

Alderman Jacobs Primary School (Academy Trust)
Drybread Road, Whittlesey, Peterborough, PE7 1XJ

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ALDERMAN JACOBS SCHOOL ~ an ACADEMY TRUST

Introduction

Choosing a school for your child is one of the most important decisions you will need to make as a parent.

You will naturally want your child to have the best possible start. At Alderman Jacobs School, a strong and positive foundation is laid for future learning, and secure and friendly relationships are developed to encourage children's self-confidence.

Older children who transfer to Alderman Jacobs from other primary schools will find that they are made welcome and that their progress continues with the minimum of disruption - an important factor for a family which is experiencing the upheaval of moving home.

We place great importance on the partnership between home and school, especially in discussion on children's progress and matters of welfare and discipline.

The school building and the extensive grounds provide excellent facilities for the children and we enjoy good relationships with the wider community who often share these facilities with us.

This booklet describes Alderman Jacobs School. It will tell you something about the way in which the school is organised and what is taught. However, no booklet can give you the whole picture. The ethos of the school, its spirit and expectations, can best be judged in person.

Therefore, if you are interested in finding out more about Alderman Jacobs School, I extend a warm invitation to visit us and see for yourself.

Cathy Carlisle

Cathy Carlisle
Headteacher





◆ Our School Aims

At Alderman Jacobs it is our aim to develop in children *Energy for Learning, Life and the Environment* we do this by giving all children opportunities, skills and knowledge to make good progress; develop a range of skills for learning and life; have a positive attitude to challenges, themselves and others; to 'be green' and care for their environment now and in the future; show respect and have compassion and for their immediate environment, their community and the wider world; have high aspirations for what they can achieve; develop sporting and fitness skills and know how to live a healthy happy life.

◆ The School

Alderman Jacobs School is an Academy Trust Primary, co-educational day school. Age range 4 to 11 yrs.

Headteacher: Mrs Cathy Carlisle
 Deputy Headteacher: Mrs Nicola Baker
 Deputy Headteacher: Mrs Elaine Crane

Assistant Headteacher - Inclusion and SEN: Mrs Abi Shepherd
 Assistant Headteacher - Early Years: Mrs Sarah Holdsworth
 Assistant Headteacher - Lower School: Mr Andrew Pattison
 Assistant Headteacher - Middle School: Miss Gillian McCutcheon
 Assistant Headteacher - Upper School: Miss Emma Vickers

Chair of Governors: Mrs Laura Holland

◆ Facilities

The school has 21 classes. These are accommodated in spacious rooms all of which are carpeted and these add to the quiet, homely atmosphere within the school. The school has two hall areas, a library, a food technology base, special needs and disabled facilities. Our outdoor heated swimming pool is used throughout the summer term. There are three hard-surfaced playgrounds and a large playing field accommodating two football pitches, open play areas and an outdoor Gym. There are several quiet sitting areas and safe areas for Early Years pupils.

We have an environmental area with an outdoor classroom as well as a variety of shrubs, hedgerows and trees, around the school grounds.

We encourage active play times with playground equipment, a traversing wall, trim trails and other outdoor equipment for summer use.

The school is well resourced, not only in terms of equipment and facilities, but also in the range of skills and abilities offered by a dedicated group of staff, including a specialist music teacher and PE teacher. There is a strong Friends of AJS group which has raised thousands of pounds for school needs and arranged many enjoyable social events over many years.

The school runs its own Early Bears breakfast club which starts at 7.45am to 8.45am every day. The fee includes entry and a light breakfast.

The Straw Bears after school club runs from 3.15pm and is available until 6.00pm everyday. Booking forms and information packs are available from the school office by request.

◆ **School Hours**

Early Years and Key Stage 1 (Y1 -2) ~ 8.45 am to 3.15 pm with 1 hour 10 minutes for lunch. In addition, there is a mid-morning break of 15 minutes and an afternoon of break of 10 minutes.

Key Stage 2: (Y3 - Y6) ~ 8.45 am to 3.15 pm with 1 hour for lunch. In addition, there is a mid-morning break of 15 minutes.

