



Leckhampton  
C of E Primary School  
Prospectus

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## Welcome

Leckhampton C of E Primary School is a happy, dynamic learning environment, built on a tradition of success, care and excellence, where children are encouraged and nurtured to achieve their best. We provide a vibrant, caring and calm atmosphere where children are able to contribute and achieve in all areas of school life.

At Leckhampton, the children are at the heart of all we do and we believe that every child deserves the opportunity to be happy, feel valued and experience success.

As a Church school, our curriculum is designed to present children with exciting learning opportunities, which motivate and inspire them, supported by Christian values. We aim to provide our children with the skills, knowledge and values they may need as they continue on their learning journey.

This prospectus aims to provide you with information about our school, its aims, curriculum and activities. I hope it will give you a 'feel' for the life and work of the school.

You are, of course, very welcome to come and look around the school!

On your visit to the school, I know that you will experience for yourself the happy, dynamic learning environment that makes our school community so special.

I look forward to meeting you and your child in the near future.

MISS S. J. PORTER  
HEADTEACHER



## Vision



open  
hearts  
open  
minds  
open  
doors

### Values

- Respect, trust, compassion
- Excellence and effort
- Inclusion and diversity
- Fairness and equality
- Supportive parent partnerships
- Community and Church partnerships
- Our well resourced and exciting learning environment
- Our commitment to safeguarding children
- Our dedicated team of staff and governors
- The support and commitment of the Friends of Leckhampton Primary School

### Aims

- Provide a curriculum which is inspiring, creative and progressive.
- Provide excellent standards of learning and teaching which develop compassionate, confident and resilient learners.
- Positively establish strong links with schools and communities in other countries.
- Strengthen our engagement with the local Church and Diocese and other faith groups.
- Equip our children with the skills needed to become curious, independent, lifelong learners.
- Provide an indoor and outdoor environment which stimulates curiosity and confidence.
- Promote sustainability and ecological awareness.
- Develop values for life, enabling all pupils to respect themselves and others.
- Develop children's understanding of what it means to be part of a community and how they can make a difference.
- Provide professional development and training opportunities for staff and governors.
- Drive forward positive changes and support one another along the journey.
- To manage our financial and environmental resources responsibly, providing a safe, stimulating, eco-friendly and sustainable environment, with the highest level of staffing and continued professional development.

## Enjoying and Achieving

The very heart of our school lies in teaching and learning. We have a skilled, caring and dedicated team of staff who provide the very best opportunities for our children and school community. Our well resourced and spacious indoor environment which includes two libraries, a music/drama room and parents' room is complemented by an impressive outdoor environment. The gardening zone which was awarded an RHS Silver Gilt Award is nestled between an established wildlife area, early years outdoor area, attractive playgrounds and a large school playing field. Our newest addition to the school grounds is the Woodland Area, a real favourite amongst our younger children.

Through our creative and inspiring curriculum, learning is exciting and fun. Careful assessments which track progress ensure that our children are meeting personal targets and receive the support and encouragement they need to succeed. Achievements both in and out of school are celebrated during our "Celebration Assembly" where the whole school can share in our children's successes, no matter how large or small. Standards in all areas of school life are exceptionally high and we are constantly working to ensure that they remain so.

## A Caring Community

When children join our school, they become part of the "family" of Leckhampton. This is a place where children feel safe and secure. Behaviour is outstanding. Children understand what is expected of them and they rise to meet those expectations. They care about one another and the place where they work and play. Our children enjoy coming to school and relish the opportunities presented to them.



## Making a Positive Contribution



There are many opportunities here at Leckhampton to contribute to school life and the wider community. Our elected school council provide a voice for pupils and most recently developed our very own newspaper "Leckhampton News and Views". Eco Monitors from the Eco - Council can be seen around the school ensuring that lights are not on unnecessarily and that we carefully consider our energy choices. They plan to install water butts to harvest rainfall and to further develop the wildlife area. The children are supported by committed staff and governors who work as a team to make the children's ideas a reality. Peer mediators from Year Six support younger members in the playground and are well respected by their peers. Young leaders organise a whole host of activities for Key Stage 1 children which take place at lunchtime. Our "Wake and Shake" team ensure that we get off to an energetic start to the day by leading the whole school through a short routine which certainly puts a smile on everyone's face!

Music and Drama play an integral part in school life. Whether it's playing a musical instrument, acting, dancing, public speaking or singing, the choices are wide and varied. Our musicians are able to share their success during evening concerts for friends and families and in our annual House Music Competition, organised by our House Captains and Vice House Captains, which is an event the whole school looks forward to.

