



Glade

PRIMARY SCHOOL

School Brochure

Spring 2016

*"Pupils are doing well throughout the school.
They make good and often rapid progress in
lessons." OFSTED 2013*





Welcome to Glade Primary School

Glade Primary School
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Brandon
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The information and particulars contained in this prospectus relate to the time of issue (Summer 2015) and are correct at the time of publication.

It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised:

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

School Hours

School starts:	8.50am
School ends:	3.15pm
Lunchtime:	11.45am – 12.40pm (EYFS + KS1) 12.15pm – 1.10pm (KS2)

Please ensure that your child arrives at school on time. Children may arrive from 8.40am, when the playground is supervised. The bell rings at 8.50am; the children line up and are taken into class by their teacher.

The register is taken promptly at 8.50am. Children who arrive after registration must report first at the school office so that they may be registered and dinner arrangements made. Children who arrive late are at a serious disadvantage having missed the start of the school day. Arrivals made after 9.05am, without a valid reason, are classed as 'UNAUTHORISED'.

Our School

Glade Primary is a purpose built primary school built in 1976 to serve the town of Brandon. It has become a highly successful school with continually rising standards. Our school has established an identity in which children, parents, governors and staff take equal pride. In 2013 we were graded as "Good" in all areas by Ofsted.

The school provides a high standard of accommodation, resources and security. Glade was recently extended to provide additional classrooms and a drama studio. Each classroom is well equipped with ICT facilities, including interactive whiteboards with fibre-optic internet access and wi-fi throughout school. The interactive whiteboards allow for visually stimulating and exciting lessons. Most classrooms are air conditioned for both the pupil's and teacher's comfort. Classrooms are also equipped with a large variety of more traditional resources. Each classroom has its own cloakroom and access to an art area. Our Foundation Stage classrooms have access to their own outdoor play area, separate from the other classes.

The school offers a high standard of shared facilities, including ICT suite, music room, drama studio, library and hall. The ICT suite contains 16 PCs, all with broadband internet access and a variety of software programs. There is an interactive whiteboard which allows demonstration of programs and techniques. We also have laptops and iPads, all connected to our school network.

In 2013 Glade was graded as "Good" in all areas by Ofsted.



Glade School is very proud of its beautiful grounds. During the last few years, a lot of work has taken place within the grounds. The children benefit from two large playgrounds. Equipment ranges from a trim train to climbing walls and wooden apparatus, as well as basketball posts and a netball court.

The grounds contain a 'wild area' which is used during curriculum time for studying habitats and mini-beasts and a kitchen garden. Whilst walking through the grounds, you cannot help but notice the colourful flower beds and hanging baskets, filled with bulbs donated to the school and dug by members of the community and our very own gardening club.



“This is a good school. Pupils make good progress during their time in school.” OFSTED 2013

Aims & Objectives of the School

As a community school, we believe that our school should be a place where each child can learn and fill his or her potential and teachers can teach to the best of their ability. We are a community in which every individual has equal importance and feels secure and cared for.

At Glade School we aim:

- To provide a broad, balanced and stimulating curriculum to cater for the needs of **all** children.
- To provide an inclusive working environment which challenges children to reach their full academic, social, moral and spiritual potential.
- To celebrate achievement as an integral part of the school day, where each child's effort is valued.
- To develop an understanding and respect for other people and their views and feelings.
- To encourage children to become self-confident, independent and responsible learners.
- To recognise the contribution and value of traditions and cultures of local, national and international communities.
- To create a secure and happy atmosphere where children enjoy learning and are aware of their own unique abilities.

These shared aims are achieved through the support and co-operation of all involved – children, parents, governors and staff.

We are a dynamic school in which children are well behaved and committed to learning. We pride ourselves on the curricular and extra-curricular opportunities we offer to our pupils.



