

***DORCHESTER,  
ST BIRINUS C.E.  
PRIMARY SCHOOL***



***SCHOOL PROSPECTUS  
2018/2019***

## Letter from the Headteacher

Dear Parents

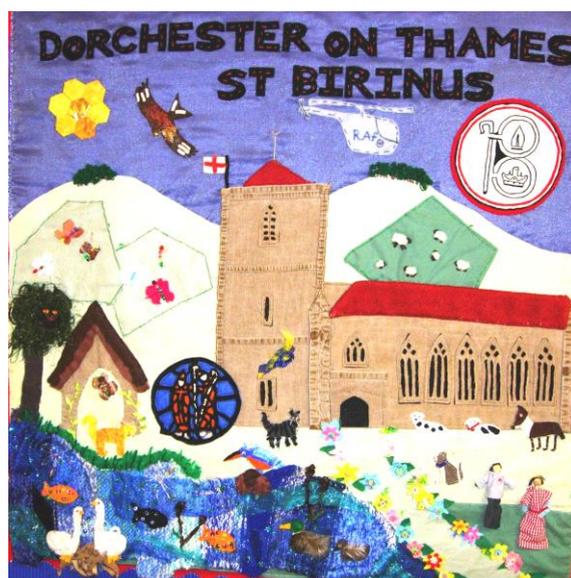
On behalf of the governors, staff and children, I welcome you to Dorchester, St Birinus CE Primary School and thank you for your interest.

We hope this prospectus will provide you with all the information you need about our school and that you will take the opportunity to visit us, during the working day, at a mutually convenient time, where I can answer any further queries you may have.

Dorchester, St Birinus CE Primary School is a caring community, where we see the education of your children as a partnership between parents and teachers enabling the children to reach their full potential during our time with us.

I look forward to welcoming you to our school.

Russell Leigh  
Headteacher



## **School Information**

Address: Queen Street  
Dorchester on Thames  
Oxfordshire  
OX10 7HR

Telephone: 01865 340081

Email: [office.3186@st-birinus-pri.oxon.sch.uk](mailto:office.3186@st-birinus-pri.oxon.sch.uk)

Fax: 01865 340081

Number on roll: 88

Headteacher: Mr Russell Leigh

Chair of Governors: Mr Robin Bennett

## **Meet the Staff**

<b>Headteacher</b>		Mr Russell Leigh
<b>Teachers</b>	Hedgehog Class (Foundation) Squirrel Class (Year 1 & 2)	Mrs Sandra Harding Mrs Jane Grenfell and Mrs Sally Goby
	Fox Class (Years 3 & 4) Owl Class (Years 5 & 6)	Mrs Annabel Eade Mrs Jane Eacopo
<b>Teaching Assistants</b>		Mrs Linda Burns Mrs Penny Aries Miss Karrienne Edwards Ms Andrea Dexter Miss Kelly-Anne Ray
<b>School Administrator</b>		Mrs Teresa Flinders

## **LIST OF GOVERNORS**

<b>Chair of Governors</b>	Robin Bennett
<b>Vice Chair of Governors</b>	Sally Elliott
<b>Staff Governors</b>	Russell Leigh (Headteacher) Annabel Eade (Class teacher)
<b>Parent Governors</b>	Andy Kelly Robin Bennett Sarah Gauden
<b>Co-opted Governors</b>	Maggie Martin Val Howells Paul King
<b>Foundation Governors</b>	Canon Sue Booy Revd. Jon Roberts
<b>Local Authority Governor</b>	Sally Elliott

