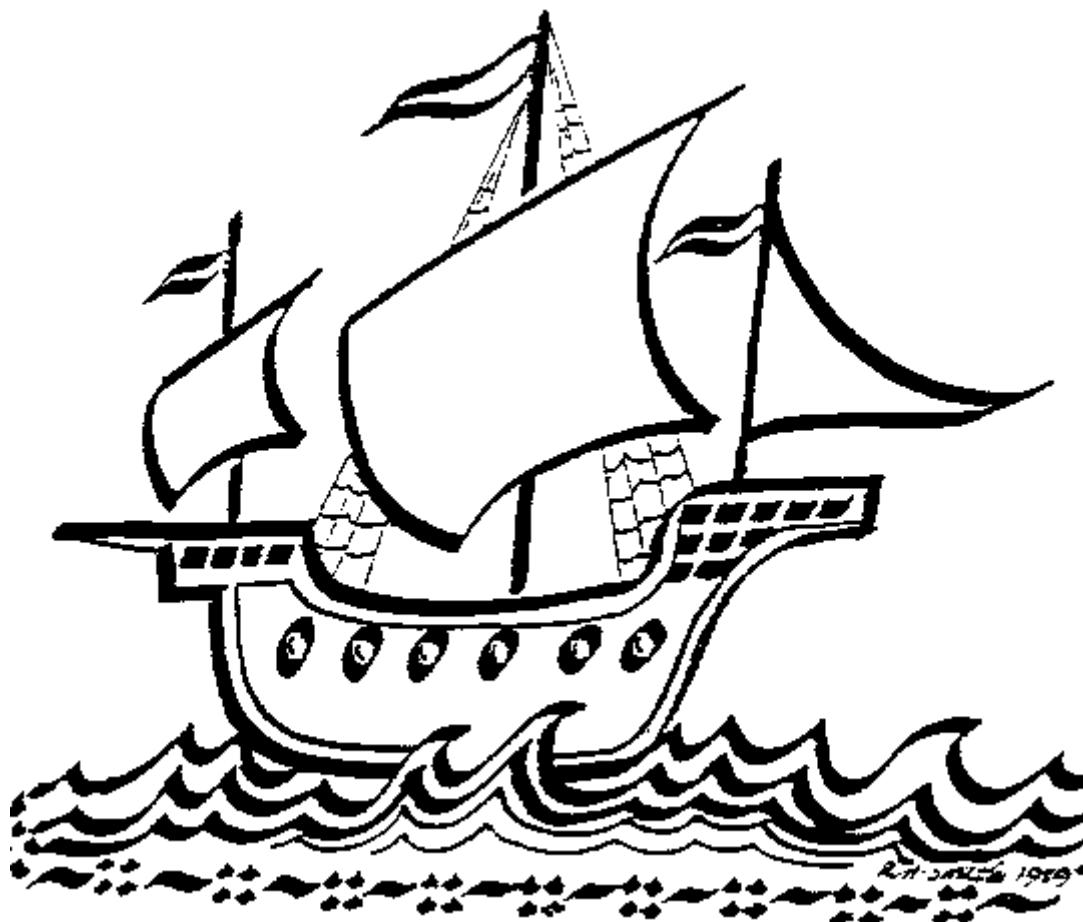
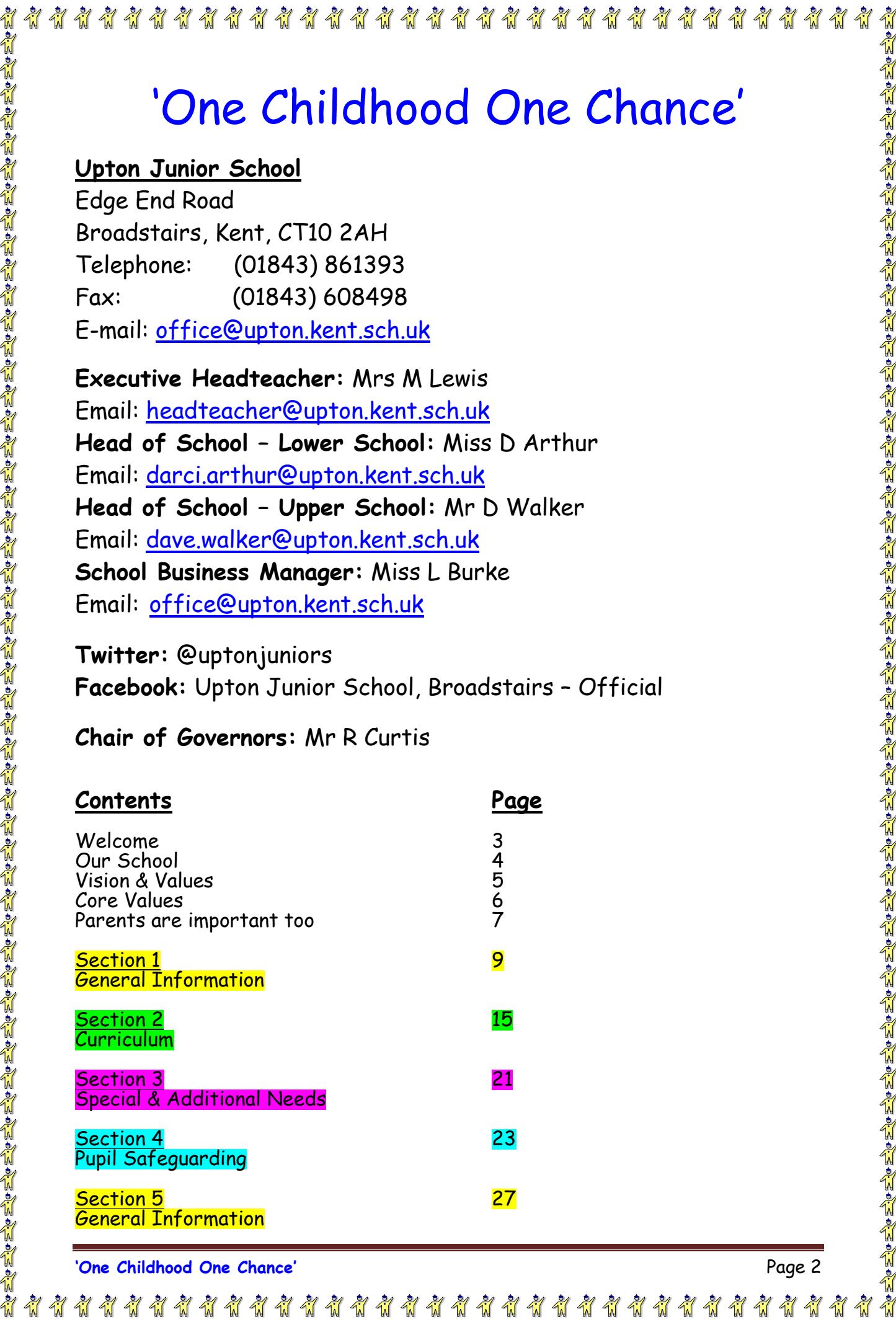


# UPTON JUNIOR SCHOOL

BROADSTAIRS



**SCHOOL HANDBOOK**  
2016-2017  
*Information for Families*



# 'One Childhood One Chance'

## Upton Junior School

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# WELCOME

'One Childhood, One Chance'

Dear Parents

I welcome you and your child to Upton Junior School. I hope that it is the beginning of a long and happy association with our school. Our aim is, at all times, to ensure that every child makes the most of his or her abilities. Success is a great motivator and all children have the right to enjoy success.

