

**ALFRED STREET JUNIOR SCHOOL
RUSHDEN**

SCHOOL PROSPECTUS 2016

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ALFRED STREET JUNIOR SCHOOL
RUSHDEN
NORTHAMPTONSHIRE NN10 9YS
TELEPHONE (01933) 353762
Web site www.alfredstreetjunior.org
Email head@alfredstreet.northants-ecl.gov.uk

SCHOOL GOVERNORS

HEADTEACHER MR J A KIDNEY

CHAIR OF GOVERNORS Mrs B HUNT
VICE CHAIR OF GOVERNORS Mrs L BAKER

LOCAL AUTHORITY
REPRESENTATIVES

Mrs B HUNT

CO-OPTED GOVERNORS

Mrs L BAKER
Mr K DAVIS
Mr M DAVIS
Mr K LUMBIS
Mr G SMITH
Mrs V JONES

STAFF REPRESENTATIVE

Mr C BUTLER

PARENT GOVERNORS

Mrs N FARR
Mrs R O'NEILL

CLERK TO THE GOVERNORS

Mrs L O'SULLIVAN

SCHOOL STAFF

HEADTEACHER	Mr J KIDNEY
DEPUTY HEADTEACHER	Mr C BUTLER
ASSISTANT HEADTEACHER	Mrs S SMITH
TEACHERS	Mrs L BLOOMER Miss M KING Mrs A LOVE Mrs L PAGE Mrs T SMITH Mrs R SURRIDGE Mrs L TAYLOR Mrs L WARREN Miss D WILLIAMS
HIGHER LEVEL TEACHING ASSISTANT	Mrs T EATON
LEARNING SUPPORT ASSISTANTS	Mrs W BOULT Mrs S EBSWORTH Mrs L HIRSTCH Mrs J JONES Mrs T MARSDEN-ALLEN Miss V SHELLEY Mrs J WATKINS Mrs C UNDERWOOD
SEN TEAM	Mrs S YOUNEY Mrs C CARTER
SCHOOL BUSINESS MANAGER ADMINISTRATIVE ASSISTANTS	Mrs D WOODWARD Mrs L MAPLE Mrs T PARADISE
SITE SUPERVISOR	Mr R EMMS
MID-DAY SUPERVISORS	Mrs E CAMPBELL Mrs S EBSWORTH Mrs R LONG Mrs S SALTER Miss C STURMAN
MID-DAY PLAY LEADER HOMEWORK CLUB LEADER	Mrs S SALTER Mrs J WATKINS

This Prospectus is intended to help you know more about the life and work of Alfred Street Junior School, which is a Community School taking children aged from 7 to 11 years.

Alfred Street School is housed in Victorian buildings which give a distinctive character to the school. The number of pupils which the school plans to admit in any year (the Admission Number) is 60.

Details of admission arrangements which apply to the school may be found in the Local Authority's booklet "Applying for a Primary School Place in Northamptonshire". This may be viewed on-line or in school.

HOME - SCHOOL LIAISON

In order to prepare your child for Alfred Street School you will be invited to a meeting for prospective new parents during the Summer Term.

Your child will then spend one day with us during the Summer Term when he/she will be shown around and have things explained so that she/he does not feel too apprehensive on the first day.

To achieve the best for your child we need to work together in a partnership with you. The encouragement you give to your child is a valuable contribution to his/her education and is appreciated by the school. It is important that you support the aims and objectives of the school. It is essential that your child attends regularly. If your child is absent, please notify us before 10.00am on the first day of absence.

As we are concerned with the well-being of your child it is important that you notify us of any circumstances at home which might cause changes of behaviour or attitude in school.

We hold two open evenings each year, one fairly early in the Autumn Term and the other in the Spring Term. These provide parents with the opportunity to see their children's work and discuss their progress with teachers. You will receive a written report at the end of the academic year.

At other times the headteacher and staff are happy to discuss any relevant matters with parents and prospective new parents and help in any way possible. Please contact the school and make an appointment which is mutually convenient.

