



"Laying the foundations for life"



*"St Ives is an outstanding school in all aspects of its work. This is the result of excellent leadership and management and the high quality provision."*

*Ofsted 2008*



# Welcome

Dear Parents/Guardians

Please accept this copy of the school Prospectus with my compliments. In it you will find much of the basic information you may require about the school. Additional information may be found on the school's website, and we welcome visits from existing and prospective parents alike.

We are justly proud of the school and its achievements. Its success is built upon the strong partnership which exists between children, parents, staff and governors. Through this partnership St Ives Primary and Nursery School aims to serve the community by providing an education of the highest quality for all our pupils.

As a school, we recognise our role in the community and the special contribution it has to make. The school seeks the support of parents, carers, and the local community in fulfilling its objectives for all the pupils in providing a broad, balanced and relevant curriculum and in striving to raise standards of attainment.

St Ives is an extremely happy school, providing a caring environment in which each individual is truly valued. A dedicated, well-qualified teaching staff provides an excellent education, whilst a wealth of extra curricular opportunities helps children to develop their talents to the full. At St Ives, high expectations underpin all that is undertaken. Forward looking in our approach, we are committed to preparing young people for an ever-changing world.

We want our children to feel cared for, valued and, in turn, to care for and value others. We work hard to ensure all the children here to feel really good about themselves because we know that happy, confident children will both do the best they can, and be the best they can.

The beautiful location and excellent facilities play their part too, but it is the quality of relationships throughout the school that creates such a welcoming environment, for children and parents alike.

Choosing the right school for your child is a major decision so we invite you to come to St Ives to meet pupils and staff and to view our impressive facilities. You can be assured of a very warm welcome! We look forward to working in partnership with you.

Yours sincerely,

Laura Crossley  
Headteacher





# THE SCHOOL'S AIMS AND OBJECTIVES

## *"Laying the foundations for life"*

The school aims to serve the community by providing an education of the highest quality and enabling all young people to become:

- **Successful learners** who enjoy learning, make progress and achieve
- **Confident individuals** who are able to live safe, healthy and fulfilling lives, and
- **Responsible citizens** who make a positive contribution to society.

We aim to educate and encourage children to live happily and work together in a caring environment by providing a range of opportunities for each individual to develop to the maximum of his or her potential in physical, intellectual, personal, social and moral terms.

The school recognises and celebrates diversity acknowledging that everyone irrespective of age, gender, creed or race has a part to play in our school community.

### **To achieve this we seek:**

- To provide a secure, happy and stimulating environment and appropriate play and learning experiences for the academic and personal development of each child.
- To equip children with skills, knowledge and attitudes which will help them to take their place in a rapidly changing society.
- To develop the many skills of communication with great emphasis on literacy and numeracy, and to encourage high standards of achievement.
- To foster a spirit of enquiry and individual appreciation of the environment.
- To promote good standards of behaviour through Christian values and attitudes, both in school and elsewhere, and to encourage children to respond to and appreciate the needs of others.
- To promote the all round physical development of the child allowing for individual interest and ability.

Our code of conduct





Be kind to  
everyone in  
all we do



Work hard and  
enjoy learning



Respect our  
own, others and  
school property



Listen when  
someone else  
is talking



Behave in a  
safe and  
sensible way



Look after  
and feel proud  
of our school

Be careful  
how we speak  
and behave  
towards others



# ADMISSION ARRANGEMENTS

*"Laying the foundations for life"*



St Ives' Governors have agreed an admissions policy in accordance with the Dorset Education Authority.

## **Children are admitted to school at the following times:**

Children will be admitted to school as a single entry in the September of the school year in which they reach the age of five. Initially, all the children will be admitted on a part time basis (mornings only). The school will then offer full time provision before the end of September. However, should parents be concerned about their child's readiness for full time education, and in conjunction with a discussion with the Headteacher, a part time policy will be available (mornings only). Children moving into the area during the school year will be admitted to the school if there is an available space in their year group.

## **Welcoming you and your child to St Ives**

We feel it is important to build a relationship between parents, children, their pre-school provider and the school to ensure a smooth transition into the school. In the term prior to starting in our Reception class, we invite each child to attend several afternoon sessions where they come into school and enjoy some activities. They will meet other children and some of the teachers, becoming more familiar with the school building before their 'big day'.

