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North Cerney Church of England Primary Academy

Giving our pupils faith in their future

*"Pupils' behaviour for learning is outstanding, they
listen attentively to what others have to say..."*

Ofsted Report 2013





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A Letter from the Head



*"Tell me and I'll forget
Show me and I'll remember
Involve me and I'll learn."*

Involving children in their own learning development, along with support from their peers and the careful guidance of enthusiastic, dedicated teachers, is, I believe, the cornerstone of a good education.

At North Cerney we pride ourselves in our knowledge and understanding of every pupil; their likes and dislikes, their fears and their hopes, their weaknesses and strengths. In this way, we are able to nurture the whole child, whilst preparing them for their journey through to senior school. Our lively and engaging curriculum offers opportunities for each child. Underpinned by our Christian values, the security of being part of a close-knit school within a vibrant local community provides a solid foundation for life in Modern Britain.

I hope you find the following information about our school useful and informative, but it will not tell you the whole story; the best way to do that is to come and see for yourself.

Suki Pascoe
Executive Headteacher



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An introduction to North Cerney Church of England Primary Academy

SCHOOL VISION

To enthuse, encourage and enable our pupils to seek challenges, explore beyond boundaries, communicate confidently and cooperatively, show initiative, self-discipline, respect and open mindedness, all within a framework of Christian Values.

OUR CHURCH ACADEMY

North Cerney is a very active community and the school plays a full role in village life.

We maintain close links with the church whose minister visits the school regularly for collective worship and special occasions. School services are also held in the church.

Our school now has 55 pupils ranging from Reception to Year 6 (4-11 year olds). The children are taught in 3 mixed year group classes by a dedicated team of teaching staff supported by assistants who not only help individual children, but also give general classroom support.

OUR GOVERNORS

We have a supportive and accessible Governing Body, which works hard to ensure that all pupils have excellent educational experiences whilst they are at North Cerney Academy

It represents a cross-section of the local community and, in partnership with the Headteacher; the Governing Body is responsible for managing our school.

THE SCHOOL DAY

Key Stage 1 and Reception:

School morning	8.30am - 12.00 noon
Morning break	10.20am - 10.40am
Lunch	12 noon - 1pm
School afternoon	1.00pm - 3.00pm
Afternoon break 15mins	
Teaching time: $4\frac{3}{4}$ hours per day	

Key Stage 2:

Same as above but with difference below:

Morning break	10am - 10.20am
No afternoon break	
Teaching time: 5 hours per day	

Children may enter the school playground from 8.15am onwards.
Staff are always available for brief messages before or after school.
Longer discussions are best left to the end of the school day and by arrangement with the class teacher.

SCHOOL CALENDAR

A copy of the school calendar is available from the office or our website and school events are noted in the School newsletter.

SCHOOL CLOSURES

Routine school closures are notified to parents via the School newsletter. In the rare event of it being necessary to close the school in an emergency, a list of schools that are closed will be publicised on: www.gloucestershire.gov.uk/closedschools

A message will also be broadcast on BBC Radio Gloucestershire. The school will also notify parents by text message or e-mail.



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Entry to North Cerney Academy and beyond

ADMISSIONS

In accordance with Gloucestershire Local Authority policy, children usually start school at the beginning of the school year in which they turn 5. They attend school part-time for the first three weeks, before starting full-time if appropriate.

Admission forms are available from Gloucestershire County Council and should be returned to Gloucestershire County Council by the specified date for their consideration against the admissions policy criteria.

OVER FIVE YEAR OLDS

The admission of children over 5 is made using the admission form available from school, and carried out in accordance with the LA admissions policy. A visit to our school by both parents and child is recommended beforehand so that we may discuss your child's personalised learning plan. Please phone for an appointment.

INDUCTION

We aim to ensure that young children starting school for the first time at 5 years old are already secure and familiar with some of the people, buildings and routines of the school before they actually begin full-time. As part of the induction process our KS1 teacher and teaching assistant arrange home visits to really get to know each child in their own environment. We have good links with local Pre-schools and liaise closely with them to ensure a smooth transition. Children also have the opportunity to come into school as a group to participate in activities, such as a Teddy Bears' picnic.

