



Part of the



Beckley Church of England Primary School

School Prospectus

2018 – 2019



Beckley Church of England Primary School
Church Street, Beckley, Oxford, OX3 9UT

Headteacher: Mr Mark Szortowski

Telephone: 01865 351416

E-mail: office@beckleyschool.org

Website: www.beckleyschool.org

"Be kind to one another, tenderhearted, forgiving one another" Ephesians 4:32

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INTRODUCTION

Welcome to Beckley Church of England Primary School.

Thank you for taking the time to read our prospectus. It is intended to show how our school works and to explain some of what goes on in the classrooms. It also contains information about the routines and procedures we have to make daily life run smoothly. We hope that it answers many of your questions and reflects the pride that we all have in our school.

With approximately 120 children on roll, we serve the villages of Beckley, Elsfield, Horton-cum-Studley, Stanton St John and Forest Hill. We also attract children from Headington and other areas of Oxford. Beckley itself is situated six miles north east of Oxford. Our school lies in a quiet lane close to the Parish Church and is surrounded by picturesque countryside. In April 2019 we were delighted to become an academy with the River Learning Trust.

Beckley School provides a happy, secure and stimulating learning environment where Christian values are embraced by all. We have high expectations and our ethos both encourages and promotes an environment where children can be themselves and achieve their very best.

If you are considering applying for a place at our school for your child, please contact us and make an appointment for a tour of the school. This will give you the opportunity to meet us and see the children and staff at work. It will also give you the opportunity to ask questions and discuss any concerns you may have.

I look forward to meeting you and hope that you will enjoy being part of Beckley School.

Best wishes



Mark Szortowski
Headteacher

Beckley Primary School converted to Academy status on 1st April 2019, joining the River Learning Trust. The River Learning Trust is an exempt charitable company limited by guarantee registered in England and Wales with registered company number 7966500. Its registered office is at:

The Cherwell School, Marston Ferry Road, Oxford OX2 7EE.

Telephone: 01865 558727

Email: office@riverlearningtrust.org

About the Trust. Working together to achieve excellence in education. The River Learning Trust (RLT) is a Multi-Academy Trust responsible for a number of schools and a school centred initial teacher training provider (SCITT).

Further Information

The River Learning Trust (RLT) is a Multi-Academy Trust responsible for a number of schools and a school centred initial teacher training provider (SCITT). We are united by our principles and our commitment to working together to achieve excellent in education.

Please visit the RLT website to find out more: www.riverlearningtrust.org

Via the link below you will be able to access statutory information that Academy Trusts must publish, such as the annual report, annual audited accounts, memorandum of association, articles of association, funding agreement.

www.riverlearningtrust.org/information

www.riverlearningtrust.org/teams

BEHAVIOURS AND ATTITUDES

What are the core behaviours and attitudes that are most important to us as a school?

B	<p>Belonging</p> <p>We are an inclusive school where all are welcome and valued.</p>	<p>“Therefore welcome one another” <i>Romans 15:7</i></p>
E	<p>Excellence</p> <p>Children and adults at Beckley aim high in their learning, their creativity, their behaviour and their interactions with each other.</p>	<p>“Whatever you do, work heartily” <i>Colossians 3:23</i></p>
C	<p>Community</p> <p>We care about our local setting. We get involved! We are curious about the wider world and we learn how to become responsible citizens.</p>	<p>“Live in harmony with one another” <i>Romans 12:16</i></p>
K	<p>Kindness</p> <p>We treat each other with kindness and respect. Being kind to each other means we are caring, understanding and fair.</p>	<p>“Be kind to one another, tenderhearted, forgiving one another” <i>Ephesians 4:32</i></p>
L	<p>Learning</p> <p>We are keen to learn and to stretch ourselves. We try hard in all we do including academic subjects, arts, sports, play and our own personal development. We learn to try again.</p>	<p>“An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge” <i>Proverbs 18:15</i></p>
E	<p>Ethical</p> <p>In deeds and words. Christian values underpin our school along with wider understanding of responsibilities and rights, and these principles must be real and meaningful in all we do.</p>	<p>“Speak up and judge fairly” <i>Proverbs 31:9</i></p>
Y	<p>Yourself</p> <p>We respect individuality and difference. Children are encouraged to think for themselves, to develop attitudes and values which will guide them all their lives.</p>	<p>“Show yourself in all respects to be a model of good works” <i>Titus 2:7</i></p>

OUR VISION

Promote and achieve excellence in all areas of school life. The school will be a place and a community where all children are happy and safe, where they can flourish and achieve their best in a caring, inclusive environment.

Kindness is our core value, underpinning our school vision:

“Be kind to one another, tenderhearted, forgiving one another” *Ephesians 4:32*

ETHOS AND VALUES

Beckley School is a welcoming, happy and safe place, with education as our core purpose. We are an inclusive school. We value and respect every member of our community as individuals.

