



# **School Prospectus 2025-2026**

## **Our Vision and Ethos**

***Elmbridge Primary School is one big family. We foster warm relationships, mutual respect and a love of learning that helps us to conquer an ever-changing world. Our exciting journey is one of growth, discovery and opportunity for everyone, opening doors to a bright future.***

It gives us great pleasure to introduce you to Elmbridge Primary School. Elmbridge benefits from a long tradition of excellence which we will continue to develop, and we are very confident that your child will be able to take advantage of the many and varied activities which are part of the school's life. In March 2018, OFSTED graded us 'good' in all areas, stating that 'pupils are well prepared for life in modern Britain' and that 'classrooms are a hive of discussion and thinking'. In September 2023, OFSTED felt that the inspection grade might be 'outstanding' if a graded inspection was carried out acknowledging our 'exceptional pastoral support', our 'ambitious curriculum', our 'high expectations for pupils' academic and personal development' and our 'wide range of enrichment opportunities'.

At Elmbridge Primary School, we aim for all our pupils to be confident to embrace the next stage of their learning. We want them to have enquiring minds, be independent and resilient. We also want our pupils to value the importance of reading and be able to communicate ideas effectively. The Elmbridge Primary School curriculum will also evolve to reflect the knowledge and skills needed for life in the 21st Century. In September 2023, OFSTED reported that 'the school successfully builds pupils' independence and confidence right from the start'.

Although we are a very large primary school split over two sites, with 630 pupils on roll, we strive to have a 'family feel' and real sense of community with our children and families. OFSTED noted that 'the warm and positive relationships between staff and pupils are replicated by pupils around the school' (September 2023). We believe that our staff and pupils should know how to look after their physical and mental health and show respect, tolerance and compassion for each other. Moreover, by working together as a team and involving all stakeholders (parents, governors, pupils and staff) will together ensure a continuous improvement in high standards of teaching and learning.

Should you have any queries about our wonderful school, do not hesitate to contact us. We shall be only too willing to help.

Yours sincerely,



Glen Tharia & Manda Holliday – Co-Head Teachers

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## **SCHOOL GOVERNING BODY**

Mr J Vallender	Co-opted Governor and Chair of Governors
Mr D Allen	Co-opted Governor and Vice Chair
Mr S Beard	Parent Governor
Mr M Bevis	Co-opted Governor
Mr A Cole	Parent Governor
Mr P Edwards	Co-opted Governor
Mrs A Holliday	Co-opted Governor (Staff)/ Co-Head Teacher
Mrs R Howell	Parent Governor
Rev J McNeill	Co-opted Governor
Mrs A Petticrew	Co-opted Governor (Staff)
Mrs G Radford	Staff Governor
Mr P Riddle	Associate Governor
Mrs K Rowland-Evans	LA Governor
Miss A Stubbs	Co-opted Governor
Mr G Tharia	Co-Head Teacher
VACANCY	Co-opted Governor
Clerk to the Governors	Mrs C Grocott c/o the School

Up-dated information will also appear on our school website at:

[www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk)

It is the responsibility of Governors to ensure that the National Curriculum is taught in accordance with current legislation. They are responsible for the recruitment of staff, for the use of the building and for prudent financial management of the school. To discharge these duties they are helped by staff of the Gloucestershire County Council.

Governors meet once each term and carry out their work through a series of committees e.g. Finance & Buildings, Curriculum and Personnel, Pay and Performance

**SCHOOL STAFF - FROM SEPTEMBER 2025**

<b>Senior Leadership Team (SLT)</b>	
Mr G Tharia	Co-Head Teacher
Mrs A Holliday	Co-Head Teacher & Designated Safeguarding Lead (DSL)
Mr P Riddle	Assistant Head Teacher
Mrs C Grocott	School Business Manager and Clerk to the Governors
<b>Senior Management Team (SMT)</b>	
Mrs N Hawkins	Early Years Foundation Stage (EYFS) Team Leader, EYFS Teacher
Mrs L Booth	Year 1 Team Leader & Infant Phase Leader, Year 1 Teacher
Mrs R Wiggins	Year 2 Team Leader, Year 2 Teacher
Mrs V Toppin	Lower Key Stage 2 (Years 3 & 4) Phase Leader & Deputy Designated Safeguarding Lead (DDSL), Attendance Lead
Mrs A Petticrew	Year 3 Team Leader, Year 3 Teacher
Mrs G Radford	Year 4 Team Leader, Year 4 Teacher
Mr D Jones	Year 5 Team Leader, Year 5 Teacher
Miss K Pembridge	Upper Key Stage 2 (Years 5 & 6) Phase Leader & Acting SENDCO
Mrs A Bourne-Clague	Year 6 Team Leader, Year 6 Teacher
<b>Special Educational Needs Co-ordinators</b>	
Miss K Pembridge	Acting SENDCO
Mrs S Pearce	SENDCO
<b>Teaching Staff – Early Years Foundation (EYFS) &amp; Key Stage 1</b>	
Mrs L Care	Year 2 Teacher
Mrs C Danvers	Year 1 Teacher
Mrs K Griffin	Year 2 and PPA teacher
Mrs C Jolliffe	Year 1 and PPA Teacher
Miss G Kelly	EYFS Teacher
Miss J King	EYFS Teacher
Ms L Langley	Year 1 and PPA Teacher
Mrs L McNulty	Year 2 and PPA Teacher
Mr M Richards	Year 2 and PPA Teacher
Mrs C Roberts	Year 1 and PPA Teacher
Mrs S Slack	Year 2 Teacher
Mrs S Williams	EYFS, Year 1 and Year 3 PPA Teacher
<b>Teaching Staff – Key Stage 2</b>	
Mrs M Barthorpe	Year 5 Teacher
Mrs Bourne-Clague	Year 6 Teacher
Mrs K Bradford	Year 5 Teacher
Miss C Bell	Year 4 Teacher
Mrs Cox	Year 4 Teacher
Mrs R Fagence	Year 6 and PPA Teacher
Miss A Hawkins	Year 6 Teacher
Mrs Hook	Year 4 Teacher
Mr J Hounsell	Year 3 Teacher
Miss A Marsh	Year 3 Teacher

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Mrs L McNulty	Year 3 PPA Teacher
Miss K Pembridge	Year 6 Teacher
Miss L Spencer	Year 5/6 PPA Teacher
Mrs V Toppin	Year 6 and Year 3 Teacher
<b>Teaching Assistants – EYFS &amp; Key Stage 1</b>	
Mrs A Brear, Mrs K Bacon, Mrs L Coughlan, Mrs Cummings, Mrs T Gorrett, Mrs K Hardman, Mrs M Heath, Mrs E Holl, Miss G Holmes, Miss Jones-Symonds, Mrs J Price, Miss R Smith, Mrs M Spring, Miss G Talbot, Miss C Wilson, Mrs E Wisbey	
<b>Teaching Assistants – Key Stage 2</b>	
Mrs L Coughlan, Mrs T Crouch, Mr M Dean, Mrs H Faulks, Mrs G Fyfe, Mrs K Grainger, Mrs E Holl, Mrs D Howard (DDSL), Mrs C Hieron, Mrs A Kerr, Mrs S Mansuri, Mrs C Morris, Miss S Taylor, Mr D Turner, Mrs G Womersley	
<b>Support Staff</b>	
Cleaning Supervisor	Mrs G Lewis (maternity), Mrs K Wilson (covering maternity)
Cleaners	Mrs L Hicks, Mrs L Mitchell, Ms J Muncaster, Miss N Marshall, Miss R Payne, Mrs B Smith, Mrs K Timony-Smith
Office Staff	Mrs M Eyre, Mrs H Mosson, Mrs J Pearson, Mrs L Skingsley, Mrs T Shooter
Senior Midday Supervisor	Ms J Muncaster
Midday Supervisors	Mrs V Ainkaran, Mrs T Billingham, Mrs A Carey-Topping, Mrs T Crouch, Miss Jones-Symonds, Mrs A Kerr, Mrs C Morris, Miss R Payne, Ms S Perrott, Mrs J Sharkey, Miss G Talbot, Miss A Williams, Mrs K Wilson, Miss C Wilson
School Crossing Patrol	Mr S Merrick
Site Manager	Mr A Bolton
Caretaker	Mr J Grainger