Our 'vision' is to provide a high-quality, rounded and creative education, through which every child can know the joy of learning, and be supported to reach his or her potential. All children have strengths. These can readily be seen in academic achievement or in artistic, musical, dramatic and sporting success. Equal to these are the abilities which help us to excel as people. We aim to create a calm yet highly stimulating environment, within which every child can feel secure and grow in self-confidence, gaining the necessary personal, social and academic life-skills to succeed in a rapidly changing world - whilst never forgetting the vital importance of such "traditional values" as courtesy and thought for others.

We hope that Upton Junior School stands at the centre of the community. The school playing fields are used by our children, and many sports groups. The partnership between home, school and the wider community is integral to the success of Upton and we wholeheartedly believe in working together for the benefit of our children.

I look forward to getting to know you and your child during the time we will share together at Upton Junior School.

Mrs Michaela Lewis  
Executive Headteacher



# OUR SCHOOL

'One Childhood, One Chance'

Upton Junior School was opened in 1971. Our pupils mainly come from the seaside town of Broadstairs, Kent.

We currently have 16 classes in 4 year groups. We have a dedicated, experienced staff that share the vision and values of our Headteacher. Our staff are united in upholding our 'Core Values' and ensuring Upton Junior School continues to provide an outstanding education to all of our pupils.

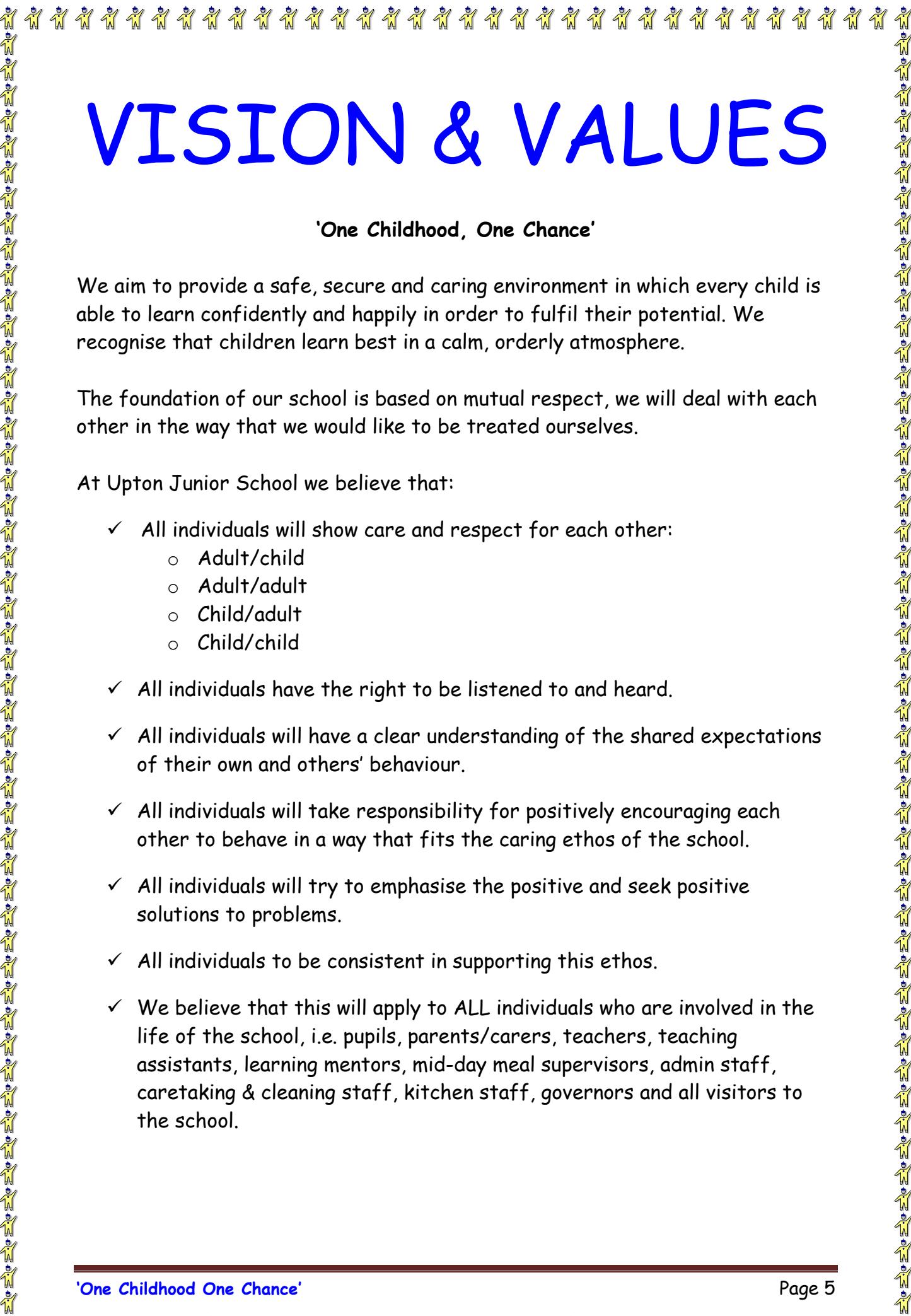
Our extensive grounds host many and varied activities, including sports tournaments, campers, festivals and fairs. We have an environmental area, with pond. From September 2016, we hope to reopen our newly refurbished swimming pool too.

In November 2014 we were graded Outstanding by Ofsted. Inspectors bestowed high praise on Upton with top ratings right across the board covering all aspects of school life including teaching and learning, behaviour, progress, leadership, and ethos. We then went on to be chosen as the South East Region winners in the Pupil Premium Awards in March 2015. We hold the Investors in People award, the Football Association Charter Mark, Quality in Study Support mark and Healthy School Status. As a healthy school we have 'Caterlink' provide catering facilities and staff. Our meals are excellent! We actively encourage our pupils to choose a healthy lifestyle and have cycle facilities to support pupils that ride (or scooter!) to school.

We are especially proud of our sporting and music traditions. Our teams are very successful in local tournaments and often at county and national level. We have been previously awarded the prestigious title of 'the Aviva / Telegraph PRIMARY SCHOOL of the YEAR' and every year we receive recognition at the School Sports Matters Awards.