“Pupils thoroughly enjoy their lessons and the wide range of clubs on offer.” OFSTED 2013

Glade School Staff (2015 – 2016)

Headteacher	Mr A Smith
Deputy Headteacher	Mrs C Vincent
Assistant Headteacher	Mrs E Close
KS1 Leader	Miss L Guggiari
SENCo	Miss N Prentice

Teachers

Year R	Wrens	Miss N Prentice
Year R	Owls	Mrs L Marshall/Mrs S Rourke
Year 1	Magpies	Ms E Jardine
Year 1	Woodpeckers	Mrs E Peck
Year 1/2	Swallows	Miss L Guggiari
Year 2/3	Robins	Miss J Carter
Year 4	Skylarks	Mrs E Close
Year 5	Hérons	Mrs B Smith
Year 6	Kestrels	Mr D Hicks

Interventions/PPA Release	Mr A Grandison
PPA Release Teacher	Mrs L Wilderspin

HLTA Learning Supervisor

Mrs J Petrie

Family Support Worker

Mrs B Sparks

Teaching Assistants

Miss L Frewer	Mr T Bellotti	Miss T Arnold
Ms N Boslem	Mrs A Street	Mrs H Fuller
Mrs A Gaught	Mrs C Good	Mrs S Divall
Mrs N Browne	Miss A Revell	Mrs B Sparks
Mrs J Prior	Mrs S Reeve	

Administration, Cleaning, Catering

School Secretary	Mrs D Price
Admin Assistant	Miss J Airdrie
School Caretaker	Mrs L Challiss
Cleaner	Mr R Milne
	Mrs M Walczuk

Senior MDSA	Mrs C Good
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Glade School Governors

We have a governing body of 12 members of which four are Parent Governors. Governors meet at least once a term and are responsible for the management of the school. They also act as a contact between the school and local community.

Chairperson	Mrs P Pickard	Parent
Vice Chair	Mr R Bhatt	Parent
	Mrs A Sparks	Parent
	Mrs A Palmer	Parent
	Mr P Callaghan	Co-opted
	Mrs S Reeve	Co-opted
	Mrs L Dyer	Co-opted
	Mr N Eboma	Co-opted
	Vacancy	Co-opted
	Mrs J Cox	Local Authority
	Mrs L Wilderspin	Staff
	Mr A Smith	Headteacher

Safeguarding

Every child has the right to be safe from harm and danger. It is everyone’s responsibility to ensure every child is free from fear and able to learn and develop in safe, secure environments. We have a duty to ensure that all children at Glade are kept safe. Sometimes children tell us things that make us believe that they are not safe. If this happens we are obliged to take the matter further and refer it to Children and Young Peoples Services (CYP). The highly trained professionals at CYP then look into the matter to find out what has happened and what needs to happen to improve the safety and wellbeing of the child. This involves the parents and school working with CYP.

All schools have a Designated Safeguarding Lead (DSL), responsible for Safeguarding. The DSL at Glade is Mr A Smith, the Headteacher. The Alternate DSLs are Mrs C Vincent and Mrs E Close. The Chair of Governors is Mrs Pamela Pickard and the named safeguarding governor is Mrs Jenny Cox, who can be contacted via the school office.

Friends of Glade

We have a successful “Friends of Glade” which supports us by organising events i.e. fairs, discos etc. to raise money, and contributing to school life in many ways. The money raised by the Friends goes towards the purchase of additional school equipment and resources to enhance the children’s education at Glade. If you are interested in helping please the school office. Your support would be gratefully accepted.

Keeping You Up to Date

We use ParentMail to send letters and newsletters via email to parents. ParentMail is also needed to purchase school meals. A newsletter is sent out to all parents every week. This contains a list of events taking place, dates of holidays, parents association events, etc. It is a useful information letter and it is recommended that you read it and keep it as a reference for forthcoming events. Letters are also sent out informing parents and carers about new events or revisions to dates. As letters are often put straight into book bags by the children, please check your child's book bag at least once a week for any letters which may have been forgotten. Register at www.parentmail2.co.uk to make sure you always receive letters.

You can also join our Facebook page at www.facebook.com/gladeprimaryschool and choosing to 'like' us or you can follow us on Twitter - @glade_School.

Behaviour

The school has a policy for Behaviour which is regularly reviewed. The emphasis throughout the school is on identifying and encouraging positive behaviour, which is reflected in the School Guidelines. Each class has its own code of conduct which is displayed within each classroom.

