

Long Lane Primary School Prospectus



The information provided in this prospectus is correct as of 1st September 2016

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Long Lane Primary School

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 @LL_Primary

Dear Parents/ Carers,

I would like to extend a very warm welcome to Long Lane Primary School. I hope that this Prospectus will help you to make up your mind about which Primary school to send your child to. If you have already decided on Long Lane, then I'm glad and I hope the further information you need is here.

Our school vision states that at the end of their time at Long Lane Primary School, all our children will take with them a love of learning. We are committed to this and I hope that you will feel that you too share the same vision. The full version of the vision can be seen on **page five**.

Having the right staff in school is important and we are fortunate to have a group of both talented and dedicated staff who place the welfare of the children in their care as a top priority. Active support and co-operation from parents, pupils and the governing body is another key characteristic of the school.

I am confident that when you visit us you will feel the strong sense of community that so many of our guests comment upon. Our school motto for our celebratory year is 'Enjoying Success' and, by working in partnership with you, we really can bring out the best in your child both socially and academically.

We set out several open days in the Autumn Term when I am pleased to show you the school, with or without your children. These are always with other interested parents. Although we can also accommodate keen parents at any time of the year should you be moving into the area. There really is no substitute for coming to see us when the children are in it! After all, they are the reason we are here.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Peter Thorne', written over a light blue circular watermark.

Mr. Peter Thorne, B.Ed (Hons) NPQH
Headteacher

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About the School

Long Lane Primary is a Community School, opened in April 1966 and maintained by West Berkshire Council. There are around 225 children on roll who are taught in seven classes. We invest in Teaching Assistants, who support the work of whole classes, small groups, and individual children.

We have a large playing field, two smaller playgrounds, one large playground and an outdoor learning environment, which serves the needs of the Foundation Stage children. We are also working on an outdoor area for Year 1 and Year 2.

The school is very well equipped with ICT equipment and has a suite with 17 PCs, 2 or 3 computers in each classroom and from Reception to Year 5/6 each room has an Interactive Whiteboard or a large screen TV. Our whole school network encompasses all 45 PCs. We have wireless connectivity across virtually the whole site. In order to make the most of the technology we have a class set of 30 android tablets called Learnpads. The children love using them!

Teaching is class based and children are grouped within their classes for Maths and English. Children are given learning activities to complete with parents at home, called Shared Learning, as well as other regular activities to practice. Our reading scheme uses a colour coding system and draws upon books from a variety of publishers. We also have a Long Lane Reading List for recommendations to read or purchase.

The school believes in the many benefits to be derived from music and through visiting teachers currently offers tuition in Strings, Guitar, Brass, Woodwind and Keyboard. There are several recorder groups as well as a school orchestra and choir. We offer a variety of after school clubs, many of a sporting nature, which teachers and outside organisations run on a termly basis.

We have a simple uniform policy which is popular with parents and children alike. The Long Lane Parent Teacher Association (PTA), a charity run by volunteer parents, is active and well supported by parents. It raises in the region of £7,000 each year which is spent on various activities and resources at the School's request.

The Governing Body is drawn from a variety of backgrounds including finance, business consultancy, healthcare, secondary education, local council and school staff. The work of the governors is divided between three committees.

Arrangements for School Tours

Each year we set aside a number of mornings and afternoons for conducted school tours. This is primarily run by our Head teacher or one of our Senior Management Team. Please contact the School Office for the dates and times for these tours. We try to keep the numbers small so that you have an opportunity to ask any questions you may have.

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Admissions

Our Admissions authority is West Berkshire Local Authority which means that they handle all enquiries and allocations. They can be contacted at: 01635 519780

If you have a child coming up to age 5 then you must make arrangements for your child's education. We hope you will choose Long Lane Primary School. The first step is to ring the school on 0118 942 7187 to arrange a visit or tour. To make an application for admission you will then need to complete the West Berkshire Admissions form online or return it to the school or to West Berkshire Council's Admissions Department.

West Berkshire's admissions arrangements are that all children who will become five years old during the coming academic year may start in Reception full-time at the beginning of that year.

