



Committed to: **ACHIEVING, BELONGING, CARING**

Quotes from parents:

"Truly inclusive"

"We couldn't wish for a better school"

"A wonderful atmosphere and a happy learning environment"



CubbingtonCE Primary School

Church Hill, Cubbington,
Leamington Spa, CV32 7JY
Tel: 01926 422967

Head Teacher Mrs C. Clarke MA.

Welcome to Cubbington C of E Primary School.

We hope that you will find the information in this prospectus and on our website useful.

We welcome visits to school when you will be able to meet our children and staff and see us at work and play.

Headteacher: Mrs. Cathy Clarke

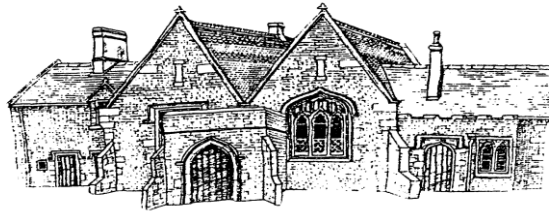
Chair of Governors: Mrs Theresa Saul

AgeRange: 4 to 11

Number on Roll: 200

Classification: VoluntaryControlledSchool (mixed)

ACHIEVING, BELONGING, CARING



Our AIM is as simple as ABC –

Achieving, Belonging, Caring

Through this we strive to:

- *Provide a secure, caring and stimulating environment in which children are happy and which enables them to learn*
- *Through our teaching give each child access to an appropriate, broad, balanced and relevant curriculum*
- *Enable each child to fulfil his/her potential*
- *Guide the children's moral and spiritual development in a way that reflects the school's Christian foundation*
- *Build partnerships with parents*
- *Develop effective links with the community we serve*
- *Continuously strive to improve*

CubbingtonCEPrimary school is a voluntary controlled school for children aged 4 – 11 years. We are proud to be a truly inclusive Church school and we aim to help our children develop as individuals, combining academic achievement with good pastoral care.

Children of all abilities, backgrounds and cultures are welcome.

Proud to be a Church of England School

We are proud to be Church of England (Voluntary Controlled) School and have strong links with our Church, St. Mary's, and other local churches. Our Christian Values are an integral part of the character of our school and are reflected in the daily life and work throughout the day.

Collective Worship

Each day there is an act of Collective Worship when staff and children gather together to take time to share, reflect and celebrate the daily life and work life of the school.

Our collective worship supports our Christian values through storytelling, drama, music, and by celebrating special occasions in the year of the Christian church. We ensure that we also recognise special occasions within other faiths, particularly those that form part of the lives of children within our school.

We welcome visitors from local churches, community groups and other faiths to our assemblies and Collective Acts of Worship.

Parents have the right to withdraw their child from Collective Worship if they wish to do so. Please make an appointment to see the Head teacher if you would like to discuss this.



St. Mary's parish church in Cubbington.

Religious Education

We are a Church of England Voluntary Controlled school and the Christian Values of our school are reflected in the daily life and work of our school.

We follow the Warwickshire agreed syllabus for RE and within this is the teaching and understanding of other faiths and cultures.

We welcome children and families of differing religious beliefs and recognise and celebrate a variety of religious and cultural traditions that reflect the lives of our children.

Parents have the right to withdraw their child from RE lessons and should notify the school in writing if they wish to do so.

Policies for Collective Worship and RE

Copies of the Collective Worship Policy and the RE Policy are available on request.