Children are expected to be on the playground no earlier than 8.35 am. Children are collected from their playground line by their teachers at 8.45 am. If returning from lunch at home the children should arrive between 1.00 pm and 1.10 pm. **The staff cannot be responsible for children who arrive at school more than 10 minutes before the start of each session.**

◆ **School Communications**

The school uses an online School Comms system to communicate with parents. All information regarding trips, activities within school, after school clubs or Year group messages are communicated through this system via e-mail. A small handful of letters are available in the main reception foyer if you do not have access to a printer.

Any injuries that a child may receive whilst in school is communicated by the Medical Tracker system. An e-mail will be sent with information regarding the injury and any treatment administered. For more serious injuries parents will receive a telephone call from the school office.

◆ **School Payments**

The school uses an online system to make payments for trips and school dinners. The website is called www.schoolgateway.com. A School Gateway app can also be downloaded onto your mobile tablet or phone for convenience. To register you will need the email address and mobile phone number that the school has registered. It is therefore very important that the school are aware of any contact detail changes.

◆ Admissions Policy

The Academy Trust agrees to accept the policy guidelines on admissions produced by Cambridgeshire County Council.

The school will enrol pupils up to its agreed overall capacity and annual admissions limit.

Cambridgeshire Local Authority are our Admissions Body. Their contact details are:
PO Box ELH 1505, Castle Court, Castle Hill, Cambridgeshire CB3 0AP
Telephone: 01223 717026

Parents who wish to view the school prior to admission are requested to contact the school office.

◆ The School Curriculum

The school provides a broad, balanced and relevant curriculum for children of all ages. In addition to the National Curriculum we include those things of value which make up the education of the whole person.

In Early Years, teachers plan according to Early Years Foundation Stage curriculum guidance. In Years 1 to 6 themes or topics are designed to give coverage of National Curriculum areas such as history, geography and science. Some of a child's termly work will be directly related to these. The majority of our literacy teaching takes place within the daily English lesson, however these skills are further developed across the curriculum in all subjects. Opportunities for extended writing also provided as well as additional time for spelling and handwriting. A daily mathematics lesson takes place for all year groups and mathematical skills and problem solving are again encouraged in other subject areas.

Aspects of health education, citizenship, and road safety, personal and social education are included in the work of year groups.

Our Curriculum Plan for each year group is on our school website.

At the age of seven and at the age of eleven all pupils will be formally assessed through the use of nationally prescribed Standard Attainment Tests. The results from these, in conjunction with continuous teacher assessment, will give an indication of a child's level of achievement. The results of national assessments will be available to parents.

◆ Our Pre-School

Alderman Jacobs has its own Pre-School offering structured play and learning opportunities to prepare children for school. The Pre-School is open 5 days a week from 8.50am - 3.05pm. Please contact the main school reception for an information pack.

◆ The School Pupil Achievement

Our results are improving every year and in many areas attainment is at least as good and sometimes better than national. We are working hard to further improve writing skills and to develop in children a love of reading.

Early Years Foundation Stage Profile Data		
	AJS	National
Children achieving a Good level of development	70.4	71.4%
Average Total Point Score	34.9	34.5

Year One Phonics Screen		
	AJS	National
Percentage of children who achieve Age Related Expectation	88%	83%

Year 2	Reading		Writing		Maths		Combined
	Expected	Greater Depth	Expected	Greater Depth	Expected	Greater Depth	Expected
AJS	80%	28%	76%	17%	84%	24%	72%
National	75%	tbc	70%	tbc	76%	tbc	65%

Year 6 (83)	Reading	Writing	Maths	Combined
	Expected	Expected	Expected	Expected
AJS	88%	90%	86%	80%
National	75%	78%	76%	64%
	Higher Standard	Higher Standard	Higher Standard	Higher Standard
AJS	31%	42%	28%	18%
National	28%	20%	24%	10%

◆ Pupils with Special Educational Needs (SEN)

Our school aims to be an inclusive school. We hope to make all our children welcome and feel happy to look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

Children with special educational needs are identified as early as possible and monitored throughout their time in school. A supportive partnership is fostered between parents and the school. Other specialists, including Communication Therapists, Health Professionals and the Educational Psychologist are consulted when necessary. Our Special Educational Needs Policy is available for parents to read.