If you are moving into the area you will need to contact West Berkshire Council's Admissions department who will send you a 'Parents' Guide to Admissions to Primary School in West Berkshire'. If a place is available you will be notified by West Berkshire Council who will then advise you of the starting date.

Admission Policy

Please refer to the following document which is available on request or from our website.

[WEST BERKSHIRE DETERMINED ADMISSION ARRANGEMENTS 2017-18 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS](#)

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Our school vision was agreed by the Full Governing Board in the summer of 2011 following a comprehensive and wide ranging consultation. We are pleased that so many of our stakeholders were able to make their contribution towards its formulation.

Long Lane Primary School's Vision statement:

At the end of their time at Long Lane Primary School, all our children will take with them a love of learning by having:

- a high standard of core academic knowledge and skills
- the ability and desire to build on their knowledge and skills
- a strong set of practical, social and emotional life skills
- a sense of personal achievement
- a sense of personal pride in themselves, their school and their community.

To achieve this, we will

- develop successful learners who are confident, inquisitive and independent
- create a culture of learning and discovery that is stimulating and enjoyable for both children and staff
- ensure our staff work together expertly and enthusiastically to deliver our curriculum in a safe, caring and positive environment.

Teaching and the Curriculum

The school provides a 'theme based' education, based on a skills curriculum, with special emphasis on the basic skills of literacy and numeracy. These are the essential tools upon which will be developed a multitude of learning experiences. All the requirements of the 2014 National Curriculum are adhered to for English, Maths, Science, Computing, Design Technology, History, Geography, Music, Art, PE and MFL (Modern Foreign Language) with additional time set aside for PSHE and Citizenship. As a whole school we have three key 'drivers': 'Physical and Emotional Well-being', 'The Arts' and 'Knowledge of the World'. Then each term, the teachers plan together using one of the following subject skills as the driver to determine their theme: History, Geography, a Book, an Artist, Media/Performing arts and Science. We feel that this approach enables us to balance the delivery of the statutory curriculum with the wider needs of all children.

As of September 2016, we have seven classes. We employ a system that divides the school into three areas: Infants, Lower Juniors and Upper Juniors. In the Infants we operate one Foundation Stage class, one Year 1 and one Year 2 class with their own class teachers. In the Lower Juniors, we run one Year 3 class and one Year 4 class. The Upper Juniors consist of one Year 5 class and one Year 6 class with their own teachers. Teaching Assistant support is provided according to identified need and availability.

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Shared learning at home

It is the normal practice that children will be set tasks to undertake at home. Tasks will vary according to the needs of the child and will not necessarily be written assignments. Homework is an integral part of the school's teaching programme but it is also used to encourage self-discipline and to enable parents to have a direct involvement in their children's education.

Each term parents or guardians are invited to meet the teachers to discuss their children's progress and any other matters they wish to cover. A written report is provided for parents at the end of the school year and is sent out in the summer term. There is an opportunity to discuss the contents of the report with the Class Teacher if necessary.

The Staff

Senior Leadership Team

Mr. P. Thorne, B. Ed. (Hons.) NPQH – Head Teacher and Infant Team Leader

Mrs. K. Ayres, B.A. Ed (Hons.) NPQH - Deputy Head Teacher and Junior Team Leader

Mrs. T. Smyth, B.A. Ed (Hons) - SENDCo

Ms. S. Helms, Cert of Sch. BM- School Business Manager

Class Teachers

Miss S. Aspindale, B.A. (Hons), P.G.C.E.

Miss N. Gardiner, B.A. (Hons), P.G.C.E.

Mrs. J. Handley, B.A. (Hons.), P.G.C.E.

Mrs. M. Hazell, B.Ed. (Hons.)

Mr. T. Hunt, B.Sc. (Hons.)

Miss K. Penn, B.A. (Hons.), QTS

Mrs. C. Rushent, B.Sc (Hons.), QTS

Mrs. T. Smyth, B.Ed. (Hons.)

Mrs. A. Whitehall, B.A. (Hons.), P.G.C.E.

