

London Meed Primary School



Prospectus 2014—2015

Creativity - Honesty - Respect - Care



Candida Reece
Headteacher

Welcome to the school

Mission Statement

London Meed Primary School is a learning community that cares for and values everyone, where creativity, challenge and high expectations lead to enjoyment and success for all.



Natalie Langtree



Philippa Hall
Key Stage 1 Team
Leader



William Farr
Assistant Headteacher
& Inclusion

“The pastoral support, guidance and care provided for all pupils are outstanding, and as a result, by the time pupils leave the school, they are mature and thoughtful young adults, who make an effective contribution to the school and the local community.”

About London Meed

GOLDEN RULES

Be gentle and kind

Listen when others are talking

Always tell the truth

Do your best

Be polite and helpful

**Look after your own and
others' property**

London Meed is set in extensive grounds with two all weather play areas, a playing field, other grassed areas and a wild area.

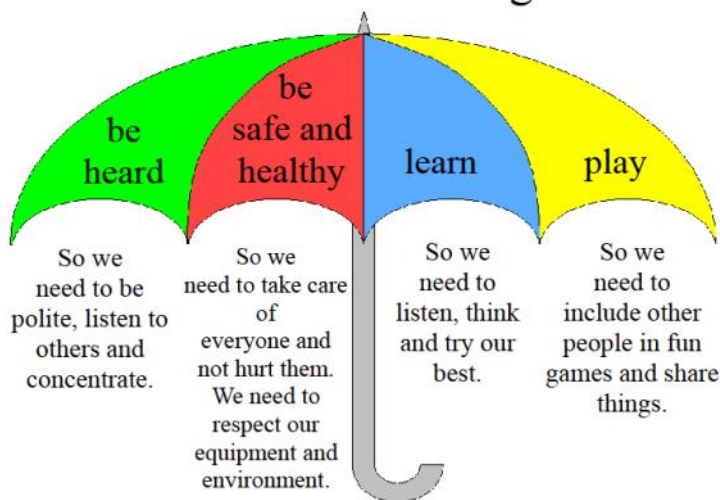
The single storey building has sixteen light and airy classrooms arranged in pairs, this enables shared and cooperative teaching and learning. Each classroom has an interactive whiteboard and good facilities for creative and practical work.

There are two halls and a kitchen where hot lunches are provided. The library is well stocked with many new books and all children have access to the ICT suite which has excellent software and computer facilities. We also have a dedicated music room where peripatetic lessons are given and where a large variety of instruments are stored for use by all the children.

Our team of committed staff work together to offer the best possible education for the children. London Meed is a happy, caring environment where the efforts of each individual are valued. We aim to ensure that all children, as they progress, gain satisfaction from their work and that our teachers provide a broad, balanced and relevant curriculum that meets the needs of each individual child.

The school recognises and values the important role played by parents in a child's learning and works closely in partnership with them.

All children have the right to...



Home-School Agreement



The home-school agreement explains the aims and values of London Meed. It spells out the responsibilities of the school and of parents, of what the school expects of its pupils and what pupils can expect of the school. Children achieve more when school and parents work together.

Our home-school agreement will help you to work with the school. Your support and encouragement are very important if your child is to make the most of school.

Every child is given a home-school agreement which parents are encouraged to sign in order to show that it is understood and accepted.

The Curriculum

"I really enjoy school because we have great subjects and great teachers!" Mia

English

English skills are a vital form of communication and imperative for all learning. We value a cross curricular approach which gives children the opportunity to develop skills in speaking, listening, reading and writing. We aim to inspire children to express themselves imaginatively and communicate effectively. Children experience daily English lessons. Through these lessons the children work individually and with others to develop a range of text, phonics/word and sentence building skills. We believe it is essential that a good supply of books is available. Reading areas are created in each classroom in addition to separate non-fiction and fiction sections within our recently updated library.

Writing and spelling develop alongside reading. In Key Stage One the children have regular input on phonics to build on their reading and spelling skills. We encourage children to write for themselves from an early age. Children will learn how to form letters correctly and move on to developing a joined hand. From the earliest stage pupils are taught to value books as a source of pleasure and interest and for study and information. There is time dedicated to reading in the structure of the day and we value parents support and encouragement in fostering enthusiasm by sharing books with their children on a regular basis. In Key stage two, the children continue to investigate and explore spelling rules and patterns and build on their grammatical knowledge within the context of writing. They also extend their ability to read, analyse and evaluate a wide range of fiction, non fiction and poetry texts. By the end of the key stage pupils are encouraged to write and speak confidently in a wide variety of situations and to develop a sense of different audiences, times and places.

