the school office. All other items may be bought from normal school uniform suppliers. All items of clothing must be clearly labelled with your child's name.

No jewellery, other than a watch and plain ear studs, may be worn. All jewellery must be removed before sports activities and therefore we recommend that permitted items are not worn on days when the children have PE and Games. Children are expected to be responsible for the safety of their watches and earrings as we have no facilities to guarantee their security. Trainers are permitted at break time and lunchtime for outdoor play and PE activities.

Long hair should be tied back at all times. Inappropriate hair styles are discouraged.

It is recommended by sporting bodies that children should wear shin pads and mouth guards for football, tag rugby and hockey lessons and we encourage the children to do so.

Boys Uniform

Grey school trousers or shorts
White shirt or polo shirt
Burgundy St Paul's School sweatshirt
Black or grey socks
Black school shoes
Burgundy St Paul's School outdoor waterproof/
reversible fleece jacket (optional)

Girls Uniform

Grey school trousers, knee length skirt or knee length shorts/culottes
White blouse or polo shirt
Burgundy St Paul's School sweatshirt or cardigan
Blue and white checked dress
Black, white or grey socks
Black or grey tights
Black school shoes, or dark coloured sandals
Burgundy St Paul's School outdoor waterproof/
reversible fleece jacket (optional)

PE Equipment (in a drawstring bag)

Indoor

Plain white T shirt
Black or navy blue shorts

Outdoor

Plain white T shirt
Trainers
Black or navy tracksuit

Other Equipment

Dinner money should be kept in a named purse.

Lost Property

Items can be returned to the children immediately if they are clearly labelled. All lost property is kept in an outdoor store by the double doors onto the playground. Unclaimed items are disposed of at the end of each half term.

Stationery

Children will need to have a named pencil case including;

Minimum of 3 writing pencils (we recommend silver triangular grip ones)
A set of colouring pencils
A pencil sharpener
A rubber
A black whiteboard pen
Small highlighter pens are optional but not essential

Each classroom has a supply of rulers, felt tipped pens, safety scissors and glue sticks.

The School Curriculum

The school believes it is important to provide a broad, balanced and challenging curriculum for all pupils. The National Curriculum sets out what is to be taught to Key Stage 2 pupils,

The high standards achieved by pupils at our school have been recognised by Ofsted and the Anglican School's Inspection Team. The school has earned an 'Activemark Gold' and 'Healthy School' Award.

Assessment

Children's work is continually assessed, allowing teachers to monitor progress. Work is planned according to the requirements and abilities of the child. In most curriculum areas, children work in a variety of groupings and individually, depending on the task. They work in ability groups for Mathematics.

Mathematics

Lessons cover skills such as: counting, using number facts, calculating, understanding shape, measuring and handling data. Opportunities are provided for the children to apply their skills in a variety of 'real life' contexts and in problem solving activities. Emphasis is also placed on the teaching of mental calculations. The children are encouraged to work with speed and accuracy and explain the mental processes involved in these calculations.

Literacy

Lessons cover the skills of reading and writing, including spelling, grammar, handwriting, punctuation, speaking & listening and drama.

The children are provided with powerful opportunities to write with a clear purpose in a wide variety of contexts within a rich curriculum.

French

All classes have regular French lessons providing a stimulating and well rooted foundation for language learning at secondary school. The curriculum consists largely of speaking and listening activities, including songs and games.

A visiting teacher also runs an after school French Club. Please contact the School Office should you require more details.

Science

Science is taught using the Programs of Study from the National Curriculum. Children gain experience of scientific experiments and the investigation process. These are designed to encourage the development of scientific thinking, supported by sound concepts, knowledge and skills in order to enable children to develop a greater understanding of the world around them.

Information and Communications Technology

ICT is a part of everyday life and is incorporated into all areas of our school curriculum. The children develop their skills using a wide variety of software packages. In March 2009 our new networked suite was opened with 32 computers for the children and an interactive whiteboard. In addition, we have laptops and computers in every classroom. Each classroom is fitted with an interactive whiteboard, audio speakers and a visualiser.