Office Staff

Mrs. B. Piotrowski, NVQ – Clerical Assistant

Support Staff

Mr. K. Darling - Caretaker

Mrs. A. Marcazzo - Cleaner

Mrs. W. Darling - Cleaner

Mrs. C. Archer, B.Sc (Hons.), NVQ 3 - IT Technician

Mrs. A. Burnett - Teaching Assistant

Miss R. Batchelor – Teaching Assistant, Midday Supervisor and Breakfast Club Supervisor

Mrs. A. Everitt, NNEB - Teaching Assistant

Mrs. L. Glossop, NVQ 3 - Teaching Assistant and Midday Assistant

Mrs. L. Jordan, Teaching Assistant and Midday Assistant

Miss J. Kittredge, OCR 2, HLTA - Teaching Assistant

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Mrs. K. Maggs, B.Sc (Hons.), NVQ 3, HLTA - Teaching Assistant
Mrs. J. Marshall, OCR 2 - Teaching Assistant
Mrs. R. Mileham – NVQ 3 - Teaching Assistant
Mrs. L. Nunan – Teaching Assistant
Mrs. J. Organ, OCR 2 - Teaching Assistant, ELSA and SENDco Assistant
Mrs. E. Straker - NVQ 3 - Teaching Assistant
Mrs. S. Syrad, NVQ 3 , HLTA- Teaching Assistant, ELSA
Mrs. K. Wake -Teaching Assistant and Midday Supervisor
Mrs. A. Winn – Teaching Assistant

Mrs. B. Funnell - Midday Assistant
Mrs. L. Jones - Midday Assistant
Mrs. L. Jordan - Midday Assistant
Mrs. Y. Hawkins - Midday Assistant
Mrs. J. Parmar-Sheppard - Midday Assistant
Mrs. S. Stevens - Midday Assistant
Mrs. B. Lee - Midday Assistant

ISS Kitchen Staff

Mrs. K. Caiger-Smith
Mrs. J. Horwood
Ms. S. Evans

Music Teachers

Miss. J. Ortony - Visiting Brass Teacher
Miss A. Patten - Visiting Woodwind Teacher
Mr. I. Smithers - Visiting Guitar Teacher
Mrs. S. Wagstaff – Visiting Piano and Violin Teacher
Mr J. Smith – Visiting Percussion Teacher

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Organisation

Every child begins Primary school during the academic year that they are 5. The first class they attend is called Foundation (or Reception) where they follow the Early Years Foundation Stage curriculum. The following year they go into Year 1 which is the first of two years of Key Stage 1 (also known as the Infants). The next year they move onto Year 2. Each year thereafter they progress through Years 3 to 6, known as Key Stage 2 (or the Juniors) until they transfer to Secondary school to start year 7.

Most of our children move on to Denefield School, further up Long Lane, for their Secondary education and the school operates a transition programme for Year 6 children where they are given the opportunity to visit Denefield School. Able children may sit the grammar school selection test but this is at the parents' discretion.

The school gates are opened at 8:40 am and there is normally a teacher on duty at the school gate from this time. The school classrooms open to the children at 8:45 am when staff can take responsibility for them. No child should get to school too early and hang around unsupervised. We operate a small breakfast club that runs from 8.00am every morning on a pre-paid basis. Currently places are limited to Year 1 and older due to staffing ratios. More information is available from the main office.

The School day actually starts at 8:55 am with Registration. Children are required to arrive promptly and may be marked late if they fail to do so. There is a 20 minute break, mid-morning, for all children with each phase of the school having their own playground; Infants/Lower Juniors/Upper Juniors. Break-time snacks are restricted to fruit, vegetables (e.g. carrot sticks) and dried fruit (e.g. raisins). We actively expect children to bring in a bottle of water which can be accessed at any time during the day. Other flavoured drinks can be consumed at lunchtime only but please do not send in fizzy drinks.

Lunch is from 12.10pm until 1.10pm. Infant children (Foundation, Year 1 and Year 2) can choose to have a school dinner, which is prepared and cooked on-site, which parents do not pay for under the Government 'Universal Free school Dinners' programme. Older Junior children may have a school dinner but will be charged. All children can eat their own packed lunch brought in from home or indeed return home for lunch but it is essential that the school knows which.

Infant classes have an additional afternoon break of 15 minutes.