Parents and carers of children who are approaching school age are invited into school with their children, in terms 5 and 6, before the child is due to start.

On this occasion they are shown round the school and meet the Class teacher and the Headteacher. Children then come into school for a separate visit to spend time in the Reception Class before the summer holiday. Once they are settled in September, parents are invited to an Early Years Curriculum presentation given by the class teacher.

TRANSFER TO SECONDARY SCHOOL

In the September following their 11th birthday, children transfer to our local comprehensive secondary schools:

Cirencester Kingshill or Cirencester Deer Park School. A number of pupils now go on to one of the local grammar schools including Pates Grammar School, Cheltenham and Stroud High School.

There are well established programmes of visits to the schools for parents and children, to assist in the transition. We stay in touch with all our pupils and some come back to visit and share their experiences with current pupils.

A curriculum for all

We work hard to ensure that the curriculum we deliver is inspiring, fun and challenging. The school follows the Early Years Foundation Stage curriculum for our reception pupils and we base our teaching on the National Curriculum which sets out the breadth of study, key skills and attributes that the children should learn.

CORE SUBJECTS:

- Literacy
- Numeracy
- Science
- Computing
- Religious Education (R.E)
- Physical Education (P.E)

FOUNDATION SUBJECTS:

- Geography
- History
- Art
- Music
- Design and Technology (DT)
- Cookery
- Modern Foreign Languages (MFL)

There is also a framework for Personal, Social and Health Education (PHSE)

CURRICULUM MAP

We plan a two year spiralling curriculum. This ensures that even though children will spend more than one year in a particular class they will not repeat the same topic. It also means that when children return to a topic area, such as in science, there is a clear progression in expectations of knowledge and understanding.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Our School provides equal access to a broad and balanced curriculum for all its pupils. We recognise that children may display some aspect of special need during their school career and it is the joint responsibility of all our staff and governors, to work in partnership with parents, outside professionals and the LA, to cater for these needs. This is done in such a way to respect the right of all pupils to be treated as individuals, to feel wanted and valued, and to have their skills and abilities recognised. Additional support may be provided in class or outside class in a small group setting working to agreed targets.

SWIMMING

During the summer term, our year 3 and 4 group are taken to Cirencester Leisure Centre for swimming lessons.

EXTRA CURRICULAR ACTIVITIES

We pride ourselves on the ability to unlock potential wherever it can be found, and this doesn't always manifest itself in the classroom. Being a fairly small school enables us to offer all children many more opportunities to explore their potential talents in music, choir, gardening, sport, cookery, dance, art and much more. There are many events throughout the school year when children get the chance to share these talents with parents and carers.

HOMEWORK

Children are expected to carry out homework tasks from Year 1. These may include reading, spelling or maths activities at Key Stage 1. As children progress through the school, these tasks may involve children in their own research or revision study. Homework will be set according to the pupil's ability. Our homework policy is available on our website.

MUSIC LESSONS

Music plays an important part in our school curriculum. Children are able to access specialist music tuition from a number of teachers who visit the school, such as guitar, drums and keyboard specialists. More details are available from the school office.

Spiritual, Moral, Social and Cultural development

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Our approach to religious education is concerned with developing children's religious knowledge, attitudes and experience, and nurturing their sense of moral responsibility, spiritual well-being and concern for others. Collective Worship forms an integral part of daily assembly, which plays an important part in the life of our school. Assemblies are regularly led by the rector of our foundation church and our 'Open the Book' group of parishioners.

The themes for collective worship are agreed at the start of each term and follow the Values For Life scheme. The contents of our RE curriculum follow guidelines laid down by the Gloucestershire Agreed R.E Syllabus, with the principle aim of engaging pupils with questions arising from the study of religion and beliefs so as to promote their spiritual, moral, social and cultural development.

These form the focus of our social, moral and cultural teaching, but if the approach adopted by the school causes you concern, please make an appointment to discuss this with the Headteacher. We respect the legal rights of parents to withdraw their child from Collective Worship.