Our school choirs perform in a variety of venues throughout the year including The Cheltenham Ladies College, Cheltenham

Town Hall and Pittville Pump Rooms. On these special occasions, we have often performed with the Cheltenham Symphony Orchestra and the Cheltenham Choral Society. Being able to perform in such wonderful venues at special times of the year is a truly magical experience for our children, staff and families.

Learning to lead a healthy lifestyle is an important part of Primary Education. In addition to their carefully planned Physical Education lessons, our dedicated staff run a variety of extracurricular clubs to engage and interest children. Whether you are a keen rugby player, footballer, hockey or netball player, there is something for everyone. Our clubs are an invaluable way of further developing skills, an understanding of what it means to be team player and fostering a love of sport.

We also invite agencies to use our premises to provide additional opportunities for children outside school including football coaching and karate.

Our children want to make a difference to the world in which they live. Red Nose Day, Comic Relief and Sports Relief are just a small number of the charitable events we take part in.

We enjoy many cake sales throughout the year planned by the children themselves which enable them to raise funds for charities of their choice.

Our school plays a part in our local community, performing or assisting at events and collaborating with other schools. We are surrounded by a supportive community including our local Parish Church, St Peter's, with whom we enjoy strong links.

## A Future Perspective

Here at Leckhampton, we recognise how important it is to prepare children for the ever changing world in which they live. Technology is an essential part of the school day for all year groups and is used to support teaching and learning in a variety of ways. Most recently the school collaborated with GCHQ to develop the principles of computer programming using Raspberry Pi's which the children enjoyed enormously. Our IT technician and coordinator work alongside the senior team to develop the use of IT in a fun, safe and exciting way.

By ensuring strong foundations in the core subjects of English, Mathematics, Science and Information Communication Technology, our children are off to a great start. These skills are used and applied in all areas of the curriculum and beyond.



## Developing Spirituality

As an outstanding Church School, we follow the "Values for Life" Scheme of work which supports Collective Worship in our school. This is a time where the whole school community meets to explore values such as forgiveness, compassion and friendship and what this means for us. The children take part in Collective Worship and their Class assemblies are a real highlight of the week!

Religious Education is a core subject in our school and through its teaching endeavours

to develop the spiritual growth of each child. In understanding the nature of religious beliefs and practices in the major world faiths, and the importance and influence of these in the lives of the believers, children begin to understand themselves.

Parents who wish to withdraw their child from attendance at religious worship or from religious education are asked to discuss this with the Headteacher.

"The school, through its distinctive Christian character, is outstanding at meeting the needs of all learners."

"Pupils feel valued and special as a result of the school's Christian character and unique as individuals because they are included, respected and make excellent progress."

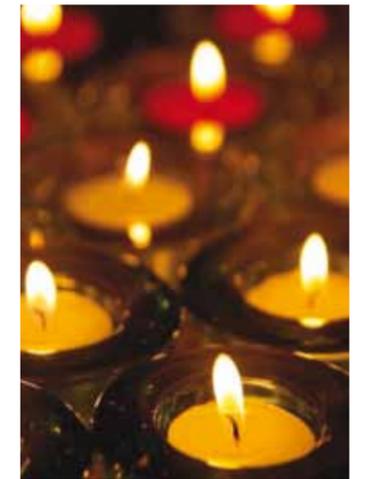
"There is a particularly strong ethos of caring for each other and children feel happy and secure in this environment. They describe the school as 'a massive family'."

"The lives of the school and church communities are very well integrated. This has a positive impact on the children and all involved. There is a delightful family atmosphere that permeates the whole school."

"Children are respectful of one another and know that their views are listened to and acted upon appropriately. Pupils know that what they say will be valued by both peers and adults. The warm welcome given to visitors is a strong feature of the School's distinctive character."

"Spiritual development is very effective because it is fully embedded in the school's daily life. There are many opportunities provided for pupils to be reflective both in the school environment and also through the curriculum. Behaviour amongst all groups of pupils is excellent and this can be attributed to the way in which everyone understands the Christian values and wishes to live by them."

NATIONAL SOCIETY STATUTORY INSPECTION OF ANGLICAN SCHOOLS REPORT – FEBRUARY 2013 - GRADED OUTSTANDING IN ALL CATEGORIES.





## Working in Partnership

At Leckhampton, we aim to make every day special in some way. By working together we can ensure that we give our children the very best start possible. Parents are encouraged to take an active role in their child's learning at school. Our staff are always on hand to answer any queries or concerns you may have regarding your child starting school. In November, prospective parents/carers are invited to attend an evening meeting which outlines the admissions process and gives an insight into the exciting opportunities which lie in store for children starting school with us in September.