We are a church school, founded on the Christian values of **Kindness**, **Honesty** and **Respect**, together with wider understanding of responsibilities and rights. We take seriously our responsibility to offer the best possible opportunities to every child, including those with special needs or disabilities and pupils from disadvantaged backgrounds.

Our Christian values underpin all aspects of school life, and provide clarity of purpose for all members of the school community. We explore and develop values informally and formally within school, so that children from every faith or background learn skills and behaviours that will guide their lives. Adults and children are encouraged to think about what kind of people we want to be and what kind of world we want to live in.

Teaching and pastoral care promote a love of learning, physical and emotional well-being, and spiritual richness. In work and play we challenge and inspire all children and adults to be the best they can be.

The following is a list of Christian values that the school focuses on each term. These values are referred to during Collective Worship and at other appropriate times during the day. The focus value is displayed and represented in every classroom and other communications, such as on our bi-weekly newsletters to parents and on the school’s website.

Term	2018 – 2019	2019 – 2020
Autumn	Peace	Responsibility
Spring	Honesty	Respect
Summer	Kindness	Courage

HOW WILL WE MAKE THIS HAPPEN?

Shared purpose enables us to build a cohesive team with high expectations and consistent practice. We will help children to be engaged learners, reflective thinkers and enthusiastic responsible participators in all that we can offer.

Pupils will experience a broad and balanced curriculum which is well-taught and offers rich opportunities for them to learn and develop, to be challenged and motivated, to be creative, and to have fun. We aim for every child to achieve academically, and we believe that education should be understood by adults and pupils as life-enhancing and life-lasting.

We strive for excellence in non-curricular activities, behaviours and attitudes. We will help children to discover their strengths and make the most of their talents, while also fostering their curiosity and perseverance in areas where they are less confident. Diversity will be celebrated and we will continue to respond to the differing needs of all children. They will make friends, learn to help each other and gain a meaningful understanding of community.

Staff and governors of Beckley School will be professional and open to find pathways for the future development of the school even as the world of education continues to change. Our aim is that school will continue to provide an excellent education for local children, and will thrive at the heart of our community.

THE SCHOOL PRAYER

*This is our school
Let peace dwell here
Let the room be full of contentment
Let love be here
Love of one another
Love of mankind
And love of God
Let us remember
That as many hands build a house
So many hearts make a school*

STARTING AT BECKLEY SCHOOL

Starting school is a very big step for every child. At Beckley School we work hard to make it a happy and fulfilling time.

Full time education at Beckley School begins at the start of the school year in September. Parents can defer entry if they wish until the term their child is five. Parents have the option to take up full or part time places.

ADMISSIONS

The School follows the County Councils Admissions Policy. The County Admissions Team can be contacted by telephone (01865) 815175 or e-mail admissions.schools@oxfordshire.gov.uk

Their website is www.oxfordshire.gov.uk/cms/content/admissions-primary-infant-and-junior-schools

PLAYLINK

For half-term prior to starting school, children are invited to attend Playlink. Children spend an afternoon per week in school during which they join the current foundation stage class. During Playlink children take part in many of the different activities and become familiar with all the school staff, other children in the school, the school buildings and its grounds. They are very special and welcomed members of our school.

This scheme has been in existence for several years and has proved to be both educationally worthwhile and a happy introduction into school.

PRE-SCHOOL VISITS

Parents of children who have not yet started school are very welcome to visit. Every opportunity of visiting classrooms to see children and teachers at work is offered. We aim to make visits as informative as possible and to answer any questions that you may have.

THE PARENTS' ROLE

Beckley School is fully aware of the vital role that parents play in the education of their children.

To keep parents fully informed of the work covered by the children, a 'Programme of Study' is provided which identifies the knowledge and relevant skills that will be taught.

Throughout the school year opportunities are provided for parents to visit the school, both informally and formally. There are two 'Open School' evenings. These give parents the opportunity to discuss their child's education and social development with their Class Teacher. Parents are given the dates of these evenings well in advance and adequate time is allocated to allow detailed discussion of the child's progress. There is an open invitation to assemblies and other regular events that occur throughout the year.

The Headteacher and Staff are always happy to meet parents should they wish to discuss any particular aspect of their child's education and progress through the school.

The School welcomes the help of parents and other adults with particular skills in all aspects of school life.



SCHOOL CURRICULUM

The curriculum is the course of learning that each child undertakes both in and out of the classroom.

Beckley school follows the requirements of the National Curriculum.

There are eleven subjects in the National Curriculum at Primary level:

Core Subjects

English
Maths
Science

Foundation Subjects

Art and Design
Computing
Design and Technology
Geography
History
Modern Foreign Languages
Music
Physical Education



An additional requirement is that a programme of Religious Education is taught throughout the school. Schools are also encouraged to teach (PSHCE) Personal, Social, Health and Citizenship Education.

