



St. Andrew's C.E. Primary School

Chinnor



‘Learning together, we achieve great things’

Prospectus 2017 – 2018



Useful Information

Name and Address	St. Andrew's CE VC Primary School Station Road Chinnor Oxfordshire OX39 4PU office.3182@st-andrews.oxon.sch.uk
Telephone Number	01844 351353
Headteacher	Mrs Annette Mashru
Deputy Headteacher	Miss Bex Stott
Bursar	Mrs Jo Wootton
School Administrators	Mrs Jo Pillinger Mrs Carol Bellamy
Chair of Governors	Mr. Simon Pollard St. Andrew's CE Primary School Chinnor Oxfordshire
School Times	8.50 am - 12.00 pm 1.00 pm - 3.10 pm [EYFS/KS1] 1.00 pm - 3.15 pm [KS2]
Office hours	8.15 am – 4.00 pm
Local Authority	Oxfordshire County Council County Hall Oxford OX1 1NA
Director for Children, Education and Families	Lucy Butler Tel. 01865 815122 lucy.butler@oxfordshire.gov.uk



St. Andrew's C.E. Primary School

Chinnor, Oxon

Welcome to St Andrew's Church of England Primary School.

Set in large grounds in the heart of the village at the foot of the Chiltern Hills, St Andrew's offers an attractive learning environment both inside and out of the classroom. Originally built in the 1960s, the buildings have recently been subject to an extensive investment programme to raise the standard of accommodation and to enable us to provide the best resources for our pupils and teaching team. In 2012, the Manser Building benefited from a refit and last year, the Benton Building (Foundation Stage and Key Stage 1) was been completely updated.

In addition, St Andrew's CE Primary School also plays host to the Communication and Interaction Resource Base for children with autism who moved into their new facility (The Sheila Coates Building) in 2012.

As we are a Church of England School, we work closely with St Andrew's Church where we also attend services. The values of Christianity are highly regarded in what we do and aim to achieve, whilst providing a fun, stimulating and supportive learning environment.

In the wider community, we have a very active School Association (SASA) which organises events and activities throughout the year. The funds raised have been used in numerous ways to enhance the educational experiences of our pupils. The Community Swimming Pool is also within our grounds and we encourage sporting interaction with our partnership schools.

Our team at St Andrew's, the teaching and support staff, governors and parents aim to provide the best educational environment for the children, the heart of our school. Our Ofsted report (May 2013) rated the school as 'Outstanding' in all categories; this fantastic outcome recognises many years of effort to provide the best possible all round education for our pupils.

Simon Pollard

Chair of Governors

It is my pleasure to welcome you to St. Andrew's C.E. Primary School.

Everyone at St Andrew's believes the children are central to all we do. All of the staff work hard and encourage the children to develop a love of learning and achieve their full potential. Our Christian values are fundamental to our school day and guide us all to be the best we can be. The school is filled with laughter and there is buzz of discovering new things and working together.

We see our parents as the primary educators of our children and with that in mind, we aim to work closely in partnership with you. All that we do in school requires support from home if we are to maximise your child's learning opportunities. Therefore, effective communication is essential. Should you have any worries or concerns, please do not hesitate to bring them to the attention of your child's class teacher. Equally, we are always delighted to receive comments when your child is particularly happy or has been excited and enthused by an aspect of school life.

Please visit our website which has lots of information and will give you a feel of our school. If you are looking for a place for your child, please make an appointment and come and see all the wonderful things that we do.

I do hope that you have had the opportunity to read our last Ofsted report from May 2103 in which the school was judged to be Outstanding in every area. This is an achievement of which we are all very proud. (A copy of the report may be found at the back of this prospectus) In addition to that you may like to read our Outstanding SIAMS report from November 2015.

We shall continue to drive forward to improve the quality of education for our children and we hope that you will become part of that vision. Please take the time to visit us at St. Andrew's. A warm welcome will greet you.

Mrs Annette Mashru
Headteacher



The Staff of St. Andrew's CE Primary School

The Leadership Team (LT)

The Leadership Team, in partnership with the School's Governors, is responsible for the strategic direction of the school.

- Mrs Annette Mashru – Headteacher
- Miss Bex Stott – Deputy Headteacher – English and RE

The Senior Leadership Team (SLT)

The SLT ensures that the School Improvement Plans are implemented and that the daily operational running of the school is of a high standard.

Each SLT member has a specific leadership role as well as their main responsibilities:

- Mrs Annette Mashru – Headteacher – Teaching and Learning, Assessment and Collective Worship
- Miss Bex Stott – Deputy Headteacher – English and RE
- Mrs Julie Thompson – Early Years Foundation Stage Leader, Geography and Outdoor Learning
- Mr Tim Nixon – Maths
- Mrs Lucy Wade – Inclusion and SENCo

Teaching Staff

- Mrs Julie Thompson – EYFS – Geography and Outdoor Learning
- Mrs Bernie Morgan – EYFS - Well-being and PSHCE
- Mrs Jenny Craig – EYFS and Year 1

- Miss Lucy Huxtable – Year 1 - Inclusion, SENCo, LAC Lead and Anti-bullying Ambassador
- Miss Ally Weetch - Year 1 - Writing (to include handwriting and spelling)
- Miss Carter-Gibson (trainee teacher)
- Mrs Linda Youens – Year 2 – Design and Technology
- Mrs Hannah Perryman – Year 2 - History
- Mrs Anne Gray – Year 2 - Numbers Count and Science