Children identified as having special needs will be taught within their class groups; providing access to all the educational experiences their classmates have. Parents will always be informed about the educational provision required for a child who has special educational needs.

It is a statutory obligation to ensure that the school provides adequately for pupils with special needs, and the governors are committed to this objective. Our policy on Special Educational Needs is in line with the Government's revised "Code of Practice".

Although our school is built on two levels we are able to accommodate pupils with physical and sensory disabilities. We make every effort to liaise with families of disabled children and will discuss our aim to give full access to the National Curriculum and to the life of the school. Parents are invited to discuss admission with the Headteacher. We have managed in recent years to extend our facilities for disabled pupils. We have a purpose built hygiene room and a lift in school providing access to the first floor.

◆ Sex and Relationships Education

Sex and Relationship Education is taught as part of our PSHCE work on Healthy and Safer Lifestyles. Personal safety is taught as well as strategies to deal with bullying. Sex and Relationship Education forms a discrete element in Years 1, 3, 5 and 6. Our teaching complies with the National Curriculum for Science.

Year 1	Naming male and female sexual parts.
Year 3	Consider the changes that will happen to their bodies as they approach puberty.
Year 5	Consider the physical changes which boys and girls experience during puberty and coping with their emotions.
Year 6	There will be opportunities for children to learn about conception, birth and caring for a child within a family context.

Advance notice of any Year 5 or Year 6 session is always given to parents in writing and parents are invited to view resources. Teachers will be happy to discuss any aspect of sex education with a parent. Request for withdrawal from any of our sex education programme will be fully respected. Parents are asked to put their request in writing to the Headteacher.

◆ Religious Education and Collective Worship

This follows the county's agreed syllabus and is in line with the direction of the Department for Education.

Parents may withdraw their children from collective worship or religious education, but it is essential to put such a request in writing to the Headteacher. When a child is withdrawn an alternative curriculum activity will be provided.

School collective worship is varied, but of a broadly Christian nature. Stories from the Bible and from other faiths are used to illustrate principles such as compassion, integrity, faithfulness and service to others. Local clergy visit and lead some school assemblies.

Some assemblies, taken by children and staff, are used to foster the school spirit, to teach right from wrong and to show examples of good work, related to study.

◆ Focus and Intervention Groups

In all year groups we identify pupils who may not have special needs but who require additional support in literacy or numeracy. We try to give extra help to these 'focus group' children and ask for parental support to ensure the children have every opportunity to succeed. Often the children will be taught in small groups by a teacher or trained teaching assistant for a specified number of weeks. These interventions include: Precision teaching, Pre-teaching, Read Write Inc. 1:1, 1:1 tuition, Numbers Count and Lexonik.

◆ Gifted and Talented Children

We have a leader for Gifted and Talented pupils who promotes current information and training for staff and who liaises with local schools to ensure good provision. We also track the individual progress of our most able pupils to ensure good progression and support them in order to achieve to their full potential.

Sometimes able pupils are taught separately from the rest of the class to allow them the opportunity to experience a different type of activity. Year 5 and 6 gifted and talented pupils attend sessions at a secondary school by invitation. Pupils may also take part in inter-school challenges and quizzes.

◆ Organisation

At Alderman Jacobs School we organise the years into phases. We have four phases with an Assistant Headteacher who has overall responsibility for each area:

- Early Years - Mrs Sarah Holdsworth
- Lower School - Y1, Y2 - Mr Andrew Pattison
- Middle School - Y3, Y4 - Miss Gillian McCutcheon
- Upper School - Y5 and Y6 - Miss Emma Vickers

◆ Sport

At Alderman Jacobs School, we promote an active lifestyle through both our curricular and extra curricular programmes and provide our pupils with opportunities to follow their interests and to develop expertise. We have a specialist PE teacher and visiting coaches.

In class lessons, all pupils practise a range of skills and older pupils enjoy football, netball, hockey, athletics, rugby and rounders in games lessons. We aim for two hours of physical education weekly in curriculum time.

Swimming in our pool takes place during the summer term.

All teachers teach class PE and games and undertake relevant training. Dance is taught in class sessions and extra-curricular modern dance and country dancing are available for children.

The School holds a Silver Schools Games Mark Award for commitment, engagement and delivery of competitive sport and extra curricular clubs.