We greatly appreciate the considerable help and support given by parents and volunteers on a daily basis supporting activities in the classroom and around the school. The Friends of Leckhampton Primary School Association (FOLPS), our Parent/Teachers Association, aims to unite all parents in activities, which support the school and enhance the education of pupils. Getting involved with FOLPS is a great way of meeting new people and enabling our children to have those little extras!

## Staff:

### Headteacher:

Miss S J Porter

### Assistant Headteachers:

Miss J E Gill  
Mr G Mackenzie  
Mrs S Taylor

### Class teachers:

Mr Carbin  
Miss S Campbell  
Mrs I Connolly  
Mrs R Edden  
Miss R Gray  
Mrs S Harriss  
Miss M Hartley  
Mrs K Oakey  
Miss L Pownall  
Mr J Seeley  
Miss A Sullivan

### Part time teachers:

Mrs H Bennett  
Mrs A Daly  
Mrs L Edwards  
Mrs A Lomax

Mrs L O'Riordan  
(Inclusion Lead Teacher)

Mrs A Parrott  
Mrs S. Pinless  
Mrs J M Thomas

### Administrative Staff:

Mrs P Daniel  
Mrs L J East  
Mrs J Evans  
Mrs S D Smith

### Learning Support Workers:

Mrs K Blake  
Mrs M Bourne  
Mrs J Caulfield  
Mrs L Crabb  
Mrs P Daniel  
Mrs A Davis  
Mrs E Evans  
Mrs J Eyles  
Mrs D Gayler  
Ms S Grover  
Mrs V Harrison  
Mrs S Humpherson  
Mrs M Jennings

Mrs K Kimpton  
Mrs H Maurice  
Mrs S McGrath  
Mrs T Mitchell  
Mrs S Moreland  
Mrs J Peacock

### Mid day supervisors:

Miss P Blake  
Mrs S Bowen  
Mrs N Burfitt  
Mrs R Buxton  
Miss C Jones  
Miss K Letley

### Caretaker:

Mr Q Kelsey

### Cleaners:

European Cleaning

### Catering:

Edwards and Ward Limited

## School Governors:

### Foundation Governors:

Chairman Mrs E A Gale  
Mrs J Kerr-Wilson  
Mrs B Mears

### Parent Governors:

Mrs R Abbott  
Ms H Breinholt  
Mr M Edgington  
Mr J Marsland  
Mr T Morrison

### Associate Governor:

Mr B Atkinson  
Mr A Nicholson

### L A Governors:

Mr. M Edden

### Headteacher Governor:

Miss S J Porter

### Staff Governors:

Mrs L Crabb  
Mrs R Edden

### Community Governor:

Rev R Fitter  
Mrs J Roberts

### Ex officio Governor:

Rev P Wilkinson

### Clerk to the Governors:

Mrs L J East

All correspondence  
c/o Clerk to the Governors,  
Leckhampton C E  
Primary School

# General information

## Admission

Parents moving into the district or considering sending their child to the school are invited to contact the school office to arrange a visit.

Admissions are dealt with by the Local Authority in accordance with their published criteria. If parents so wish, their child's entry can be delayed until the beginning of Term 3 or Term 5, provided that he/she starts in the term after their fifth birthday. If the school's standard number of 60 admissions is oversubscribed places will be offered in accordance with the following criteria:

1. Children in Public Care (Looked After Children).
2. Children who will have siblings attending the school at the time the applicant child is admitted.
3. Children for whom only one particular school is appropriate due to an exceptional medical condition. *Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.*
4. Children with the strongest geographical claim, measured in a straight line from the centre of the child's home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. Where any particular category at points 1-3 above is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

Following the allocation of places by the Authority in the Spring, we will invite children in small groups to meet their teacher and participate in class activities on several occasions during June/July. To help the transition to school, close contact is also maintained with local Playgroups.

In September, Reception children are introduced into school on a part time basis by attending a morning or afternoon session on alternate weeks, so that each child experiences all the activities of a school day in a smaller group. These alternate sessions continue for all Reception children until just before the Autumn half term, at which point it is hoped that all children can start attending full time. If parents feel that their child is still not ready to cope with full days they are requested to discuss this with their child's class teacher.

## Session Times

Start of School	8.45 a.m.
Key Stage 1 Lunchtime	12.00 to 1.00 p.m.
Key Stage 2 Lunchtime	12.15 p.m. to 1.15 p.m.
End of Key Stage 1 Day	3.00 p.m.
End of Key Stage 2 Day	3.15 p.m.