- Mr Tim Nixon – Year 3 - Maths
- Mrs Mandy Rowley– Year 3 - Art
- Mrs Kendra Gerrish– Year 4 - Growth Mind-set and Philosophy for Children
- Mr Dan Smith – Year 5 – PE and Anti-bullying Ambassador
- Mrs Fiona Ludlow – Year 5 - Numbers Count, Music and Collective Worship
- Mrs Jenny Craig – Year 5
- Mrs Bex Stott – English and RE
- Ms Zoe Atkins – Year 6, Year 5, Year 3 - International Links
- Mr Ben Gibson – Year 6 – Computing/IT

- Mrs Annette Mashru – Teaching and Learning, Assessment and Collective Worship
- Mrs Megan Radbourne – Languages
- Mrs Cath Baker – Sport Development Specialist Teacher
- Mr Laurence Clark – Sports Instructor

Support Staff (Teaching and Learning)

- Miss Lauran Blandford
- Ms Kerina Broughton
- Mrs Sonia Coles
- Mrs Sarah Collins
- Mrs Carol Cross
- Mrs Jane Cummins
- Mrs Suzanne Harris
- Mrs Jessica Klinecsek
- Mrs Karen Lamprell
- Mrs Hilary McClement
- Mrs Laura Osmond
- Mrs Lorraine Pijnen
- Mrs Pat Ray
- Miss Holly Revill
- Mrs Kathryn Ross
- Mrs Donna Smith
- Mrs Anna Weait
- Mrs Wendy Clissold (Higher Level Teaching Assistant – Phonics support)
- Mrs Sarah Weston (Home School Link Worker – Monday)

Support Staff (Lunchtime Supervision)

- Mrs Carol Bellamy
- Miss Lauran Blandford
- Mrs Jane Cummins
- Mrs Carol Cross
- Mrs Karen Lamprell
- Mrs Sonia Olliffe
- Mrs Lorraine Pijnen
- Miss Holly Revill
- Mrs Kathryn Ross
- Mrs Donna Smith
- Mrs Karen Walton

Wrap around Care Staff

- Mrs Donna Smith (Supervisor)
- Ms Kerina Broughton
- Mrs Suzanne Harris
- Mrs Karen Lamprell
- Mrs Pat Ray
- Mrs Kathryn Ross

Support Staff (Administration)

- Mrs Jo Wootton – Bursar
- Mrs Joanne Pillinger – Senior Administrator
- Mrs Carol Bellamy – Administrative Assistant

Support Staff (Caretaking and Cleaning)

- Mr Kevin Cummins - Caretaker
- Mrs Patsy Edwards
- Mrs Karen Beale
- Mr Mathew Stone

St. Andrew's Church of England Primary School



St Andrew's CE Primary School dates back to 1860 when it was situated near the centre of the village. In the mid-sixties, the school moved to its present campus, a large and beautiful site with two main buildings – Benton Building (EYFS and KS1) and Manser Building (KS2). Both buildings have halls, spacious accommodation and Manser Building houses the administrative offices.

During 2013 – 2014, Benton building was subject to a £1.2 million refurbishment programme which included a 'state of the art' Early Years Foundation Stage classroom and outdoor area, four new Key Stage 1 classrooms, a community room, laundry room, a music room and a covered courtyard. In 2014 – 2015, both buildings benefited from refurbished staff rooms and the creation of a life skills room. This summer 2016, the façade of Manser Building has been re-developed at a cost of £300k.

St. Andrew's C.E. Primary School is the Church of England primary school serving the rural area of Chinnor and the surrounding villages of Emmington, Sydenham and Henton. It is a member of the Thame Partnership of Schools, which comprises of a partnership between nine primary schools in the Thame area and Lord Williams's School in Thame. Pupils from St. Andrew's transfer to Lord Williams's School or Icknield Community College in Watlington at the end of KS2.

Currently, there are 296 pupils on roll. At present the school is organised into thirteen classes from Early Years Foundation Stage to Year 6. In addition to a teaching staff of twenty-one (including the Headteacher), there are eighteen Teaching Assistants.

As a Church of England school within the Diocese of Oxford, we have very close links with St. Andrew's Church in Chinnor. Christian values are central to our ethos (see attached mission statement) and the school logo reflects the Christian foundation of the school – a combination of the crucifix and St. Andrew's cross.

St Andrew's CE Primary School is recognised as having a positive inclusive ethos for children with Special Educational needs. We host the Communication and Interaction Resource Base (for children with Autism). The Base has been part of our school for forty years and in April 2012, the Base moved into purpose built accommodation – The Sheila Coates Building - on our site. At present there are ten children who benefit from this inclusive provision. Each child is attached to a mainstream class for integration with adult support and he/she participates in activities as appropriate.

The school's extensive grounds provide a wonderful learning environment for our children. As well as being used for a variety of outdoor classroom activities, the campus includes:

- Under 12's football pitch
- two netball courts
- an enclosed swimming pool
- three playgrounds
- two adventure playgrounds
- a learning bus
- a life skills room
- a gazebo – for outdoor learning
- a multi-sensory spiritual garden
- a kitchen garden

The Ladybird Pre-school moved into purpose built premises on our site in February 2014. Although the Ladybird Pre-school is run independently from St. Andrew's CE Primary School, we work in close partnership with the pre-school for the benefit of all children and the majority of the children transfer directly from Ladybird Pre-school into St. Andrew's Foundation Stage.