## INTRODUCTION

### Our ethos

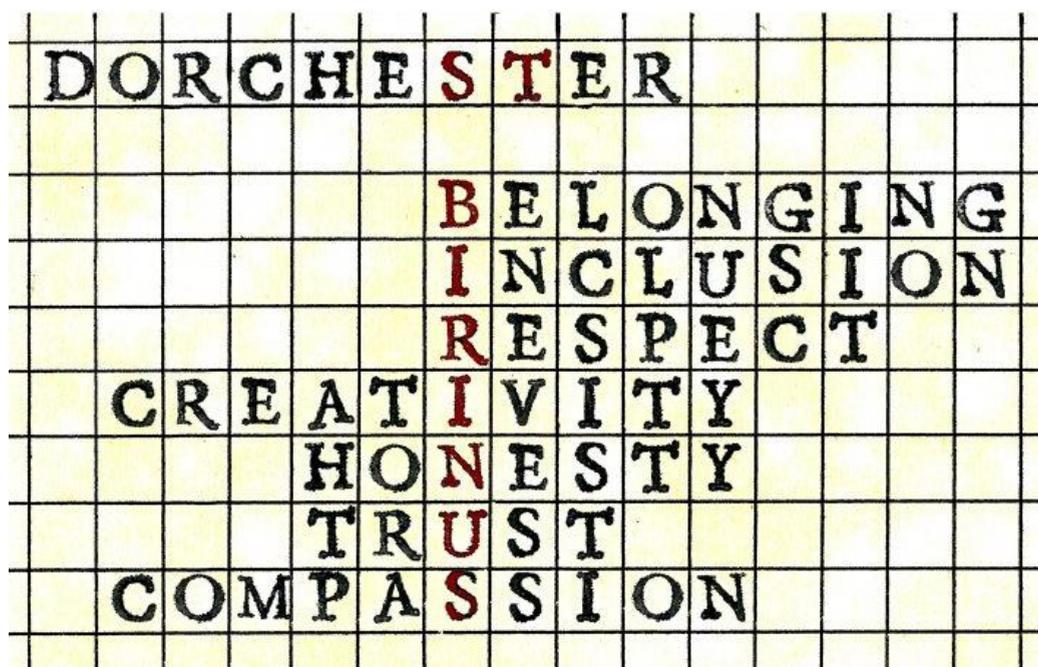
Recognising its historic foundation, we aim to preserve and develop the religious character of our school in accordance with the Church of England and in particular with the Abbey and the church at parish and diocesan level. As a Church of England School we are monitored and inspected by advisers from the Oxford Diocese.

### Our Vision, values and aims

#### Our Vision

Inspiring one another to be the best we can be as a learning community.

#### Our Values



#### Our Aims

##### We aim to:

- **Be the best we can be:** encourage and support every child to achieve their full potential in all areas of school life –academically, physically, emotionally, morally and spiritually – and celebrate their achievements.
- **Be a learning community**, encompassing the children, staff, parents, the local village community and the Abbey at its heart, with a strong sense of shared **trust**, support, and collaboration
- Encourage an ethos of **inclusion** and mutual acceptance, where everyone feels valued for who they are, and diversity is celebrated
- **Inspire** curiosity, independence and **creativity** in the minds of our children by delivering a broad, balanced and stimulating curriculum.
- **Respect** our core values, which are based on Christian values, showing **compassion** for others and tolerance of customs and beliefs different from our own.
- Help all members of the school community to feel that they **belong** – welcome, **respected** and important, with a shared commitment to the school's values

- **Create** together a school environment which fosters independent thinking and enquiring minds, enabling children to grow in confidence, develop skills for life in the wider world, and become lifelong learners
- Care together for the local and wider environment to which we all
- Conduct ourselves with **honesty** and integrity, communicating clearly with all members of the school community.

### **Catchment area of the school**

The villages of Dorchester-on-Thames and Drayton St. Leonard constitute the catchment area for our school. Children living outside the catchment area may also be admitted, provided our standard number of 15 places per year group is not exceeded.

St. Birinus is a feeder primary school for Fitzharrys, John Mason and Larkmead Secondary Schools in Abingdon. Parents may also apply for places in other secondary schools. Our geographical location means that we regularly send children on to six or more secondary schools.

### **Abingdon Partnership**

St. Birinus is part of the Abingdon Partnership of Schools. We are actively involved with our local cluster of schools within the Abingdon Partnership: Clifton Hampden, Culham, Milton, Sutton Courtenay, Drayton and St. Michaels, Steventon.

### **The Villages of Dorchester on Thames and Drayton St Leonard**

Dorchester-on-Thames is a small village, 9 miles south of Oxford. The village sits at the confluence of the rivers Thames and Thame.

There is a wealth of history in the village; indeed there is evidence of human settlement in Dorchester from Neolithic times, whilst the town was an important centre in Roman and Saxon times. More information about the extensive history of the village can be found at [www.dorchester-on-thames.co.uk](http://www.dorchester-on-thames.co.uk).

Drayton St. Leonard is our neighbouring village. The River Thame passes by the south east corner of the village. The village can be traced back several hundred years in its present form and can actually be traced back to medieval settlements. More information about Drayton St Leonard's history can be found at [www.dsl.iofm.net](http://www.dsl.iofm.net).

## **Admissions Procedure**

The Local Education Authority (LEA) – and not the school – is responsible for allocating places at Dorchester, St Birinus. The school is able to take 15 new children into its reception class each year.