Some of the National Curriculum is taught through topic or thematic approach. At all levels there are aspects of the curriculum which occur in more than one subject; for example, clarity in speaking and writing is essential and is not limited to English lessons; solving problems is not confined to Maths lessons. A central theme is chosen which will provide work in specific knowledge and skills covering the main curriculum areas. Knowledge and skills are also reinforced through structured, timetabled sessions. As well as topic work, children are taught basic literacy and numeracy each day.

Before the start of each term teachers plan a programme of study which forms a basis for their individual lesson plans. Great care is taken so that the range of subjects taught is balanced across the whole curriculum. A six year programme has been devised by the teachers to ensure that the whole curriculum is covered and there is continuity and progression in the six years of a child's life at the school.

Essentially, children acquire the ability to communicate effectively by developing their skills and understanding through a wide range of activities which in turn gives them confidence and competence in language and literacy. This is encouraged in our school by listening, by discussion, and by working together through the medium of sharing stories and books.

Reading

The school recognises the fundamental importance of children becoming fluent and accurate readers. By constant guidance and encouragement we increase confidence in the child's growing reading skills and foster an interest in books for pleasure and information. The School has a Home / School shared reading policy which helps to establish a partnership between parents, child and class teacher. A carefully selected range of books is provided from which a child may choose with the guidance of the class teacher. A quiet reading time is time tabled when children can read to the class teacher, on their own, or to friends. Children are encouraged to take books home to share and read with their families. Guided by the teacher, children also take part in group reading sessions and whole class reading.

Writing

At first, words and ideas will come mainly from children's conversations, familiar stories and experiences. They put words into order or convey messages through their writing. As skills and understanding develop, children will be producing independent pieces of writing using complete sentences. They will learn how to revise and redraft pieces of written work and with the teacher, will check the clarity of meaning, spelling, grammar and punctuation.

Handwriting

Children are taught the conventional ways of forming letter shapes, lower case and capitals. They are taught to produce clear and legible joined up writing in a comfortable writing style. Children are expected to take a pride in their finished pieces of work.

Spelling

As children become familiar with the conventions of writing, common spelling patterns are introduced. Through the use of word lists, phonics, letter families, prefixes and suffixes etc. children are encouraged to remember correct spellings and spell words for themselves. The use of word books and dictionaries is taught, after the introduction of alphabetical order.

MATHS

It is essential that we provide the children with basic numerical skills and an understanding of place value, i.e. to add, subtract, multiply, divide, and learn tables, etc. We aim to increase confidence in their understanding and use of mathematics. Through this children develop the ability to think logically, problem solve and have proper understanding of mathematical ideas. These skills can be developed through investigation and practice in:-

Number	Understanding number and notation
Algebra	Recognising and using number patterns
Measures	Estimating and measuring using a variety of units
Geometry	Properties of shapes (2D and 3D), position and direction
Statistics	Collect, record and interpret information

At all times children will be expected to see the relevance of mathematics to practical tasks and real life situations.

SCIENCE

It is important that children work as ‘young scientists’. This involves asking questions, trying out their own ideas, using everyday materials and developing language and maths in a practical way. Science involves working in small groups as part of the normal classroom activities. The work may arise as part of a topic or from the children’s own curiosity. In science children will improve their skills of observing and planning, of making and testing working models and of solving problems and sharing ideas.

FOUNDATION SUBJECTS

Art and Design – We teach children to interpret things they see through a variety of techniques. This also involves aspects of design, shape and colour using a range of media. In addition to this children are taught to evaluate and analyse creative works using the language of art, craft and design.

Computing – We aim to develop children into responsible, competent, confident and creative users of information and communication technology. Every class has computers and/or laptops/iPads with access to an internal server and the internet.

Design and Technology – Involves the use of knowledge and skills to make things work, control things or improve their design.

Geography and History – These subjects are taught as part of the topic theme of each class with children investigating past and present, interpreting this knowledge and comparing it with the world around them.

Languages – French is taught to all children in KS2. Through the teaching of French we aim to foster pupils' curiosity and deepen their understanding of the world. Children have opportunities to converse in French and in time learn to write simple sentences.

Music – The School's tradition for music has always been strong and forms an important part of the curriculum. In Reception and KS1, speech and rhythm are strengthened by jingles, rhymes and songs. Older children enjoy many musical experiences such as taking part in The Big Sing and The Festival of Voices. Peripatetic music teachers visit once a week to teach piano, violin, cello, woodwind, drums and guitar.

With so many children learning an instrument, there is a school orchestra which allows them to enjoy playing together. Beckley has a strong singing tradition and our Choir puts on various performances for parents and the community.

Physical Education – The children take part in a wide range of activities based on games, swimming, athletics, competitive sports, tennis, gymnastics and dance. These include many inter-school events such as area sports, sports hall athletics, football and rugby matches.

Religious Education – As a Church of England school our aims are to foster the children's understanding of Christianity, both in its religious teaching and in values of tolerance and caring. These ideas are part of the whole ethos of the school and are not restricted to RE lessons alone. The children make regular visits to St Mary's Church in Beckley. As well as Christianity, children learn about other faiths and religions.