Mathematics

Maths is important because it is the most widely used subject in the world. Every career uses some sort of maths. More importantly, doing maths helps the mind to reason and organise complicated situations or problems into clear, simple, and logical steps. At London Meed we try to give the children a wide range of experiences to develop their skills. Many activities encourage the children to generate their own numbers and cross curricular links are used where possible. Maths lessons usually have a mental and oral start, a main part of the lesson and a plenary. Assessment is on-going and is used to inform future planning. Children are encouraged to self assess their learning and to use practical equipment where necessary. Emphasis is put on the ability to use and apply their knowledge.

Science

At London Meed we believe that Science teaches an understanding of natural phenomena and we aim to stimulate children's curiosity in finding out why things happen in the way that they do. We teach methods of enquiry and investigation to stimulate creative thought. Children learn to ask scientific questions and begin to appreciate the way in which science will affect the future on a personal, national and global level.

Religious Education

London Meed believes that Religious Education should provide a contemporary study of religion, preparing children for later life, we follow the West Sussex Curriculum for RE. The school bears in mind that the British Isles is a multi-cultural nation which has Christianity as the main religion of the indigenous population. As a result, Christianity will receive the appropriate weighting within the Religious Education curriculum. Due consideration within this framework will be given to other faiths. Respect, tolerance and understanding for the beliefs of others will be promoted as part of our programme. The school has adopted the LEA's Religious Education Policy. Parents have the right to withdraw from religious lessons and daily worship in assemblies, but it must be understood that such activities often make a contribution to cross-curricular objectives pursued during the course of the school week.

Humanities

At London Meed the children develop their historical and geographical skills through cross-curricular work. For example, in Year 2 the topic is "Fire! Fire!" and children learn about the Great Fire of London; Year 3 study "Victorians"; Year 5's topic is "Tomb Raiders" which is about Ancient Egypt and Year 6 enjoy researching "The Romans". The children's learning experiences often include educational visits to sites of interest such as Newhaven Fort when learning about World War 2 in Year 4, presentations by guest speakers and role play scenarios.

Modern Foreign Languages

At London Meed French is currently taught for half an hour per week to children in Key Stage 2. The emphasis is very much on understanding and speaking language that is relevant to the children's age, interests and experience. Children will be involved in listening activities and will learn to understand and speak simple words and phrases. They will practise reading and writing single words and sentences and will study different aspects of the relevant country to increase their Intercultural Understanding.



Art & Design

In Art and Design, children develop their creativity and imagination by exploring the visual, tactile and sensory qualities of materials and processes. Children use colour, form, texture and pattern to communicate what they see, feel and think. They have the opportunities to study the work of a range of artists and techniques across the school. Skills and techniques are encountered progressively so that children develop the confidence to independently select and combine materials and processes to communicate their ideas in dynamic ways. We are very proud of our children's creativity and like to display their work around the school.

PE and Sports

In PE, children acquire the skills in physical development through gymnastics, dance and games. In gymnastics, children develop their balance, movement and put together sequences through floor work and use of apparatus. In dance, children use movement imaginatively and respond to a range of stimuli, including music, before creating, performing and evaluating their own dances. Transferable ball skills are developed through activities such as football, netball, cricket and tag-rugby, while athletic skills and health and fitness are also covered. In addition to this, children in year 6 participate in outdoor and adventurous activities through residential visits, while year 3 enjoy one term of swimming lessons at The Triangle Leisure Centre; there is a charge to parents for these.

"I think that it is good that we do P.E. at least two times a week because it keeps everybody fit and healthy"

Tom



Design Technology

Through Design and Technology, the children are encouraged to identify, examine and solve practical problems and to make existing situations better. The children are encouraged to be inventive, using a range of materials and tools, thus developing, modifying and evaluating their ideas through a series of projects.

Music

Music plays an important role in the life of London Meed. Children can attend recorder club, band and choir and participate in a variety of concerts and school productions. A range of peripatetic teachers also visit the school to give instrumental lessons which include violin, guitar and flute. Class lessons focus on the key elements of music: performance, composition and appraisal.