Please ensure your child arrives at school on time. The children line up in their classes at 8.45 am and are greeted by their class teachers. Parents are politely reminded that children should not arrive at School before 8.35 am as there is no supervision.

## Absences

Parents are requested to notify the school of their child's absence by telephone on the first day of absence and a letter is required on their return to School. Absence data is regularly checked by the School's Education Welfare Officer on behalf of the Local Authority and is also shared with the Department for Education.

Holiday absence during the academic year is strongly discouraged as it interferes with the continuity of a child's education. Schools may agree up to ten days leave in an academic year in **exceptional circumstances**. This request must be made in writing to the Headteacher.

Year 6 children are not allowed to be absent during Key Stage 2 Test Week. If a child is to be temporarily taken from school during the day, parents should report to the school office to sign their child out and in again on their return.

## Emergencies

First Aid equipment is kept in different parts of the school, and members of staff have been trained in its use. Parents must ensure that their contact details are given to the school office and that any changes to the details are passed on immediately. Please be aware that any mobile numbers given must be contactable during the school day.

In adverse weather conditions the school may have to be closed. Sudden closure will be communicated by BBC Radio Gloucestershire and [www.gloucestershire.gov.uk/closedschools](http://www.gloucestershire.gov.uk/closedschools) and the School's Text Messaging Service.

## Communicating Information

As holders of the "Green Flag" which celebrates our commitment to supporting the environment, our preferred method of communication is by email. News bulletins, letters and information are sent to parents at their preferred email addresses. Parents may have up to four email addresses registered to each child. We also use the very popular text messaging service to parents which is a quick and easy way for the school to communicate at short notice.



## School Uniform

The school uniform, although optional, is worn by all children and contributes to a feeling of belonging to the school. The uniform is available from most stores. "Leckhampton" embroidered uniform is available from Michael Hope Sports. Details are available from the office. The parents organise a "Nearly New Shop" at the school weekly during term time. The uniform for all children is as follows :-

Winter	white school shirt, grey skirt or pinafore or grey school trousers or shorts, bottle green school jumper or cardigan (not sweatshirts), dark green/blue tie.
Summer	as above, or green striped or gingham dress.
Shoes	please ensure that these are practical and can be put on and off without adult assistance. Boots, open-toed sandals, trainers and "fashion" shoes are not appropriate.

Variations on the above may be made on the basis of religious or cultural beliefs.

The Governors wish to stress that trousers should be dark grey school trousers, which can be purchased from the school uniform department of major stores or school uniform shops. Jeans, leggings/tracksuit bottoms or fashion trousers are not suitable. For some

performances and events (e.g. The Cheltenham Festival of Performing Arts) a more specific dress code may be required.

Each child requires clothing for physical education. This should consist of plimsolls, socks, black or white shorts (cycle shorts are not suitable) and a plain white tee-shirt, kept in a bag (not drawstring for reception children). Please ensure that your child's kit is always available when required at school.

As Years 3 - 6 develop a number of skills for many sports, they require clothing for outdoor games. They will need sports socks, football or hockey boots or strong trainers with a good grip (not plimsolls) and a tracksuit. Green tracksuits with the school badge are available from Michael Hope Sports.

It is necessary for children's clothing to be protected when having Art and Craft lessons and parents should supply a suitably adapted shirt or apron/overall. PE bags and aprons are available at the School Shop.

Please mark all items of clothing and footwear with your child's name. If you fail to do this, it is very difficult to trace lost articles. Lost property boxes are situated by the Key Stage 1 Library.

## School Meals and Milk

Meals are cooked in the school kitchen by Edward and Ward Limited. Great care is taken to ensure that the meals provide a well balanced and nutritious diet for growing children, bearing in mind present opinions as to the value of lower fat, lower sugar and higher fibre diets. Meal times also provide the opportunity to develop cooperation and conversational skills.

Payment for school meals is made on-line through "ParentPay" or by using a "PayPoint" card. Further information will be provided by the School Office. Menus can be viewed by the Edward and Ward website. Free Meals and Milk are available for those who qualify for certain benefits, and the application forms can be obtained from the Secretary. Children from Reception to Year 3 who bring packed lunches eat them in our Multi Function Room where they are cared for by staff in this comfortable environment. Years 4, 5 and 6 eat their packed lunch in the classroom supervised by members of staff.

