



# Chelsfield Primary School



## Prospectus 2010-2011

### Developing Achievement for **Future Change** to be an **Outstanding School**



A small school  
making a **Big**  
**Difference**

Chelsfield Primary School, Warren Road, Chelsfield, Orpington, Kent, BR6 6EP Tel: 01689 825827 Fax: 01689 819909  
Email: [general.account@chelsfield.bromley.sch.uk](mailto:general.account@chelsfield.bromley.sch.uk), for general information



## What we do...



At Chelsfield we are committed to providing a high quality education for all. We are a small caring community with a nurturing family atmosphere. We provide access to a wide variety of activities in and out of school time. The school is a challenging and happy learning environment. Chelsfield is a place where we all know and care for each other.

- **We provide high quality learning and teaching.**
  - *To constantly develop and improve achievement and attainment for all; we develop our teaching using new research about how and why children learn.*
- **We work in partnership with the parents and the children.**



- *We listen to all members of our community and we share what we are doing and why. Our door is always open. We all move forward together.*

- **We are an inclusive school.**

- *We ensure all children have equal access to our school curriculum and activities so that all learners achieve and all learners attain.*

- **We provide equal opportunities for all whatever their gender, race, religion or abilities.**

- *We promote all forms of equity and equality, fairness and equal opportunities within our school community and outside of it.*

- **We have a CAN DO attitude with a happy and challenging learning environment.**

- *Children are learning because they are happy and are happy because they are learning. We know that a child's potential is not fixed but is ever changing and developing. We are committed to all children achieving their potential and beyond.*

*In line with these commitments we are currently implementing the New Primary Curriculum, updating and improving our digital technology resources and beginning a project to develop a wildlife area on the school grounds.*

**We look forward to working with you in partnership as your child moves through the School.**



## **SCHOOL GOVERNORS**

The Governing Body of our school manages its own affairs, as does the governing body of every school in Bromley Local Education Authority. Agendas and general minutes of our meetings are displayed in the school office for parents to view.

As a Governing Body we meet regularly and are fully involved in all aspects of school life. Our backgrounds include industry, commerce, banking, and teaching. Together, we share our expertise as a resource for school development. We value our close parental and community links and we want to build on these. Each school year you will receive a Report from the Governors.

We welcome you and your child, and together, we will face the future with confidence, as we take our school forward.

## **GOVERNORS OF CHELSFIELD PRIMARY SCHOOL**

Chair of Governors	Mrs E Vassie Mrs G Chamarette Mr J Grainger Mr M Sharp Mrs A Mead
Parent Governors	Mrs L Bromley Mrs P Cocks Miss A Lowe
Head Teacher Governor	Mr P Foley
Teacher Governor	Mrs M Foley
Staff Governor	Mrs L Diggins

## **THE STAFF OF CHELSFIELD PRIMARY SCHOOL**

We have a highly committed and hardworking team of staff who are dedicated to ensuring that our pupils are happy and achieve their optimum potential at school. We strive to provide a range of learning and teaching styles in order to raise attainment.

### **TEACHING STAFF**

Headteacher	Mr P Foley	
Deputy Headteacher	Mrs M Foley	Yr 5 & Yr 6
Teachers	Ms S Nicholls	Yr 3 & Yr 4
	Mrs K Baylis & Mrs B Liston	Yr 2
	Ms B Ingram	Rec & Yr 1

### **SUPPORT STAFF**

Administrative Officer	Mrs L Diggins
Clerical Assistant	Mrs L Smith
Teaching Assistants	Mrs J King Mrs D Martin Mrs D Slyfield Mrs G Ray Mrs T Smith Mrs L Smith Mrs L York
Midday Supervisors	Mrs D Martin Mrs R Jones Mrs D Slyfield

## YEAR GROUPS

AGE OF MOST PUPILS AT THE END OF THE SCHOOL YEAR	YEAR GROUP
5 YEARS OLD	R
6 YEARS OLD	1
7 YEARS OLD	2
8 YEARS OLD	3
9 YEARS OLD	4
10 YEARS OLD	5
11 YEARS OLD	6

## CLASS ORGANISATION

INFANTS	AGE OF CHILDREN	CLASS TEACHER
CLASS 1	4-6 YEARS	MS INGRAM
CLASS 2	6-7 YEARS	MRS BAYLIS & MRS LISTON

JUNIORS	AGE OF CHILDREN	CLASS TEACHER
CLASS 3	7-9 YEARS	MS NICHOLLS
CLASS 4	9-11 YEARS	MRS FOLEY

## TIMETABLE

School begins at

8.55 am

Playtime is at

10.30 am

Lunchtime is at  
Until

12.00 noon  
1.00 pm,  
1:15 pm, for Infants

Go home at

3.15 pm

Our weekly hours are:

Infants – 22.20  
Juniors – 23.25



This excludes time taken for registration and assemblies.