Full details of admissions arrangements are found in the Oxfordshire County Council's "Starting School" Information for Parents and Carers. A limited supply of these booklets is available from the school office or further copies can be obtained from:

**School Admissions Team,  
Oxfordshire County Council,  
County Hall  
New Road,  
Oxford. OX1 1ND.**

**Tel 0345 241 2487**

They are also available to read online at [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions).

You need to apply by completing a CAPF (Primary) form or applying online in the period September – January following your child's 3<sup>rd</sup> birthday. Allocation decisions are made in May, and parents are notified directly

## **Requests for places in KS1 and KS2**

Parents moving in to the area should address queries about a KS1 or KS2 place/s for their child/children in school to the Admissions Team at Oxfordshire County Council (address above). You will be asked to complete a CAPF (Primary) and return to Admissions Team, who will liaise with the school. The following link to the County website gives further details - <http://www.oxfordshire.gov.uk/cms/content/transferring-or-moving-school>

## **Meeting and visits prior for the Foundation Stage children starting school**

In the term before starting school, we invite your child to story sessions and one morning taster session in the Foundation Stage (FS) where they can spend time meeting the teachers and exploring their new classroom. We also invite the parents to an informal meeting at the school so that you can meet the class teacher and find out more about what your child will be doing at school.

## **The School Day**

Morning Session:	8.50 am to 12.00 pm (Children can enter school at 8:40am)
Afternoon Session:	1.00 pm to 3.15 pm
Morning break is	10.15 am to 10:30 am.
Lunchtime break is	12.00 pm to 1.00 pm.

## **Attendance, Illness and Accidents**

### **Illness**

If your child is not well enough to attend school, please notify the school by phone on the first day of absence. A child who is obviously unwell is best at home with an adult. In cases where we suspect illness at school, we will contact parents by telephone and ask them to collect their sick child. If your child does not arrive at school and we have not been notified we will phone you to ensure their safety.

### **Holidays in Term Time**

It is not an automatic right of parents to withdraw their children from school during term time. However we appreciate that at some times it is unavoidable. If you wish to withdraw your child from school for a holiday you must write to Headteacher before the holiday is booked. Only the Headteacher can authorise this absence and will only do so in exceptional cases. Homework will not be set for children to take on holiday with them in term time.

### **School Closure**

In the event of an emergency school closure, we will notify you by text and via our website. Closures are also listed on [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk) and announced on local radio stations.

### **Arrangements for travelling to and from school.**

#### **Before school**

In the morning, the children should be in school for the bell which rings at 8:50 am. (Children are able to enter school at 8:40am) The children enter the school through the main entrance and into their classrooms. Although the teachers are present at this time if you need a quick word, it is usually better to speak to them at the end of the day when they are less busy. Please do encourage your child to be on time, but note that although the playground is open for the convenience of children before the start of the school day the Local Authority cannot accept liability for their safety and welfare before the teachers are on duty.

We have a breakfast club which runs from 8am - 8.40am at a cost of £4.00 per session- information is available from the school office .

#### **After school**

Parents collecting children from school are asked to arrive as promptly as possible. If parents are unavoidably delayed or detained, children are, of course, supervised by staff in school. In such a case, it is helpful if parents make telephone contact with school so that we can reassure the child and explain the delay or the alternative arrangements for going home.

Parents are asked to notify school in advance and in writing to the class teacher if the child is to be taken home by a different person on a regular or one-off basis.

Parents allowing their Year 6 children to walk or cycle home unaccompanied, must discuss arrangements with the Headteacher and give written permission.

#### **Cycling**

We have cycle storage facilities. Children may cycle to school, if accompanied by an adult, but we cannot accept responsibility for bikes parked in school during the day time or left in school over night. Children with cycles should enter and leave the school grounds via the side gate onto the playground.

### **Morning Snack**

Our school is part of the School Fruit and Vegetable Scheme, which provides all children in the Foundation Stage and Key Stage 1 with a free piece of fruit or vegetable each day.

### **Lunch Arrangements**

Children at Dorchester St Birinus can bring in their own packed lunches or have a cooked school dinner.

### **Packed lunches**

Children should have a secure and named lunch box, and a non-breakable drink container. Please do not include fizzy drinks or sweets in the lunchboxes. The children are encouraged to eat what is provided for them in their packed lunch. Any uneaten food is left in their lunchbox so that parents are aware of how much their child is eating and leaving. If we have any concerns about a child's eating we will make contact with parents.