Historical, Geographical and Social Understanding

The historical aspects of this area of the curriculum are aimed at developing the children's understanding of how the world has changed and the influences of the past upon the present. Pupils work with a wide range of evidence, including pictures, artifacts, film and written sources. They investigate this material, form ideas and judgments about the past and communicate their developing knowledge and understanding in a variety of ways.

The geographical aspects of this area of the curriculum are concerned with the study of places and the human and physical processes which shape them. It helps pupils to make sense of their surroundings in the wider world. Off-site visits and visiting groups are arranged to expand their knowledge and experience. Our local area is a rich resource which is compared with other areas of our own country, Europe and the rest of the world.

Religious Education

In RE, we seek to develop children's knowledge, respect and understanding of Christianity and of the other major world religions. Children are encouraged to reflect upon the meaning behind stories, festivals and religious observances, and to relate this meaning to aspects of their own lives. Parents have a statutory right to withdraw their children from Religious Education and/or Collective Worship, and should inform the Headteacher in writing if they wish to exercise this right. In these circumstances, parents are asked to send in appropriate alternative work for their child; usually materials provided by the faith community to which the family belongs.

Music

Music has an important, valued role in the life of our school, and all children participate in musical activities. Curriculum music takes a variety of forms, ranging from learning to interpret existing music, to composing simple pieces individually or in groups. There are further opportunities to make music outside the classroom situation. Our choirs perform in joint musical ventures with other schools in the area. Visiting peripatetic teachers offer a wide range instrumental tuition. Please contact the School Office for more information.

Understanding The Arts

"Every child is an artist. The problem is how to remain an artist once he grows up."
Pablo Picasso

We view art as a means of deepening each child's creative understanding. Our aim is to further aesthetic appreciation and development. Children are taught a range of techniques and use a variety of materials to help them to appreciate the possibilities when working with different media. Through display, we make our learning environment stimulating and pleasant. We celebrate children's own work, as well as aiming to heighten their visual and tactile awareness.

Technological Understanding

In this subject the children learn to think purposefully and creatively to solve practical problems. Initially they focus on designing and creating models/equipment to meet a stated design brief. Within the safe environment of the classroom, the children then gain practical experience of the disassembly and assembly of models using a range of materials and tools. Finally they reflect upon and evaluate their designs to make sure the model/equipment is ultimately fit for purpose.

Physical Education

We aim to develop a life-long enjoyment of all forms of physical exercise by introducing the children to a wide range of activities (for which our school is particularly well resourced). All pupils are taught the skills of football, hockey, tag rugby, netball, cricket, rounders and tennis. Athletic activities are offered during the summer months and the school has its own shallow swimming pool. Children are encouraged to represent the school in team sports and play against other schools regularly. Indoor activities include gymnastics and dance. Outdoor and adventurous activities take place throughout the Key Stage, both on and off site.

Cross-Curricular Days

We regularly hold whole school cross-curricular days based around a central theme. We also have specific activity sessions with visiting artists and sports coaches for each year group.

Extra-Curricular Activities

There is a variety of extra activities available. These vary according to staff availability, but usually include a range of music and sporting options, as well as our successful French, Chess and Imagineering Clubs.

Educational Visits

Pupils benefit from an excellent range of trips which enrich the curriculum. For a number of years, the school has organised a residential activity week for Year 6 pupils in the Autumn Term to Osmington Bay.

Personal, Social and Health Education

At St Paul's, children are encouraged to understand the part we each play within our school, the parish and the wider community, and the value of co-operating and caring for one another. They are taught strategies for discussing and resolving problems and disagreements and we have a trained team of Peer Mediators working on the playground at lunchtime.

Our School Council plays a vital role in the decision making of the school and meets regularly with the Headteacher and Chair of Governors. Representatives are elected by their classmates at the start of the academic year. They meet fortnightly and report back to their teachers and classmates regarding their work. In PSHE lessons, we follow a theme common to all year groups. There are regular Circle Time sessions, in which children have the opportunity to spend quality time together as a class, discussing issues which affect them.

Health Education

Health Education is taught as part of PSHE and Science. The topics covered are taught at a level appropriate to the age and understanding of the children. When Sex and Relationships Education is to be covered in the curriculum, parents are offered the opportunity to view the teaching resources used with the children. Parents may withdraw their child from this aspect of the curriculum if they wish to do so and should put any such requests in writing to the Headteacher.