## **THE CURRICULUM**

### **ENGLISH**

The main aims of the English curriculum are to enable pupils to develop confidence and skill in speaking and listening, reading and writing, so they can communicate effectively with others. Teachers follow the National Literacy Strategy, and when appropriate, teach aspects of English as part of cross-curricular work.

#### **Speaking and listening**

Pupils are given the opportunity to develop their understanding of the spoken word and are encouraged to express themselves in a variety of speaking and listening activities that include presenting information to an audience of peers or adults and taking part in class or group discussions and role play situations.

#### **Reading**

Our teaching aims to improve pupils' reading skills and enable them to respond to all types of writing, both for pleasure and for study purposes. Pupils study a wide range of texts depending on their level of skill and ability that include fiction, poetry, play scripts, non-fiction materials and articles from magazines and newspapers.

#### **Writing**

Our teaching aims to equip pupils with the ability to write for a variety of purposes. The pupils are encouraged to write legibly, using appropriate structure and punctuation to make meaning clear to the reader.

### **MATHEMATICS**

The main aim of the mathematics curriculum is to develop the pupils' ability to use and apply mathematics in a variety of situations with confidence. Teachers follow the National Numeracy Strategy, and when appropriate, teach aspects of mathematics as part of cross-curricular work.

### **SCIENCE**

Our science teaching is a balance of practical investigation, problem-solving work and observation. Our aim is to develop the children's scientific knowledge and teach them the process of scientific enquiry. Other areas of science include learning about living things and their interaction with the environment, materials and their properties and energy and forces.

### **ICT**

We recognise the importance that I.C.T. will play in the pupils' future lives and that they will need to be able to use computers and other communications equipment confidently and competently. We have a very high computer to child ratio, with one computer to two children. We are also wireless throughout the school and have a high level of other hardware. All pupils have regular access to computers, and use them to enhance their learning across the curriculum. They are introduced to word processing, databases, graphics and curriculum specific programs, using the Internet and control technology.

## **ART AND DESIGN**

The pupils experience and explore a wide variety of techniques and materials. They are taught presentation skills and are encouraged to develop an awareness and understanding of the creative arts as a means of communication. Their work is treated with respect and sensitivity, which enable pupils to learn that appreciation and opinions of art can be very individual.

## **DESIGN AND TECHNOLOGY**

Our teaching of Design and Technology sets out to prepare pupils for living and working in a technological world.

## **GEOGRAPHY**

The children will undertake fieldwork activities, including using instruments to enhance their studies, develop mapping skill, use resources to select and obtain geographical evidence and study the locality of the school and its surroundings. They will also study two contrasting localities and look at the relationship between communities and their environments and study the four geographical themes of rivers, weather, settlements and environmental change.

## **HISTORY**

The children will consider history from a variety of perspectives i.e. political, economic, technological and scientific, social, religious, cultural and aesthetic, develop their understanding of historical periods, cultures and event and identify and give reasons for different ways in which the past is represented. They will develop an ability to use and acquire evidence from a variety of historical sources and make judgements about their reliability and value and be able to recall, select, organise and communicate their knowledge and understanding of history in a variety of ways. They will use a range of materials to help their understanding including artefacts, oral accounts, pictures, photographs, maps, stories, videos and books.

## **MUSIC**

Our teaching of music provides opportunities for pupils to engage in performing, composing, listening and appraising activities.

## **PHYSICAL EDUCATION**

A variety of physical activities are offered to the pupils. Our teaching strategies are designed to assist them to acquire physical skills and strength through games and gymnastics and to appreciate and enjoy participating in expressive elements such as creative dance, movement, mime and improvised drama.

## **MODERN FOREIGN LANGUAGES**

The main aim of teaching French is to develop children's linguistic competence. Lessons will be regular and frequent, one lesson of half an hour followed by five to ten minute refresher sessions throughout the week, so that previously learnt language can be reinforced and so that pupils can make good progress. We use an online teaching tool that is interactive and reinforces pronunciation and vocabulary amongst other things. We teach French throughout the school in both Key Stage 1 and 2.