The whole school gathers for Collective Worship on Mondays, Wednesdays and Fridays. On Tuesdays, class teachers lead an assembly with their own class. The local Vicar regularly visits the school, leading us in acts of Worship. Parents have the right to withdraw their children from Acts of Worship and should write to the Headteacher if they wish to do so.

Full details of the National Curriculum are available at <https://www.gov.uk/government/collections/national-curriculum>

CHILDREN WITH SPECIAL NEEDS AND DISABILITIES

From time to time children will need extra support and individual help. The school has its own Special Needs Coordinator (SENCO). Our aim is to make an early identification of children with special needs so that they can receive the necessary assistance as soon as possible. Where appropriate, children receive one to one tuition following an individual programme. Regard is also given to more able children and every effort is made to provide the necessary stimulation and challenge to achieve their full potential. Parents are kept fully informed of the child's progress and advised how they can help at home.

SEX AND RELATIONSHIPS EDUCATION

Sex Education forms part of the programme of health education that is taught throughout the school. It is important that children's self-awareness is developed through a wide range of issues such as 'keeping safe', 'healthy eating', 'personal hygiene' and 'growing and changing'. A range of teaching materials are used to help children understand the ways their bodies change and their personal relationships become more complex.

At all times teachers will treat such subjects sensitively, taking into account the age and development of the children both socially and emotionally.

COMMUNITY LINKS

The School maintains links with local playgroups and nurseries. Being a Church of England Primary School we work with the local Church and Vicar. We visit the Church for special services such as Harvest, Christmas and Easter. The vicar visits the school and talks to the children and takes part in our Acts of Worship.

Through curriculum visits we explore other religions and cultures. E.g. visits to the Mosque, Synagogue and the Cowley Road in Oxford. This provides children with a taste of the different communities in our surrounding area.

The wider global community can be introduced through projects with other schools in other parts of the country or in other continents.

PROFILING AND ASSESSMENT

Children are assessed regularly throughout their time at school. Assessment is carried out in a variety of ways:

- Weekly spellings and maths tests
- End of topic tests
- Twice yearly reading tests
- Annual Standard Assessment Tasks (SATs) for years 2 to 6
- Annual Phonics test for year 1
- Baseline assessment for Reception children.

The results form part of the teacher's continuous assessment which enables him/her to ascertain each child's achievement. This information is then passed on to the parents and to the next teacher.

There are two Parent Consultation evenings, one in the Autumn term and another in the Spring term, when parents are informed of their child's progress. Individual Interim reports are published at Christmas and Easter and in the Summer term you will be given a full written report.



These tables show the percentage of children in the school achieving the expected standard at the end of KS2 in 2018.

Test results: percentage of pupils attaining expected standard

Total number of children at the end of KS2: 19

	Attained expected standard	Attained greater depth	Children absent
English: reading	74%	32%	0
English: grammar, punctuation and spelling	68%	42%	0
Maths	79%	32%	0

Teacher assessment results: percentage of pupils attaining expected standard

	Pre-Key Stage: foundations for expected standard	Pre-Key Stage: early development for expected standard	Pre-Key Stage: growing development for expected standard	Working towards expected standard	Working at expected standard	Working at greater depth within expected standard
English: writing	0	0	0	0	63%	37%
	Pre-Key Stage: foundations for expected standard	Pre-Key Stage: early development for expected standard	Growing development for expected standard	Working at expected standard		
English: reading	0	0	0	68%		
Maths	0	0	0	74%		
	Working at expected standard					
Science	100%					

HOMEWORK

Although homework is not compulsory, it is strongly encouraged and these are the school's recommendations.

Children in the infant classes are expected to:

- Read regularly
- Learn spellings
- Practise number work

As a rough guide, children in the infant classes are not expected to work for more than about fifteen minutes at any one time and a maximum of twenty minutes for older infants. This may vary according to the activity or the child's interest.

Children in the junior classes are expected to:

- Read regularly
- Learn spellings
- Learn tables
- Do project work
- Practise number work
- Practise musical instruments
- Complete unfinished work

Children in the junior classes are not expected to work for more than twenty-five minutes at any one time and thirty minutes for the older juniors. Again, this may vary according to the activity or the child's interest.

To help children, parents and teachers monitor when and how much homework should be done. Better results will be achieved if parents involve themselves with the work and try to make the activities as enjoyable and stress free as possible.

Parents initial the book and comments from children and parents are welcomed. If for some reason a child is not able to do the work it should be noted in the book for teachers to see. Equally, if the child is having difficulty this should also be noted so that teachers can deal with the problem promptly.

We hope that by doing homework children will practise and reinforce important knowledge and concepts. Parent's co-operation and support in this is very important.

SCHOOL DISCIPLINE

At Beckley School we believe that good behaviour and self-discipline are essential to the well-being and academic success of each child. We start by promoting a calm, thoughtful ethos in which adults and children are encouraged to reflect upon their attitudes towards each other. Positive behaviour is taught throughout the curriculum, whether it be through literature or working co-operatively in science lessons.