Our Mission Statement

St Andrew's C.E. Primary School aims to:

- provide an environment where all are equally valued as members of our community within the Christian ethos of a Church of England school
- set the highest standards and provide a quality education for all our pupils
- encourage all our pupils, whatever their ability level, to achieve their full potential in every aspect of school life
- maintain a caring, safe and nurturing environment where children can flourish
- create an effective partnership between children, parents, staff and governors

We want pupils to be able to:

- realise their own self-worth and place in the community
- begin to develop their own beliefs and values whilst respecting those of others
- express their creative ideas
- evaluate their experiences
- listen and observe
- communicate effectively both in speech and writing
- read competently for both information and pleasure
- be systematic when solving a problem and use evidence to make judgements
- use and apply their mathematical knowledge
- understand the power of science and technology to bring about change
- use their physical skills

St. Andrew's School Uniform

A high standard of personal appearance is required of all children. The St. Andrew's School Governors expect children to wear the correct uniform in school and ask parents to fully support this expectation.

The aims of our uniform policy are to:

- encourage pride in belonging to St. Andrew's CE Primary School.
- enable children to be comfortable, safe and secure
- protect children from social pressures to dress in a particular way
- encourage a sense of equality and cohesion
- support teaching and learning

Girls – winter uniform	Girls – summer uniform
<ul style="list-style-type: none">• White shirt or white polo shirt• Blue school polo shirt• Blue school sweatshirt, cardigan or fleece with St. Andrew's logo• Mid grey skirt, trousers or pinafore dress• White/grey tights or socks• Sturdy/sensible black flat/low heeled shoes with laces, buckles or Velcro• Indoor shoes – black plimsolls	<ul style="list-style-type: none">• As winter and• Blue/white check dresses
Boys – winter uniform	Boys – summer uniform
<ul style="list-style-type: none">• White shirt or white polo shirt• Blue school polo shirt• Blue school sweatshirt or fleece with St. Andrew's logo• Mid grey trousers• Grey socks• Sturdy/sensible black shoes with laces or Velcro• Indoor shoes – black plimsolls	<ul style="list-style-type: none">• As winter and• Choice of mid-grey shorts
PE kit	
Dark navy shorts White T-shirt – plain or with St. Andrew's logo Trainers Dark navy tracksuit for winter/outdoor games PE bag <u>Swimming</u> Girls – one piece swimming costume Boys – swimming shorts, no longer than the knee Swimming hats must be worn by <u>all</u> children while in the pool.	



St. Andrew's uniform

Order forms for items of uniform are provided at Admissions Evenings and are also available from the School Office. School sweatshirts, cardigans, polo shirts and book bags can all be ordered via the school office. Swimming hats may be purchased from the school office.



St. Andrew's PE kit

SCHOOL ORGANISATION

Classroom Organisation

There are three phases within the school:

Early Years Foundation Stage (EYFS) - for children aged 4 – 5 years

Key Stage One (KS1) – for children aged 5 -7 years

Lower Key Stage Two (KS2) – for children aged 7 – 9 years

Upper Key Stage Two (KS2) – for children aged 9 - 11

Currently there are thirteen classes:

CLASS	YEAR GROUP	TEACHER	TEACHING ASSISTANT
Benton Building			
Red Admiral	EYFS	Mrs Thompson	Mrs Lamprell Mrs McClement
Tortoiseshell	EYFS	Mrs Morgan (Mon,Tues,Wed,Fri) Mrs Craig (Thurs)	Mrs Cummins Mrs Osmond Mrs Collins
Peacock	Year 1	Mrs Wade	Miss Carter-Gibson (trainee teacher)
Emperor	Year 1	Miss Weetch (Mon - Thurs) Mrs Craig (Friday)	Mrs Cross Mrs Harris
Swallowtail	Year 2	Mrs Gray (Mon-Wed) Mrs Youens (Thurs,Fri)	Mrs Weait Mrs Klinecsek
Lulworth	Year 2	Mrs Perryman	
Chiltern Blue	Year 3	Mr Nixon	Mrs Coles Mrs Smith
Manser Building			
Africa	Year 3	Mrs Rowley Ms Atkins	Mrs Pijnen Miss Blandford
Oceania	Year 4	Mrs Gerrish	
Europe	Year 5	Mr Smith	Mrs Ray Ms Broughton
Asia	Year 5	Mrs Ludlow (Mon – Thurs) Ms Atkins(Friday)	
Antarctica	Year 6	Mr Gibson	Mrs Ross Miss Revill
Americas	Year 6	Miss Stott (Mon,Thurs, Fri) Ms Atkins (Tues,Wed)	

There are ten full time and ten part-time teachers, in addition to the Headteacher, who are able to offer a wide range of specialist knowledge and broad skills.

Classes within each year group are of mixed ability. Teaching may be either whole class, or group work within the class, depending on the demands of the subject. The aim of all our teaching is to develop the full potential of our children. (T&L policy)

Admissions

In Oxfordshire all children are now admitted to start school in September of the year in which they will become 5.

St. Andrew's planned admission number is 45. The procedure for admission to schools is controlled by Oxfordshire County Council and parents will need to fill in the admission form in the January of the year before their child is due to start school. This can be located in the Oxfordshire booklet 'Starting School' or by completing the admissions form online at https://admissions.oxfordshire.gov.uk/admit_transfer/at_welcome.asp

You are very welcome to visit us when you are making your choice. All children in pre-school settings should be issued with the documentation from the County automatically.

Children are of course welcome to join us at any stage in their primary school career. Experienced staff and friendly children ease the time of transfer from one school to another.

Foundation Stage – Starting School

Before starting school, all new children and their families are encouraged to visit the school, meet with the Headteacher and experience the EYFS classes in session. Our open afternoons and mornings in September and November are another opportunity to see us at work and to ask questions of staff and governors about the school. Parents and Carers are always welcome to make an individual appointment with the Headteacher.

