



**SOUTHCOTE PRIMARY  
SCHOOL  
PROSPECTUS**

# Southcote's Mission Statement

Working in partnership with the wider community resulting in better outcomes for all.

To foster respect for all, including ourselves, celebrating diversity and embracing challenge.

To provide a rich and varied curriculum built on outside learning, creativity, and collaborative learning.

To develop a life long love of learning through curiosity, enquiry and exploring possibilities.

To work in true partnership with our families creating a school community that promotes the strengths of all.

To ensure that all children leave with good moral values.

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Welcome to Southcote Primary School. On behalf of all the staff and children we would like to thank you for expressing an interest in our school.

We recognise that choosing a school is a very important decision for any family and hope that you find the information contained in this folder helpful. We aim for this prospectus to give you an indication of the work of our school, its atmosphere and ethos. We aim to provide the best education for your child both academically and socially. We can do this working in close co-operation and partnership with parents and the local community.

If after reading the prospectus you have any queries or would like to make an appointment to look around the school please do not hesitate to contact us or look on our website.

## Our School

Southcote Primary School was established in 1954. We admit children from 4 to 11 years. The school is situated in six and a half acres of land. We have a very large site which includes: two playgrounds, a swimming pool, large playing fields, a pond, an organic garden and outdoor classrooms. In 2018 we federated with Katesgrove Primary School and are part of the Kennet Federation.

## Admissions

The Governors will admit 90 children born between September 1<sup>st</sup> and August 31<sup>st</sup> for each academic year. We also take non-routine admissions throughout the school year. However **ALL** admissions are managed centrally by Reading Borough Council. Please contact admissions on 0118 9373777. You are welcome to put your child on our notice of interest list for preschool children.

## Home Visits

All Foundation children will be offered a home visit before they start school. This is highly recommended but optional. Parents/Carers find this very supportive as it helps children settle well into school. The children get to know their Keyworker before they come into school and this makes transition from home to school far easier.

## School Uniform

### Girls

Bottle green sweatshirt or cardigan with the school badge.

White blouse/polo shirt

Black/grey/green skirt, pinafore or trousers

School Tie (optional)

Black sensible school shoes, no high heels.

(no coloured trainers)

*Summer:*

Green and white checked dress

White or black sandals

Black, grey, green or white tights/socks

### Boys

Bottle green sweatshirt with the school badge

White shirt

Black/grey trousers

School tie

Black sensible school shoes (no coloured trainers)

White or dark socks

*Summer:*

White polo shirt (optional school logo)

Black/grey shorts

### **Please ensure that all items of clothing are named**

Sweatshirt, cardigan, fleece and polo suppliers have links on our website.

For summer months we ask all parents to ensure their child has a hat preferably with a neck shield and also has applied sun screen before coming to school.

We also ask that parents ensure sensible hairstyles without colouring or inappropriate motifs. Girls must tie back long hair and make up, including nail varnish is not allowed.

## P.E Kit

### *Indoor P.E*

White T-shirts, black shorts and plimsoles (not trainers)

### *Outdoor P.E*

White T-shirts, black shorts and trainers.

During the winter months a plain tracksuit may be worn.

All children must take part in P.E lessons. If your child is unable to take part due to ill health please inform the school in writing. If your child forgets their P.E kit a letter will be sent home to notify you. We recommend that all children bring in P.E kits on a Monday and take them home again on a Friday to be washed.

## Swimming

At Southcote we have our own indoor swimming pool that all classes use all year round.

### *Swimming Kit*

Swimming costume/trunks

Towel

Swimming Hat

(Swimming hats may be purchased from the school office).

## Jewellery

For health and safety reasons children are not allowed to wear jewellery to school. Children are allowed to wear a wrist watch. If your child has their ears pierced they may wear **small plain studs** only. Earrings must be removed or taped over during P.E. Please supply your child with tape. No make-up or nail varnish.

## **Toys, mobiles, money and electronic devices**

Toys and electronic devices are not allowed in school. If a child does bring these items into school it will be removed from the child and returned back to them at the end of the school day. School will not accept responsibility for loss or damaged and will not replace. Similar applies if mobile phones are brought into school. Children whose parents deem it essential for them to have a mobile phone when walking home **MUST** hand them in to an adult at the school office (switched off). Phones are left at the owners risk and the office accepts no responsibility.