Where there is concern for a pupil's behaviour the parents are contacted and invited to discuss this with the Headteacher (the child is included in this). Strategies are agreed which are calculated to modify the child's behaviour. Children who are repeatedly involved in serious incidents (e.g. violence) during the lunch break may be required to spend this time at home with their parents (for a fixed period).

The rule for all children is to tell a Teacher, Mid-day Supervisor or Teaching Assistant if they are experiencing problems at school e.g. bullying.

As a last resort teachers may use reasonable force to prevent a child from committing an offence, injuring themselves or others, damaging property, or to maintain good order and discipline.

Bullying

Bullying is treated as a priority within the school policy and we would ask parents to contact the school directly if they suspect bullying is taking place. Parents will be contacted if their child is involved in bullying. A copy of the School's Behaviour policy or Anti-Bullying policy can be obtained from the School Office. A guidance booklet is also available for parents and carers.

"Behaviour is impeccable in lessons and disputes on the playground are rare." OFSTED 2012

The Glade Code of Conduct

What we do.....	Why we do it.....
<ul style="list-style-type: none"> • We respect each other and treat others fairly. • We respect our own and others' property. • We are honest, fair, and always tell the truth. • We listen carefully during lessons and follow instructions. • We are kind and helpful to each other and look out for one another. • We do our best, and take pride in our work and our behaviour. • We wear the correct school uniform at all times. • We work and play together without hurting or upsetting others. • We do our best all the time! 	<ul style="list-style-type: none"> • So that we all enjoy our time at Glade. • So that possessions are lost or damaged. • So that others know to believe us. • So that we know what to do, how to do it and so we learn. • So that everyone at Glade feels part of the community. • So that we learn as much as we can to help us when we are older. • So that we look smart, feel smart and work smart. • So that everyone enjoys their playtimes and lesson times. • So we can be the best we can be!

How we behave....

Around school	In lessons	In the playground
<ul style="list-style-type: none"> • Treat others fairly and look out for each other. • Walk around school sensibly and quietly. • Tell the truth, and be honest and fair. • Be polite and treat all staff and pupils with respect. • Look after the school building and all equipment with care and respect. • 	<ul style="list-style-type: none"> • Be punctual and prepared for lessons. • Raise a hand before taking part in class discussion. • Cooperate with others and respect others points of view. • Sit quietly and listen carefully to adults in the classroom. • Attempt tasks independently. • Work hard to achieve the highest possible standard. • Attempt all tasks without wasting time. 	<ul style="list-style-type: none"> • Play together without hurting or upsetting others. • Include other children in games, especially if they are new to the school. • Use the play equipment sensibly. • Share equipment and take turns whilst playing. • Follow the instructions of all staff on duty.

Fighting or hurting other people will not be accepted.



Parents in School

We are always pleased to have the offer of parents help in school. It strengthens the partnership of home and school and supports our work with your children. We are particularly keen on receiving assistance in the school library, in class work areas and on school visits. If you would like to help, please get in touch either through the class teacher, or school office. All parent volunteers will be security checked before helping in school.

In the Reception classes, parents bring their child into class each morning until the end of the Autumn term. From January, children line up in the playground, as this begins to develop independence. Teachers are always available at the door for a quick work, although longer conversations are better left until after school. From Y1 onwards, children are expected to come into the classroom themselves.

Clubs

Glade School offers a variety of after school clubs, ranging from sport to gardening to computers and music. We are always grateful for parental assistance in organising and running these activities or starting new clubs. If you would like to help, please speak to the school office. Most after school clubs cost £1 per session, payable half termly.



Educational Visits

All classes are involved in educational visits throughout the year. In recent years, children have gone on visits to London science Museum, West Stow Anglo Saxon village, the beach at Cromer and Banham Zoo to name but a few. The children also benefit from visitors to the school. These can be anything from a puppet show about healthy eating to a multicultural magic show by members of the local community. The majority of these outings and visits are closely related to children's curriculum work. Visits greatly enhance the children's understanding and enjoyment of a topic as well as being a lot of fun! We run a residential visit for Y5 and Y6 every two years. The next visit is due to take place in September 2015.