An admissions evening is held in late May at St. Andrew's, where parents and carers have an opportunity to find out more about the EYFS curriculum and how you can support your child with his/her learning.

All new EYFS children have the opportunity to join us for four visits in Term 6.





Timeline for school admission

12 - 18 months prior to September admission	Visit school for a tour and discussion with Head teacher/EYFS Leader
Autumn prior to admission	St. Andrew's Open Afternoons and Mornings
January prior to admission	Complete and submit admission form – see 'Starting School' LA booklet and LA website
April prior to admission	LA informs parents/carers of school
May	Admissions evening
June - July	3/4 afternoon visits to school and a transition morning
September	Start school

Once your child has started school, there will be an opportunity at the end of October and again in February, to book individual meetings with your child's class teacher to discuss your child's progress. Should additional meetings be required, an appointment can be made with the class teacher.

Staffing in EYFS

There are two Foundation Stage classes each with one teacher to 20 or more pupils. Depending on numbers and need, Key workers/Teaching Assistants also work alongside the teacher, providing on average, a pupil teacher ratio of approximately 1:10. (DfE guidance 1:15). We firmly believe in providing a favourable ratio of adults to pupils as far as budget constraints will allow.



A Typical Day in EYFS

On Day One in September, children and parents will be guided to EYFS at 8.40 am.

Please do not allow siblings to play on the adventure playground or to enter the EYFS outside play area as it will have been prepared for the day's learning.

The school day begins at 8.50 am (bell) and finishes at 3.10 pm.

At the end of the day, please wait at the EYFS entrance, next to the gate, so that you are visible to your child and the member of staff releasing your child. If your child is to be collected by anyone other than the named individual, you must provide written permission, informing us of their name at the beginning of the day. Children will not be released without this permission.

If you are delayed, please inform the main office.

EYFS pupils have a fruit/vegetable snack and drink before a 20 minute break at 10.30am.

Lunchtime lasts from 11.45 am – 1.00 pm.

All children in EYFS and KS1 are entitled to a cooked school dinner. This is a Government initiative – Universal Infant Free School Meal – which started in September 2014. Cooked dinners are provided by Food and More and are served in Benton Hall. All EYFS children eat together whether or not they have a school dinner.



Playtime in the adventure playground



'Send my Friend to School' campaign with David Howell MP

Teaching Organisation in Key Stages 1 and 2



Maths teaching in Key Stage 1



Performing at the Oxford Diocese
Headteachers' Conference

As far as possible, we aim to organise our classes into single year groups. However, because numbers are rising due to the school's popularity, occasionally, we may need to have mixed-age groups in the same class. When this does happen, we plan even more carefully to ensure that the work set matches the child's ability.

Throughout the school, the curriculum is taught through topics or themes which may embrace a whole range of subjects. At every stage, your child is likely to be taught by more than one teacher as we try to make the best use of our particular talents and areas of expertise. This is also an excellent preparation for secondary school where children meet a wide variety of teachers.

Children will be taught in a variety of ways, for example whole class teaching, team teaching, group work and one to one.

We plan in great detail to ensure that work is well matched to each child's ability and to make sure that there is progression throughout the school. We are always happy to show you examples of our planning and to explain how it works.

One of our priorities across the whole school is to keep class sizes as low as possible. The importance that we attach to good child/teacher ratios is reflected in the priority given to staffing provision in our annual budgets. For the academic year 2016 – 2017, our average class size is 21 children.

A Typical School Day at St. Andrew's

Key Stage 1

Morning		Afternoon	
8.50	Registration	1.00	Registration
9.05	Phonics	1.05	Cross-curricular subjects relating to the topic e.g. History/Geography/RE
9.30	Maths		
10.30	Break	1.55	Break
10.50	Collective worship	2.10	PE
11.00	Literacy	3.10	School ends
12.00	Lunch		

Key Stage 2

Morning		Afternoon	
8.50	Registration	1.00	Registration
9.05	Literacy	1.05	Cross-curricular subjects relating to the topic e.g. History/Geography/RE
10.05	KS2 Collective worship		
10.30	Break	2.00	Break
10.50	Maths	2.15	Swimming
12.00	Lunch	3.15	School ends



EYFS at the Thame Dance Festival



A visit to the Parish Council

Curriculum Organisation

Time spent on teaching during a normal school week follows the guidelines issued by the DfE, which recommends 21 hours for children aged 5 to 7 and 23.5 hours for children aged 7 to 11. (Excluding daily registration, collective worship, playtime and lunch break.)

The New National Curriculum (September 2014) requires that all children are taught: Literacy, Mathematics and Science as core subjects. There are also programmes of study for Art, Design and Technology, Geography, History, Computing, Music, Physical Education and PSHCE.



Religious Education is also included in the basic curriculum. The Education Reform Act requires us to provide religious education for all pupils. We are required to follow the Oxfordshire Agreed Syllabus (reviewed 2007), which forms the basis for our planning. (Copies of the Agreed Syllabus are available in school.)

As a Church of England school, the emphasis is on Christianity. However pupils learn about other religions, recognising their impact locally, nationally and globally. For all religions studied, the key aspects are learning **about** and learning **from** religion, together with the chance to experience a range of opportunities through class discussions, visits and visitors, developing awareness, reflecting on their own and others' insights through cross curricular activities.

Other aspects of the curriculum

Computing

St Andrew's pupils have regular access to computers in school. Each classroom has its own computer and interactive Smartboard. The school has over forty wireless netbooks and laptops which are available for pupils to use throughout the school and provide an integrated approach to learning. In 2016, the school invested in 34 ipads which are now in use across the school.