## **Lost Property**

Please name all clothing and possessions, including lunch boxes and folders. School cannot accept responsibility for any clothing left or lost on the school premises. We will always try to return any items which are named to the owner. Lost Property bins are located in each of the key stage corridors.

## **Recycling uniform**

If parents have any uniform, still of good quality that children have outgrown, we would be happy to recycle and rehome it. Any parent who would have a use for recycled uniform, please contact the office.

## Health Care

Please let us know if you are aware of any medical problems that your child has. This will help ensure that your child has a happy and stress free time at Southcote. All concerns are dealt with discreetly and sensitively.

The school nurse carries out routine tests and checks. She is also available on request for any of your needs. Please see the school office in order to make an appointment. If a child is taken ill at school or has an accident that requires further treatment we will always contact you immediately. If we are unable to contact you we will take responsibility for getting your child to hospital and staying with them until you arrive.

As in all schools children sustain minor injuries whilst they are at school. Any injury that we deal with is recorded in the accident book. If there is an injury to the child's head or a more serious injury the child will have an alert sticker to let you know or if we feel it warrants it, we will contact you for your advice and ask you to collect your child.

All staff are paediatric first aid trained. In the unlikely event we have to change your child during the school day we will provide alternative clothing but please could you wash it and return it to school.

## Contact Details

With the ever changing world of mobile phones we ask parents to ensure we have up to date contact details and emergency numbers in case your child is taken ill or involved in an accident. Please let the office staff know of any changes of details or circumstances immediately.

Children are not allowed mobiles at any time.

## Medicines

Medicines can only be administered at school by prior arrangement. Parents are asked to provide the medicine clearly in its **original** dispensed packaging. This should then be handed into the **school office** where you will be asked to fill out a consent form. If it is a long term illness you will be asked to also complete a healthcare plan. It is your responsibility to update this plan and replace medicines when they expire. If your child has an acute illness their photograph may be put on the medical alert noticeboards, in staff areas only, but your consent will be sought.

## Children with Asthma/Jextpens

We are happy to store individual children's inhalers in the school office. Children are able to access their inhaler whenever it is needed. The children are supervised when they use their inhalers. A consent form and healthcare plan must be completed before we are able to administer the inhaler.

If your child needs a jext pen or epipen we ask that you provide school with two - one for the office and one for the classroom. All staff are trained to use these on an annual basis. You will need to fill in consent forms for their administration.

## Race Equality and managing discriminatory incidents

We are opposed to racism and discrimination in all its forms and believe that our inclusive school ethos is a major contributor to tackling and embracing the concept of equality. Any incidents that occur are logged and both the victim and perpetrator and their parents will be informed and an agreed form of action taken. All parties will be supported. Discriminatory incidents are extremely rare because of our inclusive, caring environment.

## DBS

All staff employed in this school have Disclosure and Barring checks to safeguard the welfare of children. Parents and volunteers who come into school regularly are also DBS checked.

## Fire Safety & Evacuation

Termly fire evacuations are carried out to ensure children and staff are familiar with the evacuation procedures and know the routes to the assembly points.

## School Security

The main door is the only access point to school during the day. Parents and visitors are asked to ring the bell. Gates to the playground are opened 10 minutes before the school day starts/ends and are locked 10 minutes after school has started.

## Smoking

We want to provide the best environment for our families. We have a strict no smoking policy within the school building and grounds. We ask parents **not to smoke** in school grounds or at the school gates.

## Allergies and Dietary needs

We must be made aware of any food allergy or dietary needs affecting your child. Cooking in school may involve ingredients not suitable for your child. We display all children's photographs in our HE area that have a food allergy, providing we have your written consent. We will also inform the school kitchen, however if you wish Chartwells to provide a special menu for your child, you will need to complete a form and provide medical evidence.

