

Ludlow Junior School

Our Community Academy



Prospectus



**Opportunities
Experiences**



**Excellence
Enjoyment**

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Welcome from the governing body

The governing body at Ludlow Junior School is determined to support the school in its' journey towards becoming outstanding. Governors are elected to their role and are formed from members of the community, parents and members of staff.

The governors are proud of the school's achievements to date and the role of the school in the local community. However, they are also focused on the medium to long term improvements that can be reached within all aspects of school life.

We value our relationships with parents, pupils, staff and the wider community and look forward to working in partnership with you. We look forward to seeing you at one of the school's events, functions or celebrations.

Governor



Welcome from the senior team

We are delighted to welcome new members of the school community into life at Ludlow Junior School. As a senior team we are dedicated to securing the very best provision for your child. We look critically at all aspects of school life and want to secure high quality experiences, opportunities and learning within a safe, secure and enjoyable environment.

We strive to be very self evaluative and work with external partners who can validate our views on the standards attained. We expect lessons in our school to be challenging, engaging, fun and well tailored to your child's needs.

We feel that our pupils are great ambassadors for our school.

Welcome to our school values

We believe that a successful school is founded on a culture of mutual respect and we ask that all members of our community reflect our core values in order to support the positive development of the pupils.

When celebrating successes or looking at a situation that requires resolution we will often talk to the pupils about our values in order to create understanding and context. Our values are:

- | | | |
|----------------|--------------|-----------|
| - Patience | - Friendship | - Respect |
| -Determination | -Pride | -Honesty |



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OfSTED

As a community academy we will receive regular visits from OfSTED and the Local Authority (LA) who will look to validate and challenge our performance and self assessments. Our most recent OfSTED visit took place in 2016 and OfSTED commented that:

- The personal care staff provide for individual pupils is strikingly sensitive and well considered
- The continuous improvement of teaching and pupils' achievement reflect leaders' effective actions



OfSTED/LA

- You have established a secure cycle of comprehensive review to ensure teaching improves continuously
- Pupils behave well and show respect for adults, one another and the school

Our review activities with the local authority are also very positive and we were moderated for writing outcomes in the Summer term 2018.

Teaching and Learning

At Ludlow Junior School we follow the national curriculum and update our provision as the national picture changes. We pride ourselves on the coaching and development we provide for the teaching team. Every teacher will have a coaching plan and personalised targets in order to improve lesson pitch, pace and delivery. We focus closely on assessment for learning (AfL) in order to ensure that starting points for pupils are closely matched to outcomes and so that lessons develop well as a result of accurate ongoing assessment.

We are determined to promote British Values and to prepare pupils well for life in modern Britain.



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A welcome from the 'WISH' team

The majority of our additional support for pupils comes from our WISH team. Under the guidance of our 2 SENCO's (Mrs Hotston and Miss Renouf) the team works incredibly hard to meet the diverse range of educational, developmental, social and emotional needs that we see in our community. Class based work is often supported by the LSA's in each year group and this usually has the greatest emphasis on the national curriculum content being covered.

However, our team also comprises of some specialist provision to meet individual needs and some members of the team receive further training or support in order to work individually or in small groups with pupils.

Wider provision

Our WISH team also has some very focused provision within and beyond the classroom.

Our wellbeing lead, Ms Locke, will focus on key aspects of pupil wellbeing and is supported by Mrs Muldowney who is an emotional literacy support assistant.

Our mentor team is led by Miss Garner and she is supported by Miss Lovland. The mentors support pupils in the classroom via our Raising Attainment Mentor Program (RAMP). They also run our RAMP@lunchtime provision and organise a large number of pupil volunteers who are known as the RAMPees. Roles include sports leadership, playground pals, green team, Cuisine for Kids Crew and others.

WISH



Traditional elements of school life

School life at Ludlow has a number of traditional elements. All of the children and staff belong to one of our four houses—Endeavour, Intrepid, Explorer and Discovery. We use a house point system to motivate the pupils and to help develop a sense of identity. House captains are appointed each year to lead their respective house efforts and to collect house points.

We also have a prefect system and pupils apply formally for their prefect roles. The head boy/girl and deputy head boy/girl are interviewed by members of the senior team for their roles. The prefects act as ambassadors for the school and take on a number of tasks across the year—especially when we are hosting events and celebrations. We also have librarians to support the library



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The school website

We endeavour to keep our website as up to date as possible and the vast majority of the information you need as a parent should be available to you there. This will include the key policy and procedure documents which support our work.