PERSONAL, SOCIAL AND HEALTH EDUCATION (PSHE)

During the primary school years, children are growing and developing physically, socially, intellectually, spiritually and morally. In this period of rapid change, health, social and sex education have an important part to play.

Personal and Social Education is a lifelong process of acquiring information and forming attitudes, beliefs and values that is concerned with relationships, self-respect and self-protection. In our school we teach children using a cross-curricular, topic-based approach and care is taken to match the programme to the maturity of the pupils involved. This is in line with government policy on promoting the concept of citizenship.

Sex education is part of the school's programme of PSHE and may be linked to other curriculum areas. It is also taught as a separate course of study during pupils' time in years 5 and 6. Parents will be informed before this takes place. The governors of the school acknowledge the right of parents to withdraw their children from this part of the curriculum.

BEHAVIOUR MANAGEMENT AND PASTORAL CARE

We aim to encourage positive attitudes to work, good behaviour and self-discipline through our Behaviour Management Policy and Golden Rules, which all are expected to follow.

The Class Teachers are responsible for the pastoral care of the children in their class and parents should talk through any concerns with them. Any serious matters will be referred to the Headteacher. See the website for the full policy.



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A partnership with parents

PARENTS ARE WELCOME

Parents and carers are welcome to come into the classroom, share their child's work and enjoy the displays at the end of a school day.

We also value any help parents can give in school, either in the classroom or 'behind the scenes'. Any help you give not only benefits the school, but also your child, as it shows how you value the school and want to be part of its community. Please see the Headteacher for further information.

HOME-SCHOOL-CHILD AGREEMENT

When a child joins the school, we ask him or her, a parent and a teacher to sign a Home - School - Child Agreement. We find that this is a vital link in the relationship that we create together and establishes the way in which we agree to work together.

COMMUNICATION

Newsletters are e-mailed to parents monthly, and we contribute to the monthly village magazine, Churn News. Parents and villagers share with us in the traditional activities of a school year, where the school is very much at the heart of the community. An annual BBQ is held in the summer by the NCSA (North Cerney School Association) to provide everyone a chance to meet socially and our Christmas Fair is one of the highlights on the local calendar.

PARENT CONSULTATIONS

Parent/teacher meetings are held twice a year, in the Autumn and Summer terms. Teachers and parents are encouraged to have a full and open discussion about their child's academic progress. An annual school report is sent out in the Spring Term with an opportunity for a parent/teacher meeting, so that parents have time to read the report beforehand. Throughout the year, School Open Evenings are held focussing on aspects of the schools development. All are welcome. If you wish to talk over anything that may concern you regarding your child, please don't leave it until these meetings but we would be grateful if you could make a specific appointment so that we can set aside the time you need and ensure there will be no interruptions. Staff will always endeavour to be available if there is an urgent problem to discuss.

COMPLAINTS

The school has a formal complaints procedure. Copies of which are available on request from the website or School Office.



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Taking pride in ourselves

We try to encourage the children to take a pride in belonging to their village school. Having a uniform, which the children all wear, helps to support that special feeling of belonging:

BOYS – GENERAL

Trousers:	Black or grey, short or long.
Shirt:	White or red polo.
Sweatshirt:	Navy blue with school logo.
Socks:	Dark coloured.
Shoes:	Sensible, dark coloured.

BOYS - SUMMER (OPTIONAL)

Shorts:	Grey or black.
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GIRLS – GENERAL

Skirt:	Grey or black skirt or pinafore dress.
Trousers:	Black or grey.
Blouse:	White or red polo.
Cardigan or Sweatshirt:	Navy blue with school logo.
Socks:	Navy blue or white.
Tights:	Navy blue or red.
Shoes:	Sensible, dark coloured.

GIRLS - SUMMER (OPTIONAL)

Dress:	Blue/white, striped or gingham.
Shoes:	Plain coloured sandals.

No high-heels, fashion boots, trainers or bright coloured shoes please.

Uniform can be purchased through Tesco online or at
www.schoolwearforless.com

LABELLING

All items, including shoes, plimsolls and socks must be clearly marked with your child's name, so that lost clothes can be returned to the rightful owner.