HOME - SCHOOL AGREEMENT

In accordance with government requirements we have a home - school agreement document which explains the commitment of parents, pupils and staff to working in partnership. You are invited to sign this and return it to the school office.

THE BELIEFS AND AIMS OF THE SCHOOL

- To provide a happy, caring and secure learning environment in which each child and member of staff may develop to their full potential and where they may have the confidence to express themselves freely.
- To raise standards of school achievement by setting targets, and monitoring and evaluating attainment.
- To provide high quality teaching, focused on the prior achievements and learning needs of the children.
- To provide a broad and balanced curriculum ensuring that equal opportunities are given to all children regardless of culture, religion, sex or ability.
- To recognise and value each individual's contribution to the life of our school.
- To have tolerance, understanding and concern for each other.
- To develop an awareness and concern for the immediate and global environment.
- To extend and improve our community relationships and to develop strong and meaningful links with our school cluster group.
- To be an inclusive community, providing for the needs of all our pupils and preparing them for life in twenty first century society.

SAFEGUARDING STATEMENT OF INTENT

At Alfred Street Junior School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at, Alfred Street Junior School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

THE SCHOOL CURRICULUM

Elements of our curriculum are as follows:

CORE SUBJECTS

English

Mathematics

Science

Computing

FOUNDATION SUBJECTS

Art

History

Geography

Design and Technology

Physical Education

Music

OTHERS

Religious Education and Collective Worship

Personal, Social and Health Education and Citizenship

Modern Foreign Languages - French

ENGLISH

The school follows the guidelines set out in the New English Curriculum 2014. Children are given opportunities to develop as confident speakers and to be conscientious listeners; showing mutual respect for the ideas, thoughts and opinions of others. Drama activities are incorporated into our curriculum to support our pupils' development in this area, as well as their ability to empathise with others. Children are also taught to read with fluency, understanding and confidence and to develop a lifelong love of reading across a range of genres. Phonic knowledge and understanding acquired at KS1 is developed and built upon to ensure greater accuracy with spelling. Children are expected to read daily to an adult/relative/sibling at home and are rewarded for doing so in our weekly 'Celebration' assembly. They are taught the skills required to write for a variety of purposes and audiences, to be expressive and develop accuracy and control with grammar and punctuation. The development of a neat, joined, consistent handwriting style is encouraged in all work. The school shares a joint English Policy with its feeder school, Tennyson Road Infant School.

MATHEMATICS

Mathematics provides a way of viewing and making sense of the world. At Alfred Street we encourage pupils to make connections across mathematical ideas to develop their fluency, reasoning and competence in solving increasingly sophisticated problems.

Pupils are encouraged to become logical and creative thinkers who demonstrate their understanding by using and applying their skills and knowledge in a wide range of problem solving situations. We aim to develop positive attitudes to the subject so that every child feels that they have the confidence and ability to succeed.

There is a clear focus on teaching mental as well as written methods to solve calculations. Children in Year 6 are placed in sets for maths within their year group. This ensures that the teaching focus is at an appropriate level for each child.

The co-operation of parents in sharing the task of practising times tables and telling the time is essential.

SCIENCE

Our children are encouraged to develop the intellectual and practical skills which will allow them to explore and investigate the world of science. We seek to develop in our children a fuller understanding of scientific phenomena, the procedures for scientific investigation and how science influences everyday life. We encourage our pupils to: develop enquiring minds; make observations; look for patterns; identify, classify and group; to carry out investigations and to use a range of secondary sources to support their learning.

It is our aim that the children should develop their scientific knowledge and conceptual understanding of biology, chemistry and physics and to develop their natural curiosity of the world around them.

COMPUTING

The focus in the teaching of computing is very much based on preparing children for the future. Helping them to see how technology can be used to solve problems, find, sort and present information, to model and control events. Computers are changing the way we learn and the way we work.

In school, every teaching classroom is equipped with an interactive whiteboard and projector. In addition to this we have a dedicated Computing Suite and a trolley of laptops. The children are taught computing skills on a weekly basis and all staff are fully committed to the development of skills across the school.