Computing

At London Meed, we recognise that educating our pupils about how to stay safe online is crucial. Children are taught about possible online traps, etiquette and how to report situations they feel uncomfortable with. In addition to this, our school is protected by strict West Sussex internet filters. We have an acceptable use policy which guides and protects all use of technology. There are computers and interactive whiteboards in all of our classrooms and an Computing suite which children from years one to six have weekly access to. Children play games to support their learning, present their work in different forms and use the internet for research. New for this year, is the introduction of tablet technology and wireless internet and network access across the site. At London Meed, we want our pupils to harness technology as a tool for research and communication. As such, we learn the skills to use software and hardware so we are able to make choices about when and how to use technology effectively.

Personal, Social and Health Education

Key Stage 1 pupils learn about themselves as developing individuals and as members of their communities, building on their own experiences and on the early learning goals for personal, social and emotional development. They learn basic rules and skills for keeping themselves healthy and safe and for behaving well; have opportunities to show they can take some responsibility for themselves and their environment. They begin to learn about their own and other people's feelings and become aware of the views, needs and rights of other children and older people. As members of a class and school community, social skills are developed; how to share, take turns, play, help others, resolve simple arguments and resist bullying.

Key Stage 2 pupils learn about themselves as growing and changing individuals with their own experiences and ideas, and as members of their communities. They become more mature, independent and self-confident. They learn about the wider world and the interdependence of communities within it. They develop their sense of social justice and moral responsibility and begin to understand that their own choices and behaviour can affect local, national or global issues and political and social institutions. They learn how to take part more fully in school and community activities. As they begin to develop into young adults, they face the changes of puberty and transfer to secondary school with support and encouragement from their school. They learn how to make more confident and informed choices about their health and environment; to take more responsibility, individually and as a group, for their own learning; and to resist bullying.

Extra-Curricular Activities

London Meed's extra-curricular activities are popular with our children. A range of clubs are offered, taking into account children's age, abilities and interests, all of them helping to motivate the pupils into leading healthy and challenging lifestyles in an environment where they are made to feel they can succeed. Some are run privately and require payment but many are run by staff in their own time at no extra cost to parents. Details of the current activities are available from - the School Office.

Healthy School

London Meed is proud to have achieved the West Sussex Accreditation for 'Investors in Health'. We have been awarded a 'National Healthy Schools' status. Children jog around their playground at the beginning of each day as it is found that the children's alertness for learning and general behaviour is greatly improved by these sessions.

Children in "The Orchard" - our reception classes, have access to a snack table offering fresh fruit and milk all day whilst Key Stage 1 children take part in the 'Fruit for Schools' scheme which provides each child with a piece of fruit. This scheme does not extend to Key Stage 2 children and they are encouraged to bring in their own fresh fruit for break times. Parking permits are available from the school office allowing free parking around morning drop off and afternoon pick up times at the nearby Queen's Crescent car park; this significantly helps to reduce the number of cars driving in the immediate area around the school and we are very grateful to our parents who support us by using this car park. There are also covered bike racks to encourage cycling to and from school.



"Pupils are proud of their school and are enthusiastic about many aspects of its life. They thoroughly enjoy lessons and the extra-curricular activities, trips and visits that contribute well to their learning."

Walk Once A Week (WoW)

WoW is part of the national Walk to School campaign. Walking to school has many benefits including exercise, reduced traffic congestion and pollution, and engaging children with their environment. We encourage children and their families to walk to school, at least once a week, throughout the year. At the end of each month, children who walk at least once every week receive a special collectable pin badge.

Safeguarding statement

The whole school, including the Senior Leadership Team and Governing Body, takes seriously their responsibility to safeguard the welfare of all pupils and to work together with other agencies to ensure there are adequate arrangements within our school to identify, assess, and support those children who are suffering harm. We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. We all believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.



"The school has a very strong commitment to caring and support, which is reflected in the comprehensive arrangements for safeguarding the welfare of pupils. Every pupil is known and treated as an individual. Pupils say they feel safe and confident to approach an adult if they have a problem. Vulnerable pupils, including those with special educational needs and/or disabilities, are extremely well supported and the school works very effectively in partnership with a wide range of agencies to meet their needs."