## **RELIGIOUS EDUCATION**

Religious Education Studies focuses on the background, beliefs, values and practices of Christianity and other major world religions. All the pupils follow the school's schemes of work unless they are withdrawn from RE by parental written request. Pupils who are withdrawn join another class for that teaching session.

## **PERSONAL SOCIAL HEALTH EDUCATION AND CITIZENSHIP (PSHEC)**

We recognise this as a vital element of children's learning and development, not only for individual pupils but for the whole School and community.

Activities include:

- Circle Time
- Drugs Awareness Education
- Citizenship
- Healthy Lifestyles



We are using the new SEAL (Social and Emotional Aspects of Learning) materials. This is a programme which incorporates five key aspects of learning: self-awareness; managing feelings; motivation; empathy and social skills through seven different themes spread across the school year.

We include Sex Education in the school's Health Education and Science programmes. Children's questions are responded to honestly, as and when they arise, taking into consideration their ages and levels of maturity. In addition, at Year 6 more information is presented concerning growing up and puberty.

The School Nurse also comes to talk to the children.

## **SPECIAL EDUCATIONAL NEEDS (SEN)**

Pupils who have a significantly greater difficulty in learning than the majority of pupils receive additional support with their learning. Every effort is made to identify pupils with special educational needs early in their schooling. The school implements practices in line with the Special Educational Needs Code of Practice and LEA guidelines and has designated significant funds, through staffing to ensure the success of pupils in meeting their Individual Education Plan targets. The achievements of pupils with special educational needs exceed national expectations.

Should the school be concerned about a pupil's attainment or progress, their parents are consulted and appropriate action taken. Pupils with special educational needs are generally taught in the mainstream classroom, although they may be withdrawn for specific group or individual teaching, depending on the identified need.

## **GIFTED AND TALENTED**

We use the term 'gifted' means those pupils who are capable of excelling in academic subjects such as English, Maths or Science. 'Talented' means to those pupils who may excel in areas of the curriculum requiring spatial skills, practical abilities and so on, such as in games and PE, drama, music or art and design.

To ensure achievement for these children we use high quality teaching providing;

- **Breadth;** (sometimes called enrichment) this allows the most able to experience additional material outside of the core curriculum and can serve to create a more complete understanding of the subject. An example of this is the extension maths classes that Saint Olaves provide for us. Gifted mathematicians have extra lessons, enriching the maths curriculum offered to them.
- **Depth;** (sometimes called extension) is achieved by asking children to delve deeper into a given subject or topic and may come as a result of working closely on one text/problem/artefact or by introducing additional knowledge/concepts/skills.
- **Pace:** refers to speed in covering the curriculum and can result in achievement at a level exceptional for the age range.

## **EXTRA CURRICULAR ACTIVITIES**

We believe in presenting the children with as broad and varied a curriculum as possible and feel that it is important to encourage hobbies and leisure activities. Clubs are available for both Key Stage 1 and Key Stage 2.

We are developing an increasingly wide variety of extra curricular activities run by Staff or when appropriate, outside agencies and volunteers from the community. All clubs are free at present and it is the policy of the school to keep them free wherever possible. These take place after school and run from 3.15 to 4.15pm.

Recently, clubs have included:

**DRAMA**

**ART**

**MULTISPORT**

**GARDENING CLUB**

**FOOTBALL**

**NETBALL**

**CRICKET**

**CHESS**

**HOCKEY**

**ROUNDERS**

**THAI BOXING**

## **HOMEWORK**

A Homework Policy is in place as part of our Home-School-Child Agreement. In Key Stage 1 and Foundation Stage children regularly take home school reading books and language and maths games to support their class work. In Key Stage 2 homework assignments may include language,

## **BEHAVIOUR MANAGEMENT**

We have a common-sense positive behaviour management policy. Pupils are encouraged to behave in a socially responsible way through understanding that every member of the school community should consider the needs of others. Through our use of the Social and Emotional Aspects of Learning materials and other techniques such as Circle Time we encourage the pupils to develop the positive values of consideration, tolerance, courtesy and mutual respect. As the pupils progress through the school we expect them to take greater responsibility for their own actions.