Modern Foreign Languages

We are delighted to provide weekly language teaching in Spanish at KS2. Our specialist Languages teacher also delivers French to children in KS1.

PE

The PE curriculum covers Games, Swimming, Gymnastics and Dance for KS1/KS2 pupils with the addition of Athletics in KS2. This provision is further enriched by special events such as Walk to School Week, Sports Days, Well-being Month and through 'taster sessions' delivered by specialist coaches, e.g. cricket, football, skipping etc.

We are fortunate to have a specialist PE teacher who delivers gymnastics across the school and organises clubs and tournaments, courtesy of the DfE Sports funding. Children are also taught by a Sports Instructor who delivers weekly fitness and sports lessons across the school and leads a number of extra-curricular clubs from EYFS to KS2.

An annual dance festival is held in our partnership secondary school, Lord Williams's School.



Phoenix House wins Sports Day



Athletics tournament



Sports Personality of the Year

St. Andrew's is fortunate to have the Chinnor Community Swimming Pool within the campus. All our children have swimming lessons as part of the PE curriculum from April through to the end of October. The swimming pool is also used by three local schools and community swimming lessons take place after school in the summer months.

More Able provision

Pupils identified as achieving significantly in advance of the average for their year group, in any subject area, are placed on the school's More Able register. This is revised annually in order to reflect the top 10% of our school population.

Identified children are offered challenging learning experiences and opportunities – Science club, writers' workshop, enterprise challenge, puzzle days – often through the Thame Partnership of Schools.

International Links

St. Andrew's has recently been awarded the Intermediate International Schools' Award for its work on developing links with the Brikama Lower Basic School in The Gambia. Our International Links Leader visited The Gambia as part of an exchange in February 2012, and their Assistant Headteacher visited St Andrew's last year. Our children keep in contact with the pupils at Brikama Lower Basic School through letter writing and art work and it is hoped that an email link will be set up soon. St Andrew's is also a Fairtrade School.



The MAD Club Tuck Shop

The Fairtrade club (MAD Club – Making A Difference) has been instrumental in achieving this award. The club members lead an assembly before each termly tuck shop and tuck shops are held by them during Fairtrade Fortnight.

Assessment

Assessment of children's skills and development is essential if they are to make progress. Assessment informs the teacher's planning for the group or class and underpins the curriculum. Children are continually assessed by the teachers and teaching assistants in a number of ways - through observation, dialogue and questioning and through the work children produce. Children also take responsibility for their own learning and self and peer assessment (Assessment for Learning) is a common practice at St. Andrew's.

There are four Assessment Points during the course of the year when the Senior Leadership Team and the class teachers review the progress of individuals in each cohort. Actions are implemented, as necessary, to accelerate the progress of individuals and to support them to achieve their potential.

From time to time, children are required to complete statutory assessments. These assessments take place at the end of the Foundation Stage (through the completion of the Foundation Stage Profile), at the end of Year 1 (Phonics assessment), at the end of Year 2 (Key Stage 1 SATs in reading, writing and maths) and at the end of Year 6 (Key Stage 2 SATs in reading, writing and maths).

Annual formal tests in reading, writing and maths are also taken by Years 3, 4 and 5 in June.

Together, the teacher assessment and formal tests, ensure that we build up a clear and accurate picture of your child's progress and their next steps.

An Annual Report to Parents is prepared for each child at the end of the school year, which includes assessments for each area of the curriculum. It also gives details of your child's attendance during the year. A progress and effort check card is given to parents in February at the Parents' Evening.



Arrangements for Parents to Visit School.

There will be formal occasions throughout the school year when you will be invited to school for interviews with your child's teachers (October and February). If, however, there is anything you wish to discuss, please do not wait for parent's evening appointment. We are always pleased to discuss your child's development with you.

Homework

We recognise that children who are supported and encouraged at home produce better results in school so we ask all parents/carers to read and share books with their children and support them in all other homework tasks.

We view our parents as the child's 'primary educators' and therefore we value your role as a partner in the learning process. Each term, curriculum plans are published on the school's website for parents' information and we regularly host curriculum information evenings for parents in a range of subjects:

- The Big Write
- Helping your child with reading and writing
- KS1 and KS2 SATs
- Phonics
- Maths

Curriculum leaflets explaining, for example, maths calculation or how to help your child with literacy, are available on request.

Many of our parents support children in class with reading, maths, Design and Technology, gardening, running a club, assemblies, cycling proficiency, accompanying trips etc. If you would like to support the school in this way, please let us know and we shall add your name to our data base.



Parents join in Literacy Fortnight



The whole school 'Thank you' service in the Spiritual Garden

Collective Worship

The Education Reform Act 1988 requires all schools to have a daily act of Collective Worship either as a whole school or in separate groups.

Collective worship is an opportunity for the school community to gather together and through the

use of words, music, drama and images, encourage the pupils to develop a reflective approach and a spiritual and moral dimension to life.

We aim to make Collective Worship relevant to all pupils, aiming to create an atmosphere in which they can begin to understand what is meant by worship and in which those who wish to worship God can do so.

We acknowledge that staff and pupils come from a variety of backgrounds and, therefore, do not assume that everyone will respond in the same way, but accept that there will be different attitudes, responses and levels of awareness. The majority of our children belong to the Christian tradition but, since we live in a multi-faith society, there will be occasions when material from other religious traditions will be included.

Each term, a Christian value, for example; Generosity, Truthfulness, Compassion, is chosen and explored through the act of Collective Worship.

The daily act of Collective Worship takes place at different times. There is a whole school assembly led by the Headteacher on Fridays, the St. Andrew's Church Clergy Team leads whole school assemblies on Wednesdays (Open the Book), teachers and children lead the Key Stage assemblies on Mondays and class assemblies take place on Tuesdays and Thursdays.