Children will be taught how to develop, control, predict, debug and evaluate programs. Children will have access to regular use of technology during other lessons, ensuring that computing skills are fully embedded into the curriculum. Children are also taught about the importance of E-safety throughout the school year. It is the responsibility of parents to ensure that their children are safe when online, or using other Internet sites at home.

ART

Children are encouraged to communicate their ideas and feelings through art, using a wide variety of materials. They are taught specific art skills and are given the opportunity to study and appreciate styles and techniques used by artists from different periods, traditions and cultures.

HISTORY

During Key Stage 2 pupils learn about significant people, events and places from both recent and more distant past. They learn about change and continuity in their own area, in Britain and in other parts of the world. They look at history in a variety of ways, for example from political, economic, technological and scientific, social, religious, cultural or aesthetic perspectives. They use different sources of information to help them investigate the past both in depth and in overview, using dates and historical vocabulary to describe events, people and developments. They also learn that the past can be represented and interpreted in different ways.

As well as making its own distinctive contribution to the school curriculum, history contributes to the wider aims of primary education. Teachers will ensure that links between subjects are maximized.

GEOGRAPHY

Our children study the local area and the home region. They are taught about places in the UK and in other countries. They investigate aspects of physical, human and environmental geography and a range of map and fieldwork skills is developed. Fieldwork is an important part of the geography curriculum and includes visits to sites in and around Northamptonshire as well as investigations around the immediate vicinity of the school. During their time at Alfred Street, children have the opportunity to take part in residential visits. These include the Isle of Wight and the outdoor education centre at Everdon.

DESIGN AND TECHNOLOGY

We aim to provide opportunities for our children to identify specific needs which they can meet through designing and making activities. These activities will enable the development of planning, making and evaluating skills. The school follows the new national curriculum guidelines. Topics will include food technology. Safe working practices and skills will be taught to enable children to gain confidence in the use of tools and materials.

P.E

All children take part in physical education and games unless medical reasons prevent this. Swimming lessons take place at Splash Leisure Pool. All children require a swimming hat, which can be purchased from the school. All classes will have the opportunity to attend swimming lessons at sometime during the year. Dance (including Country Dancing) and gymnastics lessons are incorporated into the PE curriculum.

For safety reasons children's hair should be tied back securely and all items of jewellery, including earrings, must be removed. This is a County Council policy and earrings cannot be taped over, so if you wish to have your child's ears pierced, the best time is at the start of the Summer Holiday.

We work with outside providers and our secondary schools, as well as our own staff to provide extra-curricular sporting opportunities across the school. These opportunities vary from year to year, but have included the following in recent years:

Badminton	Athletics	Rounders
Cricket	Netball	Football
Golf	Maypole Dancing	Dance
Gymnastics	Dodgeball	Archery
Fencing	Handball	Basketball
Multi-skills		

We also work closely with other schools in our cluster so that we can participate in a range of sporting festivals and competitions. Many sports are covered but one significant highlight for our school is participation in the annual Rushden and District Junior Athletics Championships at the Rockingham Triangle in Corby.

We also encourage our pupils to develop more active lifestyles through participation in the 'Golden Mile' initiative.

MUSIC

Music is provided throughout the school to meet the requirements of the National Curriculum, whilst at the same time promoting the love and knowledge of music from other cultures and backgrounds.

There is a school choir open to all year groups. The recorder is offered to children in Years 4, 5 and 6. Additionally, violin, viola, cello, guitar, woodwind and brass lessons are available for a limited number of children. There is a charge for this additional instrumental tuition. Examinations may be undertaken. Parents whose children undertake these lessons are required to sign and adhere to our Music Tuition Contract. All Year 3 pupils have the opportunity to experience the Wider Opportunities Programme, where they have the opportunity to learn an instrument during a ten week class-based series of lessons. This may be recorders, strings or brass.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

In school we follow the Northamptonshire Agreed Syllabus for Religious Education. Children gain knowledge and understanding of a range of world religions and the people who practise them. They are given opportunities to develop their thinking and begin to appreciate the thoughts of others on religious issues. Some assemblies are led by local Clergy. Parents should be aware of the provision in the Education Act allowing exemption from Religious Education, which states:

"If the parent of any pupil in attendance at any community school foundation or voluntary, request that he be wholly or partly excused from attendance at religious instruction in the school then, until the request is withdrawn, the pupil shall be excused such attendance accordingly."