## Safeguarding

Our aim is to ensure a safe, secure environment for all children in our care. Children on occasion can disclose information about events in their lives, to an adult in school. We encourage children to tell us if they are worried or frightened by something. If we observe any changes in behaviour or see any serious burns, bruises or cuts we will ask you to account for them. The school follows the procedures agreed to protect children from harm. We share information with parents and ask them to help us in protecting children. We may suggest parents contact Children Services or the Children Action Team if we feel they would benefit from the support with their family. In some circumstances the Designated Officer has the legal obligation to inform the Child Protection team within Children Services of the child's disclosure. Designated Officers are Lisa Telling, Sue N'Jai, Colette Hodges and Katy How. The Designated Governor is Colin Harbidge. Our Safeguarding policy is available to view on the school website. A hard copy can be requested from the School Office.

E-Safety is important to us and we have an E-Safety policy (see website). We support children in using electronic games and communication safely and appropriately using all forms of technology.

## Disabled Pupils

Southcote endeavors to support all children with disability and is committed to a policy of non-discrimination. We would work with parents to ensure that the policy works for their child's needs.

We will always seek the advice of outside professionals to ensure that we give the best education to those pupils with disabilities.

## Headlice

Headlice can be a problem in school. We ask parents to check their child's head regularly and if necessary treat immediately. Please keep us informed in order that we can put notices up to keep parents informed. If children have live lice in their hair parents may be required to take their children home to treat them. Long hair should be tied back at all times to reduce the spread of lice and keep the children safe.

## Dogs

We ask parents to leave their dogs at home and not bring them onto the school grounds. Many children are uneasy about dogs and dogs can be excitable in large groups. We also have numerous incidents of dog fouling around the area and would like to minimize this as much as possible.

## Bullying

We believe that a positive attitude to behaviour and development of good behaviour patterns as outlined in the school behaviour policy (on website) is a positive platform for managing bullying issues. It is important to clarify the difference between behaviour considered to be bullying and other behaviours which present in school. Our policy outlines the characteristics of bullying and how we can work together to prevent it from occurring. Staff manage behaviour well and have the knowledge and confidence to deal with this. Parents are encouraged to discuss their concerns. Children are supported in managing situations in which they may be vulnerable to bullying. We will not tolerate persistent bullying type behaviour. Parents are kept informed if we have concerns about their child's behaviour and behaviour towards others. We also keep a log of all incidents reported.

## **Delivering and Collecting Children**

In the interests of safety parents delivering and collecting their children by car are asked to respect the parking restrictions at the school and not to stop on the yellow lines. Please also park in consideration of local residents, not parking up kerbs etc.

Children must not be on the school grounds before 8.40am, unless attending Breakfast Club. At the start and end of the school day all teachers will come onto the playgrounds to escort the children.

Foundation and Key Stage 1 children will not be allowed to leave the premises unless they are accompanied by a known adult. Parents must inform the class teachers of any changes to adults who will be picking up their child when they drop the children off. Please ensure your child is aware of this from the start of school.

If a parent or carer is late the child will return to the school office, children are not allowed to leave the school unaccompanied. If you are going to be late for your child please contact the school office immediately in order to cause less distress for your child.

If a parent does not pick up by 3.20pm then your child will be placed in Afterschool Club and a charge of £1.00 per minute (as advised by Reading Borough Council) will be levied. Non-payment of these invoices will result in withdrawal of our facilities for After School and Breakfast clubs or legal action to recover monies owed.

## **Absence**

Please let us know if your child is going to be absent for any reason. We ask parents to ring in before 10.00am. As a school we run a system of first day response. If we have not heard from you as to why your child is absent we will contact you that day by our texting service.

## **Parental Request for Absence**

Holiday dates are issued well in advance and children should not be taken out of school. There will be no authorised holiday during term time and any parents taking a holiday term time risk a fixed penalty notice of a minimum of £60 per parent per child.

## **Appointments**

We ask parents to arrange Doctors and Dentist appointments where possible outside of school hours. We appreciate that this is not always possible and if you do need to collect your child during the school day please let their teacher know and collect from the school office as you will need to sign your child out. We would not however expect children to be absent for more than half a day for doctors/dentist appointment.

## School Organisation

The school is organised into three teaching teams:-

Lower School - Reception and Year 1

Middle School - Years 2 and 3

Upper School - Years 4, 5 and 6

The school aims to maintain class sizes of 30 children maximum. Each class has a Teaching Assistant assigned in the morning. There are 3 classes per year group.

## School Times

School starts at 8.45am. Any children arriving after 8.55am must go to the school office to be registered. The school day ends at 3.10pm.