If they so wish, parents may withdraw their children from Collective Worship and Religious Education lessons. Members of staff also have the right to withdraw. Children who are withdrawn will be set some work to do under the supervision of an adult. If there are any concerns, you are encouraged to contact the Headteacher.



[The Gardening club wins 'Best Decorated Garden' at RHS Wisley June 2015](#)

Extra-curricular provision

We pride ourselves in our extra-curricular provision.

These are some of the clubs/activities which have taken place over the last year: Netball, Gardening, Puzzle, Drama, Dance, Choir, Library, ICT, Science.....

Our Sports Instructor leads after school sports clubs for EYFS, KS1 and KS2 children including tennis, aerobics, basketball, football, tag rugby, American football and multi-sports.

Music provision is a very strong feature of our school. Well over 25% of our pupils play a musical instrument and children perform regularly in assemblies and in our musical recitals. Information about peripatetic music lessons is available on request from the School Office. Lessons include – drums, piano, guitar, violin, clarinet, flute and recorder.

During Year three, pupils are taught to read music and play the recorder and clarinet through the Oxfordshire County Music Service. This excellent provision is fully funded by SASA fundraising.

The school choir performs three times a year at the Thame Christmas concert, at the O2 'Young Voices' and at the 'Festival of Voices' at Dorchester Abbey. For the last two years, the whole school has performed a Christmas carol on Radio Oxford in the countdown to Christmas.



Christmas lunch



EYFS Christmas play



The Choir at Dorchester

Musical productions are also a popular feature of our curriculum provision. As well as achieving Healthy School Status and Activemark, we have been awarded Artsmark **GOLD** for our commitment to the arts – dance, drama, creative writing, art and music.



Year 3 visit Lincolnsfield



Children's art work displayed in the gallery

There is an opportunity for Year 6 pupils to go on an annual residential visit to Colomendy in North Wales in November. Year 5 pupils visit Youlbury Camp, outside Oxford in April for two nights, as a preparation for the Year 6 trip.



Year 5 at Youlbury, Oxfordshire



Year 6 production 'Yahoo!'

Year 5 pupils have the opportunity to become Play Leaders at breaktime and at lunchtime. Their role is to lead playtime games and to encourage younger children to join in.

Inclusion (Special Educational Needs)

The Governors and staff recognise that all children have a right to a broad, balanced, relevant and differentiated curriculum. We aim to create a happy, educationally exciting and positive environment in which all pupils can develop to their full potential. We recognise that children are individuals and that each one has needs special to him or her, and that some gifted children may also have special needs.

Our definition of special needs, which is taken from the national Code of Practice, states: 'A child has special educational needs if he or she has a learning difficulty which calls for special educational provision to be made for him or her.'

Special educational provision means:

"For children of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the LA, other than special schools in the area." (Education Act 1996)

Support for children may be either within the classroom or in a shared area adjacent to the classroom, as appropriate. Even though children may work at times with a Teaching Assistant, all the work is planned by either the class teacher or the Special Educational Needs Co-ordinator in consultation with the class teacher.

All children with special needs are integrated into the mainstream school. Parents are invited to school each term to review the progress made and discuss future provision. We are able to request support or advice from external agencies if this is considered appropriate, in discussion with our parents. Our school does have access and facilities for children with physical disabilities which are reviewed annually.

If you would like to read a copy of our policy for children with special educational needs, including that for children with a statement of special education need, please ask at the School Office.

We are pleased to be the host school for The Communication and Interaction Resource Base. The children from the C&IRB are integrated into mainstream school for a range of lessons according to their needs and skills and they receive specialist teaching and therapies in the 'Sheila Coates Building'.

Lunchtimes



School meals are prepared in our school kitchen by 'Food and More', following healthy eating guidelines. Alternatively, you may wish your child to bring a packed lunch from home. From September 2014, children in EYFS and KS1 have been entitled to a free hot meal (Universal Infant Free School Meal - UIFSM).

For children taking a school dinner in KS2, the cost per meal is £2.10 per day and payment should be made in advance on the first day of the new term. Cheques or cash should be placed in an envelope clearly labelled 'School Dinner Money' with your child's name, class and days for which a school dinner is required. This should be handed to the class teacher or directly into the school office.

If you receive Family Income Support, Income Based Job Seekers Allowance or Child Tax (but not Working Tax Credit) you also have entitlement to a free school meal for your child/ren. Our Bursar will be pleased to give you an application form.

Should your child have any dietary requirements and/or allergies please ensure that this information is included on the registration form or inform the school office in writing. The School checks this data annually in September.

Children are fully supervised throughout the lunch hour and during lunchtime play have access to a range of play equipment and activities led by our Year 5/6 Play Leaders.

The School Council

We believe that it is important to listen to the views of our children. Each class elects two representatives to join the School Council.

School councils help children to develop an understanding of their ability to create positive change by:

- Involving pupils in decision making
- Respecting pupils as partners in their own education
- Involving the whole school community in developing and maintaining shared standards of behaviour

Meetings are held weekly with the Deputy Headteacher and the School Governor representative.



[The School Council meets the Lord Lieutenant of Oxford and Nick Edgar from Le Manoir](#)

Safeguarding your child

The staff at St. Andrew's C.E. Primary School is committed to safeguarding and promoting the welfare of all children at school. It is our duty to report any concerns about the welfare of a child to the relevant agencies.

The school gates are locked in the morning at 9.00 am and are opened in the afternoon at 3.05 pm and outside doors are locked following registration. Should you need to collect your child from school during the day e.g. medical appointment, you will need to report at reception (Manser Building). All members of staff wear security badges for identification.