PERSONAL, SOCIAL, HEALTH EDUCATION AND CITIZENSHIP

We seek to develop within our children independence of mind, self-reliance, self-respect and self-discipline. Consideration and respect for others, a sense of fairness and an understanding of right and wrong is central to the learning of our children.

In studying Citizenship, we prepare our children to become active and responsible citizens. We encourage them to become aware of community, global and environmental issues. Children have the opportunity to influence decision-making within the school through class council meetings and the election of a school council.

Within the PSHE and C guidelines, anger-management, self-esteem and social skills are also taught. Emphasis is also given to spiritual, moral, social and cultural awareness, not just within lessons, but as a part of the whole school ethos.

Throughout the school, we endeavour to give our children an understanding of the need to care for their own bodies through correct diet, cleanliness and personal hygiene. Our Sex and Relationships Education Programme is designed to give our children the knowledge and understanding which will enable them to behave in a responsible manner and to cope with the changes in themselves. Parents, whose contribution to Health Education is much valued, will be informed before our Year 6 Sex and Relationships Education Programme begins and given

an opportunity to preview the material used. Parents have the right to withdraw their children from any aspect of the Sex and Relationships Education Programme that is not included in the science curriculum.

Through our Drugs Education work we aim to increase children's awareness of the implications and possible consequences of the use and misuse of drugs. We teach our children to apply the knowledge and skills in judging risk and being safe, in the home, at play and on the roads, as well as in school.

The PSHE and C Programme is delivered with the help of outside agencies, notably the local Fire Service, Health Service, Community Police Officers and a number of community organisations.

MODERN FOREIGN LANGUAGES - FRENCH

We are committed to all children learning a modern foreign language, whatever their ability or special needs. In our school, we teach French. We believe that the sooner children are exposed to a foreign language, the faster it can be acquired. Furthermore, we believe that children really enjoy learning to speak a new language and by introducing it at primary school, they tend to be less self-conscious when speaking aloud.

NATIONAL HEALTHY SCHOOLS PROGRAMME

We have achieved National Healthy Schools Status. This shows recognition of our commitment to enhancing the health, both physically and emotionally, of the whole school community and our long-term goal of raising pupil achievement.

We ask parents to support us in this by encouraging children to adopt healthy lifestyles and by ensuring that their children bring balanced, healthy packed lunches and snacks to school. Please note that we are a non-smoking school and that smoking is not permitted anywhere on the school site.

We have a Bullying Charter to remind pupils that bullying is not acceptable. Pupils are regularly reminded about appropriate behaviour through our whole-school assembly programme and through participation in the annual Anti-Bullying Week. Children are made aware of the school definition of bullying and our policy, which is:

Several	Start
Times	Telling
On	Other
Purpose	People

Records are kept of reported incidents and these are checked against the definition above. Pupils who have exhibited bullying behaviour are reminded of The Alfo Way and the school's Behaviour and Discipline Policy. The consequences of bullying, and the sanctions for repeated incidents, are clearly explained to them. Sanctions may include the loss of a day's merit, missed privileges (including breaktimes), and a letter of apology to the victim(s).

Repeated offences will result in pupils being placed on report (yellow or red card), leading to temporary or permanent exclusion unless there is an improvement in behaviour. The parents of bullies will be encouraged to support strategies proposed by the school to tackle the problem.

INCLUSION

We aim to be an inclusive school. This is reflected in our Inclusion Policy, our Disability Equality and Gender Equality Schemes and our Accessibility Plan.

Children with Special Educational Needs

We have a responsibility to identify and provide for the special needs of pupils in our school. The class teacher, in consultation with the Special Educational Needs Co-ordinator (SENCO), assesses pupils with special needs. The SENCO, in consultation with both the class teacher and the parents, will plan strategies and arrange extra support to meet the child's need. Where specific specialised help is needed, then we will commission appropriate services and professionals to support us in assessing and providing guidance and support for individual pupils.