Parents are encouraged to visit during school hours to see at first hand how children work and play. A personal appointment with the Headteacher can be arranged through the school office and is warmly recommended. We also hold a meeting for all new parents during the summer term before their child starts school where we welcome new families, introduce ourselves and share ideas on how we can work together in preparation for starting school.

As a school we value the knowledge that you have of your child's specific needs and abilities; we hope to work closely with you to ensure that, from the outset of their education, they are happy and challenged.

## **Appeal Committee**

Should parents wish to appeal against the non-admission of a child under section 7 of the 1980 Education Act they should write to the Admission Officer at County Hall, Colliton Park, Dorchester, DT1 1XJ.

## **Want to know more? Additional Information for Parents**

The school office is happy to answer questions and provide you with further information. For a copy of Dorset Education Partnership's Information for Parents' visit [www.dorsetforyou.com](http://www.dorsetforyou.com).



## Our beautiful school grounds

A significant feature of our school is the extensive outdoor environment. There is a large hard play area with a fenced-in area for 'quiet activities', as well as a grassed playing field and an adventure play area with a wide range of climbing apparatus. During the Summer Term every pupil in the school has access to our heated, outdoor swimming pool with its own changing facilities.

The grounds provide excellent opportunities for environmental studies. We have a mature woodland strip running the length of our field with a range of wildlife inhabiting the wide variety of trees. A nature trail runs through this area.

## Our school buildings

St Ives children enjoy spacious accommodation and grounds. Leading off the central hall are seven fully carpeted, well-resourced teaching classrooms; each with art/technology areas. We are extremely proud of our facilities for Information Computer Technology. The Nursery and Reception Classes have purpose-built outdoor play areas.

Our hall is used for assemblies, drama, dance, P.E. and music; it is equipped with a range of P.E. apparatus. Also in the hall is a wide range of musical instruments, including a baby grand piano.

# Our school buildings and grounds

## Security at School

Every step is taken to ensure that the children are as safe as possible in school. We warmly welcome visitors but only via the main secure entry system.

All other exterior doors cannot be opened from the outside. This prevents unauthorised entry but allows a quick and easy exit in the case of an emergency. All visitors are required to report to the school office to sign the visitors' book and collect a visitor's name badge.

## End of the day arrangements

Teachers 'hand over' children to parents or named carers. For any children travelling by other means, a member of staff will escort them.

If someone other than the 'usual person' is collecting your child from school, please inform us of the arrangements and, where possible, advise your child. It is our policy not to let children go with adults who they, or we, do not know.

## Collecting your child early

If you wish your child to leave school early, please speak with the class teacher/office. Children being collected early will be handed over at the school office.

**Sandy Lane:** Please follow the 30mph speed limit and use the unofficial one-way system in an easterly direction. Please consider local residents when parking. In the interests of all children's safety please do not park in the staff car park or the designated bus bay.



# School Uniform

To give them a sense of belonging and pride in their school, we encourage children to wear our school uniform, which is:

## **Winter**

- Grey trousers/skirt/pinafore
- White school polo shirt
- Blue school jumper/cardigan
- Black shoes.

## **Summer**

- Grey trousers/shorts/skirt/pinafore
- Blue school polo shirt
- Blue & white striped or checked dress
- Black shoes/sandals (not open toed).

## **P.E.**

- Blue shorts
- White school t-shirt
- Black jogging bottoms
- Plimsolls for inside
- Blue socks and school hoodies (Key Stage 2)
- Trainers for outside (not required for reception class).

The school has a clothing assistance policy, please do not hesitate to contact the school office for further information.

PLEASE ENSURE ALL ITEMS OF CLOTHING, INCLUDING SHOES, ARE CLEARLY AND SECURELY NAMED.

## **Swimming**

During the summer term, children participate in swimming lessons and activities, unless a letter is sent to excuse them on medical grounds. A one-piece costume for girls and trunks for boys along with a bathing cap are required. An appropriately sized named towel is also essential. Swimming kit will be sent home after each lesson so that it may be washed.