JEWELLERY

The wearing of jewellery can be dangerous in school, especially in games and PE lessons. Small ear studs may be worn. No other jewellery is permitted. The school cannot be held responsible for the loss of jewellery or watches worn by the children.

ILLNESS

When a child is ill in school we do all we can to make him/her comfortable whilst we contact the parent or other designated responsible adult. If serious injury occurs, then emergency services will be called immediately and then we will make every effort to contact the parents/carers.

Please let us know if your child has been unwell or has a particular health problem, so that we can monitor this accordingly.

If your child has contracted an infectious disease such as mumps or chicken pox he/she **MUST** be kept at home until given the all clear from your doctor.

Please do not send children who have had sickness or diarrhoea back to school within 48 hours from the last episode. (Gloucestershire LA Guidelines)

Guidelines on illness are available from the School Office or by visiting www.northcerney.gloucs.sch.uk

EMERGENCY CONTACTS

The school updates emergency contacts and health information annually. If this data changes at any time during the year, please notify the school as soon as possible.

SAFETY

All parents are asked to wait for their children by the school gates. Please ensure children do not run out of the school gate. When parking, please take care not to obstruct the entrance up to the school, or block other parked cars.

Access to the school is via the main entrance door, which is secured from 8.30am – 3.00pm. To gain entry during this time you will need to press the buzzer and await a reply. All visitors should report to the office and sign in and out.

The school carries out a fire practice termly (3 times a year).

ASTHMA

If your child has asthma you are responsible for notifying the school and ensuring that your child has their medication in school. An asthma profile should be completed.

Asthma inhalers **MUST** be clearly labelled and kept in the child's possession at all times for immediate access when needed. In the event of an emergency, an inhaler is kept in the school office.

MEDICINES

Staff are permitted to give a child medication or apply plasters. If your child needs to administer an inhaler or other form of medication we ask that you let the Class Teacher or Headteacher know in writing and complete a medication profile available from the School Office. Any medication to be administered should come into school in the original packaging and be clearly labelled. You will be asked to sign a medical consent form.



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ALLERGIES

If your child is allergic to something please let us know.

School Lunches and Food

SCHOOL LUNCHES

We know that children who have a healthy balanced diet perform better at school. Food affects everything about a child, their mood, their temperament, their behaviour and their ability to concentrate, so it is no surprise that food and cooking is an important part of our curriculum.

We are fortunate enough to have hot school dinners freshly prepared by Rendcomb College for a charge of £2.20 per day. School meals are provided free of charge for all pupils in KS1.

Children sit down together, with members of staff and say *Grace* before lunch. We believe that lunchtime is a chance to educate the children about what's on their plate too. We also share this dining experience with the local community and parents. All welcome.

Sweets or chocolate should not be included as part of a healthy packed lunch. This is regularly monitored as part of our Healthy Food Award status.

THE KITCHEN

We have a purpose built brand new cooking kitchen in school (we believe maybe the only one in the county) where we educate children in lessons about cooking and food - vital life skills that we believe are important in the development of a rounded individual.

MILK

Milk is available from Cool Milk for Schools, if parents wish to order it for their children please go online to www.coolmilk.com. Free school milk is available for all children less than 5 years old if their parents wish them to have it.

Value for money

CHARGING FOR SCHOOL ACTIVITIES

The schools Governors have adopted the Gloucestershire LA policy for charging for school activities such as school visits. A copy of this policy is available at the school office and the school's website. We usually plan termly trips to link directly with curriculum content and Christian festivals.

Whilst we are unable to charge for school activities, we sometimes have to ask parents for voluntary contributions towards the cost. On these occasions we may only be able to proceed with the activity if sufficient contributions are received. One exception is for board and lodging on residential trips where a compulsory charge is made and a voluntary contribution is requested to cover the cost of travel, entry fees and materials.

Financial support may be available under certain circumstances so please do not hesitate to consult the Headteacher.