The School Day finishes at 3:15 pm when children should go straight home unless they are staying for one of the many clubs. Parents will be informed when each club finishes and it is their responsibility to know the child's route home and to give the necessary instructions to ensure the child's safety to and from school. Our School crossing patrol is sponsored by (to be confirmed) and operates from 8:30 am – 9:00 am and then from 3:00 pm – 3:30 pm. The main 'vehicular access' school gate closes from 3.15pm until 3.30pm.

Starting School

At Long Lane we believe it is important to make the transition into school as smooth as possible and creating a good partnership with parents is essential. Parents and children are invited to a late afternoon

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information session where they can meet staff and see the foundation stage classroom. After this, we try to visit as many children as possible in their nursery or pre-school setting and each setting will be given a transition booklet to use with the children.

Once these visits are completed, the children have the opportunity to join us for a session where any pre-school keyworkers are also welcome to support the children who may need a familiar face on hand. We will then have a teddy bears' picnic where the children (and a teddy) visit for an hour by themselves.

We arrange a home visit for all the families which will take place in September. You will be asked to sign-up for the 20 minute visit on the 'Open evening' which is held in June each year. The child's class teacher and a teaching assistant will carry these out. A home visit provides an opportunity for the child to meet staff in their own family environment and allow parents to ask questions or discuss anything about their child enabling us to meet their needs more effectively.

During the home visit 'week' there will also be a family morning session allocated (9:30 – 11:00) where parents can bring their child to familiarize themselves with routines, such as finding their peg and name cards. The child will need to have a drink and snack with them on this morning. This session is run by a teaching assistant and will also include playing a game, for example using a parachute and a time to sit and eat a snack.

Each child will be given a start date based on their date of birth which will be during the two weeks that follow. We believe this is the best structure of entry for the children and while it can be inconvenient for some working parents we appreciate your understanding of the importance of getting a smooth transition process. Sometimes it is more suitable for a child to start part-time and build up to full time attendance over a number of weeks or months. This may be the case for children who have not already attended a pre-school setting on a full time basis, a child who is summer born or is not thought to be 'school ready', for example, be able to use the toilet by themselves. The class teacher will discuss this with parents on an individual basis.

The Governors and their Policies

The school is managed by its Board of Governors. They have legal duties, powers and responsibilities. They have to approve the budget, appoint the Head teacher and decide on the school's policies.

The Governing Board

Mrs. Shirley Wilkinson	Chair, Parent
Mrs Gail Jugg	Vice Chair, Co-Opted
Mr. Pete Thorne	Head Teacher
Mr. Simon Hunt	Local Authority
Mr. Mike Boys	Co-Opted
Mr. Simon Bamford	Parent
Dr. Andrew Richards	Co-Opted
Mrs. Katie Ayres	Co-Opted
Mr. Tom Hunt	Staff
Mr. James Mortimore	Co-Opted

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The clerk to the Governors is Ms. S. Helms, who may be contacted through the School Office.

The Governors have two committees: 'Resources (Pay, Finance & Personnel)' and 'Operations (Curriculum & Premises)' which do most of the day to day work and report back to the main board, which meets at least once a term.

By law the governors must issue statements on certain policies. We cannot reproduce the complete set of policies here but copies of each can be obtained on request from the School Office. They are summarised below as follows:-

Sex Education Policy

Sex Education is taught with regard to moral issues and within the context of family life. Each aspect is covered in a manner and detail appropriate to the age and gender of the child.

Statement on Charging

We run many valuable trips and off-site activities to the benefit of large numbers of children. The Governors believe that parents would want such opportunities to continue in the future. However the school must conform to the requirements of the Education Act 1988 with respect to the funding of these.

Where board and lodging is concerned, e.g. for residential trips, the school may levy a charge. Other costs must be met by voluntary contributions, if the activity is to take place. To be fair to all, the Governors require that the costs of mounting each off site activity should be calculated in total and evenly divided. This amount would be requested as an individual voluntary contribution. No child will be excluded for lack of a contribution towards the cost but should the total of voluntary contributions not reach the required figure the trip may not go ahead.

Extra music tuition, provided by the Berkshire Maestros will be charged at the rate agreed with the Trust.