## **Lost Property**

Lost property is collected from around the school and returned immediately to the owner if the item is named. The school does not 'hold onto' unnamed articles of clothing. Any such clothing will be sold on at a reduced rate through school functions held at various times in the school year.



# LEARNING

## at St Ives Primary School

At St Ives, children are engaged by learning that develops and stretches them and excites their imagination. They enjoy the richness of learning – not just learning different things but learning in many different ways: out-of-doors, through play, in small groups, through art, music and sport, from each other, from adults other than teachers, before school, after school, with their parents and grandparents, formally and informally, by listening, by watching, and by doing. They take a pride in their learning and want to do well.

### **Our Curriculum**

In the Foundation Stage, the Early Learning Goals focus on:

- Communication and Language
- Personal, Social and Emotional development
- Physical development
- Mathematics
- Literacy
- Understanding of the World
- Expressive Arts and Design.

These areas of learning dovetail into the National Curriculum and Religious Education subjects of: English, Mathematics, Science (Core) with Design Technology, Information Communication Technology, History, Geography, Music, Religious Education, Art and Design and Physical Education.

At St Ives we include an additional stage element of Personal, Social, Health, Emotional and Citizenship Education, Circle Time plus a Modern Foreign Language at Key Stage 2. Physical Education is allocated additional time due to our decision to place an extra emphasis upon healthy life styles.

### **Creative Curriculum**

The Creative Learning Journey, underpinned by the key principles of 'Every Child Matters' is an exciting new curriculum leading our school and children in to the 21st Century. It is preparing children for a future world with which we are still unfamiliar.

Throughout the journey the curriculum plans to ensure that children made maximum gains in their learning. The impact on children's ability and experiences of enjoying and achieving is incredibly positive. The cross-curricular elements foster a high level of enthusiasm and a thirst for more knowledge and understanding, underpinned by key skills and attitudes.

The influences on learning include:

- Assessment for Learning
- A variety of learning styles
- Multiple intelligences
- Cross-curricular approach to learning
- Fostering creativity, imagination and thinking skills.

Parents receive the curriculum/learning information at the 'Meet The Teacher' sessions in September.

## Raising standards while make learning fun!

We want our school to continue to focus on raising standards, while not being afraid to combine that with making learning fun. We believe that developing the children's enthusiasm for learning allows children to make good progress. Much is achieved via drama, sport, listening, speaking and creative displays.

Our goal is to combine excellence in teaching with enjoyment of learning. To achieve this, many non core subjects are thematically linked, with the emphasis upon skills rather than formal knowledge. We also strive to encourage learners to develop an understanding of their individual learning styles and creativity.



## ICT

We keep pace with the latest technology. Our current ICT provision includes:

- 45 of the most up-to-date iPads for whole class teaching
- Every classroom has an interactive white board
- A multimedia centre with DVD, sound system and digital projector
- Constant access to up-to-date IT
- Digital cameras
- ICT club for children.

## Religious Education and Collective Worship

The school follows guidelines laid down by Dorset LA for R.E. and seeks to encourage children to be considerate towards others and tolerant of others who may have differing opinions. The Headteacher or class teacher holds assemblies with collective worship during the week, this takes the form of a whole school or class assembly.

The school values its links with All Saints' Church and other local congregations and the school celebrates Christian festivals throughout the year. Children are also taught about other major faiths and that different people, cultures or religions should be respected. We enable children to develop as reflective, questioning individuals where empathy and love are qualities to be encouraged.

Parents may withdraw their children from R.E. lessons and acts of daily collective worship by notifying the Headteacher in writing. Children who are withdrawn from acts of worship or R.E. lessons will work quietly on tasks designed to enrich and broaden their thinking skills.





# SCHOOL ORGANISATION

foundation

**Nursery**

2 - 3 years old

**Pre-school**

3 - 4 years old

**Reception**

4 - 5 years old

key stage 1

**Year 1**

5 - 6 years old

**Year 2**

6 - 7 years old

key stage 2

**Year 3**

7 - 8 years old

**Year 4**

8 - 9 years old

**Year 5**

9 - 10 years old

**Year 6**

10 - 11 years old

*"Our school's teaching classes"*

## The teaching staff

Each class benefits hugely by having a Teaching Assistant available to support the teacher and, under the direction of the class teacher, assist and enable children's learning. The school has a common policy of layout and organisation, which has the flexibility to meet the needs of your child. Each teacher has responsibility for the welfare, happiness and progress of the children in their class, and liaises with parents whenever necessary. There will be times when other teachers, the Headteacher and other staff with particular expertise will work with your child.