## Lunchtimes

Lunchtime is from 12.15 - 1.15pm for the whole school (Foundation start their lunch at 12pm). At lunchtime the children are supervised and cared for by our lunchtime controllers.

You and your child are able to choose between having a school lunch (ordered through Parentpay by 9am on the day), packed lunch or going home for lunch. This choice can be made on a daily basis. School kitchen lunches are paid for through an electronic payment system called Parentpay. Logon details are given at home visits or when your child is admitted to school, if non routine. Menus are online termly for school dinners.

All children in Foundation, Year 1 and Year 2 are currently entitled to a universal free infant school meal however this does still need to be ordered through the Parentpay system.

Could parents please note that the school kitchen is run by a separate company called Chartwells. You can also contact the kitchen on 0118 9583024.

Free school meals are currently available to those families on Income Support, Job seekers Allowance and Child Tax Credit.

Please do apply for them if you are entitled.

Children on free school meals are not identifiable and there is no stigma attached to having them. Please contact the school office for a form and further details. The Government has introduced pupil premium of £1300 per child which is paid to the school for extra learning resources to be used in school. Even if you do not want your child to have a hot lunch please apply for Free School Meals if you are entitled as you will get extra resources for the school and your child.

We publish an annual statement of how we use this money which is available to see on the school website.

During break and lunchtimes the lunch time assistants and TAs are on the playground and a range of activities are offered to the children which include: football, basketball, use of ICT, dance, library, gardening, arts and crafts, skipping, swingball.

We also use play leaders which are older children used to help support and run activities for the younger children, both in the Infant and Junior playgrounds.

## Water

All children are encouraged to drink water regularly throughout the day. Research has shown that children quickly become dehydrated which results in loss of concentration. Please provide your child with a named water bottle daily or purchase one from the office.

## Cake sales

As part of our healthy approach to food, we have Friday as a treat day and children are able to bring their own choice of snack. Each class in turn holds a cake sale to raise money for school fund and extra playtime equipment.

## **Snacks**

Southcote is a healthy school. We encourage all children to eat healthily. At break times we ask that children have a snack of fruit or vegetables only. In Reception and Years 1 & 2 the children are provided with fruit and vegetables for their snacks as part of the Government's scheme to ensure children eat five portions of fruit or vegetables a day.

## **Packed Lunches**

As a healthy school we have a no fizzy drinks and chocolate bar rule for lunches (chocolate biscuits are allowed). We also have several children with severe nut allergies so we would ask parents not to send children in with nuts or nut products.

## **HE Area/Gardening**

At Southcote each term every child has the opportunity to learn to cook and we publish some of the recipes on the school website. We aim to teach the children to cook a range of dishes before they leave Southcote. Children are always given an opportunity to taste the food they have cooked.

Weather dependent children will also over the year have an opportunity to learn how to grow fruit and vegetables in our school garden. This again involves the children having the opportunity to taste the produce.

At Southcote we aim to provide a broad and balanced, stimulating curriculum which meets the needs of each child. Through our cross-curricular approach to teaching we ensure we cover all the requirements of the National Curriculum.

The Reception classes follow the Foundation Stage Curriculum, which covers the six areas of learning. Communication and Language; Physical Development; Personal, Social and Emotional Development; Literacy; Mathematics and Understanding the World, Art and Design. We have both indoor and outdoor classrooms which are well resourced to ensure a stimulating and inviting learning environment.

### **Phonics**

Phonics is taught daily throughout the school in ability groups. We use the Read, Write, Inc approach to phonics and ensure phonics is taught quickly and accurately throughout school in order for children to be able to use phonics in their reading, writing and spelling.

### **Reading**

All children in all classes have a daily guided reading experience and either phonics and comprehension. They also have their own individual reading book which is changed regularly. We use a book banding scheme to grade the reading books and children are tested regularly to ensure they are reading books at an appropriate level.

We aim for parents to be partners in their children's reading and so each child will bring home a reading book and bookmark which has their targets to improve their reading. We also ask parents to complete a reading diary. Children are expected to read at least 5 times a week at home.