We will always inform parents of the nature of outings by letter and permission slips will be required to be returned for all children involved. Contributions are sometimes sought to assist us in covering costs. Educational visits are always accompanied by at least one adult fully trained in First Aid and the coaches used always have seatbelts.

Charging and Remission Policy

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school outside school hours:

- a) cost incurred through clubs
- b) theatre and other trips
- c) discos or functions arranged by the school or Friends of Glade for the children.

School Council

Glade Primary School has its own school council. Each class elects a boy and a girl to represent them during school council meetings and put forward any issues or ideas they think are important. These issues are then listened to by the teachers and solutions are looked for. The school council has its own budget which it may spend as it chooses on resources, etc. They meet fortnightly. The class representatives then feed back to their classes and the discussion is moved on. This allows all the children of the school to have a voice and get their priorities listened to.



“Pupils work hard, are eager to please their teachers and want to do well.” OFSTED 2012

Absence/Lateness

We are required to record all absence and lateness. An absence will be marked as authorised for medical reasons or religious observance. An absence will be marked as unauthorised when a valid reason is not given or does not conform to the above categories.

Parents are not entitled to take their children on holiday during term time. They can however request special leave of absence which will be authorised for the following reasons:

- Parents are armed forces personnel on leave from an overseas posting.
- A family needs to spend time together to support each other during or after a crisis.

Applications will be considered individually. Penalty notices are issued when a child accrues 5 unauthorised absences. Please contact the Headteacher if you require further information. A guidance booklet is available to parents and carers.

Your Child’s Welfare

The school doctor and nurse make regular check-up visits. You will always be invited to attend medicals and discuss any problems with the doctor.

The school dentist occasionally visits us. If treatment is necessary, arrangements can be made for this.

If your child is ill in school, we try to contact you at home by telephone. For this reason, emergency contact numbers are vital.

Please inform us immediately of any change of address/telephone number or change of emergency contact person/number.

We are not permitted to administer or keep medicines for specific children, other than inhalers for asthma sufferers (These are kept close to the children at all times).

Accidents in School

A fully equipped First Aid Box is kept in the medical room. Most members of staff hold a current First Aid Certificate. In case of emergency we will initially contact individual parents, but if this is not possible the Head Teacher will act on the advice of a Medical Officer.

All incidents involving children 'bumping' their heads are always reported to parents by letter or telephone.

School Uniform

All children are required to wear the school uniform. All children must have a school sweatshirt or cardigan. Other blue jumpers/sweatshirts/cardigans are not permitted. Uniform can be purchased from www.schooluniformsplus.co.uk and are sent straight to your home.

- Boys:** Grey or black trousers (or shorts in summer term)
White shirts/polo shirts (with collar)
Black, grey or blue socks
- Girls:** Grey or black skirts or trousers (or shorts in Summer term)
White shirts/polo shirts (with collar)
Black, grey, blue or white socks or tights - no stripy or patterned tights.
Blue check summer dresses (Optional – summer term only)
- PE Kit:** Black shorts
Plain white t-shirt (EYFS/KS1) or team coloured t-shirt (KS2)
Plimsolls or trainers for outdoor work.
Trainers should have adequate tread to ensure a good grip.
Plain tracksuit to go over the PE kit during cold weather.

Swimming kit is either trunks or swimming shorts for the boys and one-piece swimming costumes (not bikinis) for the girls. All children must have a swimming hat.

Children must have a drawstring labelled bag to keep their PE kit in. PE bags and swimming bags with the school logo are available from the school office.

Footwear

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels so we do not allow children to wear such shoes in our school. For school, children should wear low heeled, plain black shoes. They must be plain black with no other markings, flat or nearly flat and suitable for your child to run about in the playground. Open-toed sandals should not be worn, even in the Summer Term. For PE lessons, children should have a separate pair of plimsolls/trainers

Makeup

No makeup of any kind is permitted at school. This includes but is not limited to lipstick, mascara, eye shadow and nail polish/varnish. Pupils wearing makeup to school will be required to remove it before being allowed into class.