## EQUALITY OF OPPORTUNITY

Elmbridge Primary School is committed to being a place where everyone has equality of opportunity. Everyone must be respected and treated fairly regardless of learning ability, age, gender, physical capability, religion, ethnic origin, family background or personal characteristics. Discrimination through ignorance is as unacceptable as showing discrimination knowingly. All adults in the school community have responsibility for upholding this policy in all we do and are vigilant for any activity or situation which undermines our commitment. Staff actively encourage our children to share this commitment. Moreover, one of our curriculum intent statements is that:

‘Staff and pupils will show respect, tolerance and compassion for each other.’ Our curriculum is designed to recognise and celebrate our multi-cultural school, promoting mutual respect for each other. We adopt restorative principles to strengthen our empathy across our whole school community.

Your support for your child’s education is crucial to their progress. Please tell us if there are any adjustments that we need to make to help you support your child, for example: letters in large font, providing a signer, explaining things over the phone, wheelchair access.

In line with our commitment to be a school where everyone has equality of opportunity, the school has an Accessibility Plan that can be found on our website at [www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk).

## CURRICULUM INTENT & RULES

Elmbridge Primary School’s curriculum intent is that:

- Our pupils will be confident to embrace the next stage of their learning
- Pupils will have enquiring minds, be independent and resilient
- Pupils will value the importance of reading and be able to communicate ideas effectively
- Staff and pupils will know how to look after their physical and mental health
- Staff and pupils will show respect, tolerance and compassion for each other
- The Elmbridge curriculum will evolve to reflect the knowledge and skills needed for life in the 21st Century

Threaded through our curriculum intent are our 3 school rules, where we want our children to be:

**‘Ready’** - Ready for learning, ready to listen, ready to go to lunch/come back in the classroom etc.

**‘Respectful’** - Showing respect to their peers, to adults, to their environment, to themselves.

**‘Safe’** - Safe in their learning environment, safe with the people around them and safe in the activities in which they are taking part, including online.

## ABOUT ELMBRIDGE PRIMARY SCHOOL

<http://www.elmbridgeprimaryschool.co.uk/>

A key source of information is our School's website which is regularly updated and contains some very useful information for members of our school community including curriculum information, school policies, our school development plan, terms dates, newsletters, details of school events, clubs, photographs and much more.

Elmbridge Primary School is a Gloucestershire County Council Community School with 629 pupils on roll in June 2023 (630 is maximum capacity).

In 1948 the kindergarten from the High School, Denmark Road, was transferred to Elmbridge where it reopened as a primary school. As numbers rose and accommodation became cramped, a separate junior school was built and Elmbridge Junior and Infants came into being.

Elmbridge Junior School opened in 1952, rapidly establishing itself as one of the most sought after schools in the City of Gloucester. Elmbridge Infant School stayed in the 'temporary' buildings until the early 1990s when the current infant building was built. Elmbridge Junior School and Elmbridge Infant School came together to form one, 'all-through' Primary School in April 2016.

Although a very large primary school, we nevertheless treat our pupils as a close family. In the first three years of school, the pupils are based at the infant site (Early Years Foundation Stage, Year 1 and Year 2). Key Stage 2 pupils are based in the junior building, comprising of Year 3 and Year 4 in the lower juniors and Year 5 and Year 6 in the upper juniors.

We are proud of our excellent facilities across the Primary School site, which include large playing fields, nature areas, a cookery room, computing suite, enrichment and nurture rooms, poly-tunnel outdoor classroom and well-designed outdoor play areas which meet the requirements of the Early Years Foundation Stage Curriculum (i.e. Reception age children) for easy access to outdoor play. We also have spacious halls and good kitchen facilities in both the junior and infant buildings. We offer hot lunches at both sites, which are free for all Reception, Year 1 and Year 2 children.

## SCHOOL HOURS

<b>Infant site</b>	<b>Junior site</b>
8:40 – 8:50am pupils arrive (classroom doors open at 8:45 – 8:50am)	8:40 – 8:50am pupils arrive (cloakroom doors open at 8:45 – 9:00am)
8:50 – 9:00am registration	8:50 – 9:00am registration
10:30 – 10:45am break	10:30 – 10:50am break
10:45 – 10:55am snack/social time	
11:30- 12:30 EYFS; 12:00 – 1:00pm lunch	12:05 – 1:00pm lunch (Y6: 12:10 – 1:05pm)
3:00pm home time	3:10pm home time

**Arrivals.** Children should **not arrive at school before 8:35am**. If children need to be dropped off before this time, please book them into the before school club by telephoning the Elmbridge Childcare Club in advance on 07544 575052. At the infant site, we require you to accompany your child to and from their external classroom door in the morning, and maintain responsibility for their safety and behaviour until they enter the infant building. **Junior children** will be supervised on the playground from 8:40am, so parents do not need to stay after this time.

**At the infant site**, a bell will ring at 8:45am. Your child's teacher/teaching assistant will welcome your child into school and receive any quick messages that you need to share with them at the class door. To encourage independence and for ease of access, parents are requested not to enter the cloakroom areas with their child. Doors close at 8:50am so that registration can start. **At the junior site**, from 8:45am, children can enter into either end of the school building, depending on whether they are lower or upper juniors, for registration. Members of staff will be available on both junior playgrounds for supervision and for any messages to staff who are in their classrooms. On both sites, please ensure your child is in school by this time.

**Late arrivals.** We request that children are punctual and maintain good attendance at our school. These good habits are proven to have a positive impact on your child's success both socially and academically at school. If your child arrives after the doors have closed, or after 9a.m., please bring them to the main reception in the Admin Hub accessed via the Elmbridge Road entrance where they can be registered and a hot meal ordered, if required. (If the reason for late arrival is a planned medical appointment, please ensure hot meals are ordered at the Admin Hub in advance, as numbers are submitted to the kitchen staff at 9:30am.) Registers close at 9:20; an unauthorised absence will be recorded for any child that arrives after this time without a valid reason.

**Collecting from the infant site.** At the infant site, when the bell rings at 3:00pm the class teacher/teaching assistant will bring the children to the classroom external door. Parents and carers are requested to wait outside the classroom, allowing space for the children to exit safely. Your child will leave the school building individually once staff acknowledge your presence. Please be patient at this time while we ensure every child is greeted by the relevant adult collecting them.