Gifted and Talented

We have a responsibility to meet the educational needs of all pupils at London Meed School. For the gifted and talented, this includes providing greater challenges in lessons and opportunities for pupils to demonstrate and develop their abilities. Towards this end, your child may be nominated to attend one of the West Sussex's Pupil Enrichment courses. They have been able to take part in activities as varied as poetry writing, problem solving, brass rubbing, pond dipping, Bollywood dance and forest woodcraft. These courses are usually run at a weekend and feedback from the children has been largely positive.

Special Educational Needs

At London Meed we recognise that each child is different and has his or her own needs. Some children have very specific educational needs which mean that they may require extra support or resources. The early identification and assessment of a child's needs is vitally important. If necessary, children with SEN are supported through receiving extra help in the classroom from a Learning Support Assistant or Special Needs Co-ordinator. A very small number of children have severe needs which merit a Statement which recognises their SEN. In all cases an Individual Education Plan is drawn up every term which sets appropriate targets. These targets are regularly reviewed to assess a child's progress and the results shared with parents. For all children with SEN, activities and work are planned which allow for different capabilities and rates of working, enabling pupils to make progress at an appropriate pace.

Special Support Centre



"The work of the special support centre for pupils with speech and language difficulties is also outstanding. The way these pupils are integrated into the main school is exemplary."

Ofsted Report March 2010

Sixteen children at London Meed School also attend the Special Support Centre for children with speech, language and communication difficulties. The SSC takes children from a wide area of Mid-Sussex. The SSC has places for 16 children from Reception to Year 6.

Every child in the SSC is also in a mainstream class and may take part in a range of mainstream lessons.

The children in the SSC have statements of SEN, usually for severe speech and language difficulties. Each child has an individual programme to ensure that we are meeting their needs. Children will either work in small groups within the SSC or in mainstream classes with support, if appropriate.

All of the children have individual speech therapy during the week as well as taking part in a number of small language development groups.

The children work on the National Curriculum subjects. In addition to this there are also lots of opportunities to develop play skills, social skills and sensory awareness through practical activities such as cooking and gardening.

Childminders

Please enquire at the school office if you are seeking a childminder - we hold a list of local childminders and their contact details.

Anti Bullying

We want every pupil in London Meed to be able to work and play in a safe and happy environment. We encourage high standards of behaviour and politeness in the children, helping them to develop feelings of mutual respect, care and concern for others. We want our children to understand the difference between right and wrong and to feel safe, valued and secure. London Meed will not accept bullying in any form, and although such incidents are rare, should an incident occur it is dealt with quickly and firmly. Every reported incident is recorded, investigated and pursued with a view to achieving reconciliation between those involved. Parents will be brought into the process as appropriate. We seek to preserve an atmosphere in which children are prepared to bring these issues into the open by letting them know what they should do if they become aware of or experience bullying. Teachers and staff provide a 'listening ears' service which pupils are encouraged to use. Awareness of bullying is also raised in assemblies and the School Council reports back to their respective classes any issues that ought to be raised. Should you ever have any concerns about bullying please contact your child's teacher. We are proud of the exceptionally good behaviour of the pupils at London Meed, with recognition given for positive behaviour. This emphasis on positive behaviour from everyone forms a major part of the school culture.

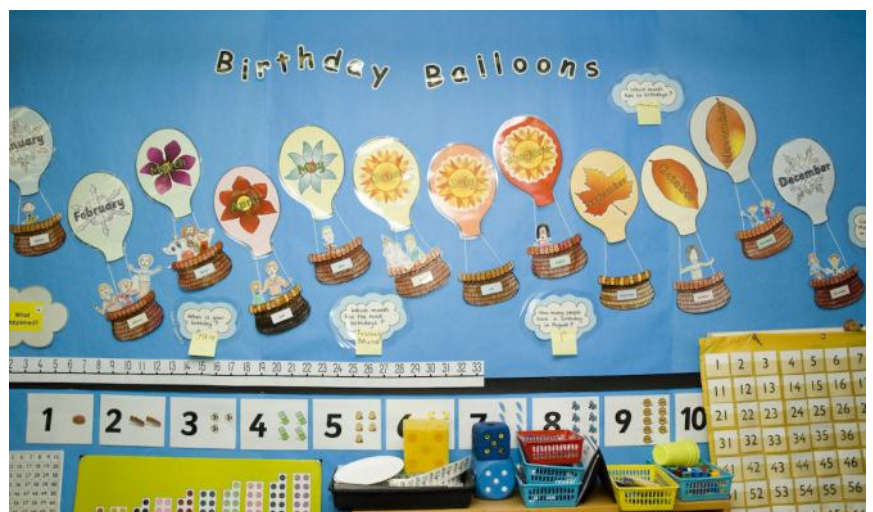


“Pupils behave brilliantly in lessons and around the school, reflecting the staff's high expectations and their exceptional level of care and moral guidance. These features, combined with the fact that pupils feel extremely safe, play a strong part in the success of the school.”