Our designated music coordinator runs many music groups in the school; we have a choir, Rock Band, String & Brass Group. We perform at various local events for example; 'The Bandstand', Broadstairs during Dickens Festival and the Winter Gardens for the Schools Prom. We perform a fabulous production every year at a local theatre with the Year 6 pupils. Extra music tuition can also be provided from the Kent Music School tutors.

As an extended school we are open from 7:45 am for Breakfast Club until 6:15pm with our After School Club. We have a wide variety of clubs for pupils to participate in; held during the school day as well as after school. We are confident that we provide exciting educational experiences for all our children to enjoy! The UPTFA support our school with fundraising events. These are popular and well attended.



# VISION & VALUES

**'One Childhood, One Chance'**

We aim to provide a safe, secure and caring environment in which every child is able to learn confidently and happily in order to fulfil their potential. We recognise that children learn best in a calm, orderly atmosphere.

The foundation of our school is based on mutual respect, we will deal with each other in the way that we would like to be treated ourselves.

At Upton Junior School we believe that:

- ✓ All individuals will show care and respect for each other:
  - Adult/child
  - Adult/adult
  - Child/adult
  - Child/child
- ✓ All individuals have the right to be listened to and heard.
- ✓ All individuals will have a clear understanding of the shared expectations of their own and others' behaviour.
- ✓ All individuals will take responsibility for positively encouraging each other to behave in a way that fits the caring ethos of the school.
- ✓ All individuals will try to emphasise the positive and seek positive solutions to problems.
- ✓ All individuals to be consistent in supporting this ethos.
- ✓ We believe that this will apply to ALL individuals who are involved in the life of the school, i.e. pupils, parents/carers, teachers, teaching assistants, learning mentors, mid-day meal supervisors, admin staff, caretaking & cleaning staff, kitchen staff, governors and all visitors to the school.

# CORE VALUES

## 'One Childhood, One Chance'

Our 'core values' are those things which we see as being at the heart of our school. We have four years with your child; four years to ensure that they achieve the very best that they can academically, but also, four years in which we play a huge part in shaping the person within.

Some things remain timeless and priceless. What mattered then, matters now: respect; perseverance, tenacity, endurance, commitment, kindness, civility, academic rigour, culture, a sense of time and place, a willingness to embrace responsibility and forgiveness. All seem enduringly relevant.

Our children are growing up in a changing and competitive world; at this moment in time, a world in recession, where examination results and qualifications are ever more significant. It is also a future in which interpersonal skills and electronic technology are vital. Our task is to assist children come to terms with the demands that adulthood imposes.

We feel it is fundamental to all we stand for that such an importance is given to developing our core values with our pupils. Ultimately, we are helping to shape responsible citizens with personal goals and aspirations for the future.

### Our Core Values...

#### **Adaptability**

Being respectful of people's differences and changing our behaviours to suit different situations

#### **Communication**

Expressing our ideas, thoughts and feelings in many different ways

#### **Cooperation**

Working well with others; taking part and doing your share

#### **Enquiry**

Looking carefully and investigating the world around us

#### **Morality**

Thinking about choices, making decisions and doing the right thing

#### **Thoughtfulness**

Thinking about others; showing kindness and friendship

#### **Resilience**

Never give up, even when it's hard

#### **Respect**

Value yourself and others



## Parents are important too!

At Upton Junior School, we believe that if parents are involved in their child's learning, and are enthusiastic about education, then the child has a better chance to succeed. We welcome parents' involvement in all aspects of school life.

### We involve parents in our school life in the following ways:

- Parent governors
- Friends of Upton Parent Teacher Association (UPTFA)
- Parent workshops (e.g. Maths, Read, Write Inc, Reading)
- Open classroom sessions
- Class assemblies
- Christmas performances
- End of year show
- Helping with school trips and in-school activities (e.g. Year 3 Sandwich Making Day)

## Learning Mentors

We have two Learning Mentors that work with parents and children; Ms Danson and Mrs Turner. The ladies can be a first point of contact for parents, somebody who can liaise between home and school. Our Learning Mentors role is to ensure every child's well being is high and they are emotionally ready and able to learn.

## How you can help your child progress at school...

**1. Be interested.** Make sure your child knows you are interested in what they have done at school and what they are learning. Don't be afraid of asking your child's teachers for information.

**2. Read.** Please read with your child for ten minutes or more each day. You could read to them or listen to them read to you. It doesn't always have to be a school book either - home books, newspapers, the internet, leaflets and even comics can all count. Try to keep it fun and interesting for you both.

**3. Maths Basic Skills.** Practise number bonds, basic adding and subtracting, times tables and quick answers to maths questions as often as you can. Practising these skills is easy but it keeps minds sharp and really helps children



to reach the top in maths at school. My Maths programme is great for supporting home learning!

**4. Home Learning.** Please check your child's bookbag every day and help them with any homework given.

**Communication:** Our newsletter goes home to parents once a fortnight (always on a Wednesday) Our newsletters celebrate pupil achievement as well as informing parents of forthcoming events. It also allows us as a school to share our values and expectations. The newsletter is also on our school website [www.upton.kent.sch.uk](http://www.upton.kent.sch.uk) along with key information for parents.

We also have our Facebook and Twitter accounts to share information and celebrate the children's achievements.

Year Leaders send home a Year Group Newsletter at the start of Terms 1, 3 & 5. Termly topics and 'special events' are also shared as part of the Year Group Newsletter.

Being an 'Eco School' we look for ways to minimise sending home letters. We encourage parents to keep us informed of mobile numbers and email addresses as we try to communicate electronically as often as possible!

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### **Organisation**

Pupils are placed into one of four classes of approximately 32 pupils - blue, green, red or yellow.

All year groups have English and Mathematics lessons daily taught in ability sets  
All other lessons are taught in mixed ability classes.

Classes follow a Creative Curriculum. The teacher in charge of each class/set will match the curriculum to the needs of the pupils.

### **Typical School Day Timetable**

8.40 - 8.50	Pupils arrive and lead straight in to their classroom
8.50	School day starts: Register taken
9.10	Assembly      SEAL / PHSE theme: Monday House Teams: Tuesday Singing: Wednesday Class Assembly: Thursday Celebration: Friday
9.30	Assembly ends
10.30	Lower School break - ends 10.45
10.45	Upper School break - ends 11.00
12.15-1.15	Lunch
1.15-3.15	Afternoon lessons
3.15	School ends. Pupils are dismissed onto the front playground to meet their parents/carers

### **Teaching/Learning**

In most classes there is a spread of ability ranging from those pupils who find few problems with learning to those who have some specific difficulties and who find learning problematic. For these latter cases there is a specialist teacher to advise and support the learning.

### **Parental Input**

Parents are most welcome to assist the teaching staff on a voluntary basis. The most valuable assistance is listening to children read and providing opportunities to develop oral skills in a small group situation. Parents also help with practical tasks and experience days. As part of the Homework Policy parents are encouraged to be directly involved in helping their children with set tasks. All volunteers need a current DBS check which is quick and simple to complete through the school office.