If you arrange for someone who is **not** listed on your child's admission form to collect your child, please ensure that you tell the teacher/teaching assistant in the morning. If this arrangement is made during the school day, you must telephone the main reception at the Admin Hub. Without notification, your child will not be able to go home with anyone else. **If you are delayed for any reason**, it is essential that you telephone the school on 01452 523632 to advise so that we can reassure your child that you are on your way.

**Early collection.** Should you need to pick up your child early during the day, for example for a medical appointment, please notify your class teacher and the main reception Admin Hub in advance and come to the main reception Admin Hub to sign your child out. We request that parents and carers make appointments outside of school hours wherever possible.

## MAIN RECEPTION ADMIN HUB HOURS

The main reception at the Admin Hub is open from 8:00am until 4:00pm daily. The school telephone number is **01452 523632**. Our e-mail address is [admin@elmbridgeprimary.co.uk](mailto:admin@elmbridgeprimary.co.uk). Please bear in mind that we receive a large number of e-mails daily, so a reply may not be instant! Useful information for parents and carers is available on the school website at [www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk).

## SECURITY

In April 2017, a new Admin Hub was built to service the whole site and create a sense of 'one school'. New security fencing has been erected and has allowed us to maximise the safety of the site for our children. The entrances to the school grounds and buildings are locked during school hours and all visitors **must** report to the main reception at the Admin Hub using the Elmbridge Road entrance. The boundary gates will also be locked again at 3:30pm for added security whilst any after-school clubs are taking place. Parents/ carers of pupils attending after-school clubs will be informed about the best location to collect their child when the club finishes. Please **do not** encourage children (even your own) to release any doors on either site as to do so is strictly against school rules and will compromise the security of our school.

On entry, all visitors must report to school reception staff, sign in and obtain a security badge to wear while at the school. If picking up at the end of the school day, please wait for children outside the building rather than coming into the cloakrooms. We appreciate your help with these matters, as it is important that security is not compromised by unauthorised adults coming into the school at any time.

## ATTENDANCE & ABSENCE

**Regular attendance at school is essential for pupils to get the most out of their school experience, including their attainment, well-being and wider life chances. Elmbridge Primary School expects all pupils to attend regularly, which means every day the school is open. We expect all pupils to be punctual, which means on site at or before 8:45am.**

It is the duty of the parent/carer to inform the school of the reason for a child's absence BEFORE 9.15 a.m. on the first day of absence. Please contact the school on each day of the child's illness or the absence could be registered as unauthorised. There are some areas in which the school is permitted to authorise absences; these include illness, compassionate leave, religious observance and specialist medical appointments. If you have advance notification of an absence, please inform the school office.

Regular attendance at school is crucial for any child to achieve their potential and regular means every day the school is open. In line with Department for Education (DfE) and Local Authority recommendations, and the school attendance policy, parents are not permitted to take their children out of school for holidays, or extended leaves of absence during term time – **if these unauthorised absences occur, parents or any person with parental**

**responsibility may incur a penalty notice.** Requests for time off school will be refused unless there are **very** exceptional circumstances (i.e. those which are rare, significant, unavoidable and short) for why time needs to be taken off during term time. Reasons such as cost, availability and family events over-seas are not acceptable. Time off school disrupts a child's learning and can also have an effect on a child's social wellbeing, as it can be very unsettling when they return to school. We therefore urge parents and carers to plan holidays and other events to coincide with school holidays. Requests for time off in term time should be made in advance by completing the 'absence in exceptional circumstances' form, which is available from the main reception at the Admin Hub and on the school website at [www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk). For further details please refer to our attendance policy, which is available on the school website.

**Absence for which no explanation is received is regarded as 'unauthorised'.**

From time to time, school is closed to children to enable teaching staff to be trained for the changed needs of education. We aim to notify parents, well in advance, of the dates of these closures. Parents are informed of the new academic year term dates by Term 6, a copy of which is included in this prospectus.

## SCHOOL UNIFORM

There is an attractive school uniform and all children are encouraged to wear it. The uniform policy is listed below. Items which feature the Elmbridge Primary School logo are available to buy from the Monkhouse Schoolwear Specialists in Northgate Street, Gloucester telephone 01452 413339.

Please ensure all uniform, bags and PE kit items - including shoes and socks - are clearly named. Items are often mislaid, and name labels help us to reunite uniform with the rightful owners. There are regular, nearly new uniform sales throughout the year, dates to be announced in the school newsletter.

### UNIFORM POLICY

#### **General uniform:**

Sweatshirt or cardigan with the Elmbridge Primary School logo, available from the Monkhouse school wear shop.

Plain white polo shirts (no logo required)

Grey, smart trousers, shorts, pinafores and skirts

Plain socks, white or grey

Smart black shoes with flat heels

Red and white checked dresses, or playsuits, may be worn in the summer

#### **PE kit:**

Black shorts, red t-shirt, black jogging bottoms, red or black plain sweatshirts, trainers (velcro or laces). For safety reasons, long hair must be tied back and earrings removed. For swimming lessons, a suitable one-piece swimming costume or trunks with optional top should be worn.

#### **Jewellery:**

The wearing of jewellery is not permitted, except stud earrings, one per ear.

**Book bags:**

Reception, Year 1 and Year 2 children have book bags featuring the Elmbridge Primary School logo. These are available from the Monkhouse shop.

Book bags are optional for children in Years 3-6.

**PE kit bags:**

PE kit bags featuring the Elmbridge Primary School logo are optional, and are available from the Monkhouse school wear shop.

**Water bottles:**

We encourage the children to drink throughout the day. Please send in a water bottle clearly marked with your child's name.

**Winter wear:**

Children require a warm, waterproof coat, hat, and gloves in the winter period.

**Outdoor learning kit\*:**

Children take part in outdoor learning whatever the weather and will need:

- Long thick jogging bottoms
- Long-sleeved t-shirt
- Fleece or warm jumper
- Extra socks
- Waterproof coat
- Wellington boots
- Extra hat, scarf, gloves

\*In the event of extreme weather conditions e.g. very hot weather, shorts and t-shirts may be worn. Staff will notify parents of this including making them aware of the risks e.g. scratches, stings, etc...

## **ADMISSION TO THE SCHOOL**

For children starting school in Reception, admissions are via Gloucestershire County Council. Full information on the process and the deadline dates for applications are available at <https://www.gloucestershire.gov.uk/admission-to-reception>. We hold information sessions in the autumn for parents/carers who are considering their school choices. See the school website for information on dates, or contact the main reception Admin Hubs direct.

Meetings are held in June for the parents/carers of children who have been allocated a place in Reception for the following September.

For parents/carers of children who wish to transfer to Elmbridge Primary School at other times, please contact the school direct. Any parents/carers who are thinking of sending their child to Elmbridge Primary School are welcome to telephone for an appointment with the Head Teacher (01452 523632).

## **STARTING SCHOOL IN RECEPTION**

At Elmbridge Primary School, we recognise that starting school in Reception is an important milestone for every child. All of the Staff and Governors at the school are totally committed

to providing the highest quality education for your child. Our school aims to provide a happy and secure environment where each child can develop to their full potential.