Please do not send breakable containers. Children are encouraged to bring a drink of water to be consumed throughout the day. Fruit or vegetables, prepared at home, may be brought to school by children in Key Stage 2 to be consumed at morning break time; children in Key Stage 1 are provided with fresh fruit or vegetables under the Government funded School Fruit and Vegetables Scheme. Milk is available through "Cool Milk for Schools" and is drunk at morning break. Children are also entitled to free school milk up to the day before their fifth birthday. Forms are available from the school office on request.



### Meeting the Learning Needs of Individual Pupils

The school is able to provide for the requirements of children who have a wide variety of special educational needs including the gifted and talented and children from minority ethnic backgrounds. If you feel that your child may require special help, either physically, emotionally, socially or intellectually, the Headteacher would be pleased to discuss the types of additional support, in terms of facilities and special equipment, in the context of your child's particular needs.

The School's Special Educational Needs Policy has been written in line with the National Code of Practice. The Policy is reviewed annually by the Governing Body and there is also an SEN link Governor.

When it is proposed that a child will be placed on the SEN Register, further information will be made available to parents. We have an Inclusion Lead (Miss J. Gill – Assistant Headteacher) and an Inclusion Coordinator (INCO) (Mrs L O'Riordan) who work closely together to support class teachers. The School employs a number of Teaching Assistants who are flexibly deployed to meet the ever changing needs of pupils.

As a school we welcome the full support of parents in supporting their children's specific needs and encourage the children to become actively involved in their own progress.

The school works very closely with a range of outside agencies, such as the Educational Psychology Service, from whom we receive specialist advice as to how we can best support an individual child's progress.

Further details about the Code of Practice and the School's SEN Policy, as well as other related information leaflets are available from the school.

As a school we are constantly reviewing the learning needs of all the children, in the context of an inclusive environment. We recognise that there are a small number of pupils in school who, at some stage of their schooling, will meet the definition of 'gifted' or 'talented'. At Leckhampton Primary School, we define a gifted pupil as one who displays an exceptional talent in one or more academic subjects and a talented pupil as one who displays an exceptional talent in one or more areas such as art, music, PE.

The names of the children who meet these criteria are held on a Gifted and Talented Register. If your child is considered to be gifted or talented, you will be informed of this by your child's class teacher. We aim to provide all these children with opportunities, both in and out of school, for curricular enrichment and/or extension to enable them to achieve success. We particularly encourage this group of pupils, as indeed with all pupils, to develop independence and co-operative skills and to foster high expectations for themselves.

### Curriculum Complaints Procedure

The Authority has established arrangements to consider parents' complaints about the school's curriculum and related matters. A copy of the full procedure for this is available for inspection in the school.

### Children with Disabilities

Children with disabilities are admitted to Leckhampton Primary School on the same basis as all other children. The school works closely with outside agencies to ensure that the needs of children with disabilities are met. The school is readily accessible for pupils with disabilities and there is an Equalities Policy and Equality Scheme in place, a copy of which is available from the school.

### Complaints Procedure

The School has in place a general complaints procedure a copy of which can be obtained from the school office.

### Other Published Information

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have a Freedom of Information Policy which sets out all the information we publish on a regular basis and where to find it. Ask the school office to let you see the Scheme or provide you with a copy.

### The School Website

The school website can be found at [www.leckhampton.gloucs.sch.uk](http://www.leckhampton.gloucs.sch.uk) and contains lots of up to date information about school life and events. It is well worth a visit!

### Educational Visits

Class Educational Visits are organised to places of interest associated with the curriculum. Parents are always notified of such visits well in advance. Before each visit a detailed risk assessment is carried out in accordance with the County Council Guidelines. There is an annual week's residential trip for the Year 6 pupils.

### Safeguarding

The Governors of Leckhampton C of E Primary School are committed to ensuring that all children in our school feel safe and are free from harm. The school has a range of policies which relate to Safeguarding and Child Protection. To see copies of these policies, please contact the school office.

### Road Safety

With the school being situated on such a narrow, busy road, the School and parents must constantly remind children about road safety and encourage sensible behaviour when using Hall Road. Parents are reminded that the school car park is for the use of staff only.

Parents must take great care when parking their cars not to block through traffic. Also in the interest of Road Safety, parents must not stop in the area marked with yellow lines immediately in front of the entrance. The zig-zag lines are for the protection of our children and families.

### Security

Access to the school is protected. All Visitors should report to the office at the main entrance where they will be asked to sign in for health and Safety reasons.





# Leckhampton

C of E Primary School

open hearts open minds open doors



INVESTORS  
IN PEOPLE



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[www.leckhampton.gloucs.sch.uk](http://www.leckhampton.gloucs.sch.uk)