Charges may be made for materials used in objects retained by children in such activities as Art/Crafts, Cookery and Design Technology.

Pupils with Special Educational Needs and Disability

A child is defined as having 'Special Educational Needs' if he or she has a learning difficulty which calls for special educational provision to be made for him or her. This will include both children with specific physical disabilities and those who have significant difficulty in learning at the same rate as the majority of children of similar age. The school has in place a policy and set of procedures for identifying and recording such learning difficulties and the school has appointed a Governor who is responsible for overseeing the operation of this policy. As well as the extra resources provided by the Local Authority for those children who are specifically 'statemented', the governors also set aside resources to enable special provision to be made for other children with learning difficulties. The co-ordination of this provision has been assigned to Mrs. T. Smyth who is supported by Mrs. J. Organ. Children are routinely screened for any medical problems which may affect their education and appropriate levels of communication are maintained with parents or guardians of children who are identified as having special needs.

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Religious Education and Collective Worship

Schools are required to consider Religious Education as part of the curriculum and this is provided in accordance with the Local Authority's agreed syllabus. An Act of Worship is held daily. This is broadly Christian in nature and is seen as an important part of the school's life. In addition to this, classes follow their own course of study as part of their classwork. Parents may make a written request for their children to be excused these studies or the act of collective worship and the school will make alternative arrangements appropriate to the pupil's needs.

Sports

The school believes that sport can play a vital part in the child's learning by developing healthy habits. It can benefit everyone regardless of level of ability and provide lessons for life which children are unlikely to learn in any other way such as team spirit and good sportsmanship. It will also help them with their self-discipline and allow them to appreciate the benefits of regular exercise. The school provides a varied programme of sporting activities as specified in the National Curriculum. In addition, there are several sports clubs run by the school and other recognised coaching agencies, e.g. football, netball, cricket, tag rugby, gymnastics, dance, judo, cross-country and rounders.

The Parent Teacher Association

All parents and guardians are automatically members of the PTA without cost. This also includes staff, both teaching and non-teaching, governors and others who take a friendly interest in the school. Regular news is circulated and support for activities is keenly sought. The Association is run by a Committee elected at the Annual General Meeting. Help is always warmly welcomed by Committee Members when events are being organised as are suggestions and ideas for future events.

A list of the Committee Members is available on request.

Members of the PTA make a valuable contribution to the life of the school by their interest in the school, support for the school's aims and objectives and by fund raising to provide those extras which make all the difference.

Outside Activities

The school runs a number of clubs which operate either at lunchtime or after school has finished for the afternoon. Clubs have included: Recorders, Computer, Football, Cycling, Cricket, Cookery, Tennis, Lacrosse, Netball, Rounders, Break and Street Dance, Gymnastics, French, Cross-country, School Orchestra, Tag Rugby, Drama and Choir. Each Term a list of the clubs will be sent to parents who are asked to complete a form to give permission for attendance and confirm their responsibility for arrangements for collecting the children afterwards.

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We operate a regular programme of valuable trips and other off-site activities. However many of the activities are 'extras' which enhance the children's experiences and for these a contribution will be asked of the parents (see the Governors' Policy on Charging). Again parents must complete a consent form to enable their children to take part.

The school actively supports local and national charities and encourages the children and their families to organise events and activities to raise money and promote the aim of caring for other people.

Concerts and other presentations of the children's talents are held regularly. We ask for your support and encouragement for these. Sporting events with other schools are arranged.

Newsletters and Twitter

Regular newsletters are produced and sent home with the children or via e-mail and also displayed on our website. Please read them carefully as they often contain vital information. If you wish to receive communication via e-mail please make sure you register with the School Office. We will also ask for a mobile phone number in order to be able to text you in emergencies i.e., School Closures, or last minute cancelled clubs. We also use our Twitter account, @LL_Primary, to remind parents of events, give updates but also to celebrate activities within school. It is a closed group which means that you will need to be 'accepted'.

School Meals

A traditional two course meal is available every day, cooked on the premises. The options to choose from are two main meals plus a vegetarian choice. You can pay online, in advance, for the days your child has a school lunch meal – forms are available from the School Office. Alternatively, a pre-printed envelope can be sent home. The cost for 2016-17 is £2.25 per day. We have an interactive ordering system in place whereby the children select their chosen meal every morning in class. Exactly the same arrangements apply for those entitled to Free School Meals.