Our school motto 'Working and learning together' underpins all that we do at Elmbridge Primary School, ensuring that your child enjoys meaningful and memorable learning every day. We also believe that it is vital to establish a strong partnership with you as parents and carers because together we can provide quality experiences for your child's personal and academic development.

To be effective in our provision, it is hugely important to the staff at Elmbridge Primary School that we understand your child and their needs to the best of our ability. This includes understanding how your child prefers to learn, their likes and interests, their social skills and their general curiosity. To achieve this, we encourage you and your child's educators to share relevant information at the optional home visit and pre-school/nursery liaison meetings. This helps us to ensure that your child can make a smooth transition into school.

Our carefully planned induction programme enables your child to settle gradually into Elmbridge Primary School with the opportunity to become familiar with the school surroundings and experience some of the activities before starting school on a full-time basis. It is also an opportunity for children to meet staff and form friendships with their peers, as well as allowing parents/carers to discuss any particular concerns or queries. The details of your child's induction programme are in your welcome pack, which is available at the parent and carer information evening we hold in June, or direct from the main reception Admin Hub. The induction programme includes visits to the school during the Summer Term and a phased transition period into school in September.

## **TRANSFER TO SECONDARY SCHOOL**

At present, children leave Elmbridge for a variety of Secondary Schools both selective and comprehensive. The transfer is made through a combination of parental preference, availability of places and/or the result of the externally administered grammar school entrance tests. Information regarding secondary transfer is available on the Gloucestershire County Council website at <https://www.gloucestershire.gov.uk/secondary-transfer> which explains the method of allocation and details about how to register for the grammar entrance test. All Year 6 parents receive a letter from the Local Authority (L.A.) at the start of Y6 Term 1 explaining how to apply for secondary school places.

## **CLASS ORGANISATION**

Classes are of mixed ability and children are placed in a year group according to their age. Teachers always plan work in such a way that it is geared to the needs of individual children, and what is expected of them in their year group. Pupils normally change teacher at the end of each school year. At times, it may be necessary to move pupils into different classes, based on friendship groups, either during or at the start of the new academic year. Some year groups may also be grouped in ability sets from time to time.

## **BEHAVIOUR**

Elmbridge Primary School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

The school has 3 simple rules: **'Be Ready, Be Respectful and Be Safe'** which can be applied to a variety of situations and are taught and modelled explicitly.

### **Relentless routines**

We encourage all our school community to follow our 'relentless routines' of calm corridors, wonderful walking, legendary line-ups and marvellous manners.

We also understand that for some children following our behaviour expectations are beyond their developmental level. In this case, these children will have bespoke positive behaviour plans, which may include rewards to reinforce positive behaviour.

### **Aims:**

- To create a culture of exceptionally good behaviour: for learning and for community for life.
- To ensure that all learners are treated fairly and shown respect
- To promote good relationships.
- To give learners attention and importance for good conduct.
- To help learners be responsible for their own behaviour.
- To build a community, which values kindness, care, good humour, good temper and empathy for others.
- To promote community cohesion through improved relationships.
- To ensure that excellent behaviour is a minimum expectation for all.

The full Behaviour Policy is available on the school website:

[www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk)

## **HOMEWORK**

At the start of the academic year, the teaching staff for each year group inform parents of the specific homework requirements. Parents are asked to support and encourage their children to complete these tasks. **Daily reading with your child is hugely beneficial to your child's education and is actively encouraged.**

## **EMERGENCIES**

It is important that we are able to contact parents in the event of an emergency or illness that occurs during the school day. Parents will be asked to confirm/update the contact details on a yearly basis but **please update your Edulink One account or notify the main reception Admin Hub of any changes to mobile or work telephone numbers as soon as possible.**

***It is of vital importance to the well-being of your child that this information is always kept up to date.***

## COMMUNICATION

We try very hard to keep parents regularly informed about what's going on at the school and a newsletter is issued to parents every two weeks. **Please take time to read the newsletter as it will keep you informed of all events taking place throughout the year and answer any questions you may have.** Paper letters often go astray on the way home and we are increasingly aware of the environmental impact and substantial costs involved in photocopying, so we now subscribe to a service called Edulink One®. Parents and carers with parental responsibility will receive an invitation to connect to this service and will be able use it to check/update their contact details or child's information at any time.

All data within the EduLink One® software is encrypted using SSL technology. There is also NO advertising associated with the scheme. Paper copies will be sent home with those pupils whose parents decline to participate. Copies of letters and other school information can also be found on our school website [www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk)

Communication between parents and class teachers can also take place via the children's home-school planners or reading diaries. Additionally, there are other opportunities available through the school year where parents can communicate with class teachers and other members of staff. These include new parents and Key Stage transition meetings, Tea with the Team in September, parent consultation evenings in Terms 2 and 4, an open afternoon in Term 6 to meet with your child's existing and new class teacher as well as other specific information evenings for parents. The school operates an open door policy for parents to talk to class teachers or pastoral support workers who can be contacted via the school office. Any reply slips and forms you may need to return to school, for example class photo orders, permissions slips etc., should be sent in with your child and given to the class teacher.

## EARLY YEARS FOUNDATION STAGE (EYFS)

During their first year at school, children follow the Early Years Foundation Stage (EYFS) Curriculum. This statutory curriculum is for children from birth to five years of age. For many pupils, this means that there will be continuity from their pre-school experiences. The EYFS curriculum is organised into **Prime** and **Specific** areas of learning.

The three **Prime** areas are:

Communication and Language	Personal, Social and Emotional Development	Physical Development
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Strands from these areas of learning underpin and run through the **Specific** areas of learning, which are:

Literacy	Mathematics	Understanding the World	Expressive Arts and Design
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At Elmbridge Primary we seek to promote independence and encourage Foundation Stage pupils to initiate and explore creative, expressive and investigative activities, learning through a play-based approach. We also value the importance of teaching fundamental skills in reading, writing, phonics and mathematics, and so these aspects are taught daily.

Throughout the Foundation Stage, ‘free-flow’ principles are fostered alongside structured experiences, enabling pupils to pursue learning in many different ways.

The outdoor areas are an integral part of the stimulating learning environment provided at Elmbridge. Each classroom has access to the Foundation Stage veranda and courtyard. In addition, pupils have timetabled sessions in our Forest School woodland setting. This is an inspiring and innovative educational approach to outdoor play and learning, with children exploring and experiencing the natural world through practical activities. This aims to:

- Build pupils’ confidence, self-esteem and independence skills
- Raise pupils’ awareness and appreciation of the natural environment

Children learn about the natural environment, how to handle risks and most importantly how to use their own initiative to solve problems and co-operate with others.

## **MATHEMATICS**

### **Maths counts!**

Mathematics is the key to unlocking the secrets of the universe! At Elmbridge, we excite and inspire our children to see themselves as mathematical explorers. Children leave us being fluent in number, having the ability to reason mathematically and having the tools instilled to solve problems. We cultivate our learners’ inquisitive nature and curiosity, fostering a positive attitude to maths with our mantra ‘Yes I Can!’ Our ambition is that all children believe in themselves enough to approach maths with courage and resilience, knowing that mistakes make us masters.