## Extra support for learners at St Ives

Children learn at different rates and in different ways and some need extra help from time to time. We aim to meet the needs of all children in an inclusive learning environment, which is planned to minimise barriers. Particular support is provided for those pupils with special needs. This includes children who may have a particular gift or talent for a subject or area as well as children who may have a range of learning difficulties, physical disabilities, behaviour or emotional problems. All children are equally valued and great emphasis is placed on developing self-esteem and confidence and a love of learning.

## Special Educational Needs

We follow the revised National Code of Practice on Special Educational Needs. Through early identification of difficulties and close liaison with parents at all stages we seek to minimise the problems individual children may have in school. All staff work closely together with the support of the Special Educational Needs Co-ordinator and, where appropriate, outside agencies. Our full Special Educational Needs Policy may be consulted on application to the school office.

# ST IVES' PARENTS

## **Home-School Agreements**

All schools are required to have a written home-school agreement drawn up in consultation with parents. At St Ives we have worked together to produce our home-school agreement and we invite all new parents to sign the agreement in partnership with the school and the child, if appropriate. A copy of the agreement is available from the office.

## **Parental Involvement and Contact**

Parents are encouraged to take an active part in the education of their children at home and at school. We value your contribution to many different activities in and out of school and a register of volunteers is constantly being updated.

## **Welcoming parents to visit the school**

Parents are always welcome to visit the school. Please do not hesitate to contact the Headteacher for any reason. You will be welcomed! We greatly value the opportunity to work in partnership with you.





# Being a St.Ives' parent

## **Becoming a parent helper**

We welcome parent helpers. Should you wish to support the school during school hours as a parent helper or as an accompanying helper on school trips, you will be asked to complete a police clearance form at the school office. This is a standard form, which requires several details and proof of ID. Please speak with the school office for further information. Please note that this form may take several weeks to clear, so it is best to register your interest at the school office as soon as you are able.

## **"Schools should not become involved in family disputes" DfE**

The DfE states that ideally a school should not interfere in a domestic feud between separated parents. In situations where parents are unable to agree about school related situations, parents should seek mediation or seek guidance from their legal representative. Parents are entitled to:

- Appeal against admission decisions;
- Vote in elections for parent governors;
- Vote in ballots concerning school status;
- OfSTED and school-based questionnaires;
- Participate in any exclusion procedure;
- Participate in assessment for special education needs purposes;
- Attend parent meetings / school events;
- Have access to school records, and receive copies of school reports, newsletters, invitations to school events, school photographs relating to their child, and information about school trips.

Divorced or separated parents are each entitled to the above and this entitlement cannot be restricted without a specific Court Order.

## **How will I know how well my child is progressing?**

You are encouraged to speak to your child's class teacher or arrange an appointment at the school office if you wish to speak to the teacher. The SENCO (Special Educational Needs Coordinator) is available by appointment. The formal parent/teacher consultations take place twice yearly, in the Autumn and Spring Term. At the end of the academic year, reports are issued with results of standardised tests and progress.

## **Getting to know our school**

Once you have registered your child with the school office, you will receive a full Induction Pack during May, prior to the September start. We write to your child and invite parents/carers to a welcome meeting where the team is introduced. A tour of the school and various short presentations are offered. The children are invited to a series of sessions and there is close liaison with the pre school. As part of the Induction process Foundation staff offer home visits to create close links between home and school.

# Working together



"I want our school to be a place where being gentle, kind, honest, hard working, careful and a good listener is valued and encouraged. It is a great vision."

Laura Crossley, Headteacher



Be kind to  
everyone in  
all we do



Work hard and  
enjoy learning



Respect our  
own, others and  
school property



Listen when  
someone else  
is talking



# PARENT INVOLVEMENT

*"Laying the foundations for life"*

## Homework

Children are encouraged to work at home as soon as they start school full time. This may take the form of sharing a book regularly with an adult or finding opportunities for children to use their mathematical skills in everyday situations. Children will also be given spellings and tables to learn as they move through the school. Our St Ives Homework Policy explains our procedures for homework throughout the school. A copy of the Homework Policy accompanies this prospectus.

