

LUCKWELL PRIMARY SCHOOL

Prospectus
2016 / 2017

Headteacher: Kevin Jones
Luckwell Primary School
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May I wish you a warm welcome to our school!

My name is Kevin Jones and I am proud to be the headteacher of Luckwell Primary School. I joined the school in September of 2011 after holding a number of deputy headships in Bristol and beyond.

As well as being the headteacher of the school I'm also on the executive of the local Primary Heads network and I work to support new heads across the city in their first year.

I chose to come to Luckwell because I recognised that it is a school that puts itself in the heart of the community, and always puts our children first. We are lucky enough to have wonderful children who love to learn and dedicated, caring adults who love to help them do so.

You can get a good impression of our strengths by looking at our most recent Ofsted report; however for the very best glimpse at what we do I'd strongly urge you to come and visit. We are always happy to welcome visitors to our school and there's always something exciting going on.

Luckwell is also proud to be a founding member of the South West Co-operative Learning Trust. This is a collective of schools and local partners who work together to provide the very best for the young people in our community. Aside from providing a great network our commitment to the Trust is also a strong indication of our belief that schools work at their best when they collaborate, not compete. Consequently, we value our strong neighbourhood and community links. There is more information about the Trust on our website.

Our Vision

We aim to do 3 things for our children by the time they leave us:

1. Instil a **strong** sense of **self**

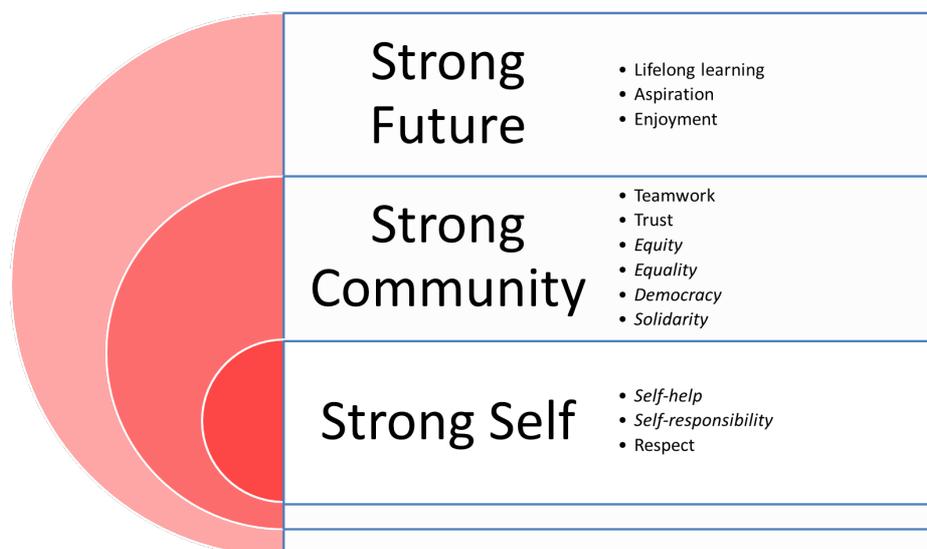
This means having high self-esteem, being emotionally and mentally robust, being self-aware and self-responsible, and able to make one's own choices.

2. Instil a **strong** sense of **community**

This means working co-operatively and collaboratively, understanding one's responsibilities towards others, having a sense of the connectedness of people, respecting others, having common goals and sticking together.

3. Create a **strong** future

This means having aspirations and the skills to meet them, learning to love learning for its own sake, continuing to be curious and questioning throughout life.



These three strengths are reflected in the patterns of the life of the school, from how we plan our assemblies to how we mark our books.

There is a document available on the school website that explains in more detail our vision.

Staff 2016 / 2017

Role		Other responsibilities
Headteacher	Kevin Jones	<i>Designated Child Protection Officer Standards, Assessment SLT Line Manager Office Line Manager Music Leader</i>
Deputy Head	Jacqui Noble	<i>Senior Leadership Team Member English Leader PSHE Leader Teaching and Learning Leader Inclusion Leader (covering Ellie Morgan)</i>
Inclusion Leader	Ellie Morgan (currently on maternity leave.)	<i>Senior Leadership Team Member Inclusion Leader LSA Line Manager</i>
Reception Teacher	Jane Redpath	<i>Senior Leadership Team Member Early Years Leader / Line Manager NQTs and Students Leader</i>
Reception LSAs	Tracey Barnes	
Y1 Teacher (part time)	Nicola Perugini	<i>RE Leader</i>
Y1 Teacher (part time)	Abby Cleverly	
Y1 LSA	Jane Roddick	
Y2 Teacher	Laura Kerr	<i>Newly Qualified Teacher</i>
Y2 LSAs	Cheryl Hillberg	<i>Higher Level Teaching Assistant SMSA Line Manager</i>
	Helen Prewett	<i>Higher Level Teaching Assistant Forest Schools Leader</i>
	Heidi Sainsbury	
Y3 Teacher	Nicola Fahy	<i>Maths Leader</i>
Y3 Teacher (part time)	Genevieve McCaskill	<i>MFL Leader</i>
Y3 Teacher (part time)	Hayley Welton	<i>Art Leader</i>
Y4 Teacher	Will Brown	<i>Science Leader</i>