## **ENGLISH**

### **Reading is Everything!**

It is the gateway for children to access the world around them. Reading with passion, purpose and frequency is crucial in supporting wellbeing, curiosity and academic success. Pupils can answer their own enquiring minds across a range of subjects, through the skills of decoding, fluency and comprehension. Reading is a safe forum for each child to develop an understanding of the world around them, experiencing the values of compassion, empathy and tolerance whilst learning about and deriving pleasure from their own and other cultures.

### **Writing – Inform, Communicate and Entertain (ICE)!**

At Elmbridge, writing is key because it allows children to take the thoughts inside their heads and share them with others. Writing is also an act of creation and can provide children with a safe space to develop their imaginations, and to be playful with language. At Elmbridge, we want to help children to be experienced and knowledgeable about the technical elements of writing, and to understand the multitude of purposes for which it can be used so that they have the skills necessary to change the world one day.

### **Oracy - Communication is Key!**

At Elmbridge Primary School we understand that being able to communicate freely, confidently and articulately is fundamental to improving and securing happy, successful and aspirational futures for our children. It is our aim that all children at our school know the value of their own voice, becoming inspirational and engaging orators regardless of their background, culture or race; enabling them to embrace the future they aspire to have

## **SCIENCE**

### **Passionately Curious!**

Science is important because it is fundamental to our understanding of the world around us and its study develops curious children. Our school wants to nurture confident scientists who feel that science is a subject for people like them.

## **COMPUTING**

### **Connecting with the future!**

The Elmbridge curriculum allows pupils to develop the skills needed to communicate effectively, be creative and embrace ever-changing technology. We strive to enable pupils to become responsible digital citizens who engage with technology in order to enhance both their lives and the lives of others.

## **RELIGIOUS AND WORLDVIEWS (RW)**

### **One world yet many worldviews.**

At Elmbridge, we believe that our children should be taught about key worldviews and have empathy and respect for all religious and non-religious beliefs whilst having the confidence and awareness to ask challenging, thought provoking questions. We want to install a sense of right and wrong and challenge pre-developed stereotypes so that our children are able to make reasoned and informed opinions and judgements.

## **HISTORY**

### **Never forget.**

History at Elmbridge is about showing children how the past has shaped the world they live in – we can only understand the present in understanding what has come before. In history we encourage children to be inquisitive, reflective and analytical. We want them to learn

from past events and to understand how individual choices and collective actions throughout history are still influencing the lives of people now.

## **GEOGRAPHY**

### **‘Only One World’**

Geography at Elmbridge is about teaching children to better understand the world they live in; its people, places and environments and the interactions between them. Geography helps us understand how and why places are changing. It will show children they can make informed choices about their behaviour towards the planet; to value the place they live; to understand the impact they have on places and environments.

## **ART**

### **Express Yourself!**

At Elmbridge, we develop creative artists who risk take, decision make and build self-confidence. Art allows us to step into the past and see the world through the lives of others.

## **DESIGN AND TECHNOLOGY (DT)**

### **Innovate, make, evaluate.**

Design and Technology inspires children to solve the world’s problems. By designing, making and evaluating, our children use their technical skills and knowledge to develop products fit for purpose, for a given audience, within a real life context. We encourage pupils to become confident, creative risk takers and problem solving citizens who will have the skills to contribute to future advancements in a rapidly changing world.

### **Cooking is a skill for life.**

With regular cooking practise, our pupils will understand how to use tools safely to prepare healthy meals and follow recipes that make up a balanced diet. We want our pupils to understand the importance of maintaining optimal health through a varied diet and to enjoy the process of cooking. We encourage our pupils to be resilient chefs, taking creative risks in the kitchen through flavour and texture combinations by adapting recipes and evaluating through taste testing theirs and others meals.

## **PHYSICAL EDUCATION (PE)**

### **PE ignites the body and mind!**

At Elmbridge, we believe PE gives you the freedom to be the best that you can be. It develops teamwork, builds self-esteem and promotes good physical and mental wellbeing.

The school benefits from links with the highly successful Gloucester School Sports Network, where children can take part in a range of inter-school competitions.

All pupils are able to benefit from gymnastics, dance, games, Outdoor Adventurous Activities and swimming (for Key Stage 2 pupils) during their lessons. Games comprises winter and summer activities, which give the children the necessary skills and attitudes to participate with enjoyment. Competition will be present in lessons to challenge every individual. Staff use their expertise and skills to organise and run a variety of successful school clubs. Parental help and support is much appreciated.

Swimming lessons will be available for **all Key Stage 2** year groups, i.e. Years 3-6, for a minimum of 5 weeks during the academic year. It is necessary to ask parents to meet the cost of admission, instruction and transport. Costs are kept as low as possible so that all children may take part in these valuable lessons.

Legislation means that we must ask parents for a *voluntary* contribution and this is explained further in the School Charging Policy, which is available on the school website at [elmbridgeprimaryschool.co.uk](http://elmbridgeprimaryschool.co.uk). Parents are informed by letter of forthcoming visits and the level of contribution asked for.

The school is proud of its all-weather 1/6<sup>th</sup> mile multi-purpose track, suitable for bikes/scooters/wheelchairs/running and walking. All pupils are encouraged to use the facility regularly, as part of our drive for pupils to lead a healthy and active lifestyle.

In April 2013, the government announced new funding (Sport Premium) for schools to improve the quality and breadth of PE and sport provision and we are pleased that this funding is to continue for 2023-2024. More information is available on the school website at [elmbridgeprimaryschool.co.uk](http://elmbridgeprimaryschool.co.uk).

## **FOREIGN LANGUAGES**

### **Tout le monde!**

French is important at Elmbridge because we want to develop confident, enquiring linguists. We want our pupils to be curious about the world and able to connect with others.

"One language sets you in a corridor for life. Two languages opens every door along the way." - Frank Smith (2014) (To Think: In Language, Learning and Education).

Foreign Languages is a National Curriculum subject from the start of Key Stage 2. Prior to Key Stage 2, the children have opportunities to take part in activities linked to life in a multicultural society rather than learning a specific additional language. French lessons are timetabled for 3 x 15 minutes per week, which gives pupils enough time deepen their learning through the use of regular language sessions rather than having one longer language lesson a week.

## **MUSIC**

### **Life is better with music.**

At Elmbridge Primary School, our music curriculum intends to inspire creativity, self-expression and encourage our children on their musical journeys. We hope to foster a lifelong love of music by exposing them to diverse musical experiences. By listening and responding to different musical styles, finding their voice as singers and performers and as composers, all will enable them to become confident, reflective musicians.

## **WELLBEING - PERSONAL, SOCIAL, HEALTH AND ECONOMIC EDUCATION (PSHE)**

### **Looking after ourselves and each other!**

At Elmbridge we provide an environment in which our children can flourish and form positive, meaningful relationships, showing compassion and respect for others. Through their wellbeing education they will understand that their mental and physical health are of equal importance and learn about life choices. We encourage our pupils to be confident, resilient and independent, enabling them to face life's challenges and live happy and healthy lives.

## **OUTDOOR LEARNING**

At Elmbridge Primary School we are passionate about using our wonderful outdoor spaces to enhance all areas of the curriculum. Children are supported in growing their own food in our garden areas which we can cook in our purpose built kitchen. Children will regularly explore the well-established forest school areas, investigate the ponds, go bird watching in our secret garden and learn in our all-weather out door classroom (the 'Poly-tunnel').