## Assessments

Continuous assessments are made on children throughout the course of each year. Staff meet on a regular basis to look at and jointly assess samples of children's work in order to ensure a common understanding about achievement throughout the school. Teachers from local schools also meet together to ensure consistency is made in the assessment of children's work.

There are three occasions each year when consultation evenings and afternoons are held at which parents are able to view their child's work and to discuss their progress with the teachers. Consultation evenings are held in the Autumn and Spring terms and in July the children invite their families to share their work with them.

In addition to the consultations, St Ives has an 'open-door' policy where parents are welcomed to discuss their child's progress at other times with the class teacher or the Headteacher as necessary. Please contact the school office to arrange a mutually agreeable appointment should you wish to see your child's teacher about any issue.

A formal written report of each child's progress is sent home in the Summer term each year.

## COME AND JOIN US!

The school offers a variety of different invitations to join us, such as:

- Welcome to the school meeting
- Christmas productions
- Church services
- Sports day
- Class assembly
- Open evening
- Curriculum workshops for parents
- St Ives School Association events
- And more... details of all events are shared in the weekly school newsletter





# THE ST IVES' SCHOOL DAY

*"Creating a safe and fun learning environment"*

## **Playtime**

There is a short morning break from 10.30am to 10.50am. Children may bring a plain biscuit or piece of fruit/vegetable, please pack this snack separately from the lunch box in a named bag or container. Fruit is provided for our Reception and Key Stage One children through the fruit and vegetable scheme.

Children in Key Stage One may also have a short afternoon break at the discretion of the Headteacher and class teacher.

## **Midday Lunch Break**

There is provision for children to have hot school meals and a choice of meals is available to suit all tastes. Alternatively, a packed lunch should be provided each day. Our lunchtime supervisors endeavour to make sure that lunchtime is an enjoyable part of the school day. The children usually eat their lunches in the school hall where quiet conversation and good manners are encouraged. We ask parents to co-operate with us in the following ways please:

- Pack food in containers with a lid, clearly marked with your child's name
- Supply a balanced and nutritious lunch, and check any drink cartons have a straw
- Provide your child with a drink at lunchtime
- Do not send fizzy drinks or glass containers.

Free meals are available in certain circumstances – please enquire at the school office.

Should your child have an allergy to a particular food or require a special diet for medical reasons (e.g. diabetic foods), please see your child's class teacher.

## **Personal Belongings**

Please do not send your child to school with valuable belongings i.e: toys, jewellery or irreplaceable items. If your child has pierced ears, please ensure that they only wear small studs to school for safety reasons. We do not encourage children to wear hair extensions/braids as these may be caught/accidentally pulled.

## **Health and Welfare**

The school has a qualified First Aider and a large number of other staff hold various First Aid certificates. We are all concerned with the wellbeing of the children in our care, and if a child is taken ill or has an accident during the school day the parents are notified. It is therefore important to ensure that the school has an emergency telephone number at which either the parent or responsible named person can be contacted. It is essential that you notify us of any change of telephone number or contact name.

Please do not send children to school if they have been unwell the previous night, as it is unfair to your child and the other children in the class. Illness is spread quickly in school where many of our facilities are shared.

## **Medicines**

No medicines are to be sent into school, unless they are essential, and this has been discussed with the Headteacher. Most medicines prescribed by Doctors can be taken before and after school hours. Some children need to use inhalers. These are stored securely in the school office but are available to children whenever they need them.



Pupils' great enjoyment of school is evident in their enthusiasm in lessons and capacity to work hard. Behaviour is outstanding.

*Ofsted*



These are some aspects of school life which the children have identified as enriching:

Healthy schools | Arts week | Swimming







"We want our children to feel cared for and valued and, in turn, to care for and value others. We want all the children here to feel really good about themselves because we know that happy, confident children will both do the best they can, and be the best they can."