Positive behaviour is promoted by:

- Clear codes of behaviour drawn up by each class
- Praise and reward for good behaviour
- Respectful relationships between adults and pupils
- Models of adult behaviour
- Quality teaching and learning

Unacceptable behaviour is dealt with, in the first instance, by the class teacher. Persistent misbehaviour is referred to the Headteacher who may contact the parents if the child is not responding positively.

COMPLAINTS

From time to time parents may have concerns which they need to talk over with someone. If this situation arises it is important that parents contact the class teacher in the first instance. We have an 'open door' policy and welcome everyone to discuss concerns, however trivial. A problem raised early is usually more quickly resolved than one that has lingered for some time. Alternatively, parents with concerns about whole school issues may prefer to talk to one of the governors of the school who will be ready to listen and act on their behalf. The Governor e-mail address is: governor@beckleyschool.org

The Local Education Authority may also be contacted on issues which may be beyond our control, such as admission to the school if it has no spare places or on school transport.

Admissions (01865) 815175
School transport (01865) 871670

Ofsted, The Secretary Of State, Dept. for Children Schools and Families
Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

EXTRA-CURRICULAR ACTIVITIES

The school runs a number of thriving clubs outside school hours. They can include:

- Football
- Rugby
- Netball
- Athletics
- Art
- Orchestra
- French



Other annual events include:

- Harvest Festival
- Christmas Carols
- Christmas Productions
- Concerts, held at different times of the year
- May Day Festivities
- Sports Day
- Educational visits

HEALTH AND SAFETY

We have regular visits from the Community Police Officer to deliver a programme of study developed by the Thames Valley Police. It seeks to make children aware of dangers around them and to foster a sense of responsibility as members of the community. Road safety training and cycling proficiency are also covered. Routine eye checks are carried out by the school nurse. Foundation Stage and Year 6 children are included in the National Data Collection for height and weight. These checks are carried out by the school nurse.

We are unable to administer 3x per day medication.

Please note that the children should not wear jewellery or earrings to school. Sleepers may be worn but all children wearing them must be capable of removing them for PE lessons.

Staff are not permitted to administer medication to children unless authorised by parents to do so. An authority form must be obtained and completed and returned to school. Children with inhalers should be able to use them on their own.

A full Health and Safety policy is available for viewing in school and on our website.

EDUCATIONAL VISITS AND CHARGING POLICY

All children have the opportunity to take part in educational visits at various times of the year. The visits are an integral part of the curriculum; therefore all children are required to take part.

The older juniors have the opportunity to go on a residential trip which is beneficial both educationally and socially. The Education Reform Act requires that no charges be made for activities taking place wholly or mainly in school time. Therefore we ask for voluntary contributions from parents who are able to afford it.

No child is prevented from taking part because he or she has not made a contribution, and the school will cover the cost. However if not enough parents contribute, the planned activity may not be able to go ahead.



SAFEGUARDING

The school adheres to the Oxfordshire County Council's safeguarding regulations regarding recruitment of staff and child protection. In school the Designated Safeguarding Officer is Mark Szortowski and the Deputy Designated Safeguarding Officers are Laura Cockhill, Rick Houston and Teresa Funge. The Governor with responsibility for Safeguarding is Siobhan Templeton.

INSURANCE

The school takes out insurance through the River Learning Trust. This covers both day and residential journeys. Details of this insurance can be obtained from the school.

SCHOOL STAFF

Headteacher	Mr Szortowski
Teaching Staff	Reception Mrs Jones and Mrs Bedding Year 1/2 Miss Higson Year 2/3 Mr Houston (SLT) and Mr Dyer Year 4/5 Mr Bailey Year 5/6 Mrs Alexander and Mr Dyer
Teaching Assistants	Mrs White Mrs Baker Mrs Chicken Mr James Mrs Hotston-Moore Mrs Byles Miss Teasdale
Administrator	Mrs Brown
Finance Officer	Mrs Hicks
Lunchtime Supervisors	Mrs Anderson and Miss Teasdale
After School Supervisor	Mrs Funge



CLASS STRUCTURE

Class Name	Year Group	Teacher
<p>Tufted Duck This diving duck is a breeding bird at Otmoor. Look out for broods of brown ducklings in late spring and summer. Male tufted ducks have bold black and white markings, while females are dark brown.</p>	 Reception	Mrs Jones Mrs Bedding
<p>Little Egret These dainty little white herons can be seen at Otmoor throughout summer and autumn. You can see them fishing, stirring up fish fry from the muddy bottom with their feet.</p>	 Year 1 / Year 2	Miss Higson
<p>Lapwing Watch the nesting lapwings at Otmoor chasing predators that may come too close to their nests or show too much of an interest in their chicks. The protective parents do not stop until it is safe.</p>	 Year 2 / Year 3	Mr Houston Mr Dyer
<p>Skylark Spring visits to Otmoor are enriched by the beautiful song of the skylarks. They rise up into the air from the grassland until they are barely visible and only their song can be heard.</p>	 Year 4 / Year 5	Mr Bailey
<p>Hobby Hobbies are falcons which arrive at Otmoor in late April, leaving in September. They are very agile and fast. They hunt small birds like martins, and dragonflies, which they catch with their feet.</p>	 Year 5 / Year 6	Mrs Alexander Mr Dyer