When we undertake trips and visits we aim to use the website to celebrate these events and to share pupil achievements with you.

We are also updating our communication with parents and have moved away from a lot of paper communication and have migrated to Parentmail which is proving to be much more timely and effective. Please ask us about the App.

School organisation

As a large school we have a correspondingly large staff team and it may take you some time to get to know everyone.

Each year group is made up of 5 classes with a maximum of 30 pupils per registered class. Pupils may spend considerable time with their named teacher but will spend more time with other teachers as they migrate through the school and experience maths and English sets.

Setting and grouping of pupils is very fluid and we are always looking to make sure that groupings closely meet the needs of pupils.



Expectations

At Ludlow we have the highest expectations for all members of our community. We aim to help the children develop respect, tolerance, thoughtfulness, resilience and understanding. We expect everyone to display a caring nature and praise the pupils who demonstrate our core values.

In order to support everyone's understanding of our expectations we have produced a 'Home/School Agreement' which can be found on our website.

We value all of our pupils' achievements but also firmly believe that a structured behaviour policy with clear sanctions helps to support our work.



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Settling in

We understand that when a new pupil and their family join our community this is normally a period of change. In order to support everyone during the settling in process we are always keen to have dialogue with you—especially if your child has any additional needs that we may need to know about.

Members of the senior team and WISH teams are on the playground before school and all staff come onto the playground at the end of the day in order to meet you and pass on important information.

Pupils who join us mid year will usually be ‘buddied up’ with some initial friend who can help them find their feet.



The school day

Our gates are opened by the site team at 8.40am and there is 10 minutes of social time on the playground until the bell is rung at 8.50am. The bell signals the start of the school day and all pupils make their way directly to their classrooms at this point. The school day ends at 3.20pm with the gates opening at 3.10pm.

We ask that you do not go straight into a classroom at the start of the day as the pupils will be working with their teacher. If you do need to talk to someone in the morning please approach the staff members who are on the playground.

The school office is also open to you and is located on Peveril Road

Uniform

We believe that school uniform helps to create a strong sense of identity and belonging and we expect all of our pupils to be in school uniform and school colours.

In the past parents have commented that they are keen to avoid the competition and issues that can be created in a school without uniform and so we see this as a non negotiable part of our culture and heritage.

Please support us by insisting that your child wears the correct uniform at all times.



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Uniform

In order to support you in finding the best value items for school uniform we do not insist that you buy uniform from a single provider. School uniform with our logo on can be purchased easily—please talk to the school office. However, we are happy that pupils wear school colours as listed below which do not have to have the school logo on it.

Shirts/blouses/polo shirts	Light blue
Trousers or shorts	Grey or black
Skirts or pinafore dresses	Grey or Black
Summer dresses	Blue and white
Jumpers	Maroon
Sweatshirts/cardigans	Maroon
Shoes*	Plain black school style shoes

*Pupils may change into trainers or Astros for break and lunchtime play but should have their school shoes with them

PE kit

PE shorts	Black or Navy (plain)
PE T-shirt	Light blue or white (no large logos, preferably plain)
Tracksuit	Plain colours please
Trainers or plimsolls	

We expect pupils to be in uniform throughout the school day and to wear their uniform to and from school. In poor weather some pupils will wear boots or wellingtons and then change once indoors. We do not insist on a specific colour for coats but do ask that they do not carry large slogans or messages.

In very hot weather we may relax our uniform rules and encourage the pupils to drink lots of water, wear sun protection and try wearing hats/caps/sunglasses.

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PE and Games

We value PE and games very highly and believe that our pupils can learn many valuable life lessons taking part in, leading and officiating in sporting activities. We aim to use the resources on our site to support teaching and learning in PE and games. We also aim to give the pupils as many offsite opportunities as possible in order to broaden their sporting horizons.

Our competitive teams are regular winners in a range of leagues and cup competitions and we support competition throughout the school—including selection for our teams.



School Meals

Our school meals are cooked on site and we are proud to employ our own catering team. Our menu development is always 'local' and takes into account the feedback from pupils and parents. We look to vary the menu seasonally and aim to offer a fresh salad bar every day. Free water and milk is provided with every meal. A wide range of dietary requirements can be catered for and choice is good.