Laura Crossley, Headteacher



# Useful information



## **Late Arrivals at School**

It is important that children arrive at school on time if they are to make progress in all areas of the curriculum. If, occasionally, your child is late arriving in school please report to the school office where you will be asked to sign your child in and provide a reason for being late. Current regulations require schools to record lateness as an unauthorised absence, where no reasonable explanation is provided. It is therefore essential that all children arrive at school in time for registration (8.50 am).

## **Holidays**

Please be aware that any holiday taken during term time will count as an unauthorised absence from school unless there are exceptional circumstances.

## **External Agencies**

During their time at the school children will have routine examinations from the school doctor and school nurse. Please inform us on the admission form of any known health problems your child has.

## **Keeping children at home**

Children should be kept at home if suffering from an infectious disease. Please seek advice from your GP or the school nurse if you are unsure as to whether your child should/should not be in school due to particular illnesses.

## **(The dreaded) headlice**

Unfortunately headlice can sometimes appear or be a recurring problem for children and families. It is important that long hair is tied back to avoid hair to hair contact. Please check your child's hair regularly for signs of infestation by headlice. Further advice regarding headlice can be collected from the school office or the school nurse during her 'drop in' sessions.



## **Discipline and Behaviour**

We are a well disciplined school and have high expectations of behaviour, speech, courtesy, respect and care for others. We expect all members of our school community, both adults and children, to behave in a friendly manner at all times and to show respect to everyone with whom they come into contact.

Pupils receive praise for positive behaviour and as a reward for keeping to the Golden Rights, they can take part in Golden Time on a Friday afternoon. In addition there is a regular Achiever's Assembly to celebrate.

In the event of any problems, parents will be contacted at an early stage so that home and school can be involved in improving the situation.

Leaflets for parents and children, which explain our policy on behaviour, are given with the home-school agreement or are available from the school office.

## **Enriching the Curriculum**

We aim to enrich the curriculum and provide the children with a range of opportunities. We draw on expertise both within our school community and further afield by offering for example, Gymnastics, Dance, Art, Music and lots more.

## **School Clubs**

Some clubs held after school hours require a small fee. Details of clubs and any charges can be found in the school office.

## **Charging Policy**

There are many occasions when children are taken out of school to places of educational interest. Parental consent is always sought, and in accordance with a policy approved by the Governors, a voluntary contribution to the cost is usually requested. It is important to note that the school does not make any profit from the voluntary contributions made by parents for events or trips. In the event that not enough voluntary contributions are made by parents to cover costs incurred by events or trips, the school will sadly reserve the right to cancel the event or trip at short notice.

## **Policy for Emergency Closure**

During the winter months, when the weather conditions can be more extreme, it may be necessary to close the school. This will only happen when conditions make travelling to and from school dangerous for the staff, the children and their families, or if the school building is unsafe. In this event, notification of an emergency closure will be made via the local radio, Wave 105, through their breakfast time broadcasts (7am – 8.30am), on their website [www.wave105.com](http://www.wave105.com) or via the Local Authorities website [www.dorsetforyou.com](http://www.dorsetforyou.com)

We use the text messaging service to notify you of school closure, therefore please ensure that you inform the school office of any changes to your mobile numbers.



## St Ives School Association (S.I.S.A.)

We are extremely fortunate to have S.I.S.A., a very active parent association. They organise activities and fund-raising events, which enables us to enrich the curriculum and opportunities we offer our children.

All parents are automatically members of S.I.S.A. The committee is elected at their Autumn AGM. If you feel you could contribute in any way, please call into the school office for contact details. All Governors, staff and children at St Ives greatly value the huge contribution made by S.I.S.A. to the life of the school.

## The Heath Academy Trust

The school is proud to be part of the Heath Academy Trust, a partnership of six local schools: St Ives Primary and Nursery School, St Mary's CE VC First School, Oakhurst Community First School, Three Legged Cross First School, Sixpenny Handley First School and St James CE First School in Alderholt. We take part in many joint events including sports tournaments, topic based activity weeks, joint visits from outside providers and many other initiatives designed to enhance learning for our staff and pupils.



# FURTHER INFORMATION

Available from the school office

List of School Staff

List of Governors

List of Holiday dates

Homework Policy

Behaviour Policy

Teaching and Learning Policy

Map of St Ives

Attendance Guidelines.