Caring For Others

Our school ethos fosters a caring attitude to others beyond our school community. Each term we fundraise for charity and support those which our children and families are involved or benefit from. In addition, the children often organise fund raising activities for organisations such as Children in Need or topical events such as the earthquake in Haiti. Harvest gifts are distributed to those in need.

Behaviour & Good Citizenship

Children are expected to show consideration and respect for property. We encourage them to take pride in their work and good care of the school environment. The children are encouraged to look after each other and play an active part in the wellbeing of the whole school. Class teachers recognise positive behaviour by awarding house points and certificates are awarded during assemblies. Exceptional work is celebrated with the class teacher sending the child for a Headteacher's Award. Children are issued with a 'Pen Licence' for excellent handwriting. We celebrate these achievements as well as the successes that individual children have accomplished both in and out of school.

Gifted And Talented

Gifted children are those who excel in the academic curriculum. Talented pupils have a special aptitude in one or more areas of the wider curriculum; for example in Dance or Drama. We identify these pupils and monitor their progress to ensure that we have sufficiently high expectations of them and that their special abilities continue to develop throughout their time at St Paul's.

Special Educational Needs

The school's policy for Inclusion sets out our aims and objectives, including clear procedures for the identification and support of pupils with special educational needs. Our Inclusion Manager oversees this provision. Our team of teaching assistants work alongside the teachers to provide individual and small group support. If necessary, we seek further advice from outside agencies.

Pupils with Disabilities

The school's Access Plan, in response to the Disabilities Act 2002, was put into place in November 2002. There is disabled car parking and access to all areas of the building. We also have suitable changing, toilet and shower facilities.

Parish Links

Our school plays an important part in the life of the parish. Parents and parishioners are invited to join us when celebrating Harvest, Easter, and Christmas. The church is a valuable resource and children visit as part of the RE curriculum. Our parents' Prayer Group meets regularly in school and take an assembly with the children each half-term. Dates for Prayer meetings can be found in the Newsletter and all are welcome to attend.

Home School Links

When appropriate, we encourage parents to help in school with a wide range of activities. Details of events and activities in school are published in the newsletters and on the school's Learning Platform. We hold Parents' Evenings each term and a written report is sent home towards the end of the Summer Term.

We value feedback and as part of our continuous monitoring and evaluation of our work, we send out parent surveys from time to time. We hold regular Surgeries at which parents can put questions and suggestions to the Headteacher and Deputy and the Chair of Governors and Headteacher are always happy to meet with parents.

Each term, we hold an 'open' morning or afternoon, giving parents the opportunity to visit school during a normal day to see the school at work. We host an annual Governor Day where governors work alongside the children in class and spend time in the playground listening to the views and ideas of the children. The Governing Body use this information to inform future school improvements.

Raising Concerns

Should any parent wish to raise a concern about their child's wellbeing or progress, the first step should be to inform the child's class teacher. The majority of concerns are resolved in informal discussions at this level. Should this not be the case, parents are welcome to make an appointment to see the Deputy Head or Headteacher. In the unlikely event that an issue is not resolved to your satisfaction by the school, then the matter should be referred in writing to the Chair of Governors.

Home Learning

We see Home Learning as an opportunity to extend or reinforce activities that the children have been involved with at school. They are given regular tasks according to our policy. Each pupil is issued with a Home Learning Diary, which is a valuable point of contact between home and school. Some tasks will be computer orientated and may be via the school's Learning Platform. If children do not have access to a computer at home alternative arrangements are made for them to complete the task.

PTA

Our Parent-Teacher Association raises money to support the school with extra resources. Becoming an active member of the organisation will directly benefit your child and give you the opportunity to become involved in the life of the school. New members are always welcome. If you would like to find out more about the work of the PTA please contact the School Office.

Links with Local Schools

There are very strong links with our main feeder school Walter Infants. Transition from the infant to the junior school is carefully managed with the staff of both schools working collaboratively to ensure continuity and progression. We also have strong links with local secondary schools, particularly The Holt, The Forest, St Crispin's and The Emmbrook, to which most of our children transfer.