We operate a five class structure at Beckley School. This means that most children are taught in mixed-aged classes. As they move through the school, each cohort is only split twice, in Year 2 and Year 5. For children in these year groups, we decide which pupils will go into each class based upon each child's age, not by ability or prior attainment. The only exceptions to this are for children with recognised special educational needs and for children who arrive later in the school year, if we need to balance class sizes.

The names of the classes were chosen by the children in the School Council and reflect the five star species found on the RSPB reserve at Otmoor. Consisting of wet meadows and reedbeds, Otmoor is a haven in winter for thousands of birds and in spring and summer for breeding birds.

SESSIONS IN A SCHOOL DAY AND CURRICULUM BALANCE

SESSIONS KS1

Session	Time	Duration
Registration	9.00 – 9.10	10 min
Collective Worship	9.10 – 9.30	20 min
Session 1	9.30 – 10.30	1 hour
Morning break	10.30 -10.50	20 min
Session 2	10.50 – 11.45	55 min
Lunch break	11.45 – 12.45	1hr
Session 3	12.45-1.15	30 min
Session 4	1.15– 2.00	45 min
Break	2.00-2.15	15 min
Session 5	2.15 – 3.00	45 min
Session 6	3.00 – 3.20	20 min

Total working hours, excluding registration and breaks but including assembly times = 22 hours 54 minutes per week.

DCSF recommended minimum for KS1 is 21hours per week

SUBJECT ALLOCATION KS1

Subject	Daily	Weekly	% of total curriculum
English	55 min	4hr 35 min	21%
Maths	55 min	4hr 35 min	21%
Science	N/A	1 hr 30 min	7%
Topic	N/A	1 hr 30 min	7%
Art and Design	N/A	1 hr 30 min	7%
PE	N/A	2 hr	9%
Music	N/A	1 hr	5%
RE	N/A	1 hr	5%
Computing	N/A	1hr	5%
Story time/PHSE/ Other	40 min	2 hr 45 min	13%

SESSIONS IN SCHOOL DAY AND CURRICULUM BALANCE

SESSIONS KS2

Session	Time	Duration
Registration	9.00 – 9.10	10 min
Collective Worship	9.10-9.30	20 min
Session 1	9.30 – 10.30	1 hr
Break	10.30 – 10.50	20 min
Session 2	10.50 – 12. 00	70 min
Lunch	12.00 – 1.00	1 hr
Session 3	1.00 – 2.30	1hr 30 min
Session 4	2.30 – 3.20	50 min

Total working hours excluding registration and breaks but including assembly times = 24hours 10 minutes per week.

DCSF recommended minimum for KS2 is 23hours 30 minutes per week

SUBJECT ALLOCATION KS2

Subject	Daily	Weekly	% of total curriculum
English	1hr 10 min	5 hr 50 min	25 %
Maths	55 min	4 hr 35 min	19 %
Science	N/A	2 hr	8 %
Topic	N/A	2 hr	8 %
Art and Design	N/A	2 hr	8 %
PE	N/A	2 hr	8 %
Music	N/A	1 hr	4 %
RE	N/A	1 hr	4 %
Computing	N/A	1 hr	4 %
Story time/PSHE/ Other	N/A	2 hr 20 min	10 %

GOVERNING BODY

The role of the Governing Body at Beckley Church of England Primary School is to set strategic direction and to make sure that money is well spent. They have a vital role in driving up the school's performance and ensuring that every child receives the best possible education.

Foundation Governor

Ms Kelly *Chair of Governors*
Vacancy

Local Authority Governor

Mrs Soden *Chair of Resources Committee*

Parent Governors

Mrs Anderson
Mrs Templeton *Safeguarding Governor*
Mr Chandler

Staff Governor

Mr Szortowski *Headteacher Ex-Officio*
Mrs Cockhill *Staff Representative*

Co-opted Governor

Mr Badger
Mrs Marsden *Vice Chair*
Mrs Chung

Clerk

Mrs Cox

The Governing Body is responsible for the hiring of the school buildings and grounds during week days. The Foundation Governors are responsible for the hiring of the school buildings and grounds outside of school hours.



FRIENDS OF BECKLEY SCHOOL

The school has an active parent teacher association called 'Friends of Beckley School' or 'FOBS', which is run by a committee elected at an AGM in the Autumn term. All parents are automatically members and there is no subscription fee.

The association organises several fund-raising events, many of which have become annual attractions. In addition The Friends offer practical help to the school in many ways and are involved with social events throughout the year.