Our safeguarding policies are available to all on request.

Contact details

The School endeavours to maintain good communication between home and school. To enable this, it is essential that the contact details for every child are kept up to date, particularly the work/home telephone and mobile numbers of contacts should there be an emergency. Completing the data form at the start of each academic year and ensuring it is returned to the School Office is an important task.

If any aspects of your details change during an academic year, please confirm these changes in writing and hand them in to the School Office.

Medical information

Please inform the school of any problems concerning your child's health. We have members of staff, qualified in First Aid, who are responsible for looking after your child if they are hurt or unwell. You will be contacted if we assess that your child needs to be collected from school.

It is the Parents/Carers responsibility to inform the school of their child's medical condition and to inform school of any changes in a condition or medication. It is also the Parents/Carers responsibility to ensure medication is in date.

An Individual Care Plan is created for any child who has a condition requiring medication to be held permanently in school. This will need to be completed, agreed and signed at the beginning of the year and the medication stored and administered accordingly. It is the parents' responsibility to collect medication at the end of each term and return it at the beginning of the next term.

Illnesses and accidents

The vast majority of staff at St. Andrew's are qualified in First Aid and two members of staff are specialist paediatric first aiders. You will be contacted if it is felt that your child needs to be collected from school. Therefore, it is essential that parents/carers can be reached quickly should illness or accident occur. We require your telephone number at home, at work, and also the telephone number of your doctor. (See contact details above).

Absences

If your child is absent for any reason, we ask you to let us know by phone before 9.00 am. (A message may be left on the School's answer phone). Please also notify us of any medical/dental appointments that your child may have during school time. On these occasions, we require that all children are collected from school via the school office.

We do not sanction family holidays during term time unless there are exceptional circumstances (e.g. bereavement) and this is at the Headteacher's discretion.

Our attendance target is 97%. Please support us to achieve this target by ensuring your child comes to school regularly and on time. Should attendance fall below 90%, it will come to the attention of the School's Local Authority Attendance and Engagement Officer.

Changes to routine and your child's wellbeing

It is important for the school to be aware if your child might be affected by circumstances that are happening at home. This enables staff to put into place the appropriate care, guidance and support to minimise any negative impact on the child's learning. In the first instance, please speak directly to the class teacher.

If your child is being picked up at the end of the school day by anyone other than the usual named individual, you must provide permission, informing us of their name. Children will not be released

to another adult (even if that person is known by the school), unless permission has been provided.

If you are delayed please inform the school office. Should you be more than 10 minutes late to collect your child, they will wait in the reception area in the Manser Building.

Behaviour Management



We expect high standards of behaviour and politeness from all our children. Behaviour management is firm yet sympathetic. We encourage children to have high self esteem, to respect each other and their property and to take pride in their school, the environment and the community in which they live.

School rules are made to allow the children to work, learn and play happily together. We are committed to promoting positive values and rewarding children who show that they have thought carefully about the termly Christian value. We expect our parents to play their part in supporting the school in these aims.

Our Behaviour Management Policies are reviewed annually. Parents are very welcome to receive a copy. Each class has its agreed rules displayed in its classroom. Parents will be contacted if a child is not responding to school discipline. It is hoped that with parental support, the situation will be resolved quickly.

All serious cases will be reported to the Governing Body. In exceptional circumstances a child may be excluded

from the school for a fixed term or even permanently. A parent would have the right to make representation to the Governing Body and Local Education Authority at the meetings called to consider the exclusion.

Bullying

Whilst we feel that there is not a serious bullying problem at St. Andrew's, we do recognise that there will be incidents wherever groups of young people are gathered together. We are quite clear where we stand on this issue. Bullying, both physical and verbal, will not be tolerated at this school and we believe it is everyone's responsibility to prevent it happening. We aim to never let incidents pass.

Copies of our behaviour and anti-bullying policies are available on request from the school office.

Pastoral support

All our children should feel able to talk freely and openly to any member of staff if they have worries or problems of any kind. The class teacher or member of staff on duty resolves minor difficulties, worries or upsets which may occur from time to time within the classroom or the playground. Incidents that are more serious, or concerns about a child's behaviour, health or wellbeing are referred to designated safeguarding staff or to the Headteacher.

The designated members of staff for safeguarding are:

- Mrs Annette Mashru – Headteacher
- Miss Bex Stott – Deputy Headteacher
- Mrs Julie Thompson – EYFS Leader

If it is felt appropriate, we will contact parents/carers to inform them about an incident or issue. Parents are encouraged to talk to their child's class teacher, senior teacher or Headteacher to share concerns about home circumstances or medical matters that might affect their child's work or behaviour in school. All discussions are treated as confidential. However, Child Protection procedures will be followed where necessary.

Travelling to and from school

We actively encourage children to travel to and from school in an environmentally friendly and healthy way. The vast majority of children walk or cycle to school which minimises traffic and improves overall safety. Year five and six pupils can take a cycling proficiency course, run by parent volunteers, during the year.

The school can be entered via the front main entrance off Station Road or through the gates at the end of Grafton Orchard and Rectory Meadow. The pedestrian gates are locked at 9.00 am and re-opened at 3.05 pm.

The school car park is for staff parking only and staff members are issued with parking permits. It is a potentially high risk area for pedestrians and is out of bounds for the children. Pedestrians are asked to keep to the footpaths or walkways to gain access to the school office or classrooms. Should you travel by car, please note that:

- The car park entrance must be kept clear as it serves as an emergency access point.
- The front entrance is not to be used as a turning circle.