Gifted and Talented Children

A register is kept of pupils who are gifted or talented in any specific areas of the curriculum. This register is up-dated twice a year.

Pupils with disabilities

Wherever possible we are happy to admit pupils with disabilities. Whilst the age and nature of the building makes access to some areas difficult for pupils in wheelchairs, access has been improved with the provision of ramps. Where there is a need for special furniture or resources, then, in consultation with appropriate specialists, we make every effort to provide them. Individual Education Plans are drawn up to ensure that pupils' educational needs are catered for.

SCHOOL ORGANISATION

GENERAL INFORMATION

School Times are 8.50 - 11.55 am
 1.00 - 3.35 pm

A member of staff is on duty in the playground from 8.30am. This is the time when the school gates are opened. Children should not arrive at school before this time. In the interests of safety, once children have arrived at school they should not leave the school grounds without permission.

The time set aside for teaching is 23.5 hours per week.

For security reasons gates giving access to the school from College Street, except the one leading to the main entrance, will be locked during the school day. The gates giving access from John Street are also locked during the day.

Visitors and parents coming into school during the day should use the main entrance in College Street where a security system is in operation and where they will be admitted upon request.

If your child arrives late, he or she should be taken to the school office and signed in.

At the end of the school day, at 3.30pm the school gates are opened again in order for parents to collect their children.

There is a school uniform, which consists of grey/black trousers/skirt and a royal blue sweatshirt, jumper or cardigan. For P.E. children need a sensible pair of shorts, a T-shirt and plimsolls. They will also need swimming kit - swimming trunks for boys, a one piece swimsuit for girls.

Items of school uniform can be purchased through the school. Enquiries should be made to the school office. Fleeeces, Waterproof Coats, Polo shirts, T-shirts and PE shorts can also be purchased, as can PE and book bags.

It helps enormously if all your child's possessions are clearly labelled with his or her name.

Jewellery: On safety grounds children are not permitted to wear jewellery except stud earrings and wrist watches.

If you choose to allow your child to wear studs then they must be removed for PE, Games and Swimming.

Valuable possessions or expensive toys should not be brought to school, as we cannot be responsible for their safety.

Mobile phones are not permitted in lessons or at break times. If you choose to allow your child to bring a mobile phone to school, it must be switched off and placed in the school office.

Cooked meals are available at lunch times, provided by Dolce. Dolce operate an on-line ordering and payment service through www.parentpay.com. This enables parents to order and pay 24 hours a day, 7 days a week, using a secure on-line account. Meals need to be ordered by 9.00am on a Monday for the week ahead. Parents whose children are entitled to Free School Meals also need to order on-line in the same way. If you do not have access to the internet, order forms are available in school. Children bringing packed lunches should have their names on

their lunch containers, which should be made of a safe material. If you believe your child may be entitled to free school meals, please contact the office.

The school reserves the right to request that parents take their children home at lunch time if their behaviour is not of an acceptable standard.

In the event of children becoming unwell at school, parents are always contacted if that is possible. It is therefore vital that we keep an up to date record of parents' whereabouts during school hours, i.e. school should be notified of change of employment, phone numbers, etc. In no circumstances will a child be sent home unescorted or to an empty house.

When your child is absent it is important that you ring the school to explain why, on the first day of absence. Children who have accidents will be administered First Aid in school. If the injury requires medical attention the child's parent will be contacted in order that the parent may accompany the child to the Medical Centre. Where a parent cannot be contacted the child will be taken to the Medical Centre. In the event of a major injury an ambulance will be called.

Medicines, including asthma inhalers, should only be taken at school when it is essential to do so. In all cases, written permission is required from parents. All medicines must be taken to the school office for safe storage. All containers holding such medicines must be clearly marked with the child's name and the dosage. Where children have been prescribed Class A drugs, these must be delivered to the school, by parents, on the first day of the school week and they will be self-administered under voluntary staff supervision. Full details of procedures are available in our Administration of Medicine Policy.