Staff and Governors 2013- 2014

Members of Staff:

Head Teacher	Mrs C. Clarke
Wrens R	Mrs. S. Varney
Swifts (Y1)	Mrs. C. Lester
Swallows (Y2)	Mrs. J. Edmonds (senior teacher)
Kingfishers (Y3)	Mrs. E. Corcoran/Mrs. J. Caress
Herons (Y4)	Mrs. L. Arben
Kestrels (Y5)	Mrs. J. Jones (senior teacher) and Mrs L. May
Kites (Y6)	Mrs. E. Jenks
Music	Mrs. A. Richardson
Spanish	Mrs. G. Raffa
HLTA's	Mrs. M. Richardson. Mr. T. Lester
Teaching Assistants	Mrs. J. Eyton, Mrs. K. Frondella Mrs. K. Batsford, Mrs. J. Neal, Mrs. H. Jenkins, Ms. A. Challand, Mrs. J. Weston, Mrs. T. Malin. Mrs. G. Maunder
Office Manger	Mrs. M. Guy
Admin Assistant	Ms. J. Perry
Governors:	
Chairperson	Mrs. T. Saul
LA Governors	Mr. D. Saul, Mr. M. Morris
Foundation Governors	Mrs. G. Hillyard, Mrs. T. Saul, Rev. G. Coles
Community Governors	Mr. D. Morris, Mr. R. Inman
Parent Governors	Dr. N. Wylie Mrs. G. Looney Mrs. Ursula Adams Mrs. N. Sayers
Staff Governors	Mrs. C. Clarke, Mrs. J. Edmonds
Associate Governor	Mr G. Bailey
Clerk to Governors	Ms. J. Perry

Admissions Arrangements

We are a single form entry school with one class for each year group from Reception to Year 6. Our standard number is 30 which represents the maximum size of each class.

If we receive more applications than the number of available places, the Local Authority will allocate children in the following order of priority:

1. Children in the care, or provided with accommodation by, a local authority (under Section 22 of the Children Act 1989).
2. Children living in the priority area who have a brother or sister at the school at the time of admission.
3. Children living in the priority area who have a brother or sister at the partner infant school at the time of admission.
4. Other children living in the priority area.
5. Children from outside the priority area who have a brother or sister at the school at the time of admission.
6. Children from outside the priority area who attended the partner infant school immediately prior to transfer.
7. Other children from outside the priority area.

Within each priority the distance between the home and school is considered. (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point of the preferred school. This applies equally to those living inside and outside the County boundary.

Procedures and Timescales

Warwickshire County Council makes provision for the admission in September of all children whose fifth birthdays fall in the academic year 1st September to 31st August.

Parents/carers will normally receive a written offer of a place for their child during the March preceding the start of the school year in September.

When offers have been made and places confirmed, we hold an information evening in the summer term for new families. For further information about the induction process please contact the school office.

"This is a GOOD school which cares very well for its pupils..."

OFSTED report 2009

School Hours

	Morning Session	Afternoon Session
Foundation Stage and Key Stage 1	8.55am – 12.15	1.30 – 3.30pm
Key Stage 2	8.55am – 12.15	1.30 – 3.30pm

Foundation Stage staff meet their children at the gate to their outdoor area at 8.45am. Children can then go straight into the classroom.

KS1 staff will be on duty on the playground from 8.45am to meet their children. The bell will go at 8.55am then children will line up to go into school.

In KS2 a member of staff will be on duty on the top playground from 8.45am and children in year 3- 6 come straight into their classrooms from this time. All children must be in school at 8.55am when the school day starts.

Those children going home for lunch may come back after 1.20pm and must be in school for afternoon registration at 1.30pm

Children in Key Stage and Foundation Stage have a 15 minute break each morning and afternoon. Key Stage 2 children have a 15 minute break in the mornings only.

There is an act of Collective Worship for all children each day.

Attendance

In order to make the most of all the learning opportunities and make good progress, it is vitally important that your child arrives on time and attends school every day unless they are ill.

Please phone school by 9.15am if your child is unwell and cannot attend school.

The attendance and punctuality of all our children are monitored closely by school, the Local Authority and OFSTED. Attendance registers are sent electronically to the Local Authority each week and the family of a child whose attendance is below a certain threshold will be contacted by the Attendance and Compliance Service.

Leave of absence in term time is not authorised except in exceptional circumstances. Copies of our Attendance Policy are on the School website or you can request a copy from the school.

Our Code of Conduct

This is our school,

Let us make it somewhere we can all be proud of,

Where we can learn in happy and secure surroundings,

Where we can take care of our school and one another,

Where we can all learn from our mistakes,

Where we encourage everyone to do their best,

Where we care.