### **Use of Premises**

Children should use the footpath entrance gate leading to the playground. The morning drop off zone is very useful for safely delivering the children to school if they come by car. There is also a gate on Broadstairs Road with access to the school site that all parents and children can use between the times of 8:30-9:05am and 3:00-3:30pm. The children should not arrive at school before 8.30am, (an especially important point during bad weather), nor after the 8.50am whistle. Supervision is only provided from 8.40am, ten minutes before the beginning and until 3.30pm, fifteen minutes at the end of each day.

### **Parking**

Car drivers are asked to respect the road markings at the school entrance, park on Broadstairs Road, avoiding residents' driveways. The school is then a short walk around the corner. This will help keep congestion to a minimum. Parking on the zig-zag lines in Edge End Road could result in an instant fine. The school drive and car park should not be used by parents at any time of the school day.





### **Lost Property**

While we do our best to return lost property to its rightful owner, the school does not accept responsibility for loss or damage to the personal property of children. The marking of clothes and other property with the owner's name is, therefore, of the greatest importance. Lost property is located in the year group areas. You are advised that there is no insurance for items lost or stolen, but cover can normally be arranged through your own home insurance policies.

### **Jewellery, Valuables, Money**

Jewellery should not be worn to school and valuables such as watches are best left at home as we cannot accept responsibility for them. Money such as bus fares should be kept to a minimum and may be left with the class teacher at her/his discretion, for safe keeping. Valuables and money should never be left in lockers. All money brought to school is the responsibility of the pupil unless it is handed to an adult for safe keeping. Mobile phones should not be brought into school, but if they are they should be switched off, kept in the locker all day (they are not allowed to be taken out at breaktimes) and school takes no responsibility for them.

### **School Meals**

Pupils may buy a healthy school meal at lunch time, cooked by Caterlink. A cooked meal plus sweet is provided. A vegetarian meal can be supplied if requested. For those children taking a school meal, payment should be made in advance on the first day of the school week. The charge at present is £10.50 per week, payable in advance by either cash, cheque or using our online payment system: [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk). Pupils can choose daily to have a school meal. Free meals are available to those children whose parents are in receipt of eligible benefits. More information is available from the school office. We urge all eligible parents to apply please by visiting:  
<https://www.cloudforedu.org.uk/ofsm/kent/>

Alternatively, pupils may bring a packed lunch. In this case we ask you to ensure that food is brought in a securely-packed manner (e.g. a rigid plastic box) labelled with name and class. Drinks in secure plastic containers may be brought in. No cans or glass bottles, please. We operate a fruit shop for the pupils at morning break time. Sweets and chewing gum are not permitted in school. We also have a small number of pupils in school with a nut allergy so we therefore kindly ask that you refrain from adding nuts to your child's packed lunch.

### **Charging Policy**

In accordance with the Education Reform Act 1988, the Governors of Upton Junior School give notice that charges may be made for the following:-

- Individual or small group tuition in playing any musical instrument.
- For board, lodging and travel on a residential trip.
- Recovery cost of breakages or damage caused as a result of a pupil's behaviour.
- For optional extras, e.g. cost of materials for craft, where parents have indicated a wish to own the finished article.

NB: It is recognised that parental agreement must be obtained in advance of any pupil's participation in any activity involving a charge.

Voluntary contributions will be invited from parents towards the cost of a school activity, e.g. a school trip during school hours, Design & Technology days, theme days and swimming costs.

No child shall be barred from an activity because contributions have not been made. However, it should be noted that a lack of contributions may result in the cancellation of an activity.





### **School Voluntary Fund**

We ask parents to contribute £5 per child at the beginning of every school year to our School Voluntary Fund. This fund pays for many 'extras' during the school year.

### **Accidents and Emergencies**

Parents are informed as soon as possible when a serious accident occurs. Minor injuries are attended to by the supervisory staff at lunch time and admin staff, who hold first aid qualifications. Please note that while every effort is made to act as a reasonable parent might do, individual parents should be prepared, when asked, to respond to an accident themselves. Parents/guardians should ensure that at least two emergency contact names and telephone numbers are given to the school and that these details are updated regularly.

### **First Aid Procedures**

Health and Safety regulations require a wound to be washed with clean water or sterile wipe and then apply a sterile dressing. We cannot apply creams or lotions. We cannot give aspirin or similar analgesics without parental consent. First-aiders normally wear protective gloves while administering first aid. An accident book is kept and parents are notified immediately if a child needs to be taken to hospital. An ambulance is called when a child is unconscious or has become incapacitated, e.g. a broken leg.

### **Procedure for Administering Medicine in School**

We are advised that most medicines need not be administered at school. However, there are some circumstances when it cannot be avoided. On these occasions a medicine form must be completed by the parent before it can be administered in school.

### **Pupil Absence**

The Education Act 1996 Section 444 (1) clearly states that...  
*'if any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents of the child shall be guilty of an offence'*  
Parents are also required to explain all absences which, in the case of illness, may have to be supported by medical evidence.

Pupil absence may only be authorised by the Headteacher and only in certain circumstances, such as

1. Illness reported to the school either by phone or letter from the parent.
2. Emergency hospital or dental appointments.
3. Exclusion of pupil for medical and/or behaviour problems.

*Any requests for holiday absence during term time will not be authorised.*

### **Homework**

School-related work undertaken at home is encouraged as part of the home-school partnership. The extent of work is dependent on the age and ability of the child and is designed to support the school's curriculum. It will usually require a daily time commitment of about 15 minutes for Year 3 pupils to around 30 minutes for Year 6 pupils. A copy of our homework policy is given to new parents as a matter of course and Year Group Leaders will send home information regarding homework at the start of the school year.

### **Pupil Forum**

We want all children attending Upton to have an opportunity to be involved in their school and value the opinions they hold. We have a 'Pupil Council', where pupils meet to discuss various issues of importance to them and the school. Children are given the opportunity to discuss the issues raised through Pupil Council in assembly and can vote for issues they feel important.





## School Travel Plan

This consists of an action plan to improve traffic problems in the local area and encourages parents to look at alternative ways to improve the daily journey to and from school.

## Uniform

We expect all pupils to wear full school uniform. It can be purchased from the National Schoolwear Centre, Margate or online at:  
<http://www.schoolwearcentre.net/c/54/Upton-Junior-School>

### Details of the Upton uniform are as follows:-

Coat or jacket for school	Navy blue, grey or black preferred
School fleeces	Available from National Schoolwear Centre
School sweatshirts	Available from National Schoolwear Centre
Pullovers or cardigans	Navy blue
Girls' skirts/tunics/trousers/shorts	Navy blue or grey
Girls' blouses/polo shirts	White or light blue
Girls' summer dresses	Any suitable material in blue and white, in a design appropriate to school wear
Boys' trousers/shorts	Grey
Boys' shirts/polo shirts	White or light blue
Shoes	Black, flat heels Trainers are not acceptable
Socks or tights	Navy, black, grey or white only
PE/Games kit	Black or white plimsolls (laceless preferred) Trainers for outside PE/Games A plain white t-shirt or school t-shirts in class colours are available from National Schoolwear Centre Black shorts (Skirts may be worn for games)
Outdoor Games	Track suits are recommended for outdoor lessons

It is essential that all children are properly kitted out for all PE lessons. Children should have appropriate tops, shorts, socks and footwear for play on the field in all types of weather.

