



Prospectus

Linden Primary School



Welcome to Linden Primary School

We are a school who believe in the value of every child. As such, we want all of our school family to feel respected, valued and to recognise their role in creating a positive environment.

We believe in the concept of life long learning and we aim to provide a wide range of experiences to enable each child to reach their full potential in every area of school life: academically, personally, physically and spiritually.

Lucy Collins
Headteacher

Introduction

Linden Primary School was built in 1902, the original building is still in use with a significant number of classes housed in new purpose built accommodation. The school serves the area of Linden in the centre of Gloucester. The school is organised into the Foundation Stage and Key Stage 1 (known as Infants) and Key Stage 2 (known as Juniors). Altogether, the school has approximately 420 pupils.



Further Information

The school website is: www.lindenprimary.co.uk where you will find a host of information about the school.

Ethos Statement

Linden Primary School is a community school committed to growing together in a safe, inspiring environment where everyone is equally valued and is able to develop to their full potential.

Our school values of Nurture, Respect, Inspire and Achieve underpin all we do and the high expectations we set for ourselves are reflected in our school ethos of 'Growing Together to Create Lifelong Learners'.



Growing Together to Create Lifelong Learners.

Governors

The aim of a governing body is to maintain and improve the standards of education for the children at the school.

The governing body is similar to a Board of Directors; it works with the Headteacher, to manage the business of the school. The Headteacher is responsible for the school management on a daily basis. Strategic long term targets and policies are agreed with by governors.

Our Governors bring a wide span of skills and experience together for the benefit of the school.

They are elected or nominated by various stakeholder groups to maintain this breadth of expertise. These individual governors do not directly represent their stakeholder groups; they are all of equal status and work together under the corporate authority of the full governing body.

Full governing body meetings are held at least once a term. The approved minutes are held in the school office and available for anyone who wishes to read them.

Gemina Davie
Chair of Governors

Equality of Opportunity

It is our intention that all members of the school community receive their legal and moral entitlement to equality of opportunity irrespective of their age, creed, gender, ethnic origin, physical or intellectual status. It is further our intention to encourage and develop in all members of our school community the values of respect, tolerance and understanding both for each other and for the greater community.

School Structure

Reception classes are for 4 to 5 year olds

Key Stage 1 classes are for 5 to 7 year olds (Infants)

Key Stage 2 classes are for 7 to 11 year olds (Juniors)



The School Day

Key Stage 1	
9:00am	School Commences Session 1
10:00am	Milk and Fruit Break Session 2
10:50 - 11:05	Playtime Session 3
12:00 - 1:00pm	Lunchtime Session 4
2:30 - 2:45pm	Afternoon Break Session 5
3:10pm	End of School Day



Key Stage 2	
9:00am	School Commences Session 1
10:00am	Milk and Fruit Break Session 2
11:10 - 11:25pm	Playtime Session 3
12:40 - 1:30pm	Lunchtime Session 4
3:15pm	End of School Day

Pupils should not arrive outside the school before 8.40am as there is no-one to supervise them. At 8.45am all entrance doors are open and children go in to class unaccompanied and start work.

If you have any concerns, please speak to adults at the door or the office staff initially. Your child's teacher will already be busy interacting with other pupils. We have found that this approach has led to a calm, efficient start to the day.

If you have an emergency or a serious concern then the Parent Support Advisor or Head teacher will make themselves available. Please ask at the office.

In line with the school's caring ethos, parents are asked to consider the environment when deciding how to travel to school. We encourage families to walk, cycle or share lifts to reduce the amount of traffic on the roads. There is limited parking available outside the school, and parents are asked to park sensibly if they do choose to drive. We also have an area for children to secure their bikes.

Break and Lunch Times

At milk and fruit break, the children can have a third of a pint of milk or bring in a water bottle.

Children may also have a piece of fruit (this is provided free in Key Stage 1). Children may bring in a packed lunch to eat at school or have a hot school dinner.