Medicals, hearing and vision screening tests can be arranged through the school nurse. Checks for head lice are not undertaken by the health authorities but are considered a parent's responsibility. Please inform the school if your child contracts head lice.

It is also important to notify the school if your child contracts any infectious disease or has any medical condition, which might affect his/her well being at school.

The School Nurse is available at school upon request for parents who wish to consult her on any matter concerning their child. Contact details are available on the Health and Well-being Noticeboard, or through the school office.

If children need to leave school for dental or medical appointments, they must be collected from the school office by a parent, the class teacher informed and they should be signed out at the school office. They will not be permitted to leave the school unescorted.

We do not allow children to cycle to school because of traffic conditions on the roads around the school.

Our children are expected to display a high standard of behaviour, to do as they are told, to be polite and to respect other people and property. You are reminded that you are responsible for your child's general behaviour in school and, in the event of careless or deliberate damage to school property, you may be expected to meet the cost of repair or replacement.

HOMEWORK POLICY

Children will be encouraged to carry out small pieces of work at home such as reading, learning spellings or tables, researching information for topics or completing unfinished work. Parental assistance and support is encouraged and appreciated. Your child will have a reading and homework planner in which details of tasks will be recorded. We ask that you check this daily and sign to show that you have done so. You are asked to hear your child read daily and to sign the reading record each time your child reads at home.

OPEN ACCESS TO RECORDS

The Local Authority has a policy of schools keeping Pupil Profiles and Records. As children are admitted to school a L.A. Folder/File is opened on them. The folder, which will be added to and reviewed annually, will be passed to the child's next school.

The folder will hold the following information:

1. Name, Address, Date of Birth, Doctor, etc.
2. Information concerning the child's personal circumstances.
3. Reports and Records of the child's achievements.

Please note that it is the Authority's policy to provide open access to all pupil records. Parents may, therefore, if they wish, ask to see their children's records by appointment with the Head Teacher. Records will be confidential to all except those who have a rightful access to them.

In accordance with regulations covering information for parents, the following documents are available for inspection in the school office.

1. Statutory instruments concerning the National Curriculum.
2. The L.A statement of Curriculum Policy.

3. A copy of the arrangements made for the consideration of complaints about the school curriculum.
4. The L.A.'s agreed syllabus for R.E.
5. Copies of all school policies are also available for inspection in the school office.

If parents are interested in the schemes of work used within the school they should talk to their child's class teacher.

COMPLAINTS PROCEDURE (CURRICULUM AND RELIGIOUS WORSHIP)

This document is available for inspection at all schools maintained by the L.A., Public Libraries and Education Offices. A copy will be given, if desired, to any person wishing to make a complaint under these arrangements, and the L.A. will provide a copy of the information in languages other than English, if requested to do so.

INSURANCE - PERSONAL COVER

Parents should be aware that there is no universal personal accident cover for children. Special arrangements are, however, made in this respect for school children involved in 'work experience' activities. Because it has no insurance interest, the Council's policies cannot extend to cover pupils engaged in educational visits, school journeys, etc, although the general liability policy protects the Council against the consequences of actions brought against it on behalf of pupils. Schools normally take out insurance for visits abroad and also for visits in this country involving an overnight stay. The school can provide more detailed information on request. Parents are, of course, at liberty to take out insurance on an individual basis, should they want additional cover for their children.

CHARGES AND REMISSIONS

ADDITIONAL ACTIVITIES ORGANISED FOR PUPILS.

Under the Education Act. "Any educational activity which is deemed sufficiently important to take up valuable school time should be free to all pupils regardless of their parents' ability to pay."