A packed lunch may be brought in for lunchtimes. Glass flasks, hot drinks or hot food are not permitted.

Small Equipment and Materials

Each year children are given a 'Welcome' letter which includes a list of required equipment for the year ahead. Book bags can be purchased from the School Office.

A charge is made for some consumable items, especially those used in cookery and technology lessons, if taken home to keep. (See Governors' Policy)

Medical

If a child needs to take medicines or to receive treatment during the school day, parents must complete a Medical Form and follow the instructions given in it. Medicines will be administered only by a designated Responsible Person in accordance with the Health and Safety Act and the County Regulations. When a

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child needs to have medication on hand, e.g. when an inhaler is required, the child must be properly trained in its operation and give this to their class teacher for safekeeping.

Within the first two terms from admission, children will have a health interview with the school nurse, doctor or other responsible person.

Accidents and Insurance

Accidents do happen from time to time and staff will follow set procedures to safeguard the child and to inform the parents as soon as possible. Every effort is taken to avoid risks and the possibility of accidents.

We have several qualified First Aiders and all staff have emergency first-aid training for Children.

It is important for you to be aware that the school and the Local Authority has very limited liability for compensation in such cases and you should think carefully about taking out a personal accident insurance policy.

Uniform and Personal Property (please refer to Uniform Policy)

Our school colours are Royal Blue, Grey and White and the uniform is as follows:

Girls

- Royal Blue Sweatshirt or cardigan
- White shirt or polo shirt or blouse
- Grey knee length skirt or culottes or pinafore or tailored grey trousers with grey socks or grey tights
- Blue/white checked dress (gingham style) with white socks
- Grey tailored knee length shorts with grey socks

Boys

- Royal Blue Sweatshirt
- White shirt or polo shirt
- Grey trousers with grey socks
- Grey shorts with grey socks

Shoes

All children should wear sensible shoes with flat heels; trainers are not considered suitable footwear with school uniform. 'Canvas' type shoes, open toed sandals and boots are not appropriate. If it is a wet or cold day and your child needs to wear wellies or warm boots to travel to school, please make sure they have normal school shoes to change into.

PE kit

Children will need suitable footwear and a change of clothing for P.E. activities.

They should wear

- House coloured polo or T-shirt (Red, Blue, Green, Yellow)
- White polo or T-shirt

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- Royal Blue shorts
- Dark blue track-suits are acceptable when the weather is cold
- Trainers or pumps will be needed for outdoor PE work
- Football/rugby boots may be worn for matches and practices
- For swimming lessons:
 - Appropriate swimwear ie not baggy shorts
 - A swimming cap

After school and lunchtime sports clubs

Children must

- **Not** wear their PE kit for football, rugby or cross country practice. (Instead they should have an appropriate change of clothing).
- Wear appropriate clothing when possible ie leotard for gymnastics.
- Wear their PE kit for
 - athletics
 - cricket

School teams

Children should provide

- socks, PE shorts and white/ polo t-shirt for athletics and cricket
- shinpads for football
- appropriate footwear for the sport

We will provide children with

- socks, shorts and shirts for rugby and football
- socks, netball skirts and sweatshirts for netball
- t-shirts for running and cross country

Appearance

- Make-up, including nail varnish, is not acceptable
- Children are permitted to wear ear studs and watches but the school can take no responsibility for these. These need to be removed before P.E. activities.
- Extremes of hair fashions are not appropriate.
 - In particular, words or symbols cut into hair and Mohicans will not be acceptable within the school.
 - Long hair should be tied back at all times.

Crew-neck sweatshirts and sweat-cardigans with the school logo can be purchased online from www.clothingattesco.com/icat/embschoolwear or <http://pmgschoolwear.co.uk>. Sweatshirts, sweat-cardigans and house T-shirts can also be purchased from Sumosam's Print & Embroidery Shop at 20 Hildens Drive, Tilehurst, Reading RG31 5HU. All uniform can be purchased from the school-wear department of a High Street retailer or from the websites above.