Please no fizzy drinks, no sweets and a small amount, if any, of chocolate. That is a chocolate biscuit or cake rather than a bar.

Payment of Lunches

We have a wonderful catering facility on-site, providing a choice of hot meals.

A school lunch is £2.34 per day which can be paid with cash via the school office or through Parent Pay. Logins for Parent Pay can be obtained from the school office and payments can be made 24 hours a day – a secure and convenient way to pay for all school items.

Free School Meals and Pupil Premium

From September 2014 all children in Key Stage 1 become entitled to a free school meal. It is important that parents still apply for free school meals (FSM) regardless of the Key Stage 1 entitlement. The school relies on Pupil Premium funding which is linked directly to FSM. This money funds many of the support networks set up for the children (see website for more details); without this funding these valuable services and support would not be possible.

If your child is eligible for FSM your child will also be eligible for free milk.

PLEASE APPLY FOR FREE SCHOOL MEALS.

Wrap Around Care

We understand the pressures of working and school drop off so we are pleased to offer before and after school care at school.

Breakfast Club starts at either 7.30am or 7.45am. Breakfast is served until 8.30am and children will be taken to their classes at 8.45am.

After School Care runs in three sessions, starting at 3.15pm with the first session ending at 4.00pm, the second at 5.00pm and the longer session until 6.00pm. Parents collect children from the main school office reception. Children will be provided an afternoon snack after 4.00pm if they are booked until 5pm or 6pm.



The Curriculum

In order to meet the range of needs and interests of the learners, the curriculum has been directly planned, designed and structured around our shared vision statement and ethos:

We NURTURE, RESPECT & INSPIRE so that everyone ACHIEVES

The Linden Primary School Curriculum is a personalised and responsive curriculum which is objective led and skills focused, thus allowing activities to be led by the children. In turn the skills acquired are transferred across the curriculum with opportunities given for them to be applied in many ways.

As well as meeting the needs of our children at the school, the curriculum has been carefully designed to meet the requirements of the National Curriculum. This ensures that learning takes place in context through cross curricular links, rather than subjects being taught in separation.

For further information please see our website.



Early Years

In our Reception classes we promote the seven areas of early learning: communication and language; physical development; personal, social and emotional development; literacy; mathematics; understanding the world and expressive arts and design. The curriculum is well structured in which play is seen as a valuable learning tool. The atmosphere is busy, yet relaxed, and provides a secure environment for the children to extend their learning and make progress.

At the beginning of the school year, the Reception children build up their attendance over their first few weeks.



Physical Education

Physical Education provides an important part of every child's education. It plays an active role in both children's physical and social development.

Our main aim in PE is for the children to acquire the skills necessary to perform a variety of physical activities and to value physical activity and its contribution to a healthy lifestyle. To meet these aims our children are involved in a wide range of activities including gymnastics, dance, games, athletics and swimming. We work within these areas to ensure all children meet their individual potentials stressing the need for fair play and enjoyment.

We offer a variety of extra-curricular sporting activities at different times of the year and presently compete against other local schools in football, netball, cricket and rounders. We are also lucky to have strong links with the Gloucester School Sports Network.



Inclusion

Many children at some time in their school career, will have special educational needs (SEN). Most children's needs will be met by their ordinary (mainstream) school, sometimes with the help of outside specialists.

If you feel your child needs extra support make an appointment to see your child's teacher or our SEN Co Ordinator, Miss Meg Jenkins.

Many problems can be sorted out easily, especially if they are dealt with quickly. In some cases, the school – with the permission of the child's parents – may call in professionals to help ensure your child's needs are fully understood so that appropriate help may be given.

The Inclusion Team

The Inclusion Team has the remit of providing pastoral support in many areas. These encompass attendance, absence, punctuality, well-being, social care, family support, behaviour, SEN provision and signposting of additional services.

Collective Worship and RE

There are two separate legal requirements for Worship and RE. The links between them both complement and supplement each other. Worship is a time for praise and joy or for reflection, RE is a curriculum area requiring and developing skills of questioning, inquiry, empathy, sensitivity, thought and response.