### **Handwriting**

At Southcote children are taught a simple cursive style of handwriting. Children are taught each letter with a lead on and lead off. As each child develops good control they are encouraged to begin to join their letters. This method avoids children learning to print then to join and ensures a high standard of handwriting both in speed and appearance. As all letters begin on the line children find this method much less confusing.

When children's handwriting is fully cursive, neat and legible a child is awarded a pen licence. There is no set age for this and children are awarded on their merits.

### **English**

English is taught daily and is based around the principles of the Pie Corbett system of learning to write. By the end of Key Stage One children will know over 30 books off by heart and are able to write their own stories confidently. Children are taught in units of work which develop their ability to write in a range of genres. Through the units of work a combination of speaking and listening skills, reading and writing are developed. English lessons are planned using the new national curriculum.

## Mathematics

We closely adhere to the Mathematical Framework and all children have a daily session of Mathematics which looks at calculation and reasoning. Each lesson begins with a lively mental/oral starter. The main part of the lesson is an interactive class input where new strategies are introduced and explained. Children are then given scaffolded activities to complete. Where possible children start with the concrete and move into the abstract. The lesson ends with a review where misunderstandings are addressed and children's understanding is reinforced. We have employed an extra teacher for Year 6 to allow us to teach with smaller groups of children. We have a school calculation policy which sets out the methods taught by each year group.

## Themed Curriculum

Our curriculum is based on a termly theme in each year group and where possible all subjects are linked. Not all subjects are taught termly but over the year we cover the national curriculum for each year group. Literacy, Mathematics, Science, ICT, P.E, PSHE and RE are taught termly. Our literacy and numeracy is woven into our themed topics. We use experiential learning to excite and engage our children. These include visitors to school, children experiencing things such as role play etc.

## Science

At Southcote we aim to ensure every child has an awareness of Science and its importance in every day life and our environment. Through practical experiences we teach a wide range of scientific skills and concepts and give children a range of experiences to develop their understanding of the physical and living environment. Our themed based curriculum is set around science topics.

## Physical Development

We have a dedicated PE team including coaches, swimming teachers and dance teacher. We aim to develop confidence and physical skills as the children grow stronger. We develop both individual and team skills and ensure a balance of dance, team games, swimming, athletics and outdoor education.

## Swimming

As Southcote is the only primary school in Reading to have its own swimming pool every child swims. We employ a dedicated swimming company, Swimday, to take the children through an accredited system. Swimming classes are also available for children after school.

## Art

The Art curriculum aims to develop children's understanding of colour, line, shape, form texture, tone and pattern. The children experience working with a range of media and enjoy exploring a variety of techniques through the works of various artists. All children have the opportunity to visit local art galleries and work with local artists.

## Design Technology

Through our cross curricular approach to teaching children are able to design and create in a variety of forms and for a variety of purposes. They enjoy exploring the different ways of joining and combining materials and acquire the skills of evaluating and re-designing.

## History

Here at Southcote we believe History is about real people and events. Children are given the opportunity to develop an awareness of the important episodes and developments in the past, both locally and globally. We have strong links with Reading Museum. We also use a range of visits and visitors to bring history to life for the children.

## Geography

Through Geography, children develop an understanding of the interdependence of places and people and their natural environment. Children's studies range from their local environment to that of developing countries including studying our link school in Uganda.

## Religious Education

We deliver the Berkshire agreed syllabus to teach Religious Education. We study all faiths and religions but the largest emphasis is placed on Christianity. We also have collective worship on a daily basis. This is an important part of the school day where all children can come together and celebrate, reflect and share experiences.

Parents have the right if they desire to withdraw their child from religious education lessons and collective worship.

## Modern Foreign Languages

Children across the school are taught French. In KS1 this is common words, phrases and songs. In KS2 this is developed further to include the differences between cultures and countries. Lessons are taught through a mixture of songs and games and also by using a range of interactive programmes.

## Personal, Social and Health Education

PSHE helps give children the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens. Children are encouraged to take part in a range of activities and experiences across the curriculum. We use a programme called "R Time", which is linked to our diamond rules.

## Themed Days

Throughout the school year we have a range of theme days which are available on the school "dates for the diary". This can be accessed via the school website. These events are always great fun and eagerly anticipated.