Y3/4 LSA	Jill Jones	
Y5 Teacher	Errin Rixon	<i>Computing Leader</i>
Y6 Teacher	Greg Campbell	<i>Sports Leader</i> <i>Curriculum Leader</i> <i>OPAL Leader</i>
Y5/6 LSA	Rose Shepherd	

Role		Other responsibilities
Secretary	Gareth Rae	
Admin assistant	Rachael Lovegrove	
Bursar	Sharon Edwards	
Caretaker	Kevin Ward	
SMSA	Angela Clements	
SMSA	Louisa Nelson	
SMSA	Deborah Edwards	
SMSA	Rachael Lovegrove	
SMSA	Roxanne Peglar	
SMSA	Sharon Doherty	
SMSA	Jo Tucker	

Admissions and Visits to the school

At Luckwell we adopt Bristol Local Authority's admissions policy. Consequently any applications are directed towards the Local Authority.

Places are allocated by priority on the following criteria:

Children in care

Children with siblings in the school

Children living within proximity of the school

Children with Statements of Special Educational Need have their own transfer plans and are not subject to the general admissions arrangements.

We warmly welcome visits to our school and these can be arranged via the school office.

About our school

Luckwell Primary School was first opened in 1900 and consequently has played a central part in the community of Bedminster for over 100 years. School capacity is currently 240 children split across 8 classes:

1 Reception class

1 Year 1 classes

1 Year 2 class

2 Year 3 classes*

1 Year 4 class

1 Year 5 class

1 Year 6 class

Reception makes up the "Early Years Foundation Stage."

Years 1 and 2 make up "Key Stage 1"

Years 3, 4, 5 and 6 make up "Key Stage 2"

***this is the result of us taking on a bulge class in September 2013.**

We have 2 playgrounds, an agility trail, access to fields on Breach Road and a dedicated sports hall giving children plenty of opportunity for active play.

We have a mobile computing suite of 45 laptops and a class set of 25 iPads all linked up to a wireless network. All classes have interactive whiteboards and our curriculum embraces the role that new technologies play in young peoples' lives. At the same time, we are mindful of the need to educate our children of the risks that come with being a digital native (for example, the changes to the notion of "friendship" that comes through growing up with social networking sites.)

The Curriculum

Our Curriculum is designed to be broad, balanced, exciting, relevant and challenging. Our vision is for all children to follow a curriculum which allows them to participate in and have ownership of their own learning. The curriculum is structured so all children can learn skills and be able to apply them, develop positive attitudes to lifelong learning, further their knowledge and understanding across the National Curriculum subjects and fulfil their individual potential. We draw on expertise in and around the community and often enrich lessons with visitors or visits. We call this model the **Enquiry Curriculum**.

Within the Enquiry Curriculum, skills and knowledge from a variety of subjects are blended to create an overarching theme, or enquiry, that the children will study. Beginning the enquiry will be a “WOW” event that stimulates or provokes, and the enquiry will end with a challenge where the children can demonstrate the skills and knowledge they have learnt. The learning objectives for each enquiry are drawn from the National Curriculum 2014. Within the timetable there will also be opportunities for discrete subject teaching, – phonics, maths, PE for example. Again, it is the National Curriculum 2014 that we use to set our objectives.

Religious Education

Our curriculum includes learning about and learning from the world’s major religions and significant people within those religions. Not only is it a statutory requirement, we also think it is important for children to have an understanding of religion. Our key teaching document here is the Bristol SACRE Agreed Syllabus. SACRE stands for Standing Advisory Council for Religious Education, and is responsible for producing a local RE curriculum. It is this curriculum, entitled “Awareness, Mystery and Value,” that we draw our teaching from. Parents do have a right of withdrawal from Religious Education, and those wishing to exercise that right are asked to arrange a meeting to see the Head.

Assessment

There are a number of formal, summative assessments that we carry out with children during their time here:

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|---------------|--|
| Year 1 | Phonics screening test. |
| Year 2 | Teacher assessments in English, maths and science. |
| Year 6 | Tests and teacher assessments in reading, writing, spelling, punctuation and grammar, maths and science. |

You will be given further information about these as appropriate.

We also carry out internal assessments which are formative (ie they tell us what we need to teach next) and these may take a variety of forms. For example, teachers marking books daily is a type of formative assessment, as carrying out a maths assessment at the end of a unit of work. These assessments feed in to an overall picture of where your child is on their journey, and importantly where they need to go next.

The School Day

8.50	School starts
10.30 – 10.50	Morning break
12.00 – 1.00	Lunch break
2.20 – 2.40	Afternoon break for Key Stage 1
3.15	School ends

Children enter school in the morning and leave in the afternoon via the bottom playground entrance on Luckwell Road. This gate is opened at 8.40 and shut at 9.00 in the morning. Anyone arriving after the gate is shut will need to go round to the Office on Breach Road to the late book.