All items of clothing should be clearly marked with your child's name. Clothes and footwear for PE should be stored in a personal bag which can be brought into school on Mondays, hung on your child's peg and

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returned home on Friday. The bag should be reasonably compact so that it does not cause a hazard to others.

We cannot take responsibility for personal belongings although we will do our best to ensure lost items are returned to their owners. Un-named items are put in the Lost Property Box for the remainder of the term after which they will be disposed of.

Attendance (Please refer to Attendance Policy)

The Governors at Long Lane Primary School actively promote the aims of the school, and recognise that children must attend school regularly if they are to make the best of the opportunities they have to learn and make best progress.

It is a parents' responsibility to ensure that their child attends school regularly. Missing school seriously affects children's longer-term life opportunities. Statistics show a direct link between attendance and attainment. Please read the table on the next page, it is quite staggering!

Attendance	Days lost over 7 Primary years	Weeks lost over 7 Primary years	Equivalent in terms
95%	66	13	1 term
90%	133	26	2 terms
85%	200	39	3 terms (whole year)

Parents also have a duty to ensure that their children receive an appropriate education. Parents who have chosen to send their children to Long Lane Primary School are asked to sign a Home School Agreement, indicating they will do their best to ensure their children attend school regularly.

Staff do their best to encourage children to attend school regularly, following up unexplained absences and requesting reasons from parents for these.

Children are expected to attend school each day unless they are unwell. The expected level of attendance is a minimum of **96%**. This allows for the occasion day or two of absence through illness, without a child falling behind with their work. The school monitors attendance on a six weekly basis. (See table below) Parents will be notified when attendance drops below 95%. This will include ALL types of absence including authorised ones (ie for illness and appointments etc). Parents are given feedback on the level of their child's Annual attendance on their Annual report. If attendance falls below 90% the head teacher will not authorise any absences unless accompanied by medical evidence.

Persistent Absence (PA)

From September 2015 the DfE and School Census guidance determines that pupils will be defined as Persistently Absent when their absence reaches 10%. * A session is one morning or afternoon, 14 sessions equates to 7 full days.

Terms	PA at 10%	Absence at 5%
Term 1	7 or more sessions*	4 or more sessions
Term 1 & Term 2	14 or more sessions (7 days)	7 or more sessions
Term 1 & Term 2 & Term 3	20 or more sessions (10 days)	10 or more sessions

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Term 1 & Term 2 & Term 3 & Term 4	25 or more sessions	13 or more sessions
Term 1 & Term 2 & Term 3 & Term 4 & Term 5	31 or more sessions	16 or more sessions
Term 1 & Term 2 & Term 3 & Term 4 & Term 5 & Term 6	38 or more sessions (19 days)	19 or more sessions

What should I do if my child is unwell?

Children should not come to school if they are obviously unwell. You must telephone the school soon as you know your child will not be attending that day. The voicemail operates out of hours. You are expected to give the reason for absence, and indicate if it is likely your child will be absent longer than one day. On your child's return, you must send a written note, given the reason for absence.

Absence for genuine illness is always authorised. However, you may be required to provide medical evidence, e.g. an appointment card or label for prescribed medication, for your child's absence to be authorised.

Travel to School

The school strongly encourages sustainable methods of transport. We have a School Travel Plan that sets out our targets and expectations for travelling to school. This can be viewed on the school website.

While this school wishes to encourage an increase in the number of pupils cycling to school we strongly recommend that pupils wishing to cycle to school have undertaken the necessary Cycle Proficiency training available through school. More information on the Bikeability training syllabus is available at

www.bikeability.org.uk

Children in Year 5 and 6 usually undertake the training before being issued with a cycle permit allowing them to cycle to school unsupervised. Younger children may cycle to school but they **must** be accompanied by a responsible adult. All children regardless of age are expected to wear a helmet when cycling.