◆ **Health Promoting School**

Alderman Jacobs School encourages a healthy lifestyle. We ask that parents support this by encouraging children to eat healthily and to exercise regularly. We promote healthy eating in school by asking children to choose fruit, vegetables or water as a breaktime snack. Milk and fruit pots can be purchased from our school caterers on a daily basis. The Year 6 children run a "Fruiti Tutti" healthy snack business which includes raisins and popcorn.

◆ **Extra Curricular Activities**

We are very fortunate in having a talented and dedicated staff who give freely of their own time to run a wide variety of extra-curricular activities. These are run either during the lunch break or after school from 3.15pm to 4.15pm or 4.30pm.

The clubs presently offered include: Brainstretchers Club (ICT and homework), Zumba, Story, Football, Art, Netball, Rounders, Hama Beads, Minecraft, Ipad, Lego and Musical Theatre. We are also very fortunate in being able to provide a number of music clubs: Choir and Recorders.

String, wind and brass instrument tuition is offered by music tutors. Parents are asked to liaise with our music leader about prices and availability.

When an activity follows afternoon school we ask that adequate arrangements are made for your child's safe journey home after the club has ended.

◆ **Charges and Remissions Policy**

The Academy Trust recognises the valuable contribution that a wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education. The Academy Trust aims to promote and provide such activities, both as part of a broad and balanced curriculum for the school and as additional optional activities.

The Academy Trust does not charge for the cost of an activity in so far as it is required to do so by law, therefore, no charge is made for statutory duties relating to the National Curriculum or PE

Whilst every effort will be made to fund a range of activities from existing financial resources, the Academy Trust will also seek voluntary contributions from parents.

A copy of our full Charges and Remissions Policy is available on the School website.

◆ Educational Visits

The National Curriculum places much emphasis on first hand experience. No compulsory charge will be made (except for board and lodging in the case of residential visits). However, as funding would have to come from the school's own budget, we do ask parents to make a voluntary contribution to cover the cost. Visits, which are not financially viable, will not take place. Residential visits are arranged each year to:

Year 3	Stibbington Outdoor Centre	2 nights
Year 4	PGL Centre- Outdoor and Adventurous Activities	2 nights
Year 5	Grafham Activity Centre	3 nights
Year 6	York	4 nights

◆ Parents and the School

Education is a partnership between home and school. This is recognised in our Home/School Contract which you will be asked to agree to. We believe that close co-operation between home and school is essential to children's welfare and good progress and teachers value opportunities for working with parents.

Your child is important and his or her educational progress is our joint concern.

Parents will be expected to take part in discussions with teachers on their child's progress in school. Teachers will contact parents, twice yearly, in order to make appointments for these discussions.

A mid year and an end-of-year report will be available to you in the Spring term and Summer term. The reports will be sent to you and arrangements for discussion will be explained to you.

◆ Attendance and Punctuality

Regular attendance is essential if children are to progress well. If your child is absent, please contact the school by telephone (use option 2) before 9.00am on the first day of absence. If absence from school is not explained it will be classified as unauthorised.

Medical or dental appointments may be classified as authorised absences provided the school receives a copy of the appointment card or letter.

It is important that children come to school on time every day. When a pupil misses registration without an explanation, he or she may be marked with an unauthorised absence, even though they may arrive later.

Governors and staff will not authorise (unless there are exceptional circumstances) holidays in term-time as a pupil's education is affected and progress disrupted.

If parents have exceptional circumstances necessitating holiday absence during term-time a holiday request form is available from the office and should be returned to the school for the Headteacher's consideration.

If there is a great deal of absence or your child regularly comes to school late it is likely that the Education Welfare Officer (EWO) will visit your home to discuss the problem with you.