Pupils do not have to have a hot meal and you may send in sandwiches if you prefer. We ask that packed lunches are balanced and appropriate and that only water is sent in for the pupils to drink across the day and at lunchtime.

Snacks at breaktime

We know that it can be very tricky to persuade your child to bring a healthy snack into school. However, we prefer it if all pupils do bring in a healthy snack and avoid those snacks that are high in fat, salt and sugar.

Snacks can be bought from the community café before and after school and there is usually a good range of healthy options. If your child wants a treat from the café we prefer that you buy this with them so that you can discuss food choices with them.



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Trips and Visits

We recognise that trips and visits can bring our curriculum to life for the pupils and we value the impact of day visits and residential stays across the school.

Historically we have undertaken a range of these visits and staff have been happy to volunteer their time to plan, organise and deliver them. In recent years pupils have been ‘evacuated’ to Hooke Court, camped at Fairthorne Manor and undertaken outdoor and adventurous activities at Little Canada on the Isle of Wight.

We have also undertaken day visits in our locality and further afield, including Normandy!

We also use a wide range of visitors to support the curriculum.

Clubs

Beyond the taught day we know that having a range of clubs is important for the children. Some clubs may be provided by members of staff whilst others may be from external providers.

We try to review the clubs we are providing based on the feedback from pupils and parents. In recent years we have offered clubs that have included football for boys and girls, cricket, dodgeball, multi-skills, drama, dance, Spanish, cross country and sports hall athletics.

Our clubs may be for fun or may feed into our competitive teams for some league or cup competitions.



Safety and Security

We take our site safety and security very seriously and our school environment is fully fenced, enclosed and locked during the taught day with the only visitor access being through the secure doors at reception—located on Peveril Road. There are no public rights of way over the school grounds and all visitors to the school site enter at the permission of the school.

All staff receive annual training in relation to Child Protection and Safeguarding and they are also questioned around these areas during their interview process.

Mr Hepworth, our senior site manager takes the lead on health and safety matters.



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The senior team

The senior team take the responsibility for planning the ongoing success of the school and are supported in doing so by the strategic work of governors. Key members are:

- Mr Watkins - Executive head teacher
- Mrs French - Director of coaching and teaching
- Miss Renouf/Mrs Hotston - SENCOs and assistant heads
- Mrs Chandler - Assistant head
- Mrs Rooke - Business Manager



Parents as Partners

We are very keen to work in partnership with you so that your child get the very best from their time at Ludlow. Evidence over time tells us that families who are actively engaged with the school have the best experiences.

We are always very grateful for offers of parents support and are keen to see volunteers working alongside our children. Our trips and visits are often dependent on parent volunteers as is our swimming provision in Year 5.

Please take the time to get to know us and the community and consider what contribution you could make to teaching, learning and the wider life of the school.

Hamish

Hamish is our school dog and joined us as a puppy in the Spring of 2015. He is usually based on our WISH corridor and is in school so that we can benefit from his therapeutic values. Some children may work alongside Hamish as part of their provision and he is often found contributing to wellbeing sessions or RAMP sessions.

Pupils are always asked if they want to work with Hamish and they can decline.

Hamish is also part of our rewards system and pupil who is seen to be supporting our values may receive a Hamish—a specially designed sticker with Hamish's logo on it.



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Attendance and Punctuality

As a school we place a very high importance on high attendance levels and good punctuality. We understand that there may be times when a pupil cannot attend school due to illness or an unforeseen circumstance. However, we ask every parent to try to get as close to 100% attendance for their child as possible. We do reward high attendance in school and want to see as many of our children, as possible, in school every day. We are also keen that every child is on time and ask that you plan the school run so as to give your child a settled start to the school day.

Where attendance becomes a concern or where unauthorised attendance becomes a worry governors have agreed to use Fixed Penalty Notices

Parking, Neighbours and the Community

Our school site is very landlocked and, like many schools, becomes very congested at the start and end of the school day. In order to protect our neighbours and to improve the safety of pupils near to the school gates we ask that you park considerately, try including an element of walking in your journey if possible and at no time park on the zig zags to pick up or drop off your child.

When walking in the community with your child please remind them that their behaviour indicates to our community how they might behave in school and the expectations we have of them. This should help us all to get on positively.