## ICT

We have over 60 iPads and each classroom has its own Interactive Whiteboard. We have a mini ICT suite, a range of digital cameras, video cameras and programmable machines. We aim to use ICT as a tool both to enhance learning but also to ensure children leave Southcote with the ICT skills they will need for the future.

## Internet and E Safety

All computers in school are virus protected and we have a tight firewall and filters in place for children not to access unsuitable materials.

## **Music**

At Southcote we use a fully interactive music teaching tool called "Charanga".

Class Music lessons involve singing, developing rhythm, using percussion and tuned instruments, performing as a group and appreciating music from around the world. We also encourage appreciation of music through the use of classical music throughout the school day.

Children are also able to learn to play an instrument through the Berkshire Young Maestros (This involves a fee). We have a weekly singing assembly and there is a school choir.

## Special Needs

The curriculum is made available to all children at their level. Extra support is provided to all children who need it through class work or additional support programmes. Southcote is committed to the early identification of special needs. Any child identified with needs, will be reviewed regularly and an individual education plan will be drawn up to support their learning. We offer a whole range of programmes to support children with special needs, including speech and language programmes, multi skills, nesy programme for dyslexic children. We have our own play therapist and massage therapist. We also use Reading Borough Council's Advisory Teacher for autism, we have access to their Educational Psychologist and a range of other special needs professionals. Parents are consulted before any advice is requested and children are supported discreetly within classrooms, small groups and on an individual basis.

The school's special educational needs specialists (SENCO) are Miss A O'Niel and Miss K How. You can speak to Miss O'Niel or Miss How by making an appointment through the school office.

## Drugs Education

The school's Drugs Education Programme aims to help pupils deal with any drugs related situation. We aim to give children the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle and relate these to their own actions, both now and in the future. Our drugs policy can be viewed on the school website

## Sex Education

Our Sex Education Programme is introduced at a time and in a context that is relevant to the age and maturity of the child. The work covered is presented in such a way that it ensures due regard for moral considerations.

Sex Education is delivered to the children through topics, planned aspects for Science, PSHE and specific lessons taught in Year 6. Parents are informed of the context and methods used and are invited into the school to preview the resources that will be used. Our policy can be viewed on the school website.

## Gifted and Talented

Your child may be particularly able or talented in one or more areas of the curriculum. Our aim is to enrich and extend their learning, developing the knowledge and skills they have already acquired. We also provide extra curricular activities for our Gifted and Talented pupils.

Three times a year we hold Gifted and Talented assemblies which celebrate the achievements of children outside of school.

## Disabled Access

Southcote is a fully inclusive school which tries to provide facilities for all. If you have a particular issue please do not hesitate to contact the Executive Headteacher.

## Extended Day

We currently offer Breakfast Club from 7.45am-8.45am. This is supervised by school staff. The children are given a nutritious breakfast and there are a range of activities available to the children which include reading activities, games, drawing, singing and other exciting activities. There is a daily charge for this facility.

We also run an After School Club. This facility is from 3.10pm to 6.00pm. Children will have an opportunity to do homework and various activities such as crafts, ICT, board games and outside play. Dinner will be provided to children staying after 5pm. Fruit and water will be available at all times. There will be a two tiered charge for this facility depending on whether your child is collected before or after 5pm. Please contact the office for further details. Late collection fees of £1 a minute per child apply. Should these not be paid we reserve the right to remove this facility.

## School Clubs

After school activity clubs are arranged and provided by external providers. These are chargeable and letters are sent out on a termly basis.

## Residential Visits

We offer three residential visits whilst the children are at Southcote. In Year 4 children are offered a three day trip to Ufton Court where they get to stay in a Tudor mansion and experience life in tudor times.

In Years 5 and 6 we offer a week long residential trip to Rhos y Gwaliau and also offer a 3 day camping trip to Rushall Farm. These offer the children an opportunity to learn in a new setting and try out a range of activities we are unable to offer them in school.

## Policy on charging for activities

In order to give the children a wide range of experiences we include in the curriculum some activities which incur expenses. These are:-

- Cooking and gardening
- Visits of music and drama clubs
- Offsite Visits
- Some D.T. activities
- Visiting professionals

Under the Education Act, these costs must be met by voluntary contributions. If the voluntary contributions do not cover the cost, we may reluctantly have to cancel the activity.