Traffic

You may not have noticed but parking in our car park is very difficult. We do have a lot of staff, which you should welcome. However, at the end of the school day some do have to make a quick getaway and we often arrange appointments with visitors for this time too. Driving into the car park to pick children up creates a very dangerous situation out on the road and for all the children still milling about. This is in addition to the inconvenience caused to those who have to wait while the gridlock is sorted out. Therefore, cars are not welcome in the school driveway before 9.00 am or after 3.00 pm unless you have made prior arrangement with the office. **This also includes picking up children following after school clubs.**

If you bring or collect your children by car we ask you to take special care and set a good example. Certain traffic regulations apply to school frontages which drivers must obey;-

- NO PARKING ON ZIG-ZAG lines or near the School entrance. (Note you are not allowed to stop in this zone even to pick up or set down).

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- NO U-TURNS across entrance or frontage. (In particular you must not make reversing movements into or out of Highfield Road. If you drive into Highfield Road you should continue around and exit from Orchard Close as we have set up an unofficial one way system during busy periods).
- OBEY THE INSTRUCTIONS OF THE CROSSING PATROLLER.

School Crossing Patrol

We are very lucky to have Mr. Darling as our fantastic 'lollipop man'. He helps adults and children to cross the busy road directly outside the school entrance. In April 2016, the Local Authority, as part of their budget cuts, made the difficult decision to remove the funding for this role and all those right across West Berkshire. We have been extremely fortunate that we have had four separate companies come forward to generously act as sponsors. They are as follows:

	<p>Sansome and George (Estate Agents) 1 The Parade, Knowsley Road, Tilehurst, RG31 6FA</p>
	<p>Thai Now (Restaurant) 936 Oxford Road, RG30 6TJ</p>
	<p>West London Motor Group (Garage) Head office: 313 Field End Road, Eastcote, HA4 9NT Local garage: Rose Kiln Lane Reading, Berkshire, RG2 0JZ</p>
	<p>Willmotts (UPVC Cladding) 9B Loverock Rd, Reading RG30 1DZ</p>

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As a result of their generosity the school crossing patrol will continue to operate during the academic year 2016-17 and 2017-18 from **8.30am to 9.00am** and **3.00pm -3.30pm** every pupil day.

Access to Documents

The Freedom of Information Act 2000 gives new rights of access to any member of the public to receive information from public bodies. Long Lane School has in place a Publication scheme of information available under this act. The scheme is available from the school office or may be viewed on our website:- www.longlane.westberks.org

A parent is entitled to see the syllabus, results of assessment and reports of progress of their children. These reports are kept by the teachers and three working days notice is required to enable the school to separate out the material for a particular child and to make it available to the parent or guardian.

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All members of staff attend regular training and Mr. Thorne is the Designated Child Protection Person. Should any member of staff or parents have concerns over the welfare of any child or group of children then they should inform him and it will be dealt with confidentially. Should there be further issues then parents and staff can also inform Mrs. Ayres, Deputy Designated Child Protection person, or Mr. S. Hunt, Nominated Governor, who can be contacted through the School Office.

School Site

We operate a **'No smoking' policy** that covers the whole site all day and during evening events. No dogs or scooters are permitted in the school grounds. However, scooters and bikes can be left, at owners' responsibility, locked to our 'mini-pods'.

Complaints Procedure

The Governors are required by law to provide a means whereby complaints can be made and dealt with concerning: Curriculum, Religious Education, Collective Worship and Assessment arrangements. A copy of our Complaints Policy is available on the school website or from the School Office.

This procedure does not cover complaints of a professional nature about any of the teachers (including the headteacher) or the Governors in the discharge of their responsibilities, for which separate arrangements are made. Copies of our 'Complaints Procedure and Policy' are available from the school office.

In summary the complaints procedure is:-

- Stage One: concern/complaint heard by class teacher or relevant staff member (if not the subject of the complaint);
- Stage Two: concern/complaint heard by Headteacher;
- Stage Three: complaint heard by Governing Body's Complaints Panel;

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- Stage Four: appeal heard by the Governing Body's Complaints Appeals Panel

Official Information

2015/16 Academic Year

Percentage of half days **attendance** : **96.3%**

Percentage of half days missed through **authorised absence**: **3.4%**

Percentage of half days missed through **unauthorised absence**: **0.3%**

Absences are measured in sessions (half days) and percentages by the total number of possible attendances for all pupils in the three terms.

Number of Places in the School (as of September 2016): **210**

Number on Roll (as at September 2016): **209**