Kit should be kept in a suitable named bag which can be kept in their locker. Please note, girls as well as boys should wear shorts for gymnastics lessons. Pupils should not wear articles of jewellery such as rings and earrings or watches at any time because they may cause injury to themselves or to their fellow pupils. Temporary "keepers" in newly pierced ears must be covered by tape.

Rules regarding swimming are different - see below.

Long hair (shoulder +) must be tied back off the face with a simple blue or black band for boys and girls. We ask that you respect our uniform policy and consider your children's hair style, in that it is appropriate for school and in line with school policy.

## Swimming

(The swimming pool will be reopened soon)

Girls should wear a one-piece bathing costume (and preferably), a bathing hat. Boys should wear swimming trunks or tight fitting shorts (**not knee length type beachwear, baggy shorts**).

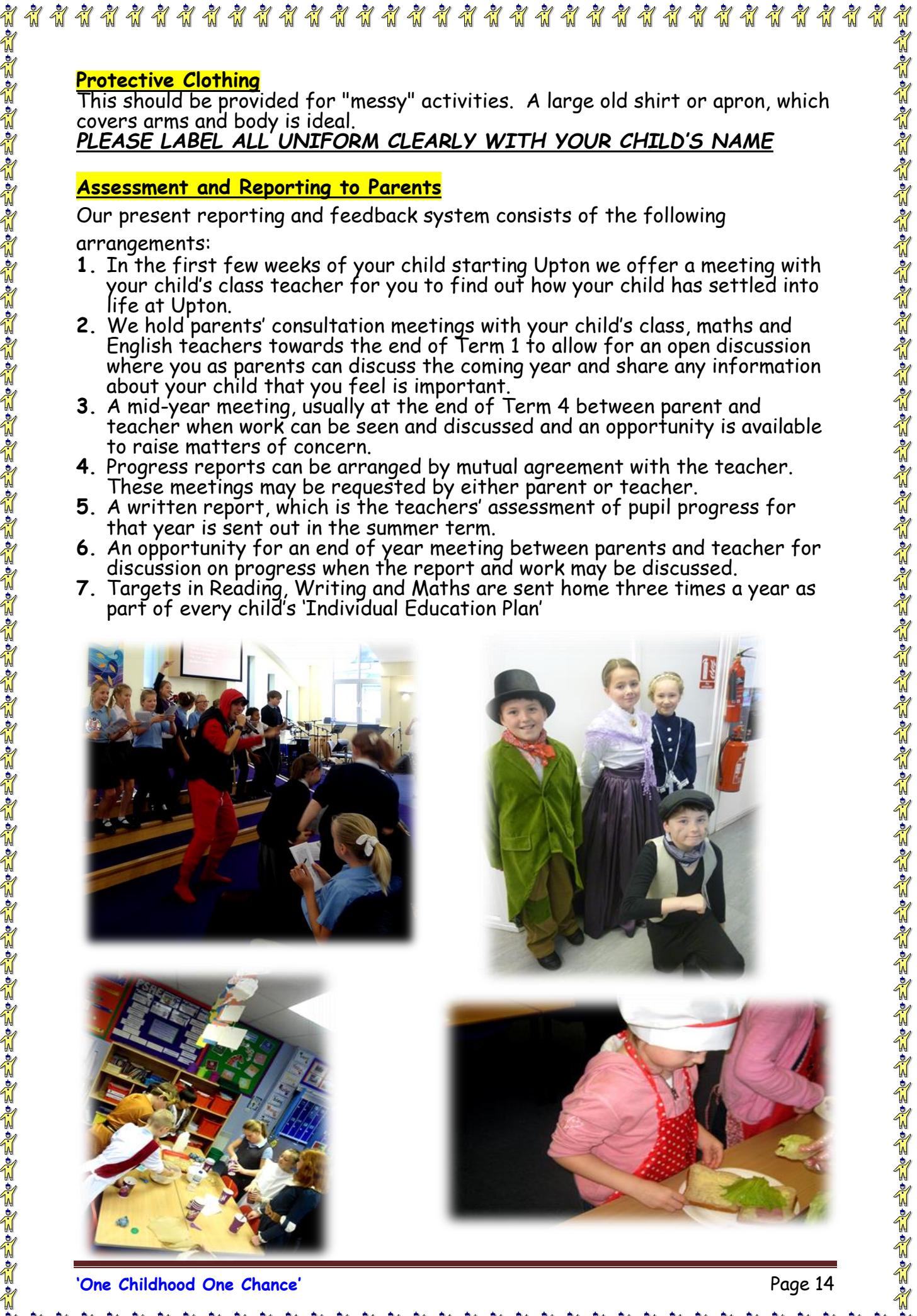
Earrings must be removed. Please note - taping of ear studs is not acceptable as they could damage the pool liner.

Long hair must be tied back and covered by the bathing hat.

Children will need a waterproof bag to hold their towel and costume.

Parents should please keep the school informed by letter of any foot condition such as verrucae and children should be equipped with verrucae socks.





### **Protective Clothing**

This should be provided for "messy" activities. A large old shirt or apron, which covers arms and body is ideal.

**PLEASE LABEL ALL UNIFORM CLEARLY WITH YOUR CHILD'S NAME**

### **Assessment and Reporting to Parents**

Our present reporting and feedback system consists of the following arrangements:

1. In the first few weeks of your child starting Upton we offer a meeting with your child's class teacher for you to find out how your child has settled into life at Upton.
2. We hold parents' consultation meetings with your child's class, maths and English teachers towards the end of Term 1 to allow for an open discussion where you as parents can discuss the coming year and share any information about your child that you feel is important.
3. A mid-year meeting, usually at the end of Term 4 between parent and teacher when work can be seen and discussed and an opportunity is available to raise matters of concern.
4. Progress reports can be arranged by mutual agreement with the teacher. These meetings may be requested by either parent or teacher.
5. A written report, which is the teachers' assessment of pupil progress for that year is sent out in the summer term.
6. An opportunity for an end of year meeting between parents and teacher for discussion on progress when the report and work may be discussed.
7. Targets in Reading, Writing and Maths are sent home three times a year as part of every child's 'Individual Education Plan'



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## **Our Curriculum Statement**

Our teaching of the National Curriculum at Upton Junior School stems from the needs and abilities of the children we teach. We believe every member of our school community is a life-long learner and that our role is to provide them with stimulus and skills, developing a thirst for knowledge, so that our pupils are empowered to fulfil their individual potential.