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)**

### **Everyone belongs ... Everyone thrives.**

Families are at the heart of everything we do at Elmbridge, where all our children can flourish and achieve. It is our shared responsibility to unlock their potential through a personalised and child-centred approach. We want our parents of pupils with SEND to feel welcomed, valued and actively involved in the decision making of their child's learning. Our ambition is to give our SEND pupils opportunities that showcase the 'best' they can be.

We are committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion (please see [www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk) for our accessibility plan and policy).

Where a child has a recognisable additional need or disability, we will make reasonable adjustments to meet those needs, to ensure that your child thrives in our mainstream setting. Pupils are seen to have additional needs if they have a significant difficulty in one or more of the following areas:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health needs
- Medical, Sensory and/or Physical needs

For most pupils, extra help will be provided within the classroom, managed by the class teacher and with some support from the Special Educational Needs and Disability Co-ordinator (SENDCO) or appropriate teaching assistant. In exceptional cases, some pupils may need support from external agencies. In very exceptional cases, the pupil may need an **Educational, Health and Care Plan** and require additional support from the Local Authority, or from the Health or Social Care services.

Parents of children with additional needs will be contacted by the class teacher initially, supported by the SENDCO member of staff, and informed of the support arrangements for their child. Please refer to the school website for more detailed information about our Special Educational Needs provision, [www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk).

## **ASSESSMENT AT ELMBRIDGE PRIMARY SCHOOL**

### **Reception Baseline**

All reception children are required to take part in the Reception Baseline assessment, set by the DFE. Schools will carry out the assessment within the first 6 weeks of children starting school. It will be an activity-based assessment of pupils' starting point in:

- language, communication and literacy
- mathematics

The assessment will be age-appropriate, last approximately 20 minutes and teachers will record the results on a laptop, computer or tablet. It will not be used to label or track individual pupils. No numerical score will be shared and the data will only be used at the end of year 6 to form the school-level progress measure. However, teachers will receive a series of short, narrative statements that tell them how their pupils performed in the assessment at that time. These can be used to inform teaching within the first term.

### **Foundation Stage**

The Foundation Stage curriculum is play based and assessment is ongoing throughout the year. Teachers observe children's learning and development as they take part in everyday activities, during planned observations and when teachers spend time on a specific task with an individual child or small group. These observations are used to inform the baseline assessment, planning and progress towards the Early Learning Goals (ELGs). At the end of the academic year the children are awarded an achievement level for each of the 17 Early Learning Goals as follows:

- Expected: your child is working at the level expected for his age
- Emerging: your child is working below the expected level

To keep parents/carers informed of their child's progress the school uses an online tracking system called 'Tapestry', which records photographs and comments made by teachers. Parents are given access to their child's Tapestry record and are encouraged to contribute achievements at home. Parents/carers will be informed of the final outcomes against the Early Learning Goals in the end of year report.

### **Key Stage 1 and 2 assessment**

At Elmbridge Primary School we believe that assessment is the key to informing planning so that every pupil is challenged and has the ability to achieve or exceed the national expectations. In Key Stage 1 and 2 children are assessed against the National Curriculum 2014. We monitor and assess pupil progress through our own internal assessment and moderation processes, as well as through statutory assessments (SATs) at the end of Year 6. Teachers and leaders analyse the data across the school to ensure that pupils identified as vulnerable, more able or at particular risk are making good progress. The information from assessment is communicated to parents during parent consultations in November and March and via the pupil's end of year report.

In Year 1 the children are required to take the 'Phonic Screening Check', which assesses their ability to read using their knowledge of phonics and in Year 4, pupils take the 'Multiplication Check' to determine how well they know their multiplication tables. The results of these are communicated to parents in the end of year report.

All parents/carers are welcome to talk to their child's teacher, SENDCo or Head Teacher at any time about their child's progress. Appointments can be made at the main reception Admin Hub, and we also encourage Reception, Year 1 and Year 2 parents/carers to speak to class teachers at pick up time at the end of the day.

### **EXTRA CURRICULAR ACTIVITIES**

In addition to the curriculum subject areas referred to, many activities and areas of experience are catered for on a voluntary basis. Extracurricular activities play a large part in the life of the school and children are encouraged to take part. Some activities are oversubscribed and preference is given to specific year groups. Note that some activities are age-appropriate and may not be available to all Elmbridge Primary School pupils. Examples of activities previously provided are:

Arts & Crafts	Cricket	Netball
Athletics	Cross Country	Print
Cheerleading	Cross Stitch	Rock School
Choir	Dance	Rounders
Christmas Craft	Film	Show Time
Comic	Forest School	Sewing
Coding	Football (Girls and Boys)	Skipping
Computing	Gardening	Tag Rugby
Cookery	Gymnastics	Tennis
Creative	iPad	Wheelie Club
Creative Writing	Lego	

### **COMPLAINTS PROCEDURE**

The school has a formal Complaints Procedure relating to any aspect of school life and is available for inspection at the school, and is available on the school website at

[www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk). The procedure provides for complaints to be addressed both informally and formally, through appropriate channels as described in the policy.

## **MEDICINES IN SCHOOL**

Normally, if a child is taking prescribed medicine we would not expect that child to be well enough to attend school. There are conditions such as hay fever or asthma, where medication is infrequently but urgently needed. Our Medicines in School policy in these cases is:

- 1) Prescribed medicines **will be given only** on the completion of the consent form available from the main reception Admin Hub.
- 2) All medicine must be clearly labelled with the child's name and amount, time and frequency of dose and handed to the main reception Admin Hub on arrival at school. Please indicate whether medicines are to be kept in the fridge.
- 3) **Asthma:** Parents must complete a school asthma record card in September. With regard to **inhalers for asthma**, there are different, age-appropriate procedures at the infant and junior sites:  
**Junior site:** inhalers are the responsibility of the individual child and must be carried at all times. Ideally, a 'reserve' inhaler should be kept in the junior site first aid station.  
**Infant site:** parents/carers should give inhalers to the **class teacher**. The inhalers are kept securely in class. Ideally, a 'reserve' inhaler should be kept in the infant site medical/first aid room.
- 4) Parent/carers must ensure that supplies of medicine and asthma supplies are updated and replenished as necessary.
- 5) Other medicines must **never** be carried by a child or kept in their bags or lunchboxes.

## **LOST PROPERTY**

Each term the school collects a considerable amount of lost, and often unclaimed, property. This is kept in boxes in the cloakrooms at the junior site and in a box in the playground at the infant site. Children are asked to look in the boxes in the first instance for any missing items. Parents are positively encouraged to look for missing items themselves, at any reasonable time. **All children's property should be clearly marked with the owner's name.**

## **ROAD SAFETY**

The school integrates Road Safety with other curriculum subjects wherever possible, to include a Road Safety Section in either Health Education or Pastoral Care. The school

makes use of visiting staff from the Road Safety Unit who provide specialist help, advice and materials, both as a support to the teacher involved in project work or when general services are provided. All Year 5 pupils are given the opportunity to take part in a Level 2 Cycle Training scheme provided by the Gloucestershire County Council Road Safety team in school.