The school has enjoyed great support from the association over the years and major funds have been provided for IT equipment, updating the fabric of the school and specific additional school activities.

Thanks to the continued and generous support of the parents, the association is able to provide many such extras for the benefit of the children.

FOBS can be contacted on beckleyfobs@gmail.com

AFTER SCHOOL CLUB/BREAKFAST CLUB

Our popular After School Club runs from 3.20pm until 5.30pm every school day. It provides high quality childcare with a wide range of fun activities and play opportunities for the children.

The club is run by the school and conforms to all of our policies and procedures. Any child who attends the school is welcome to join the club. Places are restricted for the children's own safety and to ensure adequate staffing. It costs £7.00 per child per session. Pupils must be booked into After School Club in advance. We accept childcare vouchers, please contact the office for details.

Our Breakfast Club runs at school between 8am and 8.40am each morning that we are open. This provision is only bookable termly in advance on a first-come first-served basis. After breakfast children engage in a variety of craft, games or reading activities before joining the rest of the school outside before registration.

The club is run by the school and conforms to all of our policies and procedures. Any child who attends the school is welcome to join the club. There are a maximum of 15 places per day.

The cost of £5.00 per child, per session will include breakfast of cereal, toast or fruit, with water or milk to drink. We accept childcare vouchers, please contact the Office for details.

SCHOOL GROUNDS AND BUILDINGS

The school is set in beautiful countryside with outstanding views onto Otmoor. The school buildings consist of the original school dated 1895 and new teaching rooms, kitchen and staff room erected in 1968 and 1974, with modifications made in 1984 and again in 1995. The Victorian building, which has a great deal of character, is used for assemblies, PE, school meals, music, drama and concerts.

The original new building, built 1968, houses the Reception class, kitchen area where children can do cookery and a small office used for special needs teaching, private meetings, etc. The central part of the building houses a staff room and the main entrance leading to the main office. Adjoining these are two more classrooms. In 1995 the whole interior of the school was converted from an open plan arrangement to individual, self-contained classrooms, to complement the style of teaching in the school at present. A new classroom was added in summer 2000. In 2005 there were major alterations carried out to KS1 cloakrooms and a new KS1 classroom added. In 2007 two new KS2 classrooms were added.

There is a playground at the front of the school, which has been extended with a patio area. Adjoining the playground is a small, secluded garden, which is dedicated for the older children. In the summer months the children enjoy playing in the large playing field at the back of the school, overlooking a beautiful view over Otmoor. The field is also used for sports activities.

EMERGENCIES

On several occasions we have needed to contact parents when a child was taken ill only to find that the parents were at work. If parents are at work, or otherwise away from home, they are asked to let the school know:

- Where we may contact a parent, or
- The name of a neighbour or relation who will collect the child and look after him / her in an emergency.

If a child is not collected at the end of the day, parents will be contacted and the child looked after until a parent arrives.

COMING TO AND FROM SCHOOL

We have an agreement with all parents that children should not be driven to school down Church Street. This is to avoid congestion, encourage children to walk and to make Church Street a safer road for pedestrians. Parents may park their cars on the New Inn Road a little way from the school, in the pub car park or on the High Street which is adjacent to Church Street. Parents are asked not to drive up the school driveway at any time.

If for any reason, children arrive at school late, or leave early, they (or you) need to report to the school office to be signed in or out.

Children are encouraged to use the school bus if eligible. The bus cannot be used for play dates.

TRANSPORT

Oxfordshire County Council will provide free transport from Oxfordshire homes to the nearest available school where;

- The shortest designated route is more than the statutory walking distance of 3 miles for children aged 8 and over,
- The shortest designated route is more than 2 miles where the child is aged under 8,
- The route has been assessed as unsafe to walk, even if accompanied by a responsible adult.

If you have a query about school transport entitlement make sure you've read the policy in full.

<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreducationandfamilies/educationandlearning/schools/travelschool/HomeToSchoolTravelPolicyfor2015-2016.pdf#page=3>

Please note that under these rules new admissions living in Forest Hill may not be eligible for free transport. Please check with the Admissions Team.

BUS TIMETABLE

MORNING	PICK UP	APPROX TIME
Forest Hill	Powell Close Mickle Way	08.25
Stanton St John	Village Shop	08.30
Horton-cum-Studley	Forge Bus Stop	08.40
Arrive Beckley School		08.55
AFTERNOON	DROP OFF	APPROX TIME
Leave Beckley School		15.30
Forest Hill	Mickle Way	15.35
Stanton St. John	Village Shop	15.40
Horton-cum-Studley	Forge Bus Stop	15.50

ABSENCES

If your child is ill it is important that you telephone the school office (01865 351416) **before 9.30am** to inform us of the absence.

In all other cases, advance notice of absence is required. Application forms for Leave of Absence (ie medical appointment or other family circumstance) are available from the school office. The Department of Education regulations with regard to attendance state that Headteachers in all schools are **no longer allowed to authorise leave of absence for any family holidays**. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Local Authority is currently reviewing their penalty notice arrangements. It cannot be emphasised enough how disruptive and detrimental even a day's absence is to a child's education.