## **Dates for the Diary**

On an annual basis parents are given the dates for the diary for the calendar year in order that you can plan ahead and attend school events.

## **Texting Service**

We run a texting service to try and keep you updated with all current events in school. We also email copies of all letters to parents/carers, Please keep us updated with your current mobile number/email address.

## **Estranged Parents**

Please let us know if parents are estranged and we can arrange for both sets of parents to receive written communication from the school and also to arrange separate parent evenings, if this is necessary.

## **Letters**

Being an eco-school we try to use as little paper as possible and upload letters, unless a reply slip is needed, to the school website. If parents are unable to access the site then hard copies can be requested. We use Teachers2Parents electronically to send letters to parents/carers.

Team Leader letters are generated every term letting parents know everything happening in their year for the term including themes, homework deadlines and any trips/extra curricular activities planned.

## **Website**

All school policies, newsletters, events and information are included on the school website. Termly homework diaries can be down loaded from the website. We encourage parents to check the website regularly.

## **Snow Closures**

In the unlikely event of the school being closed due to snow you will be informed by text message and a note put on the school website.

## **Open Evening and Parental Consultations**

We firmly believe that the education of any child is a two way process. At Southcote we encourage parents to take an active role. We have an open door policy and the Headteacher and all teachers are always willing to meet with parents, by appointment through the office, to discuss any concerns. We do ask that any matters are addressed firstly with the Class Teacher, then the Head of Year and Team Leader if necessary.

We believe in keeping you constantly informed of your child's progress. We have a whole host of rewards for hard work and good behaviour from stickers, praise slips, pen licences, multiplication awards, eagle awards and golden letters. All of these allow you to celebrate your child's successes. We also believe it is important to keep you informed of any behavioural issues and so we have red and yellow letters which are posted to you.

Throughout the academic year there are a number of opportunities offered to parents to enable them to review the progress made by their child. Parents are invited to open evenings six times a year where they will have the opportunity to review their work and discuss future targets. In the summer parents will be given a detailed written report with the opportunity for an additional consultation if they have any concerns.

## **Southcote Fundraisers**

There is a thriving fundraising committee, called SOS, for the school who run a range of events throughout the year from the Christmas Fayre to Family Fun Evenings. We strongly encourage all parents to join our group and we are always looking for new ideas! Donations are also able to be made towards this on parentpay.

## **Homework**

Homework is a very important part of a child's education and can enhance a child's academic development. We believe homework is one of the main ways in which children can acquire the skills of independent learning and we encourage parents to support their child in this process.

From entering Reception children will bring home reading books to share with you as well as words to learn. When you hear your child read please record this in their reading records as children who regularly read can work towards bronze, silver and gold awards. As children move up the school they will continue to bring home reading books, spellings and maths targets. In addition each term parents are given notification detailing homework projects linked to the topics they are studying for that term.

## **Support your child in school**

We strongly encourage a partnership between school and parents. We actively encourage you to come in and help in school. There are many ways in which you can support your child's learning from assisting with reading, helping with art lessons, taking part in swimming sessions, accompanying school trips and helping out in class. If you would prefer not to be with the children we are always looking for volunteers to help with decoration, gardening and general running of the school. If you would like to volunteer please contact the office for a DBS form.

We also have termly Doughnuts for Dads, Muffins for Mums and Grandparent events.

## School Governors

The Kennet Federation  
of Katesgrove and  
Southcote Primary  
Schools Governors are:

Mrs Lynda Miller  
Chair of Governors  
Mrs Lisa Telling  
(Executive Head Teacher)  
Mr Chris Robinson  
Mr Bob Burrowes  
Mr Nick Harvey  
Rev Pads Dolphin  
Mrs Helen Bligh  
Mr Colin Harbidge  
Mr Arno Theron  
Mrs Surbhi Mathur  
Mrs Elisavet Kitou  
Mrs Andrea Edwards  
Mr Paul Juster  
Mrs Suzanne N'Jai  
(associate member)  
Miss Karen Feather  
(associate member)

The Governing Body meets  
throughout the year to review  
progress and consider the  
priorities for the school.  
Individual committees also  
meet multiple times per year.  
We encourage parents to play  
an active role in the school  
and aim to keep them  
informed of developments and  
standards.