Hair

All children, girls and boys, are required to tie hair up where it is long enough to do so. This is for both health and safety reasons and to look smart and ready for school. Hair must be tied up in PE. In swimming, we require that all children wear a swimming cap. Children should not have extreme hairstyles including dyed hair, mohicans, mohawks, completely shaved heads, tramlines or hair with shaved sections as these can serve as a distraction to other children and undermine the overall smart appearance of our pupils. These fashion hairstyles should be kept for school holidays.

Hair accessories (ties and clips) must be plain, unobtrusive, and blue, black or white. Blue gingham (checked) scrunchies may be worn by the girls with the summer uniform.

Jewellery and Valuables

The only jewellery which may be worn at school is stud earrings for pierced ears (one small stud per ear), and wristwatches for children who can tell the time. No other jewellery is permitted. Children are expected to remove their own earrings when required. If children are sent to school with studs that may not be removed because the ears have been pierced within the last six weeks, then parents must provide tape to cover them in games and swimming lessons. The loss of children's possessions at school can be upsetting and accidents caused by children stepping on earrings during PE must be avoided.

Please note: staff do not put ear studs etc. back in if the child cannot manage it.

The school cannot accept responsibility for valuables and jewellery brought to school by the children.

Fashion Items

Children come to school to learn. We believe that fashion items are best kept for home, and fashion accessories such as make-up, nail polish and jewellery other than stud earrings and watches, should not be worn.

Fashion and availability of items from the high street change rapidly and therefore it is not possible to cater for every possibility within this policy. Therefore the school reserve the right to decide what is or is not allowed, both in uniform and general appearance, in cases not catered for by specific rules.

It would be advisable, when in doubt, for parents to contact the school before spending money on items which may not comply with our uniform policy.

Bags

Parents are requested to avoid sending children to school with large rucksacks or bags. Cloakroom space in our school is very limited.

Mobile Phones

Mobile phones are only permitted for KS2 pupils whose parents have authorised them walking to and from school by themselves. Separate information and guidance is available for parents of KS2 children.

Please remember to label all bags, uniform and PE kit with your child's name.

School Lunches

Our school kitchens provide school dinners which are both tasty and healthily balanced. The menu changes from week to week, but the children are given the option every day of either meat/fish or a vegetarian alternative. Children can choose vegetables or salad to go with their meal and fruit is always available alongside the daily dessert. School dinners represent excellent value for money. Menus are sent home at the beginning of each term, but are also displayed in the reception area of school if you would like a reminder.

To purchase school lunches, parents must have registered with ParentMail. This provides an online account that can be topped up by credit card, debit card or cash. Any meals taken are debited from the account. Children whose parents are receiving Income Support or Income Based Job Seekers Allowance are entitled to free school dinners; the application form is available from the school office.

All children in Year R, Year 1 and Year 2 are entitled to free school meals. Parents will need to complete a form which can be obtained from the school office.

Packed lunches are accommodated for in the school hall or in classrooms in lunchtime. Children should not bring glass containers or fizzy drinks to school. As part of our healthy schools status, we strongly encourage children to bring in a healthy packed lunch. Children may not bring sweets or chocolate to school.

Snacks

Children may bring in a piece of fruit for a snack at playtime. A free piece of fruit is given to each child at morning break should they choose to have it. Children are not permitted to bring sweets or chocolate to school.

Water

All children are given a water bottle which can be filled with water to bring to school to drink from during the school day. Water fountains are also provided at various points around the school. Please only put water into your child's water bottle, not squash, as squash or juice can stain if spilt.

Milk

Fresh milk is available for all children every day, through our supplier Cool Milk. Children under 5 years old are entitled to free milk, and those 5 and over may buy milk at a discounted price of 22p per day. Children in receipt of means tested Free School Meals may also have milk free of charge. To register for milk, parents should contact Cool Milk directly at www.coolmilk.com and sign up. Parents of children in receipt of free school meals (means tested) should complete a form, obtainable from the school office, so that we may register on your behalf.

Parental Visits to School

Visits by parents to school are welcomed. Informal visits are best made after 3.15p.m. when classes finish. Formal visits can be arranged by telephoning the school office in advance. Meetings with the Headteacher can be arranged in the same way.

Please note that neither dogs nor smoking is not permitted on any part of the school site.