◆ School Uniform

When preparing children for their school day please remember our School Uniform Code and ensure the following:

Alderman Jacobs School Uniform
Red or white polo shirt or white collared shirt or blouse Grey skirt, pinafore dress or trousers Red/white checked gingham dress (summer) Red sweatshirt or cardigan (no hooded tops) Red, white or grey socks Red or grey tights No nail varnish or jewellery Stud earrings only A watch may be worn Long hair must be tied up Plain black shoes (no open toes or trainers)
School PE T-shirt or plain white t-shirt black shorts Change of footwear eg trainers or plimsolls Black joggers School logo red PE Hoodie or plain black sweatshirt A separate named bag for PE kit One piece swimming costumes only Swimming hat

Uniform with our school logo can purchased from our uniform supplier Total Clothing who are based in Peterborough. Their website is www.totalclothingshop.co.uk/ajs

◆ Arrangements for Parents to Visit

Prior to entry, four-year-olds and their parents are invited into school for a series of visits. Local playgroups visit Alderman Jacobs School during the Summer term too.

◆ Pastoral Care

Alderman Jacobs value the children in their care. Teachers are responsible for the education and the pastoral care of all the pupils in their classes.

If a child seems upset or worried the class teacher will discreetly talk with the child to try to understand the situation. The class teacher will try to reassure the child and will make contact with the parent/carer if necessary.

If your child becomes ill whilst at school we will make every attempt to contact you. An emergency contact number must be given to school when you register your child so that parents can be contacted without delay. In the event of a child having a serious accident at school, again, we will try to contact you. If we are unable to make contact then we will take the necessary steps to deal with your child's injury. Please inform school of any change in contact numbers.

If your child is not able to participate in any physical activity due to an injury please inform your child's class teacher in writing. Unfortunately a verbal message from a child will not be accepted. Please ensure that physical activities are participated in at all times apart from when a child is injured.

If it is necessary for prescription medicine or tablets to be taken by children at school a member of the office staff should be informed of the dosage in writing by the parent or carer. Medicines prescribed for 3 doses per day can be taken before school, after school and at bedtime. Please come and talk to your child's teacher if your son or daughter needs medication for any long-term illness such as asthma or a particular allergy. **Children must not keep medicines in school. They must be looked after by the school office.**

◆ **School Meals**

School meals are cooked on the premises and there is a choice of menu every day including sandwiches and a wide choice of salads.

Children in Early Years, Year 1 and Year 2 are entitled to Universal Free School Meals.

Payments for other year groups should be made in advance on the first day of the week. All school meals are to be paid online via the School Gateway payment system.

If parents choose to provide a packed lunch it is important that plastic containers are clearly named. Drinks may be brought to school in appropriate plastic containers with firm fitting lids. **Glass bottles, cans, sweets and fizzy drinks are not allowed. We do have children allergic to nuts and so we advise parents to avoid peanut butter or nuts in packed lunches.**

Parents who think that they may qualify for free meals should obtain information, in confidence, from the school office.

◆ **Behaviour and Discipline**

Parents have a crucial role to play in teaching the difference between right and wrong. We ask that parents ensure that their children arrive at school on time, have the right clothing and equipment and always do set homework.

We encourage and expect sensible and responsible behaviour at all times, which means acting carefully towards other people and their possessions, and towards the school building and equipment. We have 3 key words - 'Ready, Respectful and Safe' which we promote in school. We have a series of rewards and sanctions.

Discipline in the school is a responsibility shared by all staff so that children learn to make good relationships with others at work, at play and at home. We ask parents to impress upon their children the need to observe our code of conduct.

Parents are informed if there is a serious breach of discipline so that a shared approach can be discussed for the benefit of the child. Offensive language, any type of aggressive behaviour, racism or any bullying will not be tolerated.

Please remember that school rules are intended to help children to learn to live together in harmony in our society. Our 'Behaviour Policy' is available to all parents and includes our expectations, rewards and sanctions.

Any physical intervention with pupils is only ever used as a last resort to maintain a safe environment and ensure the safety of pupils. Our positive handling and use of physical intervention policy is available to read from our school office.

◆ **Anti-Bullying Procedures**

We operate a "zero tolerance" approach to bullying. We define bullying as:

Bullying is a persistent, deliberate attempt to hurt or humiliate someone. Different types of bullying have three things in common:

- They involve deliberately hurtful behaviour;
- They are repeated over time;
- They involve an unfair balance of power, which makes it hard for those being bullied to defend themselves.

Alleged incidents will be recorded in school, investigated and feedback provided to the victim and parents. Perpetrators will be dealt with in school and parents informed.