All our children bring a variety of experiences, which provide the foundations upon which we build. Children are encouraged to think of others and are actively involved in supporting charities throughout the year.

The children meet together regularly for assembly. Though all children are expected to show respect for all faiths, no child is expected to participate in anything that they do not personally feel comfortable with. Parents have the legal right to withdraw their children from collective worship or RE lessons. An appointment should be made with the Headteacher to discuss withdrawing their children from worship or RE and to discuss alternative arrangements.

Relationship and Sex Education

PSHE, or personal, social health and education, is a planned programme of learning through which children and young people acquire the knowledge, understanding and skills they need to manage their lives. As part of a whole school approach, PSHE develops the qualities and attributes pupils need to thrive as individuals, family members and members of society. It prepares them to manage many of the most critical opportunities, challenges and responsibilities they will face growing up in such rapidly changing and challenging times.

Relationships and Sex Education, forms a crucial statutory element of PSHE and focuses on teaching the building blocks required in order for children to define what a positive relationship looks like, including friendships, family relationships and relationships with other children and adults. A progressive scheme of work is used to guide teachers in providing pupils the opportunities to talk explicitly about the features of healthy friendships, family dynamics and other relationships children may encounter. Age appropriate aspects of sex education to support pupils' ongoing emotional and physical development are also taught within this.

Extra-Curricular Activities

There is a wide variety of extra-curricular provision, which is used to enrich the quality of education received. Clubs are well attended and include cooking, drama, art, textiles, netball, football, homework club and school council. School Council is where class representatives are elected by their peers to share thoughts, ideas or concerns.

Clubs run each term usually, bookings are announced and then made via the SZapp. Clubs start in October as teachers are busy settling their children into the new school year during September.

Parents at School

Parents are always welcome and we encourage working in partnership with parents. If you would like to get involved, please ask your child's class teacher.

Ways in which parents and friends of the School contribute to school life include:-

- **talking to children about specific interests**
- **sharing skills and experiences**
- **talking to children about their work**
- **working with small groups of children in an activity**
- **hearing children read**
- **assisting with trips and visits**

All this helps us to make learning stimulating and interesting for the children. If you have any good ideas or suggestions, please tell us as we would love to hear from you.

Friends of Linden

The Friends of Linden are parents and guardians of pupils. This organisation plays an important part in fund raising to enhance pupil experiences and learning. They are always looking for volunteers and any contributions of your time will be very welcome. Please ask at the school office for a contact.



Home School Agreement

The Home School Agreement is signed as children join us. It provides a means for the school and parents to acknowledge their partnership in the education of the children.

Communication with Parents

There are a number of opportunities for teachers and parents to discuss the best ways in which your child can be helped with their development, whether academically or socially.

Parent's Evenings are held twice a year to discuss your child's progress. Teachers are available after school to answer quick questions; longer meetings to discuss areas of concern or other issues can be arranged with either the Head or your child's class teacher.

Special meetings are organised during the year to inform parents about specific areas of the curriculum, for example Literacy and Mathematics, and how you can help your child at home.

Schoolzine

We ask our parents to download the Schoolzine App (SZapp) onto their preferred device. This app allows parents to receive tailored notifications and emails regarding their child. Call into the school office for details of how to access this app.

Reports

You will receive a written report at the end of each academic year together with information about their progress in the National Curriculum. A summary of our results can be found on our website.



What do I do if I have a Complaint?

We work hard at developing and maintaining good relationships between home and school. We believe that if the relationship is positive then complaints will be:

- **made politely**
- **received sympathetically**
- **dealt with speedily to the satisfaction of all**

We believe that most problems and complaints are the result of misunderstanding or a lack of communication. In the majority of cases you should arrange to see your child's class teacher to discuss the problem. However, if your complaint is of a serious nature it should be brought to the attention of the Headteacher.