Pupils are supported in reaching their full potential, academically and socially, through a system of positive praise and recognition, such as our certificate assemblies every week. Sanctions are imposed where behaviour does not meet the school's expectation. This may involve reprimands, loss of privileges or being placed on a behaviour monitoring system. If a child has persistent behaviour problems their parents will be invited to discuss this with the class teacher or a senior member of staff at the earliest opportunity.

## **PARENTS IN SCHOOL**

Parents are encouraged to be actively involved in the education of their children at Chelsfield, and are very welcome in the school. Their regular help is greatly valued in all sorts of ways including help with;

- Transport
- Science
- Reading with children
- Cooking
- Sporting activities and clubs
- Computing
- Swimming



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## **FRIENDS OF CHELSFIELD**

All parents are automatically members of the Friends of Chelsfield. Please contact the school for more information to become an active member. The school greatly appreciates the support it receives with fundraising and social events.

Different events are held during the school year, they are well supported by parents. Funds raised are used to purchase additional teaching and play materials and to enhance the school environment.

Fundraising events have included, a Children's Fun Day, Summer Fayre, Christmas Bazaar, Sponsored Obstacle Course, Tuck Shop and Non-uniform Days.

## **APPOINTMENTS WITH THE HEAD TEACHER**

Parents are always welcome at Chelsfield. If a query or difficulty occurs concerning your child do not hesitate to contact Mr Foley. Please make an appointment through Mrs Diggins, the Administrative Officer.

## **SCHOOL CONTACTS**

Parents are welcome throughout the year to visit the school and discuss progress. Teachers are always available at the end of the school day to answer any queries you may have.

We have open evenings in the autumn and spring terms when parents have an opportunity to see and discuss their children's work and progress with the class teacher privately.

An Open Afternoon is held in the summer term when parents are invited in to enjoy a range of class 'performances' such as: music recitals, dance, poetry, singing or sporting competitions.

A written report is sent to parents towards the end of the summer term. Pupils own comments are included in this report, along with targets for achievement in the next academic year.

## **ABSENCES**

Please let us know the reason for any absence your child may have from school by telephoning and by sending a letter on their return. During the school day when in our care, children will not be permitted to leave the school for any reason unless they are met or we have received written notice authorising us to send them home unaccompanied.

## **MEDICAL INFORMATION**

In order to minimise the spread of infection, please keep your child at home if you suspect an infectious illness, or contagious condition, and seek the appropriate medical advice. Particularly in the case of vomiting and/or diarrhoea, please keep your child at home for 24 hours after it has ceased.

If you discover your child has head lice please keep him/her at home until treated. Advice for effective treatment can be obtained from your Doctor or local chemist.

If your child is taking a five-day course of medicine he/she will not be well enough to attend school for at least the first three days of the course. If the doctor says your child is well enough to be in school for the last couple of days of the course and you are unable to come in to administer the medicine yourself, it may be left with the School Administrative Officer. We will ask parents to complete a form. All medicine must be clearly labelled with your child's name, class and the dosage.

The school nurse will check the vision, hearing and growth of all children during their first year at school. You will be invited to be present at this time and will have the opportunity to discuss any concerns that you may have. Arrangements can be made for children to see the school doctor with their parents if necessary.

The School Health Service also provides help for children with speech, hearing or vision defects and details can be obtained from the Head Teacher.

## **EMERGENCY CONTACT**

When your child starts at Chelsfield Primary School we ask you to complete an Application Form and supply us with emergency telephone contacts. This could be a neighbour or another member of the family.

It is very important that this information is kept up to date in case it is necessary to contact you if your child becomes ill or has an accident. Please inform the School Administrative Officer, preferably in writing, of any change of address or telephone number at home or work.

## **UNIFORM**

The school uniform is White shirt or blouse, grey trousers, skirt or tunic, royal blue school sweatshirt or cardigan and black shoes. Socks should be white, grey, navy or black. In the summer girls can wear blue check or striped dresses. In the winter, black straight trousers are acceptable for girls. Standard items can be bought from chain stores, school sweatshirts and fleeces can be purchased from National Schoolwear Centre in Bromley and Graduates in Orpington.

Children will need navy or black shorts and a plain white T-shirt for PE. Each child is encouraged to have a pair of plimsolls and a pair of strong trainers for outdoor games on the grass; kept in a PE Bag. In the winter, sweat-shirts or tracksuits can be worn for outdoor games. Pupils may wear watches to school but staff cannot accept responsibility for damage or loss. Children with pierced ears may wear studs providing they are removed or covered for PE. No other jewellery is allowed.