## **INSURANCE**

The Local Authority's insurance policy covers accidents to pupils arising from negligence or faulty equipment. In addition, parents may if they wish take out personal accident insurance for their children.

## **BEYOND THE CLASSROOM**

All year groups, including pupils with additional needs, have the opportunity to take part in various educational visits to enhance the curriculum. During recent years there have been trips to Chedworth Roman Villa (Year 2), The Mosque (Year 2), Cotswold Farm Park & SS Great Britain (Year 2), Cheddar Gorge (Year 3), Nature in Art (Year 4), Tower of London (Year 5). Parents will be informed of trips or residential visits well in advance of these happening.

Contributions from parents for school visits are voluntary but if insufficient contributions are received and there is a considerable shortfall a visit may have to be cancelled. Please also refer to the School Charging Policy on the school website at [www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk).

We also have several groups of people who visit the school to give presentations and provide activities. These have included theatre groups; Life Education Centre; music workshops; Cheltenham Museum Outreach service; storytellers; science workshops; and dance workshops.

## **CHARITIES**

We support a wide range of charities during the school year for example: Children in Need, Red Nose Day, Food Bank and Comic Relief. Children are encouraged to see themselves as part of the local, national and international community. During the course of the year children have an opportunity to nominate a charity of their choice and prepare a presentation, either individually or in a group, to the rest of the school during an assembly. Pupils then vote and a fund raising day is organised for the preferred charity.

## **SCHOOL MEALS, SNACKS AND MILK**

**School meals at the infant site.** We are committed to the Government's 'School Food Plan' and encourage children to enjoy a free, nutritious hot school meal every day. However, if you prefer, your child can bring in a packed lunch (see below for guidance).

**School meals at the junior site.** Year 3-6 children may go home to lunch, bring sandwiches or take a hot school meal which is cooked on the premises. The cost of a school meal for pupils in Years 3, 4, 5 and 6 is, currently, **£2.88** per day. **Meals must be paid for in advance.** We would prefer parents to use the online service, ParentPay, with the unique username and password issued by the school. Making a payment is straightforward and ParentPay holds an electronic record of your payments for you to view at any time. Alternatively, any cash or cheques (made payable to Gloucestershire County Council) must be sent to school at the beginning of the week in an envelope, properly sealed so that no money can drop out. The envelope must be clearly marked with the pupil's name, class and the amount enclosed. A copy of the School Meals Debt Policy is available from the school office.

**Going home for lunch.** Only those children in Years 3-6 who are known to go home to lunch are allowed to leave the junior premises at lunch time. A child who normally stays to lunch will not be allowed to go home unless the class teacher has been informed by the **parent or carer.**

**Packed lunches.** As part of our healthy school ethos, packed lunches should contain a nutritious, balanced meal. We recommend that a packed lunch contains:

- Some fruit and vegetables or salad
- Carbohydrates like pasta, wraps or bread
- Protein such as meat, fish or cheese
- A dairy item like a yoghurt
- A healthy, non-sugary drink

Small portions of each 'course' are often more appealing to young children than a huge portion of sandwiches. Please note: We are not a nut free school as this would be impossible to guarantee. The school does operate a nut free kitchen ensuring that no meals that are offered by our catering company contain nuts. Any children that have a nut allergy are managed with a care plan. We would ask parents to be considerate when sharing food, such as snacks after school, and that you check with the parent\carer beforehand. Children should avoid bringing in fizzy drinks and drink must be sent into school in an appropriate, sealed, clean container, which can be easily identified and managed by your child. There are a wide variety of 'lunch bags' available in supermarkets. It is important that all containers and bags are name labelled, ideally on the end of the box/bag, as they are stored communally on lunch box trolleys (at the infant site). Including a picnic style ice-pack and using a thermal insulated container ensures that the food stays fresh and appetising for lunchtime, particularly in the summer months.

As we are a healthy school, we will not give out sweets/ cakes on behalf of the children during school time.

The 'Change 4 Life' and 'Children's Food Trust' websites both offer tips packed lunch ideas, and remember to involve your child in lunch box choices to make sure they will eat what you are providing:

[www.nhs.uk/Change4Life/Pages/healthy-lunchbox-picnic.aspx](http://www.nhs.uk/Change4Life/Pages/healthy-lunchbox-picnic.aspx)

[www.childrensfoodtrust.org.uk/parents/schoolfood/packedlunches](http://www.childrensfoodtrust.org.uk/parents/schoolfood/packedlunches)

**Dining halls.** Supervision is provided in the dining halls at both the junior and infant sites, and in the play areas by the mid-day meal supervisors, assisted by the other members of school staff.

**Snacks.** As part of the school's drive to encourage 'healthy eating' only fruit or vegetables are allowed for mid-morning snacks. At the infant site, free fruit and vegetables are provided to all children every day.

**Milk.** You can register for your child to receive a daily carton of milk at school. This is provided through the 'Cool Milk at School' scheme. Children under 5 and those eligible for Pupil Premium funding (see following page) are entitled to free milk. All other parents/carers are required to pay for milk, in advance, for their child. Whether your child is entitled to free milk, or if it will be paid for, registration is required by a parent/carer, online by visiting [coolmilk.com](http://coolmilk.com) and selecting 'register your child for school milk'.

Cool Milk contact details are: FREEPOST Cool Milk (no further address details are required). Tel: 0844 854 2913 or visit [www.coolmilk.com](http://www.coolmilk.com).

## **FREE SCHOOL MEALS and PUPIL PREMIUM FUNDING**

All Reception, Year 1 and Year 2 children are entitled to receive a free school meal if they so wish. Children from Y3 onwards may be entitled to a free school meal, depending on the circumstances of the parents/carers – it is important that applications for free school meals are made in advance of the child entering Y3, but can be done at any time as necessary.

In 2011, the Government introduced additional funding to schools known as The Pupil Premium Grant (PPG). For every child that is eligible for the PPG, the school receives extra funding from the Government to specifically enhance provision and improve progress and outcomes for children at our school. For 2024-2025, we will receive £1480 per eligible child. This funding is used to provide extra teaching, resources and experiences that the children will benefit from (both academically and/or personally), including subsidised trips. The vast majority of our schools' pupil premium funding is calculated by the number of pupils who qualify for free school meals. We would, therefore, like to encourage all parents to check the criteria below for eligibility for free school meals and make an application, **including those in the infants that receive a free meal anyway.**

Eligibility for free school meals: parents/carers may be in receipt of

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (as long as you are not also entitled to Working Tax Credit and have an annual income of no more than £16,190)
- Working Tax Credit 'run-on' – paid for 4 weeks after you stop qualifying for Working Tax Credit

- Universal Credit – your household income must be less than £7,400 a year (after tax and not including any benefits you get)

More information on applying for Free School Meals and an online application form are available on the Gloucestershire County Council website: <https://www.gloucestershire.gov.uk/>.

**Please note:** Those children who transfer to the junior site from Year 2 who are already entitled to free meals will continue to receive them at the junior site without a fresh application being made.

General advice and support can be given by the Free School Meals Team by emailing [freeschoolmeals@gloucestershire.gov.uk](mailto:freeschoolmeals@gloucestershire.gov.uk).