St. Andrew's is a 'Healthy School' and supports initiatives to encourage a healthy lifestyle. We are keen to follow the Better Ways to School recommendations and conduct regular surveys on how children travel to school and take an active part in the "Walk to School" weeks.

Years 5 and 6 are offered cycling proficiency training and after passing the proficiency test children are allowed to cycle to school with their parents permission. The school has racks to store bicycles during the day. All cyclists are expected to wear a cycling helmet.

At the start of the school day, children should wait sensibly with their parents or carers outside the classroom, (not before 8.40 am because there is no staff supervision before that time). The Foundation Stage equipment and the adventure playground are out of bounds before and after school because the equipment can only be used when supervised by a properly insured school staff member.

Should you need to come into school during the day, please report to the school office in Manser Building.

Transfer to Secondary School

Much time is given to ease the transfer from primary to secondary school. The two nearby comprehensive schools Lord Williams's School in Thame and Icknield School in Watlington invite prospective pupils, with their parents, to Open Days in September of the new academic year. This opportunity may help you to make decisions about which school will best meet the needs of your child. Your choice has to be registered with Oxfordshire County Council during the Autumn Term.

In the Summer term prior to transfer:

- Teachers from the secondary phase visit us in school to meet their new pupils and to talk to their class teachers;
- Year 6 spend an induction day at their new school;
- There is an evening meeting at the chosen school for parents and children, which includes a guided tour.

The detailed assessment records and the final school report for each child are transferred to the secondary school. Teachers are therefore able to plan to meet the needs of their new pupils prior to their arrival.



Year 6 pupils at Lord Williams's School



Sixth form students from LWS at St. Andrew's

The St. Andrew's Community Swimming Pool

At St. Andrew's CE Primary School we are lucky enough to have our own Swimming Pool on site. Chinnor Community Swimming Pool is an open air pool which is heated to 30°C, situated in the St. Andrew's School grounds. It is open from Easter to the October half term holiday.

The swimming pool is a huge asset to the school allowing us to offer the unique opportunity of two swimming lessons per week for the EYFS and KS1 children, and weekly lessons for the KS2 children whilst the pool is open. By the time a pupil leaves St. Andrew's School at the end of year 6 they will have had at least 96 swimming lessons!

The swimming pool is a real hub of the community and a great boon to the village. It also gives St Andrew's the opportunity to involve the rest of the community with the school. During the day the pool is used by St. Andrew's School pupils for lessons but after school, at weekends and during the holidays the pool is opened up to the public. We offer swimming lessons, fun swim sessions, adult only swimming and junior lifeguard training to the whole community. It is also used widely by community groups such as the Brownies/Rainbows and Beavers/cubs and also for private hire for children's parties. We have even held a baptism in it!

The pool is run by a dedicated group of volunteers from all sectors of the community. The committee includes parents from all local schools, the parish council and the local pre-schools. All the lifeguards and pool managers undergo rigorous training to ensure safety in the water.

The swimming pool is funded by the hard work of the committee who run regular fundraising events, as well as swimming lessons and community swimming sessions to raise money for the upkeep of the pool. We could not continue without the support of the committee and that of the lifeguards. They all give up their time willingly and without payment. We are very fortunate at St. Andrew's School that we have such a high level of parental support for the school and its pupils. It is a testament to the loyalty and dedication of our parents.

Further information and a full timetable of what is on, when can be found on the website www.chinnorcommunityswimmingpool.co.uk

Our typical after school timetable looks like this;

Monday	Swimming lessons between 3.30pm and 5.30pm.
Tuesday	Swimming lessons between 3.30pm and 5.30pm
Wednesday	Available for hire for community groups and parties
Thursday	Available for hire for community groups and parties
Friday	Fun Swim 3.30-4.30pm

In the summer holiday we run intensive swimming courses, daily 30 minute lessons, which quickly build water confidence and skills. We also run fun swim sessions on holiday weekdays.

We are always looking for people to join the committee or to train as lifeguards. If you would like to help or if you have any questions at all please do not hesitate to get in touch either via the website or by leaving a message at the School reception.

Chinnor Community Swimming Pool at St. Andrew's Committee



The circus comes to St. Andrew's



Fun in the pool



The Summer Carnival



The Christmas Fayre

SASA – St. Andrew's School Association

SASA is a committee of hardworking parents that organises events to raise much needed funds for St. Andrew's School. We always welcome new members and ideas and by joining SASA, it is also a great way to make new friends and to be involved with the pupils and staff of St Andrew's.

On average £8,000 a year is raised through SASA and we are currently the highest earning PTA in Oxfordshire! The money raised goes back directly into the school and is used to buy new equipment, fund school trips etc. which benefits all the children.

If you would like to be involved with SASA or have any new fund raising ideas you would like to put to the committee, we should like to hear from you!

Nykki Greaves - Chair of St Andrew's School Association

School Information and Communication

School information, letters and forms are available on Parentmail and as hard copies. Hard copies are kept in the school office letters file. Newsletters are published regularly (approximately every two weeks). Please check your child's book bag on a regular basis!

Returning forms and money

All forms can be handed directly to the class teacher during morning registration or handed directly into the school office. Any monies should be placed in a sealed envelope with the child's name, class and what the money is for, clearly written on the front of the envelope.

Complaints

If you have a concern, it is important to raise it with your child's teacher or the Headteacher. These are the people who can do something about your problem. If you are not satisfied, you should refer the matter to the Governing Body, preferably through one of the Parent Governors.

Ultimately, you may take an unresolved issue to the local authority. The Headteacher will provide you with the appropriate information and contact details.



'Learning together, we achieve great things'