Promoting Good Behaviour

We have high expectations of the behaviour of all children based on respect for others at all times. Visitors and colleagues comment regularly on the outstanding behaviour of our children and the calm and purposeful working atmosphere of the school. This was confirmed by the OFSTED Inspection in 2009.

Our Behaviour Policy establishes a clear and consistent code of conduct. It recognises and rewards good behaviour while having in place clear consequences of unacceptable behaviour. We do not tolerate bullying of any form and act swiftly if issues are brought to us.

Copies of our Behaviour, Anti Bullying and Esafety Policies are on the website or can be requested from the office.

Safeguarding and Child Protection

We follow the guidance given, and operate under, the requirements of Warwickshire Safeguarding Children Board (WSCB).

We are committed to safeguarding and promoting the welfare of children and young people in our care. We expect all staff and volunteers to share this commitment.

Should you have any child protection concerns these should be reported to the designated staff responsible for safeguarding and child protection: Head Teacher, Mrs C. Clarke
Class Teacher, Mrs L. May.

In the event of the head teacher or staff member being unavailable, or if you feel it more appropriate to discuss the matter with another named person, child protection issues should be reported to the Senior Staff: Mrs J. Edmonds and Mrs J. Jones. These colleagues can be contacted through the School Office.

Alternatively, you can report issues to the governor with responsibility for child protection: Mrs, G. Hillyard who can also be contacted through the School Office.

Adrian Overs is the Education Safeguarding Children Manager for the Local Authority. He can be contacted on 01926 412264.

A copy of our Safeguarding Policy is available on our website or can be requested from the office.

Equal Opportunities

All children and adults have the right to be treated equally, with respect and with dignity. We are committed to giving all pupils equal opportunities to succeed.

We aim to prepare children to live harmoniously in a multicultural society, to value their culture and to have respect for other cultures. Racism in any form is unacceptable in our school.

A copy of our Equality Statement is on the website or you can request a copy from the office.

Communication

Communication between home and school is a key factor in ensuring the best for all children. We aim to communicate regularly to keep you informed of the progress your child is making, to keep you informed of events and any changes that may need to be made to planned activities. This is done through letters, phone calls or emails and we send you a weekly newsletter by email. We regularly review our procedures and ask your views on how these can be improved.

In case of an emergency it is most important that we have your contact details, and those of other family or friends. Please inform us promptly if these contact details change so that our records can be amended.

Our Creative Curriculum

Alongside the specific teaching of the core subjects within the National Curriculum (English, Maths and Science) we have worked hard over the past few years towards our aim of ensuring our children develop their personal abilities and attributes alongside subject specific knowledge and skills.

As a result we have based our Creative Curriculum on 3 major Drivers:

CURRICULUM DRIVERS		
DEVELOPING SELF AWARENESS AND MOTIVATION	GROWTH AND INDEPENDENCE	DIVERSITY IN THE WIDER WORLD
Through the curriculum at Cubbington C.E Primary School we want to enable children to:		
Enjoy learning and be motivated to achieve the best they can now and in the future.	Become increasingly independent, be able to take the initiative and organise themselves.	Understand their own and others cultures and traditions, within the context of British heritage, and have a strong sense of their place in the world.
Become self-aware and deal well with their emotions.	Have enquiring minds and think for themselves to process information, reason, and question and evaluate.	Appreciate the benefits of diversity.
Have a sense of self-worth and personal identity.	Be creative, resourceful and able to identify and solve problems.	Respect others and act with integrity.
Be open to the excitement and inspiration offered by the natural world and human achievements.	Learn independently and with others.	Have secure values, beliefs and principles on which to distinguish right from wrong.
Have the skills, knowledge and ability to change things for the better.	Be well prepared for life and work in the 21 st Century.	

With these building blocks we try to ensure that our curriculum is stimulating, challenging, enjoyed by our children while meeting their particular needs, and is creative in its delivery.