Assemblies

There is an assembly every day at Luckwell:

Monday 10.10	Whole School Values.
Tuesday 10.10	Singing assembly.
Wednesday 10.10	Whole School Values / Sharing assembly (each class takes it in turn to share their learning with the rest of the school.)
Thursday 10.10	Class assembly led by the class teacher.
Friday 9.00	Celebration assembly (we celebrate the children's achievements both in and out of school. Parents are invited.)

Lunches

Lunch is provided by Chartwells and is served between 11.45am and 1.00pm at a cost £2.25 per day for Key Stage 2 children, free for Early Years and Key Stage 1 children. Parents are able to place orders online via our school website. Orders need to be placed in advanced for the week, month or term together with payment. Children not requiring a school meal are able to bring in a packed lunch.

Meals are cooked on the premises and the children have a choice of main dish, vegetables and sweet with a vegetarian option. If your child has a particular need such as allergies or special please contact the school office. Supervision at lunchtime is provided by our SMSA (school meals supervisory assistant) team.

Important – free school meals and pupil premium

If you are in receipt of any of the following, you may be eligible for free school meals and pupil premium funding.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Even though children in Reception, Year 1 and 2 do not pay for their meals it is still important that you apply, because each successful application brings the school £1300 that we can use to support your child's education (this is known as **the pupil premium.**) You can find out more information by talking to our office or looking at the council's website.

Free Milk & Fruit Scheme

The government currently provides free milk to all children up until their fifth birthday and fruit to all children in KS1 and below. Children in KS1 will have a piece of fruit and a drink of milk (if under the age of five) during the day.

PTA and Parent Helpers

We have an active and committed PTA (Parent and Teacher Association) who undertake various fundraising (and profile-raising) events through the year – discos, fayres and fetes, Santa's Grotto, Easter Gifts day etc. You can find out more on our school website.

The PTA are always grateful for new recruits and can be contacted via the school office.

We welcome parent helpers into our school and are lucky enough to have such a talented and committed pool. These are some of the ways parents have helped out in the last year:

- Hearing readers
- Running maths awards schemes
- Preparing educational materials
- Helping with swimming and off-site visits
- Supporting clubs, eg netball and choir
- Sharing their professional expertise
- Talking to children about careers

If you have something to offer, please get in touch via the school office.
DBS checks may need to be made.

School Uniform

We do expect to see all children in school uniform, which comprises:

- White / red polo shirt
- Black trousers / shorts / skirt / pinafore
- Classic red sweatshirt / fleece / cardigan
- Red & white gingham dress (girls)
- A bookbag
- Red / black dap bag
- Black school shoes

For PE it is essential to have a change of clothes, suitable for physical activity and taking into account the weather.

Please ensure that all clothing is clearly labelled with your child's name!

Jewellery

We do not allow the wearing of jewellery (apart from small ear-studs) by either boys or girls. This is for safety reasons and because it can cause a number of problems when items are lost. Earrings should be removed on PE and swimming days.

The school cannot accept responsibility for damage to or loss of such items.

Lost Property

Lost Property is collected in the corridor leading to the sports hall. Every term or so we put items out on a table in the playground for collection. Anything not collected we keep as spares, send to charity shops or recycle.

First Aid

If your child has an accident in school he/she will normally be dealt with by a qualified first aider. Parents are immediately contacted if an injury is serious or your child needs further medical attention.

We will also provide you with a written record of the attention given.

Medication

We can administer some short-term medication in school, where it is not possible for the parent to do so. There is a Prescribed Medication form to fill in available from the school office, and all decisions will be at the Head's discretion.

Behaviour

We have a simple behaviour code that is adhered to and regularly discussed in each class:

Be kind and helpful

Be gentle

Listen to others

Work hard

Be honest

Look after your own and others property

Each class creates a class contract based on these rules which is signed by every class member.

Children are role-models to each other, and those “caught” exhibiting the good behaviour we want to promote across the school are rewarded with housepoints, stickers, certificates and recognition as appropriate.

Children breaking the school rules become subject to certain sanctions:

A verbal warning clearly explaining the inappropriate behaviour and the consequence for choosing to ignore this warning

A further warning and formal note made in the “sad book”

“Time Out” within the class

“Time Out” in another class (recorded on a “green slip.”)

“Time Out” with the Headteacher. Parents are notified.

Parents are also informed when a child receives a third green slip in any 10 day period.

As a final measure, if all else fails, exclusion procedures may be necessary. This will be done in accordance with the Local Authority Procedure.

The full behaviour policy is available on the website or at the office for parents on request.

Complaints

In the event of a complaint about your child’s education, we ask that all parents follow the procedures set out below:

1. If you have a problem.

See your child’s class teacher.

2. If it has not been dealt with to your satisfaction.

Make an appointment to see the Headteacher or Deputy Head.

3. If you are still unhappy.

Contact a Parent Governor or the Chair of Governors via the school office.

If, at this stage, there is still no solution then the problem will be dealt with by the whole Governing Body, through the Chair of Governors.

Copies of the full complaints procedure are available from the school office and on the website.

Please check our website for lots more information about our school:

www.luckwell.bristol.sch.uk