The Governing body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

Bearing in mind the above requirements, the policy of the *Governors of Alfred Street School* is as follows:

(a) CHARGING

The *Governing Body* reserves the right to make a charge in the following circumstances for activities organised by the school:

- (i) **SCHOOL OUTING IN SCHOOL HOURS**
The board and lodging element of any residential activities organised by the school.
- (ii) **ACTIVITIES OUTSIDE SCHOOL HOURS**
The cost to each pupil of activities deemed to be optional extras taking place outside school hours.
- (iii) **INSTRUMENTAL MUSIC TUITION**
The cost to each pupil of individual instrumental tuition.
- (iv) **MISBEHAVIOUR**
Parents will be charged for the cost of the repairing or replacing of damaged educational resources such as books, stationery, equipment etc. where this is the result of their children's bad or irresponsible behaviour.
- (v) **CHARGING IN KIND**
The cost of materials, ingredients, equipment (or the provision of them by parents) for practical activities. This charge will be levied only when parents have indicated in advance that they wish to own the finished product.

The *Governing Body* may, from time to time, amend the categories of activity for which a charge may be made.

(b) REMISSIONS

Where pupils are eligible for free school meals, the *Governing Body* may remit, in part or in full, the cost of board and lodging for any residential activity that it organises for the pupil, if the activity is deemed to take place in school hours or where it forms part of the syllabus of the National Curriculum.

In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the *Governing Body* will invite parents to apply in confidence for the remission of

charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of *Governors*.

(c) **VOLUNTARY CONTRIBUTIONS**

Voluntary contributions from parents will be invited for certain activities (e.g. cookery ingredients, cost of outings).

The letters sent to parents will make it clear that there is no obligation to contribute and that children will not be prevented from taking part in the activity if their parents are unable, or unwilling to make a contribution.

Parents will be advised of the contribution per pupil which will be required if the activity is to take place. Parents will be invited to return a form indicating if they wish to make a contribution. A decision will then be made as to whether there is a sufficient amount from the voluntary contributions for the activity to take place. If there is a shortfall, the Governing Body will decide whether this can be met from any funding available. If not, parents will be advised that the activity will not take place.

The Governing Body will review this policy periodically.

PERFORMANCE INDICATORS

ATTENDANCE

Children enjoy coming to our school and this is reflected by the fact that in the Spring Census 2016, attendance was 95.5% and unauthorised absence was 0.3%.

END OF KEY STAGE TWO

The results of the National Curriculum Key Stage Two Tests are detailed on page 21, together with National comparisons.

FRIENDS OF ALFRED STREET SCHOOL
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The Friends of Alfred Street School (FOASS) is a group of parents, friends and staff which organises social and fund-raising events. You are invited to take an active part in this valuable group. For further information contact the school office.

BEHAVIOUR - THE ALFO WAY

As mentioned previously, we expect high standards of behaviour from all our children. This is reflected in our Behaviour Policy, which acknowledges good behaviour and provides a structured system for responding to inappropriate behaviour. It is based on a code of behaviour called The Alfo Way.

The Alfo Way

At Alfred Street Junior School all children, parents, carers, staff and visitors will treat each other in a fair and equal way.

We will:

- *Be good listeners*
- *Speak respectfully*
- *Follow instructions*
- *Work hard*
- *Look after things*
- *Be safe*

Merit points will be awarded daily to children who behave well. The merit points will lead to certificates for 25, 50, 75, 100 points and so on. At the end of the year, pupils achieving 175 merit points, or more, will receive a special award.

Children who behave inappropriately will receive warnings. These will lead to loss of privileges and ultimately to letters home either asking for parental support or asking parents to come into school to discuss the issue and in extreme cases, exclusion may be considered.

We hope you will support us in helping our children to keep The Alfo Way.

THE ROLE OF THE GOVERNORS

The Governing body is made up of parents, members of staff, and representatives of the community and the local authority. The governors are responsible, with the headteacher, for the management of the school. They set the budget and work with school staff to develop policies and to plan school improvement activities. Governors monitor the work of the school and the

progress of pupils and meet regularly both in committees and as a full governing body.

Individual governors are appointed for a four year term and Parent Governors can make an important contribution to the running of the school, please do not hesitate to offer your services by contacting the headteacher.

GENERAL NOTE

The information provided describes the school and its policy at the time of going to print and will also apply to the next academic year unless indicated to the contrary.

Please contact the school if you should require further information.

Parents with any time to spare are welcome to help with school events.