Information about the main focus of each curriculum area that your child will be studying is sent home to families at the beginning of each term.

As we now prepare for the new Primary Curriculum in September 2014, taking into account the new requirements, we aim to ensure that the Cubbington Drivers continue to form the basis for our new units of work. Workshops and meetings for families are planned for the Autumn term in order that we can share with you the new developments.

Protective Behaviours and Sex and Relationship Education

We aim to help develop each child's understanding and respect for his/her body and its health and well-being. We encourage caring and responsible attitudes towards themselves and others.

Through the work we do on Protective Behaviours we teach children of all ages how to keep themselves safe and how to recognise feelings which may alert them to being unsafe.

The majority of Sex and Relationships Education is taught in years 5 and 6. We hold an evening session for families to inform them of the content of these lessons and to give them the opportunity to look at teaching materials. We are supported in the teaching of this work by professionals from the School Health Team.

Families have the right to withdraw their children from these lessons if they wish.

A copy of our Sex and Relationships Policy is available from school.

Home Learning

We plan Home Learning activities for all children throughout the school and they are an important part of practising and consolidating the learning that takes place during the day.

In Key Stage 1 we aim to develop a love of reading and the skills needed to ensure progression (including phonics and spellings) and also to give opportunities to develop and practise mathematical skills through a range of activities.

As children move into Key Stage 2 there is a greater expectation of children's responsibility to complete their home learning on time. Each class has a regular pattern of English and Maths home learning and the expectations of each year group is explained to children and families by the class teachers. To further develop children's independent learning skills, research projects that relate to an area of learning are planned for each term.

Workshops and meetings are held during the year to inform families of the curriculum and how they can help at home. We hope that you will support us by taking an interest in your child's Home Learning, encouraging them to do their best and praising their efforts.

We do appreciate that many children take part in a wide range of out of school activities, and we encourage and value these, that may limit the time available for Home Learning on some days during the week. We feel that the expectations that we have, and the timescales given for completion of work, are realistic. However, if there are any problems please let us know as soon as possible in order that we can resolve them together.

Reporting Children's Achievements

We have many ways of reporting children's achievements to families, some of which are listed below.

Sharing Assemblies - once a term for each class – all families welcome.

Parent's Evenings -Autumn and Spring terms

Open Evening -Summer Term

Written Report - Summer Term

Merit Assemblies - we recognise wide ranging personal achievements and give out merit badges, reading certificates and awards for sport and music.

Read Aloud Book - taken home by children to be shared at home.

Curriculum evenings – an opportunity to find out about new developments in school.

School Uniform

Our children are proud to wear school uniform which gives them a sense of identity and pride in belonging to Cubbington C of E School. Our uniform is simple and practical and the basic uniform is available at most chain stores.

- Grey trousers, skirts, pinafore dresses
- White or red polo shirts
- Red Sweatshirt or cardigan with school logo*
- Black shoes suitable for indoor and outdoor activities (not trainers or boots.)

Optional - Red fleeces, for outdoor wear only, are available to order

- In the summer girls may wear red checked or striped dresses.

P.E. Kit

- Red T Shirt (T Shirts with a school logo* are available to order).
- Black shorts
- Footwear - Plimsolls are needed for games. Gymnastics is done in bare feet. Trainers are not allowed for indoor PE.

A pump bag is useful for storing P.E. kit. Children must not bring large bags as storage space is limited.

*Items with a school logo can be purchased directly from www.brigadeuniformdirect.uk.com
Further details are available from school

Swimming

Children in KS2 go swimming for one term each year. Information about what they need for swimming lessons will be given to you by the class teacher.

Jewellery

Jewellery must not be worn to school. Children with pierced ears may wear studs, but in order to comply with health and safety guidance, these will need to be covered over during PE lessons.

Personal Belongings

Money and other valuables should not be brought to school, unless required for a specific activity.

Mobile phones should not be brought into school. If a child is walking home from school and you wish them to have a mobile phone for this purpose then this must be handed into the office for safe keeping at the beginning of the day and collected by the child before they leave the premises at the end of the day.