Ofsted Report March 2010

“I like London Meed because in lessons when you get stuck on something the teacher really tries to help you understand and they are so nice and kind.”

Rebekka



School Council

The School Council is formed by elected pupils from Year 2 to Year 6 and meets every two weeks with a staff representative and the Headteacher. The council represents the voice of the pupils and makes decisions on issues which have come from class discussions and decides which charities the school should support. It also deals with matters arising from the suggestion box.

General Information

Admissions Policy

The Admission Policy for London Meed is common to all West Sussex schools. This policy can be found in the 'Information for Parents' booklet available from the Local Authority. A copy of the booklet can be obtained by phoning 0845 075 1007 or online at www.westsussex.gov.uk

School Day

We are pleased to welcome children into school from **8.45am**. We are unable to offer supervision before this time except for children attending a supervised club.

School hours are as follows, these times include time for registration, assembly and a 15 minute break in the morning:

- The Orchard - (Reception) from **8.55am** to **2.55pm**. Lunchtime is from **12pm** until **1pm**
- Key Stage 1 - (Years 1 & 2) from **8.55am** to **3pm**. Lunchtime is from **12pm** until **1pm**
- Key Stage 2 - (Years 3 to 6) from **8.55am** to **3.15pm**. Lunchtime is from **12.10pm** until **1pm**

Absences

Please inform the school **by 9.30am** on the first day of any absence due to ill health. Medical appointments should be made out of school time but if this is not possible please inform us in advance. It is a legal requirement of parents to ensure that their children are in school and attendance registers have to be called each morning and afternoon. Schools have to record whether a pupil's absence is authorised or unauthorised and only the Headteacher may authorise an absence, parents/carers may not do so. Any unexplained or unjustified absences are unauthorised. All absences are recorded on your child's Annual Report.

Withdrawal From Learning

What follows is an extract from Richard Barker who is 'senior manager for pupil compliance' for West Sussex County Council

'I am writing to give further advice regarding The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which made amendments to the Education (Pupil Registration) (England) Regulations 2006. This amendment removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. These amendments will come into force on 1st September 2013. DfE explanatory notes accompanying the Regulations state that the purpose is to "clarify that leave of absence shall not be granted by schools unless there are exceptional circumstances". The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave'

School and, where applicable, locality policies had needed to be amended to take account of these changes. Applications for absence from school will have to be considered in the light of amended policies and removing reference to reasons for family holiday.'

At London Meed, this means that, from September 2013, we will request that any application for absence during term-time must be supported by a letter from parents/carers employer stating that leave is not granted for parents in school holidays. As always, we seek to work with parents to ensure that attendance at London Meed meets stringent national targets, and would hope to avoid unauthorised absence wherever possible.

Administering Medicine

A qualified first aider is responsible for supervising the administration of medicines with the exception of those taken by inhaler to treat asthma. Inhalers are stored in the pupil's classroom. Teaching and support staff are made aware of children who are receiving long term medication. The school has a policy that staff can administer medicine only when parents complete and sign an "Administer Medicine" form, please note medicines must be in their original container and clearly labelled with your child's name and details as dispensed by the pharmacy and medicines must be required to be administered 4 times a day.

General Information

Valuables

We expect children to be responsible for their own belongings and we ask that only essential items are brought into school. The school cannot be held responsible for the loss of any personal items. All clothing and other possessions should be clearly named, any unnamed property will be placed in the Lost Property Box and will be disposed of at the end of each half term if still unclaimed. In line with the County policy jewellery is not allowed except watches and small studs for pierced ears. These earrings must be removed and safely stored by the child before PE lessons or any sport activity. If a child has recently had their ears pierced and cannot remove the earrings then they must be taped over to prevent injury. No money should be brought into school unless for a specific purpose when it should be in a sealed envelope with the child's name, class number and the amount of money enclosed clearly shown, this should then be handed into the class teacher at the start of the day. If mobile phones are brought into school they must be left with the office staff until the end of the day.