When you make an appointment to see either the Class Teacher or Headteacher please explain what you wish to discuss; this will allow preliminary work to take place before the meeting so that everyone involved is better prepared and informed. Should any action agreed in your meeting be ineffective, please make another appointment so that a solution can be reached.

If you still remain unhappy please put your complaint in writing for the Chair of Governors. This can be emailed to chair@linden.gloucs.sch.uk or sent via the school office. If you need help with the writing of the letter, the school's Parent Support Adviser will help.

If the complaint remains unresolved it will be referred to the Governing Body who will meet to review the information and take appropriate action. This may involve a meeting with the Chair of Governors.

The Governing Body will fully investigate the complaint and a letter will be sent to all concerned parties regarding the outcome of the investigation.

In line with Local Authority guidance, if there is an occasion to make a complaint about any aspect of the child's schooling, then the complaint should be put in writing and forwarded to the school. A written reply will be issued within 10 working days of receiving the complaint. (Weekend days, inset days and bank holidays are not classified as working days)

Behaviour

At Linden Primary School we strive for a happy, working, caring, safe environment for all. To achieve this all members of the school community should treat each other with respect, using appropriate language at all times. The classrooms should be a place where children can learn in a calm and pleasant atmosphere.

We recognise 'good behaviour' and will acknowledge those well-mannered, hardworking, caring children and those who consistently do as they are asked. Once a week we celebrate good behaviour together in assembly.

Unfortunately, there will be times when some children will need certain rules reinforced, in order to help them learn how to be a respected member of the Linden School community. In the majority of cases, sanctions will be instant and not terribly serious.

These sanctions will include:

- reprimands
- missing play times
- being asked to write a letter of apology

If a child continues to misbehave, more serious sanctions will be required. At this point parents would become involved and the School's Behaviour Policy would be followed.

Parents are part of our school community and we need your support in order to achieve the standards we all desire. Your children reflect your attitude to school. We all want the best possible education for your children; together we can achieve it.

Bullying

We are aware that incidents of bullying can occasionally arise. We operate a zero tolerance policy towards any form of bullying. All instances of bullying reported will be investigated and responded to appropriately. Staff on duty monitor playground behaviour but, should you feel that an incident has gone unnoticed, please contact your child's class teacher.



Admissions

Standard admission number for Linden Primary School is 30 per class. Children entering are normally admitted at the beginning of the academic year in which they reach their fifth birthday. Children are initially admitted on a part-time basis until they are ready to cope with all aspects of the whole school day. Full-time attendance is at the discretion of the class teacher in consultation with parents.

The school co-operates with the local authority in co-ordinating the admission of pupils to schools in the area. The aim of this is to ensure that as far as possible, parents obtain the school of their choice.

If a child is not offered a place, parents may appeal.

Transfer to Secondary School

At the end of Year 6, all children transfer to secondary school. Parents are informed of the procedures to follow and are given details of the options available in the Autumn Term prior to their child's transfer. Parents are given the opportunity to visit the various local secondary schools with the children and details can be found on individual schools' websites. All parents are notified of the places offered to their children on March 1st in the school year before they change schools. If they are unhappy with the places offered there is an appeals procedure set up the Local Authority.

Punctuality

Punctuality is a very important part of life and it is vital that habits are established early. The school doors open at 8.45am and children must be at school before the close of registration at 9.00am.



Health and Safety

Our Health and Safety Policy is available for inspection on our website.

Safeguarding and Welfare

The safeguarding and welfare of your children is of paramount importance to us. All staff are DBS checked and have received safeguarding training. All staff are responsible for the welfare of children in their care but we also have five members of staff who take a leading role:-

Mrs Lucy Collins (Headteacher & Designated Safeguarding Lead)

Mrs Sasha Davidson (Deputy Headteacher & Deputy Designated Safeguarding Lead)

Mrs Magda Reynolds (Business Manager & Deputy Designated Safeguarding Lead)

Mrs Rozina Begum (Parent Support Advisor & Deputy Designated Safeguarding Lead)

Miss Meg Jenkins (SENDco & Deputy Designated Safeguarding Lead)

Charging

The school contributes to a large number of trips and events throughout the school year and runs a highly successful policy of asking parents for a contribution towards these trips. Should parents be unable to afford to contribute towards the cost of a trip please contact the school office.