It is best if you can provide a named, large shirt as an overall, as we cannot promise to keep your children clean in the midst of clay, paint etc.

Please ensure that all items of clothing are named clearly.

## **SCHOOL LUNCHES**

School lunch costs for Infants and Juniors is £1.90 each day, £9.50 per week.

In line with recent Government guidelines, the nutritious value of our lunches has improved and the children are offered a healthier option.

Lunch money should be paid on the first day of each week, but it helps if it can be paid half-termly in advance. Please note that if dinner money is not paid, we will have to ask you to provide a packed lunch for your child or take him/her home for lunch until the balance is settled.

Cheques should be made payable to Chelsfield Primary School.

Children may bring a packed lunch to school with a drink (please no glass bottles or cans or fizzy drinks).

## **MILK**

For the mid-morning break, milk is available in cartons (1/3 pint) at a cost of 16p per day. If you would like your child to have milk it has to be ordered and paid for termly, in advance.

## **FRUIT**

As part of the National Fruit for Schools Scheme, all of our children in Reception, Year 1 and Year 2 are offered a piece of fresh fruit every day. The children are offered apples, oranges, bananas, pears, tomatoes and carrots – depending on the season. There is no charge for this service.

Key Stage Two pupils may bring a piece of fruit in with them to eat at break time if they wish.

## SECONDARY TRANSFER

Children from the school transfer to a wide variety of secondary schools. In recent years these have included;

- Bexley Grammar School
- Bexley/Erith Technical High School for Boys
- The Bradbourne School
- Bullers Wood School for Girls
- Beaverwood School for Girls
- Charles Darwin School
- Chislehurst and Sidcup Grammar School
- Coopers School
- Darrick Wood School
- Newstead Wood School for Girls
- The Priory School
- Wilmington Grammar School for Girls
- St Olaves Grammar School for Boys
- Tonbridge Grammar School for Girls

When the children reach Year 6, parents will receive a booklet which explains the Authority's Secondary Transfer Policy. The Head Teacher and staff are always willing to help with any problems you may have.

### **TERM DATES FOR 2009-2010**

#### **Autumn Term 2009**

Thursday 3 September – Friday 23 October

Half-term 26 - 30 October

Monday 2 November – Friday 18 December

#### **Spring Term 2010**

Wednesday 6 January – Friday 12 February

Half-term 15 – 19 February

Monday 22 February – Wednesday 31 March

#### **Summer Term 2010**

Monday 19 April – Friday 28 May

(Bank Holiday 3 May)

Half-term 31 May – 4 June

Tuesday 8 June – Thursday 22 July

**Training Days – 2 September 2009, 4 January 2010, 5 January 2010, 7 June 2010 and 23 July 2010 (Pupils do not attend)**

### **TERM DATES FOR 2010-2011**

#### **Autumn Term 2010**

Tuesday 2 September - Friday 22 October

Half-term 25 - 29 October

Monday 1 November – Thursday 16 December

#### **Spring Term 2011**

Wednesday 5 January - Friday 18 February

Half-term 21 - 25 February

Monday 28 February - Friday 8 April

#### **Summer Term 2011**

Tuesday 26 April - Friday 27 May

(Bank Holiday 2 May)

Half-term 30 May - 3 June

Tuesday 7 June – Wednesday 20 July

**Training Days – 1 September 2010, 17 December 2010, 4 January 2011, 3 June 2011, 21 July 2011 and 22 July 2011 (Pupils do not attend)**

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# Developing Achievement for **Future Change** to be an **Outstanding School**

Chelsfield is a community primary school maintained by the London Borough of Bromley.

School Address:

Chelsfield Primary School

Warren Road  
Chelsfield  
Kent  
BR6 6EP

Telephone:

01689 825827

Fax Number:

01689 819909

email address

general.account@chelsfield.bromley.sch.uk

Head Teacher:

Mr P Foley, M.A. (Oxon)

Chair of Governors:

Mrs E Vassie

Bromley Education Department Address:

Civic Centre

Rochester Avenue

Bromley

BR1 3UH

Telephone: 020 8464 3333

Director of Children and Young People Services:

Gillian Pearson

Information or particulars contained in this brochure relate to the school year 2009/2010. Although they were correct in relation to that year at September 2009, it should not be assumed that there will be no change affecting the relevant arrangements or some other matter specified:

- a) before the start of, or during, the school year in question or
- b) in relation to subsequent school years.



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