Charging for School Activities

The school organises a variety of activities to develop and enhance the children's school experience. These include visits to places of educational interest, whole school activity weeks and special groups visiting the school. These range from Anglo-Saxon, Ancient Egyptian and Ancient Greek themed days, a Rainforest Animals Presentation, to theatre groups and even a Pantomime at Christmas.

In order to provide such enrichment activities the school invites parents to make a voluntary contribution. We have a limited amount of funds that are used to support children who qualify for Free School Meals.

When children wish to keep items made in Technology it may be necessary to ask for a nominal contribution towards the cost of materials.

Health

A child who is ill cannot learn and should remain at home. If a child becomes ill during school hours, the office will contact parents to arrange for them to be collected.

We have a number of First Aiders who are always available during school hours.

Asthma inhalers are stored in classrooms. Inhalers and spacers must be clearly labelled with the child's name and class. Please note the expiry date on the medicine and replace when necessary.

Epipens for those children who suffer from anaphylaxis are kept in the office. All staff are trained to administer this type of medicine in an emergency. Special arrangements can be made for children who need long term medication.

Other Information

Unscheduled Closures

If it is necessary to make an unscheduled closure of the school, parents will be notified by text message. We will also post information on our school Learning Platform.

Our policy is to remain open at all times if possible. However, in the event of an emergency, decisions will be made by the Headteacher as to whether or not to close the school.

210FM, Radio Berkshire, and Thames Valley FM broadcast details of emergency school closures.

Emergency Procedures

It is crucial that school has up-to-date contact information. Please notify the office of any change of address, telephone number, childminder, guardian or other persons that may need to be contacted in the event of an emergency. The school strictly adheres to the Data Protection Act.

Leave of Absence

Requests for leave of absence will only be authorised under the most exceptional circumstances. Our policy for term time absences can be found on the Learning Platform. Registers are checked regularly by the Education Welfare Officer and if a pupil's attendance drops below 95%, the cause is investigated and future attendance monitored closely.

If you believe that a leave of absence for your child is unavoidable, please collect a form from the office or download it from the Learning Platform and return it as soon as possible. Unless the nature of the absence meets specific criteria, it will not be authorised.

Medicines

The school can only administer prescribed medicines and where a medical form has been completed and signed by a parent. A medicine form can be obtained from the School Office or Learning Platform. The school nurse has advised that where three doses daily have been prescribed, there is no reason why the doses cannot be administered before and after school and at bedtime. Where four daily doses are required, we are prepared to administer a dose at lunchtime on behalf of parents. We can also hold medicines that are needed occasionally, such as epipens.

Broadmoor Hospital

In the unlikely event of an escape from Broadmoor Hospital, we follow the emergency procedure laid down by the Local Authority. The building will be secured and school will operate as normally as possible. Until the emergency has been resolved, pupils will be kept in school over break time and lunchtime. Should the emergency extend to the end of the afternoon, no child will be allowed to leave the safety of the school premises unless collected by a parent or a responsible adult known to the staff.

In this event, parents should **not** telephone school or try to collect their children other than at the end of the morning or afternoon sessions.



Admissions

Visits

Visits to the school by prospective parents and children are warmly welcomed. Contact the School Office to arrange a tour and meet with the Headteacher.

There are opportunities for the parents of Year 2 children to visit the school in the Summer Term and for their children to attend a number of transition visits prior to starting in September. We believe that spending time with new teachers and classmates, as well as staying for lunch and visiting the playground, help to make settling in much easier.

We aim to give every new child the chance to 'get to know us' before starting on their first day at St. Paul's.

Contact details

St Paul's C of E Junior School
Oxford Road
Wokingham
Berkshire
RG41 2YJ

Telephone: 0118 9785219
Fax 0118 9795013

Email: office@stpauls.wokingham.sch.uk
Website: www.stpauls.wokingham.sch.uk

All school admission matters are dealt with by **Wokingham Borough Council's Admissions Department**, which is based at:

Wokingham Borough Council,
Shute End,
Wokingham,
Berkshire.
RG40 1WN

Telephone: 0118 974 6245
0118 974 6113
0118 974 6143

E mail: schooladmissions@wokingham.gov.uk



School policies are available to download at:
www.stpauls.wokingham.sch.uk

They can be found in the section called 'Information'.

Should you require a paper copy, please ask at reception.