At Upton '*One Childhood One Chance*' means providing the best possible Teaching and Learning opportunity for every child, utilising every opportunity at our disposal. We aim to provide an outstanding curriculum, a curriculum of innovation and inspiration, which is continually evolving in the best interests of our pupils.

We echo the government's desire for children to become '*educated citizens*' and so advocate a curriculum rich in literacy, containing a range of differing and stimulating experiences. It aims to be enjoyable, inclusive, engaging and link to the Core Values of our school.

### **To achieve this school will, specifically:**

- Teach to the requirements of the National Curriculum.
- Make provision for personal, social, health and economic education (PSHE).
- Make provision for a daily act of collective worship and teach religious education to pupils at every key stage.
- Report to parents on progress within the curriculum, provide information about subjects taught and create and facilitate opportunity for dialogue related to the progress of the individual child.





## Core Subjects

### English

We follow a 'Text Based English Curriculum' using literature as the basis for teaching reading, writing, spelling, grammar and speaking and listening.

English is presented as an exciting and challenging subject. The teaching of reading, writing and communication is cohesively planned and implemented across the curriculum.

### Mathematics

Our aim in mathematics is to ensure that each child acquires and becomes competent in the use of basic computational, investigational and practical mathematical skills. The daily Maths lesson follows the 'new' National Curriculum and emphasises the ability to use mental calculation strategies. Children are encouraged to learn number facts and tables and to use informal jottings to help them with their work. Areas of work include number, algebra measures, shape and space and data handling.

### Computing

At Upton, we believe that ICT is vital in preparing our children for their future! ICT is taught as a discreet subject as well as developing pupil skills and knowledge in the use of ICT through all appropriate curriculum areas. A specialist IT teacher leads the teaching of the 'new' National Curriculum.

### PE and Sport

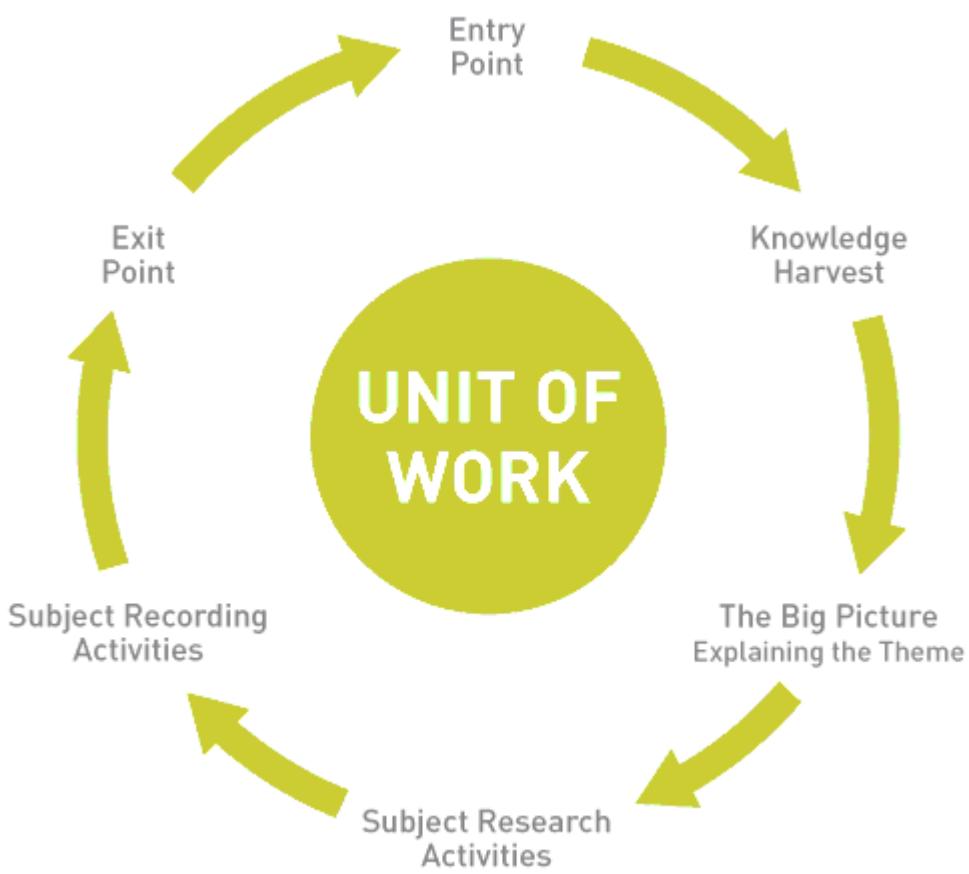
The aim of physical education is to help pupils to develop a range of creative and skilful movement together with an awareness of physical growth and good health. The qualities of good sportsmanship are strongly encouraged. Activities include gymnastics, swimming, dance, dance-drama, athletics, development of ball and apparatus skills and formal team games. The school benefits from an excellent swimming pool, playing fields and from staff and parent helpers who further the school's curriculum with several extra-curricular activities and events. Pupils are able to participate in athletics, cricket, hockey, netball, rounders, rugby, soccer, gymnastics, dance, swimming and tennis.



## International Primary Curriculum

In the IPC, 4 subjects that were previously taught separately, namely history, geography, art and design technology (DT), are combined into themed work which is more meaningful to the children. Science, Music and Computing are also incorporated into the curriculum, as well as an element of 'international awareness'.

The IPC Learning Process: There is a distinct learning process with every IPC unit, providing a structured approach to make sure that children's learning experiences are as stimulating and rigorous as possible.





## **Entry Point**

**The Entry Point launches every new IPC unit**

It is an activity or event to immerse the children into the theme. The goal of the Entry Point is to get every child excited and engaged in the theme. It also provides a common platform so that every child has an experience to draw from as they progress through the unit.

## **Knowledge Harvest**

**The Knowledge Harvest takes place at the beginning of the unit**

This gives teachers the chance to find out what the children already know, what they want to learn about the theme and how they would like to learn, ensuring that children are leading their learning wherever possible. Many teachers create a mind-map during the Knowledge Harvest and add to the original mind-map throughout the unit to demonstrate to the children how their learning is progressing. This also helps children to see how what they are learning connects to what they already know. This approach also provides opportunities for the teacher to challenge original knowledge if it is inaccurate.

## **The Big Picture and Explaining the Theme**

The Big Picture provides teachers with factual information that will support them during the unit of work. Explaining the Theme involves the teacher helping the children to see the 'Big Picture' of the theme before starting out on the learning tasks; preparing and exciting the children for what's ahead.

## **Subject Research Activities**

Each IPC research activity is designed to make sure that children can access information in a way that is appropriate to them. Many of the IPC research activities are experiential, exploratory, collaborative research activities applying group working skills. Others are designed to develop individual enquiry and resilience. All tasks are open-ended to encourage children to ask their own questions related to the theme. Each activity has clearly defined learning targets which are drawn from the IPC Learning Goals. A number of research activities are identified for Assessment for Learning (the assessment of children's progress in a range of subject, personal and international learning skills).