School is unable to accept responsibility for the loss of, or damage to, any valuables or personal belongings that have not been handed into the office for safe keeping.

Lost Property

Please name all articles of clothing, as a great deal of time can be wasted looking for owners of items that are not named. Lost property is displayed regularly for families to check and claim. If items are not claimed after a term they are put into the second hand clothes bank run by our PTA or recycled.

Useful Information

1. Healthy Eating in School

a) School Meals

We have our own kitchen on site and meals are prepared and cooked by Warwickshire County's Catering Service. The two course meals are planned to meet Nutritional Standards, whilst taking account of the children's likes and dislikes, and are accompanied by a drink. Children can choose their main course from the menu at the beginning of each day.

Please pay for the week's meals on a Monday morning, using the envelope provided, or on a termly basis if preferred. Meals must be ordered by 10am, so please let us know if your child will arrive late for any reason.

Are you eligible for Free School Meals? Details can be found at:
www.warwickshire.gov.uk/freeschoolmeals Tel 01926 742060

b) Packed Lunches

Alternatively, children may bring packed lunches. Parents/carers and children are encouraged to think about how these can be made as healthy as possible, providing for a balanced diet. School Healthy Eating Week supports this goal.

Children who bring packed lunches are allowed to bring a carton of either fruit juice or squash to drink with their lunch. Please do not send bottles or cans to school.

c) Snacks

As a Healthy School we encourage children to have fresh fruit or vegetable for a morning snack. Children in Foundation Stage and Key Stage 1 benefit from the Government's free fruit scheme. Children in Key Stage 2 are asked to bring a fresh or dried fruit or vegetables for morning break.

d) Water

Children are encouraged to drink water during the school day, bringing their own water bottle into the classroom, which is always available to them. Water bottles can be purchased in school, or children may use one from home. The children are educated in the benefits of drinking water regularly throughout the day. Water bottles need to be named. They should return home each evening to be washed out. They then need to come back into school the following morning re-filled.

2. First Aid

We have several members of staff who are trained in First Aid and will look after children who have had an accident.

3. Medicines in School

The school has a 'Medicines in School Policy', which has been drawn up in accordance with the Warwickshire Schools Health Directory. This policy explains the restrictions on bringing prescribed and non-prescribed medication into school.

Copies can be requested from the School Office. Members of the school office staff are able to clarify any uncertainties parents/carers may have with regard to medication in school.

4. School Health Team

If you have any medical concerns or questions relating to health issues you can contact our School Nurse, Carol Baker, at Crown Way Clinic. 01926 425449.

5. Before and After School Activities

We offer a range of activities for different age groups. Please see our website for an up to date list of what is currently taking place.

6. Adult Volunteers

We are committed to ensuring the safety and well-being of children at all times. Adult volunteers of all categories need to undergo safeguarding checks before they are allowed into school.

We welcome help from parents, and other adult volunteers, with a range of activities in school. However, we do need to carefully manage the number of additional adults in a class at any given time. In the interest of the children we do not usually plan for family members to help in their child's class on a regular basis.

If you are interested in helping in any way, or have a particular knowledge or skill that would be beneficial to the children, please arrange to speak to Mrs Clarke. You can discuss how you can help and she will let you know what the safeguarding procedures you need to go through before you start.

7. Parent Teacher Association

We have a wonderful PTA which organise both social and fundraising events throughout the year. Whether you have just a little time or lots of enthusiasm and ideas, or both, joining the PTA is a great way to get to know other families and support the school.

Help is welcomed at events throughout the year. For further details see the PTA page on the website.

8. Complaints Procedure

If you have any concerns regarding your child please discuss these with your child's class teacher. If the issue cannot be resolved in this way then please contact the Head Teacher.

If this does not prove satisfactory, you may wish to contact the Chair of Governors.

Where necessary, any formal complaint should be put in writing to the Chair of Governors.

A copy of our Complaints Procedure can be requested from the office.