Communication

We communicate with parents in the following ways:-

- Letters via the pupils
- Newsletters
- Email communications
- Text messaging
- Website information
- Schoolzine App (SZapp)

Please ensure we have your correct email address and phone number.

Key Stage 1 and 2 SAT Results and Attendance Data

All schools are legally required to publish their SAT results and their attendance data, these can be viewed on our website.

School Policies

All policies are available for parents to inspect. Please enquire at the school office.

Smoking & E-Cigarettes

Smoking and the use of e-cigarettes is not permitted anywhere on the schools grounds and the immediate surrounding area i.e.outside the school gate areas.

Dogs

Dogs are not allowed on the school site or around the gate areas at any time of the day. (Not even in a basket or being carried).

Bikes, Scooters etc

In order to protect the children no bikes, scooters or other wheeled toys are to be used within school grounds. Please ensure these are pushed or carried and stored safely.

Road Safety

The school is surrounded with busy streets. Children are reminded about the need for road safety. We expect children to behave sensibly on and near the roads at all times. However, the safety of pupils on their journey to and from school remains the responsibility of parents. This includes the immediate area outside the school grounds.



Hair

Keep hair styles suitable for children under 11. We request that hair is not too short, with no Mohicans, engravings or added colour.



Uniform

We strongly encourage all pupils to wear uniform. We feel that the uniform provides the children with a common identity and a sense of belonging to our community. Children should wear sensible shoes that they can run and play in. Clothing with brand labels and logos are not considered appropriate for use at school.

Uniform is available from Monkhouse Schoolswear shop in the town centre, or from good supermarkets. Book bags are on sale at school.

All clothes should be clearly labelled with your child's name

Uniform:

- Red sweatshirts or cardigans, plain or with school logo
- White shirts (polo or traditional), plain or with school logo
- Plain grey or black jogging bottoms (for younger children)
- Plain grey or black trousers (Years 3 and above are encouraged to wear traditional trousers)
- Plain grey or black shorts (for summer)
- Grey or black pinafore or skirt
- Red and white checked or striped dresses (for summer)
- Red, white or grey socks or tights
- Book Bag

PE Kit:

- Black shorts
- White t-shirt or polo-shirt
- Black daps
- PE bag
- Plain grey or black tracksuit bottoms/sweatshirt and trainers for outdoor PE in cold weather

Emergency Closure Procedure

Decisions to close the school are not taken lightly. The school will be kept open in whole or in part, for as long as it is reasonable and safe. The main consideration in these situations is always the health and safety of the pupils and staff, especially in respect of travelling to and from school and also their basic needs such as warmth and access to hot water for cleaning.

If the school needs to close before 3.15pm:

We will contact all parents by text and ask that children are collected. We will also send a notification via the Schoolzine app. We may ask you to make contact with neighbours and friends to speed up the relaying of the message. The school staff will stay with all children until they are collected.

The school is closed for the day:

The most common situation is one where weather conditions deteriorate overnight causing uncertainty as to whether the school will open in the morning. In the event of the school needing to close for the day, a notice is posted on the school gate if at all possible. Remember – the school is closed so no one will respond on the school landline!

In addition, Gloucestershire County Council will notify Heart FM and BBC Radio Gloucestershire. These stations will broadcast closed schools in alphabetical order from 7.00am onwards. The school may not initially appear so you need to keep listening until 9.00am.

Do not call Gloucestershire County Council or the radio stations under any circumstances as this stops vital information reaching people quickly. A full list of schools that are closed can be found on www.gloucestershire.gov.uk/closures This is often more up-to-date than the radio broadcast.

The information in this Prospectus is correct, as far as is known, at the time of going to press and may be subject to change without prior notice.







Linden Primary School

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