Transport

If parents are transporting their children to school by car we ask parents not to bring their cars onto the school site but to drop their children either in Knappers Way or Heath Road. Please do not block the garages on Knappers Way and Heath Road.

Children are able to ride their bikes to school in the morning and then leave them in the school bike sheds. We would ask that children wear helmets when they are cycling to and from school. For safety reasons, children should not ride bikes while on the school grounds.

Complaints Procedure

If you should have cause for concern regarding your child, it is always wise, in the first instance, to seek the advice of the class teacher. Every attempt will be made to resolve 'problems' quickly and sensitively.

If your concerns should persist, it is best to make an appointment to speak to the Headteacher. Again, every effort will be made to solve the problem quickly and effectively. Complaints of a more serious nature should be put in writing and given to the Headteacher. If you are unsatisfied with how your written complaint has been handled, you should write to the Chair of Governors via the school. All complaints are dealt with confidentially and fairly.

A copy of the full, detailed, complaints procedure may be obtained by asking at the school office.

Term Dates

2016/2017

Autumn 1:

Monday 5th September 2016 – Friday 21st October 2016

Autumn 2:

Monday 31st October 2016 – Tuesday 20th December 2016

Spring 1:

Thursday 5th January 2017 – Friday 10th February 2017

Spring 2:

Monday 20th February 2017 – Thursday 30th March 2017

Summer 1:

Tuesday 18th April 2017 – Friday 26th May 2017

Summer 2:

Tuesday 6th June 2017 – Friday 21st July 2017

PD Days

Thursday 1st September 2016, Friday 2nd September 2016, Wednesday 4th January 2017, Friday 31st March 2017, Monday 5th June 2017. On PD days, school is closed to pupils.

Further term dates can be found at:

www.suffolk.gov.uk/EducationAndLearning/Schools/TermDates/Listing.htm

Teaching and Learning at Glade Primary School

The teachers at Glade employ a variety of teaching methods including group work, whole class and individual. Learning programmes are targeted to meet the needs of the individual children, where appropriate. A differentiated curriculum is applied based on the National Curriculum. If you would like to discuss more details of your child's work, talking to the class teacher is recommended.

All teachers are involved in whole school regular planning sessions. A number of teaching assistants are employed throughout the school to provide valuable assistance and support to teachers and children. A teaching assistant is allocated to each class.

Classes are organised in a variety of ways. Depending on numbers in the year group, they may be mixed age or single age group.

The Curriculum

This is organised to incorporate the demands and needs of the National Curriculum. The National Curriculum into four Core subjects. These are Numeracy, English, Science and Computing. There are also six foundation subjects; Design Technology, History, Geography, Music, Art, PE and PSHE. Foundation subjects are taught through a cross curricular creative curriculum.

Excellence and Enjoyment

Glade School is committed to providing a high standard of education but also to allowing children to enjoy and participate fully in their learning. Throughout the year, Glade has a series of theme weeks and days. The themes range from Art to Science to the Environment. Over the theme week/day, a large part of the timetable is given over to focussed work on that subject. This work is then shared in a whole school celebration, such as a display or assembly. These are immensely popular with the children. They give them a chance to put plenty of sustained energy into a subject and see positive results in a short space of time. It also gives the teaching staff time to use techniques, processes or resources that may not ordinarily be used due to timetable restraints. As a result, the work which is produced is of a very high standard and is certainly work that the children can be proud of.

The pupils at Glade School are given a lot of responsibility for their own learning. As they progress through the school they are introduced to "Learning objectives" where children discuss what they are going to learn about and why, and also "Success Criteria", where they children think about what they will need to do in order for their work to be successful. This allows the children to think carefully about the reasons for learning and gives them extra clarity over what they are expected to do. This, of course, results in increased learning and motivation in the children.

Literacy

We recognise that language is key to learning in all areas of the curriculum. A high priority is put on reading and a combination of teaching methods is used, including phonics. We feel it particularly important to foster strong links between home and school to develop the habit of reading in all our children. Therefore, children begin reading as soon as they enter school, using the Read Write Inc. phonics programme. Children are also encouraged to take books home and discuss them with parents.