## **Subject Recording Activities**

The subject recording activities are tasks in which children process the information they have gained in their subject research activities. The recording activities have been written to ensure that children have the chance to process and present their research through the full range of their multiple intelligences. Each recording activity has clearly defined learning targets which are drawn from the IPC Learning Goals. A number of recording activities are identified for Assessment for Learning (the assessment of children's progress in a range of subject, personal and international learning skills).



## **The Exit Point**

**An Exit Point completes the unit**

This may be an event that the learning has been building towards, or an exhibition, display, performance or activity that incorporates learning from the unit. This activity helps children to draw on all their learning from the unit, reminding them of all the connections between subjects that they have made, and creating time and opportunity to build their understanding of their learning. It often involves parents and celebrates the learning that has been achieved.



**Section 3**  
**Special & Additional Needs**

- Additional Education Needs
- Special Educational Needs (SEN)
- Special Educational Provision Means
- SEN Support
- Educational Health & Care Plans (EHCP)

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## **Additional Educational Needs**

Admissions for all pupils including children with special educational needs are fully inclusive. In accordance with the Disability and Discrimination Act 2006 we will undertake to promote equality of opportunity and promote positive attitudes within our community. We pride ourselves on being an inclusive school and in accordance with the Every Child Matters Bill 2005 promote being healthy, staying safe, enjoying school and achieving, plus making a positive contribution within the community. Upton is good at implementing safeguarding procedures to enable all pupils to develop within the school community. We also support Children in Care, Children with English as an Additional Language and other vulnerable children as required.

## **Special Educational Needs (SEN)**

Upton aims to enable pupils with SEN to reach their full potential, and develop as full rounded individuals.

Children have special educational needs if they have a *learning difficulty* which calls *additional educational provision* to be made for them.

Children have a *learning difficulty* if they:

- have a significantly greater difficulty in learning than the majority of children the same age; or
- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of local education authority.

## **Special Educational Provision Means...**

- Educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools, other than special schools, in the area.

Many pupils receive some additional support from time to time in school; this in itself does not necessarily constitute a special need. For children identified as having special needs by the school, the action taken will be described as *school action*, *school action plus* or *statutory action*. Most pupils will not need an Individual Education Plan (IEP).

## **SEN Support**

If children are having significant and sustained additional and different provision they will be classified as SEN support.

## **Educational Health & Care Plans (EHCP)**

If a pupil makes very little progress, no progress or has a major disability an assessment is then undertaken by the LEA that sometimes results in a EHCP being issued.

Parents and carers are invited to participate in discussions and become actively involved in supporting and helping children with SEN at all stages. Indeed, this partnership between Upton and parents is highly welcomed.

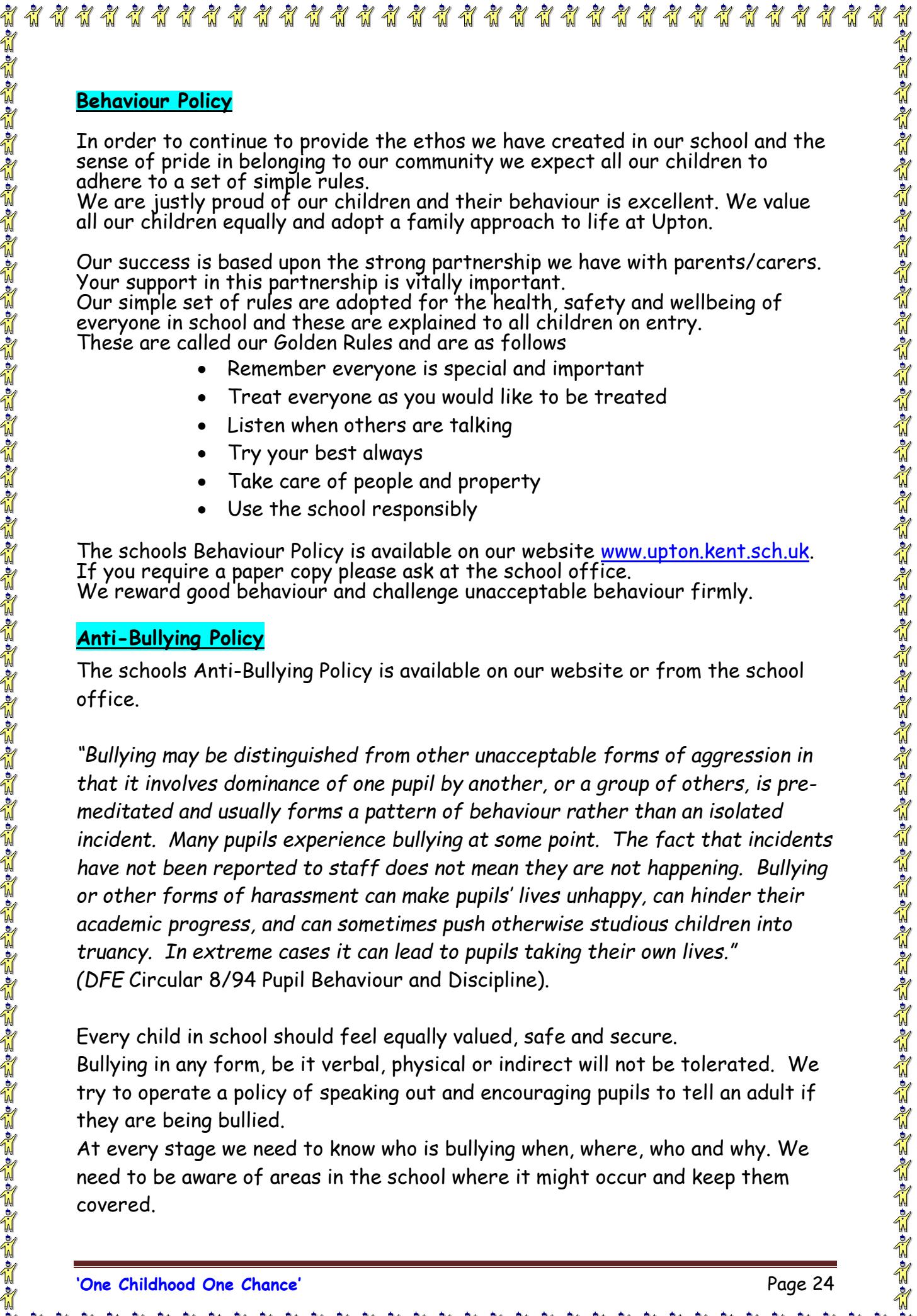


## **Section 4** **Pupil Safeguarding**

- Behaviour Policy
- Anti-Bullying Policy
- Child Protection Policy - Parents Information
- Child Protection Procedures
- Safeguarding Procedures

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## **Behaviour Policy**

In order to continue to provide the ethos we have created in our school and the sense of pride in belonging to our community we expect all our children to adhere to a set of simple rules.

We are justly proud of our children and their behaviour is excellent. We value all our children equally and adopt a family approach to life at Upton.