◆ **Child Protection/Staying Safe**

All new members of staff and volunteers are fully DBS (Disclosure and Barring Scheme) checked before appointment.

Children will not be allowed to leave school alone during school hours. If your child has an appointment with the doctor, dentist, optician etc., which requires release from lessons, please arrange in advance to collect your child from school.

If there is ever serious concern about a child which has not been resolved through discussion between the school and parents it may well be necessary to ask Social Care visit a child's parents at home. This would only ever happen when there was a concern about the child's welfare, perhaps based on the child's appearance, an injury, or the child's behaviour. The school has a legal responsibility to seek help in such circumstances. On rare occasions the school may make an emergency referral to Social Care without informing parents/carers.

◆ **Racist Incidents**

'Under the Race Relations (Amendment) Act 2000 and Home Office Code of Practice on reporting and recording racist incidents (2000) schools are required to record and investigate all racist incidents and to report them to the Local Authority on a regular basis.

As advised by the Department for Education we have adopted the definition recommended in the Stephen Lawrence inquiry Report 1999:

'A racist incident is any incident which is perceived to be racist by the victim or any other person'

This definition emphasises perception, so that if anyone thinks an incident is racist it will be recorded and investigated as such, however minor it may seem.

Incidents involving children and adults will be recorded whether or not those responsible intended their behaviour to be racist. It should also be noted that a racist incident does not necessarily have a victim.

Parents/carers will be contacted if their child is involved in any way in an alleged racist incident and they will be kept informed of the progress and outcomes of any investigation.

◆ **Complaints Procedure**

Any concerns expressed by parents and others about the school curriculum and related matters will usually be discussed, and, as far as possible, dealt with on an informal basis with the teachers and Assistant Headteacher to begin with, then the Deputy Headteacher or Headteacher. It is only when concerns cannot be resolved informally that a formal complaints procedure will come into operation.

If we cannot resolve your complaint informally, then you should follow our complaints procedure which can be found on our website.

◆ **Security**

To keep our school as safe and as secure as possible, all visitors, including parents, must report to the school office and not enter by any other doors. Visitors are requested to sign into school and to wear a visitor's identity badge at all times. Parents wishing to take children for dental or doctor's appointments should report to the school office and receive assistance from our school's office staff in collecting their child.

◆ **Homework**

Reading and Mathematics homework is regularly set for all children. From Year 2 Mathematics, an online programme, is used. In Years 5 and 6, maths homework is set and linked to classroom learning. In Year 1, teachers set appropriate maths and spellings. There is an expectation that reading at least 3 times per week is carried out at home too. We regard reading as a basic and invaluable skill and seek the co-operation of parents in sharing the responsibility for developing skills and fostering an enjoyment of books. For further information our Homework Policy is available for parents.

◆ **Policies**

The Academy Trust have agreed policies on a range of matters concerning the Curriculum, Management and Health & Safety. These are available in greater detail on request from the school office or on our website.

◆ **Our Community**

We welcome community links and extend our services into the locality. We are always willing to expand our community involvement. If you have any suggestions, please let us know.

It is important that our pupils learn about and appreciate the community in which they live.

The police, clergy and other representatives from the local community visit regularly, often working with children and staff.

◆ The Academy Trust

The Academy Trust are responsible for the school.

The Trustees delegate the Strategic Planning to the Governing Body and the Headteacher.

These include:

- Making decisions on the school budget and all related financial matters.
- The appointment of staff.
- To ensure that the fabric of the school and Health and Safety issues are in appropriate order.

All Governors meet termly as a minimum requirement. Governors' sub-committees for Premises and Resources, Finance and Achievement also meet termly prior to each full Governing Body meeting.

Governors' minutes from meetings are published in school and available for parents to see.

◆ Conclusion

It is hoped that this prospectus covers as many aspects as possible of the work of Alderman Jacobs School. Our aim is to provide the best possible education for our pupils and we can only do this by having high expectations of our children in work, attitudes and behaviour.

We have a highly qualified staff with extensive experience dedicated to the teaching of your children. In partnership with parents, we want to help the children at Alderman Jacobs to develop into mature, responsible youngsters who will be an asset to the community and who will continue to find pleasure in learning for the rest of their lives.



Cathy Carlisle
Headteacher