We also focus on developing progressive skills and abilities in writing, talking and listening. There is a school handwriting policy and children are encouraged and taught to produce neat, well-presented work.

Basic Aims

- To foster and develop each child's ability to communicate effectively through speaking, listening, reading and writing.
- To encourage a love of reading.
- To develop an increasing confidence and competence in control and understanding of language.
- To encourage an enquiring, observant, reflective, tolerant, sympathetic approach to language.
- To work closely with parents in developing each child's skills & abilities.
- To provide a stimulating environment in which language skills can develop.

Helping your child to read

Children learn to read using the Read Write Inc. programme that starts by learning 'speed sounds'. These are the sounds that make up the English Language. These 44 speed sounds are then blended together to create words. The earliest books, even those with no words, introduce the experience of reading. You can help your child to read by showing them how to turn the pages in the correct order. Talk about the story and discuss the pictures, point to each object on the page as you talk about it. Read aloud to your child; it will help him/her to learn about the language in books which is not the same as the language of ordinary conversation. Make books fun; make your storytelling and reading times enjoyable. Encourage your child to join the library and discover the pleasure of reading.

A little and often is the best policy. Ideally a few minutes every day until your child wants more. Parents may wish to assist their child choose a reading book. If you have any concerns about your child's reading, please to talk the class teacher. The school provides a guidance booklet to help parents which is distributed at the beginning of the autumn term.

Numeracy

An early and vital foundation built on basic number work and simple mathematical experiences is fundamental to a child's achievement and success in this subject. It is very important that children experience maths in practical situations particularly in their early years. Children are continually assessed throughout their time in school and their progress is carefully monitored and recorded.

Basic Aims

- To develop an understanding of number and its associated concepts.
- To develop and increase pupils confidence in understanding and use of mathematics.
- To develop an awareness and understanding of the uses of mathematics in school but also in the world beyond the classroom.
- To foster, encourage and support success in mathematics for all children appropriate to their own individual skills and abilities.
- To prepare children for their use and grasp of maths in the future, their next school and adult life.

The school provides guidance booklets for parents to support their child's learning in Numeracy. Please ask at the school office if you would like a guide to maths calculations. In May 2014, all classes began following the Primary Advantage Maths programme, developed by Hackney Learning Trust.

Science

Our aim is to develop in each child an understanding that Science is a way of working rather than a body of knowledge to be mastered. It is important to develop from an early age skills of observation and experiment in each child, along with the ability to critically test their results. Generally it is a priority to encourage and foster each child's self-critical abilities. Skills we consider important to develop:

- Observation
- Classification
- Measurement
- Ability to make a fair test
- To investigate
- To judge and evaluate results fairly

Computing

Computing is an important part of the National Curriculum. We particularly use computers in areas such as word-processing, databases and graphics. Computer assisted learning takes place in many subjects. It is hoped that children's experiences with computers leave them with a love of this resource and self-confidence in their use.

Religious Education

In this Community School, collective worship and religious education are non-denominational in character. Religious Education in this school is in accordance with the agreed syllabus. School assemblies are usually organised around religious and moral principles and may contain stories from the Bible, prayers, hymns and everyday events affecting children and teachers of the school. Comparative religions are also taught in line with the Suffolk agreed syllabus. Churches are regularly visited and church ministers assist in assemblies from time to time. Parents may, if they wish, withdraw their children from the arrangements for worship and religious education. Such requests should be made to the Head Teacher in writing.

Sex and Relationships Education

Children are taught from the moment they enter school to respect themselves and others. They are also taught to value cleanliness and hygiene. Aspects of safety including playing safe, road safety and visits from the police are a regular part of the curriculum.

Each year parents are advised of our sex education programme during the summer term. Participation in these lessons is optional according to the wishes of parents.

Foundation Subjects

(Design Technology, History, Geography, PE, Music, Art, RE, PSHE)

The majority of teaching at Glade is through a creative, cross-curricular programme. Each year group has a series of half termly topics and most subjects are taught through the study of each topic. Each topic is designed to provide opportunities for engaging and stimulating learning. The school closely follows the National Curriculum in all specified subjects. Parents who may wish to learn more about curriculum and assessment details are welcome to ask the class teachers or alternatively speak to the Headteacher.