Free School Meals

If you are in receipt of certain benefits then you may be entitled to free school meals for your child. It is important to us to know how many of our families are entitled to claim free school meals, even if you do not wish your child to have a school lunch. Please enquire at the school office for more details about how to apply. Any information will be treated in confidence. All children in Reception, Year 1 and 2 will receive a free hot school meal daily.

School Website

Please visit— www.londonmeedprimary.co.uk

"London Meed is great because the teachers and the lessons help you improve your skills." Lauren

Medical Care

The Primary Care Trust has arrangements for a School Nurse to come in on a regular basis to monitor the health of the children. Parents are informed of any problems discovered during routine screening and are advised to seek further guidance. Children with hearing and visual difficulties are screened and any problems monitored. Should parents require any help or advice the School Nurse may be contacted either through the School Office or by phoning the School Nurse team directly on 01444 480626. If a child is ill they should be kept at home for their own sake, as well as for those around them. In the event of a child becoming ill at school, the Office will endeavour to contact parents or a designated person to ensure prompt collection of the child. The school has a number of appointed First Aiders and most staff hold a basic First Aid qualification.



School Uniform

Please ensure that all items of clothing are clearly named.

Shoes should be a dark colour and of a sensible design.

Children are not allowed to wear trainers to school or open-toed summer sandals.

Boys

Dark Green sweatshirts with logo

White shirt

Grey or black trousers or

Grey or black shorts—summer (optional)

Dark Shoes

Girls

Green sweatshirt or cardigan with logo

White shirt or blouses

Grey or black trousers, skirt or pinafore

Green and white summer dress (optional)

Dark Shoes (not open toed or slingback types)

PE - all children

Yellow PE T-shirt with logo

Black PE shorts

Jogging trousers (for winter)

Black Plimsolls (KS1)

Trainers (KS2)

PE kit should be kept in school during the week in a clearly labelled bag.

Book Bags

PE Bags

Purchasing School Uniform

London Mead school uniform can be purchased from The Man Shop, Lynnem House, 1 Victoria Way, Burgess Hill, RH15 9NF. Please contact them on 01444 242682 or visit their website at www.themanshopburgesshill.co.uk for opening times.



London Meed Association

The LMA is the parent/teacher association that organise events for the children and parents. The purpose of the LMA is to raise much welcomed extra funds for the school whilst having some fun. Every year there are many fund raising events held for children and their families. In previous years this money has bought books, computers, overhead projectors, electronic whiteboards, PA system and sports/play time equipment, the list is endless. We have also funded extra curricular events, which included a Roman day, a story teller during book week and many more! Events we have organised included discos, quiz nights, Theatre trips, Circus skills workshops, Children's fun day, entertainers, sponsored events and, of course, Christmas and Summer fairs. Every parent is automatically a member of the LMA and parents are often asked to help especially at some of the larger events. The committee is formed at the AGM in September and is always glad to welcome new members with enthusiasm, energy and ideas. If you wish to make a donation to the LMA please enquire at the School Office.



Governors

Governors are volunteers that form a Governing Body made up of people from different groups, including parents, staff, the local education authority and the wider community. Collectively they have a legal duty to ensure that the school promotes a high standard of education. The Governing Body is responsible and accountable for all the major decisions about the school and its future, while respecting the Head teacher's position as the professional leader of the school. They provide the Head teacher and the Senior Leadership Team with strategic support and advice, often by acting as a 'critical friend' and drawing on knowledge and experiences from outside the school. The London Meed Governing Body is extremely proud of the whole school, the pupils, staff and the LMA, a view that has been justified by the Ofsted findings in 2010.





Contact Details

School Address

London Meed Primary School
Chanctonbury Road
Burgess Hill
West Sussex
RH15 9YQ

School Website

www.londonmeedprimary.co.uk

Office

Tel: 01444 232336
office@londonmeed.w-sussex.sch.uk

Headteacher

Ms C J E Reece

Governing Body

Chair of Governors: Mr T Prue



"One parent summed up the views of many by writing, 'I cannot fault London Meed. It is a wonderful environment for learning. The staff are always caring and friendly and should I, or my children, have any issues, the head teacher and staff are always efficient and extremely supportive'."

Ofsted Report March 2010