Our success is based upon the strong partnership we have with parents/carers. Your support in this partnership is vitally important.

Our simple set of rules are adopted for the health, safety and wellbeing of everyone in school and these are explained to all children on entry.

These are called our Golden Rules and are as follows

- Remember everyone is special and important
- Treat everyone as you would like to be treated
- Listen when others are talking
- Try your best always
- Take care of people and property
- Use the school responsibly

The schools Behaviour Policy is available on our website [www.upton.kent.sch.uk](http://www.upton.kent.sch.uk). If you require a paper copy please ask at the school office.

We reward good behaviour and challenge unacceptable behaviour firmly.

## **Anti-Bullying Policy**

The schools Anti-Bullying Policy is available on our website or from the school office.

*"Bullying may be distinguished from other unacceptable forms of aggression in that it involves dominance of one pupil by another, or a group of others, is pre-meditated and usually forms a pattern of behaviour rather than an isolated incident. Many pupils experience bullying at some point. The fact that incidents have not been reported to staff does not mean they are not happening. Bullying or other forms of harassment can make pupils' lives unhappy, can hinder their academic progress, and can sometimes push otherwise studious children into truancy. In extreme cases it can lead to pupils taking their own lives."*  
(DFE Circular 8/94 Pupil Behaviour and Discipline).

Every child in school should feel equally valued, safe and secure.

Bullying in any form, be it verbal, physical or indirect will not be tolerated. We try to operate a policy of speaking out and encouraging pupils to tell an adult if they are being bullied.

At every stage we need to know who is bullying when, where, who and why. We need to be aware of areas in the school where it might occur and keep them covered.



## **Child Protection Policy - Parents' Information**

It is the policy of the school to report to the authorities all incidents of child abuse brought to the attention of the Child Protection Officer and/or Headteacher. The authorities designated by law to receive such reports are - Police, Social Services or NSPCC.

Parents should be aware that the above duty of care is placed on the school as a result of the government's Children's Act and subsequent legislation. There may be occasions when reports are given to the relevant authority without reference to parents. It would then be the decision of that authority when and where to inform those with parental responsibility.  
(See note 2 below)

## **Child Protection Procedures**

In the event of a child reporting abuse of himself/herself or the abuse of another child to a responsible adult, that adult will take the following action:-

1. Reassure the child that they are doing the right thing in telling.
2. Follow the Guidelines for Educational Staff provided by the LEA.
3. Inform the Child Protection Officer/Head of School (Miss D Arthur) in the school and/or the Executive Headteacher.

The adult will accept what the child says at face value and not express an opinion about the validity of the disclosure. The adult will not interrogate the child, or comment on the disclosure or express an opinion. Once the information has been passed to the Child Protection Officer the adult will maintain confidentiality and take no further action.

The Child Protection Officer will consider the information and will pass the information to the relevant authority, record the details and then take no further action unless instructed by the relevant authority. If the information concerns an employee at the school then the Customer Services Manager of the LEA will be informed and advice sought.

Please note that although it is the role of the school to be alert to the possible signs of abuse and to report concerns, it is not the responsibility of school staff to make enquiries of parents or others involved. In some cases, it might actually be counter-productive to do this. Investigation is the statutory responsibility of Social Services, the NSPCC and the Police and should be left to them.

## **Safeguarding Procedures**

In these days of ever changing technologies safeguarding pupils at Upton School is very important.

The Governing body and staff of Upton Junior School take seriously our responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of all children; and to work together with other agencies to ensure adequate arrangements are in place within our school to identify, assess, and support those children who are suffering harm...



**As part of the ethos of the school we are committed to:**

- Maintaining children's welfare as our paramount concern
- Providing an environment in which children and young people feel safe, secure, valued and respected; confident to talk openly and sure of being listened to
- Providing suitable support and guidance so that students have a range of appropriate adults who they feel confident to approach if they are in difficulties
- Using the curriculum to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others
- Working with parents to build an understanding of the school's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication
- Monitoring children and young people who have been identified as "in need" including the need for protection; keeping confidential records which are stored securely and shared appropriately with other professionals
- Developing effective and supportive liaison with other agencies



## Section 5

### **General Information**

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• Health & Safety Procedures	28
• Visitors/Security	28
• Other Information	29
• Access to Documents	29

**Our website gives you the most up to date information too - Check it out by visiting:**

[www.upton.kent.sch.uk](http://www.upton.kent.sch.uk)



## **Complaint and Compliments Procedure**

In the ideal world complaints would not exist. We do not however, live in an ideal world and complaints can arise from time to time, despite our best efforts.

Most queries/complaints can be routinely dealt with by contacting the relevant person.

There may be occasions when you need to take your concerns further, then the regulations provide for four compulsory stages and an optional fifth. Please ask at the Office for information on the correct procedure.

Within 10 school days the complaints officer must either inform the complainant of a decision (in writing, giving the reasons for the decision, advising of a further right of appeal, and if appropriate, the timetable for any action), or tell the complainant when a decision will be made.

A complainant will be able to withdraw his or her complaint at any stage. There is an accelerated procedure for urgent or serious complaints.

**Some complaints have to follow a statutory process if they are unable to be resolved in school. Complaints procedures already exist for:-**

Curriculum and religious education

Admissions and exclusions

Financial regulations

Legal matters

Personnel matters, including grievances

Health and safety

Home to school transport

Special Education Needs

If a complaint is about any of these areas then contact the Headteacher for initial details of the procedures involved. As a school we adopt a positive attitude about complaints and feel that with early involvement we can prevent a later crisis.

Conversely, the actions of a person or a particular event may have surpassed your expectations and in recognition of this, you may wish to complete a 'Compliment Form'. These are shared with staff and are genuinely appreciated.

## **Health and Safety Issues**

### **Health & Safety Procedures**

The Governors make every effort to ensure that Upton provides a safe and secure environment for all its users, especially its children.

We have strict guidelines and expect all to follow them to avoid harm to themselves and others.

### **Visitors/Security**

All parents/carers and other visitors are welcome but must report to reception before proceeding to other areas of the building or grounds. You must sign in by using our visitors' management system and you will be issued a colour-coded visitors' lanyard. Our concern is for the safety and welfare of our pupils and all users of the school. I hope you support and maintain this policy.





### **Other Information**

If you require any information please, in the first instance, contact the school office where they will be able to help and if necessary to refer you onto another member of staff. Alternatively, you can email the headteacher or appropriate member of staff. Staff email addresses can be found on our school website.

### **Access to Documents**

All documents pertaining to the organisation, requirements, advice and reports of the Department for Education and Employment, the School Governors, and the curriculum undertaken, together with school policies, are available at the school for inspection. 48 hours advanced notice is usually requested.

**Thank you for taking the time to find out a little more about Upton Junior School. If you would like to arrange a visit to come and see us at work please ring the school office or email the Head of School to make an appointment.**

**We see the education of your child as a partnership between parents, families and school and are confident that your child will thrive during their time with us at Upton!**