## **MEDICAL ADVICE**

The School Nurse Team's role is to liaise between the school and the health agencies. The Team are registered nurses and midwives who have experience in different areas of nursing with a broad range of knowledge, skills and experience. The Team may be contacted through Mrs. Holliday and Mr. Riddle who oversee medical needs across the school.

## **FAMILY SUPPORT**

Our pastoral staff are able to offer advice, guidance and assistance to parent/carers and support pupils with any social and emotional difficulties e.g. bereavement or friendship issues no matter how big or small. Please let the Class Teacher or our Pastoral Team know if there are any changes at home that might affect your child in school so we are aware and can offer any support needed. If additional support is required we are able to refer families to the children's centre services or put families in touch with a family support worker.

There is a Nurture Room on both the Infant and Junior sites that children can access at lunchtime or 'sign up' if they need to speak to someone.

## **SAFEGUARDING & CHILD PROTECTION**

At Elmbridge Primary School children and families are at the centre of the support process. In the event of significant family events, open conversations and thinking about where to go for support is paramount to our Early Help Offer e.g. separation, bereavement, financial hardship or mental well-being.

When families and children need extra support they need it in a timely way and a coordinated and multi-agency approach is usually best. The school has close working partnerships with extended professional teams e.g. Children and Young People's Services and family care professionals

At Elmbridge Primary School we:

- Establish and maintain an environment where children feel secure, where they are encouraged to express themselves and their feelings and are listened to
- Ensure children know that they can approach the adults within school if they are worried or concerned about anything
- Ensure our children are equipped with the skills they need to keep themselves safe
- Ensure all staff members maintain a 'culture of vigilance' and have an attitude of 'it could happen here' where safeguarding is concerned, and that when issues arise about the welfare of a child, staff members always act in the interests of the child

Our Elmbridge Primary School Safeguarding Policy aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are trained in recognising and reporting safeguarding issues

## **VALUABLES**

We strongly advise you not to permit the children to bring valuable possessions to school as loss or breakage can be very distressing. This includes expensive branded trainers and sportswear. **Mobile phones** are not permitted in school except in very rare circumstances by arrangement with the Head Teacher. In such cases, mobile phones must be kept in the main reception Admin Hub.

## **BRINGING MONEY TO SCHOOL**

To reduce the amount of cash the school handles, it is strongly recommend that payments are made using the online service, ParentPay, with your unique username and password issued by the school. Payment is straightforward and ParentPay holds an electronic record of your payments for you to view at any time. If you do pay in cash, please take this to the Admin hub personally rather than allow your child to hold onto it.

Occasionally, children may bring money to school for charitable collections or sponsored events. In this instance, it will be collected by the class teacher at morning register and should never be left in bags/drawers etc. Money should be in an envelope with the child's name and class clearly written.

If you lose or need to reset ParentPay details, please contact the administration staff in the Admin Hub.

In exceptional circumstances, the school will accept payment by cheque – please speak to the Admin Hub staff first to make this arrangement.

<b>Payment for:</b>	<b>Make cheque payable to:</b>
Dinner Money	Gloucestershire County Council
Instrumental Tuition Fees	Gloucestershire County Council
Educational Visits	Gloucestershire County Council
Any other payment	Elmbridge Primary School

## **VISITS TO SCHOOL**

The school gates are closed to traffic during the school day. Vehicular access to the school is restricted to deliveries or disabled visitors only. Access is controlled using an intercom system connected to the main reception Admin Hub, site manager's office or kitchen. School staff can release the automated gates at their discretion if there is no risk to children and staff in the playground. The main entrance for visitors to school during the school day is Elmbridge Road and all visitors should report to the main reception Admin Hub to sign the visitors' register and obtain a security badge.

## **PARENT TEACHER & FRIENDS ASSOCIATION (PTFA)**

The school has an active and supportive PTFA which has, over the years, made many invaluable contributions to the school and has done much to encourage good relationships between parents/carers and staff. It is very much hoped that all parents/carers & friends will play an active part in the cultural, social and fund raising events organised by the PTFA.

## **HELPING IN SCHOOL**

There are many aspects of school life in which help from parents and carers is invaluable. Currently parents and carers help with school trips, sports teams, needlework, cooking, listening to children read, accompanying the choir or helping children various clubs. If you have an unusual job, hobby or particular expertise, or are willing to help in any way, we would be delighted to hear from you. It will be necessary for all volunteers to undertake a Disclosure and Barring Service (DBS) criminal records check before being able to help in school unsupervised.

## **CAR PARKING**

We recognise that parking in and around the area of the school can be difficult at peak times. We are proud to be part of the wider Elmbridge community and would ask all parents and carers to respect both the on-road parking restrictions and our neighbours' driveways and properties. The school has also secured the use of a small car park situated at the top of Windfall Way, by the playing field, on the infant side of the school site. The car park is open in the morning and locked at 9.30 a.m. and is open again between 2.30 and 4.30 p.m. We would ask that you to walk to school wherever possible, or if that's not

possible to please park a couple of minutes away from the school sites and walk the remaining distance with your children. In particular, may we appeal to parents and carers who bring children to school by car NOT to park on or opposite the yellow zig zag traffic lines at the school gate. The temptation to park near the gates is an obvious one but if everyone complies, the situation will be safer for all. We would also ask that parents and carers do not park on the school premises. If you have a disability and need to visit the school, please contact the main reception Admin Hub to make special arrangements.

### **BEFORE AND AFTER SCHOOL CLUB**

The Elmbridge Childcare Club Ltd is owned and run independently from the school and is based at the junior site. It provides affordable and reliable childcare by trained and DBS checked staff. The Club is open 7.15-8.50am before school, and from 3.10-6pm after school. The Club staff escort Reception and Year 1 and 2 children to and from the infant site every day. Parents and carers should not drive in to school to drop off or pick up from the Club unless prior arrangement has been agreed. Holiday clubs are also provided during some school holidays, and at these times the club is also open to children from other schools between the ages of 4 and 11. To register for the club speak to Emma Thomas the owner/Club Manager by telephoning 07544 575052.

### SCHOOL TERM DATES 2025-2026

<b>Term 1</b>	Monday 1st September to Friday 24th October 2025 (Monday 1st and Tuesday 2nd September & Friday 24th October – inset days, no pupils)
<b>Term 2</b>	Monday 3rd November to Friday 19th <sup>h</sup> December 2025 (Monday 4th November – inset day, no pupils)
<b>Term 3</b>	Monday 5th January to Friday 13th February 2026
<b>Term 4</b>	Monday 23rd February to Friday 27th March 2026 (Monday 24th February – inset, no pupils)
<b>Term 5</b>	Monday 13th April to Friday 22nd May 2026 (Monday 4th May – school closed – bank holiday) (Friday 22nd May – inset day, no pupils)
<b>Term 6</b>	Monday 1st June to Monday 20th July 2026 (Monday 20th July – inset day, no pupils)

Thank you for reading this prospectus. Copies of HMI/Ofsted Reports and school policy documents are available upon request from the main reception Admin Hub and on the school website at [www.elmbridgeprimaryschool.co.uk](http://www.elmbridgeprimaryschool.co.uk). The information in this prospectus is correct at the time of writing but it may be necessary to make changes as the result of events in the course of the year. Changes are notified to parents as and when they occur.