Online safety

Unfortunately, in recent years, there have been some instances where pupils have not been safe online at home or have made poor choices when using social media. We work hard to teach the pupils how to stay safe online, to recognise that they can leave a digital footprint and not to say anything online they wouldn't say in public. Our behaviour policy includes references to behaving well online and to cyberbullying.

At home please be aware of your child's online activities, who they are communicating with and the purposes of their online time. Even gaming headsets have become an issue at times. By being aware, we can help to keep the children safe and ensure they behave well.

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Pupil records, reports and attainment

As an academy our pupils still follow the national curriculum and take part in national curriculum testing at the end of Key stage 2—SATs in Year 6. The pupils are very well prepared for SATs and should be confident with the curriculum content and test routines.

Each year you will receive a pupil progress report to let you know how well your child is doing in school. This comes out in the Spring term. A shorter update report is sent home in the Summer term. Regular parents evenings give you a chance to meet the teachers your child works with and to look at their work.

Pupil records are made and retained in line with our policies including GDPR.



Charging

Governors have approved a charging policy for the school and understand what can be charged for and why.

There may be some events which make a request for a voluntary contribution to help us afford the event e.g. a day visit or a visiting guest speaker or theatre groups. Other events such as a residential visit will carry an element of charging and by signing up to the event you are liable for the cost.

School meals are chargeable unless you are entitled to free school meals. Please contact the school office if you feel this may be the case.

Complaints

We aim to do everything we can to make school life enjoyable, challenging, engaging and fun for your child. However, there may be a time when you feel the need to complain.

If you wish to raise a complaint, the first port of call is likely to be your child's class teacher as they will have the best understanding of your child's day to day activities. If this is not possible, a team leader from your child's year group should be approached.

If your complaint is not resolved it can be escalated to a senior team member and ultimately the governing body.



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Transition

Most pupils will join us at the start of Year 3 and we aim to make this transition as settled as possible. Our staff will visit your child in their infant school, find out about them and understand if they have any additional needs. The Year 3 pupils will then spend some time visiting the junior school including a full transition day where they get a very good taste of junior school life.

As your child begins the transition to secondary school they will be visited by members of the secondary school teams and will get opportunities to spend time at their new school.

In both Year 3 and Year 7 some pupils may need additional transition time to help them settle in.



Additional needs

Your child may have some additional needs which have to be met in order for them to be successful in school. The first step for us is to identify those needs and how to meet them. We rely on skilled staff to deliver quality first teaching, we group children sympathetically and may provide additional adult support in a class or set.

Some children with a higher level of need may come to us with, or be supported in obtaining, an Education and Health Care Plan (EHCP). A child with an EHCP is likely to need a higher level of support, may receive small group interventions or may receive some 1:1 support. Specialists from outside of the school team may also be involved with the pupil.



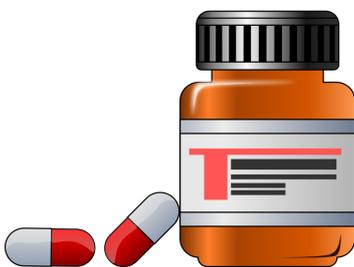
Medicines in school

We have a very clear policy on medicines in school.

We ask that no non prescription medicines are sent into school with your child and these would include items such as paracetamol, throat sweets or cold relief.

If you believe your child will require medication during the day and will have prescribed medicines you will need to complete a medicines form and bring the medication to the main office for approval.

Inhalers and epipens can be stored in school and need to be named and recorded as above. Please talk to the office if you have any medical queries about your child.



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Welcome

At Ludlow Junior School we all have a duty to keep each other safe. All staff are trained in child protection and safeguarding and receive regular update training from the designated safeguarding lead—Mr S Watkins

Who can I talk to?

If you have any concerns about a child or family you can talk to any of the members of our safeguarding team:

Mr S Watkins—designated safeguarding lead



Mrs G French—deputy designated safeguarding lead



Mrs G Hotston—deputy designated safeguarding lead



Mrs V Chandler—deputy designated safeguarding lead



Miss E Renouf—deputy designated safeguarding lead



Ms M Locke—deputy designated safeguarding lead



Mrs D Rooke—deputy designated safeguarding lead



Please ask to speak to any of these members of staff if you have a concern about safeguarding or child protection

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