In 2017/2018 the school had an absence rate of 3.7% but with the co-operation of the parents it is hoped this rate could be reduced in the future.

SCHOOL MEALS

Hot meals are cooked in the school kitchen and are available at a cost of £2.20 per day. Children may bring their own sandwiches if they prefer. It is important that the school is informed of any special dietary requirements and allergies. There are a number of children in school who have severe allergies, eg nuts. Nuts are not allowed in school.

The Government currently funds free school meals for all children in Reception, Year 1 and Year 2 (KS1). Some parents are entitled to claim free school meals for their children if they are in receipt of one of the following: Income Support, Employment and Support Allowance, Income Based Job Seekers Allowance, Support under part VI of the Immigration & Asylum Act 1999, Child Tax credit (1) provided that Working Tax Credit is not included (2) and that the "annual income for Tax Credit purposes", is within the guidelines for the financial year, The 'Guarantee' element of State Pension Credit. Forms can be obtained from the school office. It helps the school if parents who may be entitled to FSM apply for them even if they do not intend to take them up as the school will receive Pupil Premium funding.

A menu is sent out at the beginning of each season and includes a vegetarian option. Any other special dietary requirements should be reported to the cook who will make special arrangements.

LOST PROPERTY

It is most important that all items of clothing and other personal property should be clearly marked and checked periodically to see that names have not been erased. Neither the school nor the River Learning Trust can accept responsibility for personal property left on the premises. Children should not bring toys to school unless they enhance the topic currently being studied; for example, a Lego castle for a study on castles. In any event, toy guns are not allowed in school. For playtimes children may bring a soft ball, a skipping rope or a safe game to play with but must be responsible for looking after it.

SCHOOL VISITS

The cost of any school trips and events can be paid via ParentMail or by sending a cheque or cash in a sealed envelope to the school office. Otherwise money should not be brought to school.

NEWSLETTERS

To keep parents informed of school activities and, regular newsletters are issued via ParentMail. Parents who cannot access e-mails are supplied with a paper copy on request.

DRESS CODE

School Uniform for Beckley School

Children should be suitably dressed in clothing which conforms to the School Uniform expectations. Please ensure that everything is clearly labelled with your child's name.

	Uniform	Not Uniform
Tops	White polo shirt, shirt or blouse Royal blue sweatshirt or fleece – <i>Beckley logo preferred, available from <u>Schoolwearforless</u></i> Royal Blue cardigan	
Bottoms	Dark grey or black plain school trousers, shorts or skirts Grey pinafore dresses School summer dresses – blue gingham only	Jeans Tracksuits Cords Leggings
Socks and tights	Plain grey, black or white ankle or knee high socks	Trainer socks

	Dark grey or black tights	Patterned socks Stripy or multi-coloured tights
Shoes	Sensible, sturdy plain black school shoes with Velcro or laces that do not rise above the ankle Wellington boots should be kept in school for wearing to the pitch	Trainers Sandals Boots Crocs
Other items of clothing	Waterproof coat with a hood, sun hat, woollen hats, gloves and scarves	Balaclavas
PE Kit	Plain coloured T-shirts – in house colours Plain black or navy shorts Dark tracksuit bottoms in the winter time Trainers or plimsolls PE bag – to be kept in school all the time	Vest tops Patterned t-shirts
Swimming Kit	One-piece swimsuit or swimming trunks Swimming cap	Long swimming shorts Bikinis Goggles – except with written parental consent
Jewellery	Ear studs – must be taped or removed for PE Wrist watch – pupils must be responsible for these, which must also be removed for PE	Earrings, necklaces, bracelets or rings Nail polish or tattoos

Important Note: Please contact the school if you feel that there are special circumstances (e.g. medical or religious) that prevent your child from wearing the approved uniform

Clothing can be ordered from <http://www.schoolwearforless.com>
Allow 21 days for delivery.

MORNING GATE/LATENESS

For Safety reasons, children must use the pedestrian entrance by the zig zag path between 8.40am and 9am. Please only use the main entrance if you are late, after 9am, and report to the school office to ensure that your child is signed in. It is a parent's responsibility to ensure that their children arrive at school on time. Lateness can disrupt the learning of others and can result in a pupil feeling greater stress and achieving poorer outcomes. Please make sure that your child arrives in school by 9am in time for registration.

TERM-TIME HOLIDAYS

Under the government's rules on term-time absence, you can only allow your child to miss school if:

- He or she is too ill to go in
- You have received advance permission from the school

You must submit a request to the school before you arrange for your child to have time away and permission for absence can only be granted in ***exceptional circumstances***.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class
- You will not need to worry about catching up on work, or that your child might fall behind because of missing an important lesson
- Your child will not miss out on activities at the start and end of term, which are often fun and a chance to develop friendships