ACCESS 2 INFORMATION

The public has the right to view a variety of school documents in accordance with our Publication Scheme under the Freedom of Information Act 2000.

They include:

- National Curriculum documents
- Statutory Instruments of Governance, Orders and Circulars
- School prospectus, policies and reports
- Minutes of Governors' meetings
- Ofsted reports
- LA syllabuses and policies etc.

We may charge for some documentation. Anyone wishing to have access to documents held by the school should contact the School Office.

NORTH CERNEY SCHOOL ASSOCIATION (N.C.S.A)

Our award winning PTA was formed in 1983 and has given valuable support to the financial, educational and social life of the school. There is an elected committee, which meets regularly to discuss projects and events to be organised. All parents, staff and governors are automatically members and are kept informed of all its activities by the publication of minutes and the distribution of N.C.S.A News. Everyone is welcome to attend these meetings and new volunteers and ideas are always welcome!

"Every event is an opportunity for anyone who wishes to help the school to get involved; the more people → the more support → the more money → the more we can achieve and the better we are able to support the school and our children."

Anyone who would like to help with any aspect of the Association's work, or who has ideas they feel may be of value, should contact the Chair via the school office.



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School personnel

SCHOOL STAFF:

Executive Headteacher:

Mrs Suki Pascoe

SENDCo:

Miss Holly Wrigley

Teaching Staff:

Green Class (Reception & Key Stage 1):

Mrs Kate Turner

Mrs Jacqui Anderson

Yellow Class (Key Stage 2):

Mr Matthew Jones

Blue Class (Key Stage 2):

Ms Sheena Blackmore

SUPPORT STAFF:

School Business Manager/Academy Finance Administrator:

Mrs Stephanie Morris

Academy Administration Assistant/Pupil Supervisor:

Mrs Amy Bennett-Bright

Higher level teaching assistant:

Mrs Jacqui Anderson

Learning Support Workers:

Mrs Clare Bevan

Mrs Linda Johnson

Mrs Sapphire Alexander

Miss Zara Tromans

SCHOOL STAFF:

Curriculum Enrichment & After School Clubs:

Instrument tuition:

Miss Nicola Gee- Keyboard

Mr Kelvin Williams - drums

After School Club:

Mrs Jacqui Anderson - Manager

Mrs Sapphire Alexander

Mrs Linda Johnson

Miss Zara Tromans

How to contact us

Address:

North Cerney Church of England Primary Academy

North Cerney

Cirencester

Glos

GL7 7BZ

Tel: 01285 831310

Fax: 01285 831310

e-mail: admin@northcerney.gloucs.sch.uk

Web site: www.northcerney.gloucs.sch.uk

LA:

Gloucestershire County Council, Shire Hall

Tel: 01452 425300

The Diocese of Gloucester Academies Trust:

12 College Green
Gloucester
GL22LR
01452835538
DGAT@glosdioc.org.uk

PRIVACY NOTICE

for pupils in schools, early years settings, alternative provision and pupil referral units

Privacy Notice - Data Protection Act 1998

We, North Cerney C of E Primary Academy, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school.

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, case files, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school

NORTH CERNEY Church of England PRIMARY Academy
www.northcerney.gloucs.sch.uk

without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the School Office.

For more information please visit,
www.northcerneyprimaryschool.gloucs.sch.uk

If you are unable to access these websites, please contact the LA or the DCSF as follows:

CYPD Information Support Team (Children and Young People Dept)

Gloucestershire County Council
Shire Hall
Gloucester
GL1 2TP

Website: www.gloucestershire.gov.uk
Email: datasupport@gloucestershire.gov.uk

Public Communications Unit

Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.dcsf.gov.uk
Email: info@dcsf.gsi.gov.uk
Tel: 0870 000 2288

Feedback

I feel that the North Cerney C of E
Primary Academy Prospectus:

Agree

Disagree

Is attractively presented

Comment:

Is easy to read and understand

Comment:

Contains useful information

Comment:

Gives me a good understanding of what the
school can offer my family

Comment:

Encourages me to send my child / children to
North Cerney

Comment:

Additional comments/ Still don't know about:



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Notes