Special Educational Needs

It is a priority within the school to identify and assess the abilities of all children as soon as they enter school. Where a weakness in a child's performance at school is identified, extra support may be started. This will consist of a detailed plan of how, as a partnership, school and parents are going to work to overcome the weaknesses. In cases where a further provision is required other professionals (advisory teachers, psychologists, etc.) are consulted with the approval of the parents. In certain cases a statement of special educational needs is drawn up by the Local Educational Authority. A statement is a more formalised document that is compiled on evidence.

English as an Additional Language

There are an increasing number of EAL students at Glade School and these are being catered for in a range of ways. Support is provided by the SENCO and trained teaching assistants. One to one and small group work in short, sharp bursts is provided for those pupils who arrive at the school with little or no English. Multilingual resources are also provided and we have a dedicated member of staff who spends time each week looking for resources requested by particular teachers.

Glade School is proud of its diversity. All the children benefit from the experience of learning from, and about, people of other cultures. The multicultural nature of the school is acknowledged through simple things such as wall displays to whole school assemblies.

Assessment

Teachers are engaged, from the minute children enter school, in assessing their performance and ability. Initially children are assessed against the Foundation Stage Profile. Subsequently children are assessed against the targets of the National Curriculum. At the ages of seven and eleven, all children undergo Standard Assessment Tasks (SATs) the results of which are reported to parents.

Open Evenings and Reports

An open evening is held twice a year, in the Autumn and Spring Terms at which all parents have the opportunity to view their child's work. At the end of the Summer term, all parents receive a written report from the class teacher. This gives information about topics and themes covered in the year and more specific information on the child's performance in each subject area. We strongly urge all parents to attend each parents evening. Parents may also wish to discuss their child's work/progress with the class teacher at other times. Arrangements can be made easily by talking to the class teacher.

Parents of children in Year 2 and Year 6 will also receive the results of their child's assessment and SATs. The written reports remain the property of the child and Parent, although a copy is kept in school for reference and records. This is passed onto the selected secondary school on transfer.

Homework

All children receive regular homework. The most important and regular work that a child can do at home is reading. From reception age children are encouraged to develop the habit of taking a book home several times a week and reading/discussing their book with their primary carer. The level and amount of homework increases as children move through the school. Regular homework includes reading, literacy, numeracy, tables and spellings.

Local Authority Information

From September 2012, Glade Primary School became a 4 – 11 Community Primary, administered by the Children and Young Persons directorate of Suffolk County Council.

Suffolk County Council, Children & Young Persons, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

Catchment Area

The 1980 Education Act allows parents much more freedom in the selection of schools for their children, although for a variety of reasons parents are encouraged to send their children to their local school. We would advise all parents of children about to start school to visit both Glade and Forest Schools and talk to the Headteacher before making a decision.

Children are admitted to Glade School from the area east of the High Street and Bury Road. All children resident in the school catchment area are reserved a place in the school if they apply at the appropriate time. Children resident outside the school catchment area will be found a place at the school provided there are spare places available.

It is of the utmost importance that parents register their children from the youngest age with the school so that arrangements for staffing and planning can be made. Parents can of course always visit the school without obligation. Full details of the LA's admission policy and procedures are set out in the "Schools in Suffolk" booklet available from the school office.

School Admission Policy

Information concerning the time of entry to school is published in the Suffolk County Council "Information for Parents and Lists of Schools" booklet (a copy is available in the office). We have an admissions number of 30 and all 4 year old children start full time in September.

At the age of 11, children leave us for secondary school. Our catchment area school is IES Breckland; however this does not prevent you applying to other schools. Further information is set out in the "Information for Parents" booklet. When your child changes school at 11 a copy of his/her assessment record is sent to the new school along with any other relevant information, for example Reading Level, SATs scores, achievement booklet.

Nursery and Playgroups

All children who are 4+ on September 1st are admitted into our Reception class at the beginning of the Autumn term. However children of 3+ may be eligible for a place at a pre-school setting. It is important to register your child for a pre-school place at an early age.

How to Find Us