### **Cooked School Dinners**

Cooked school dinners are available to all children. The dinners are now cooked in our kitchen,. School dinners cost £2.20 per day. All dinner money is payable in advance, weekly or termly.

### **Food Allergies**

It is important that school is made aware of any food allergies your child may have.

We would ask for parent and child support in not including nuts or peanut butter sandwiches in your child's lunchbox.

### **Medicine Policy**

Under normal circumstances, children should not be taking medicine while in school. Occasionally, it may be necessary to administer a dose of antibiotics during the school day. Should this be the case, please fill in **permission form in the office** and give **only 1 measured dose** in a named container to the office.

Children with asthma keep their inhalers in a recognised place within the classroom and carry them on their person during Outdoor Games lessons, fieldwork visits and trips. Inhalers should be clearly labelled with the child's name and class. Medicines for children with, e.g. allergies and diabetes, are also kept in a recognised place in the classroom. Other first aid equipment is kept in the first aid cupboard. We have several portable first aid kits that staff carry with them when the children are off site.

Please note that it is our policy not to allow children to have 'throat sweets' in school.

### **Safeguarding**

Dorchester, St Birinus is committed to safeguarding and actively promoting the welfare of children. All staff, governors and volunteers share this commitment. We have established an ethos to ensure our pupils feel secure and able to talk freely to any member of staff or regular visitor about their concerns or worries.

Staff and volunteers have a duty to report any concerns that they may have regarding any child who may be suffering harm, particularly as a consequence of possible abuse. Members of staff are able through training and induction to recognise when a disclosure requires action. Any concern for a child's safety or welfare will be recorded in writing and given to the Senior Designated Safeguarding person, Russell Leigh.

Dorchester, St Birinus School has a policy on Safeguarding which has been agreed by the governing body. A copy of this policy is available on request from the school office or can be accessed via the school website.

It is our legal duty to assist colleagues in other agencies with child protection issues. Whilst the school will always attempt to work in partnership with parents, if there is a conflict of interest, the welfare of the child is of the paramount consideration.

Please feel free to contact the school should you wish to discuss Safeguarding or the safety of your child.

### **School Uniform**

At Dorchester, St Birinus, we are proud of our school uniform. We like all children to wear school uniform as it encourages a sense of belonging, a feeling of equality and a pride in being a member of our school.

Items in bold can be ordered online at [www.brigade.co.uk](http://www.brigade.co.uk)

#### **Girls:**

- Grey skirts, pinafore dresses or grey school trousers, white blouses or white or red polo shirts, **grey school sweatshirts or cardigans with school logo**, white socks, red or grey tights.
- Red and white checked dresses may be worn in the summer.
- Sensible low-heeled black shoes or closed-toe summer sandals.
- Hair accessories should be minimal and discrete. Decorative hair braids with beads are not allowed for health and safety reasons.

#### **Boys:**

- Smart grey school trousers, white shirts or white or red polo shirts, **grey school sweatshirts with school logo**, grey socks.
- Grey school shorts may be worn in the summer.
- Black shoes.

Waterproof fleeces with the school logo for boys and girls are also available to order online.

#### **P.E. Clothing for girls and boys:**

- **White t-shirts with a school logo**, black or navy shorts,
- black plimsolls and trainers for outdoor games. Trainers are also worn by children playing ballgames at playtimes.

#### **Jewellery**

With the exception of discrete stud earrings, jewellery is not permitted for health and safety reasons. Watches should be appropriate for school wear.

#### **PE Bags**

**P.E. bags** in an assortment of colours can be purchased from school.

#### **Book bags**

**Red book bags with the school logo** can be purchased from school. Children should bring their book bag to school every day.

## **Behaviour and Discipline**

Dorchester, St Birinus' believes that good behaviour should be developed through good positive attitudes and praise – leading to self-discipline and high self-esteem. This is encouraged from the very first day at school. The school rules are simple, and are concerned primarily with safety and the development of mutual respect and good manners. The school expects everyone to act with courtesy and consideration to others at all times, treating others as they would like to be treated themselves.

We expect the whole school to respect all of its members regardless of gender, race, religion, or ability. Unacceptable behaviour including bullying or harassment is dealt with immediately by a member of staff and usually this is sufficient.

Where parents have any concerns they should first consult the class teacher. The school has a Behaviour Policy which is available to parents on request.

Children and their families are encouraged to sign our home/school agreement.

## **Pupil Parliament**

We have a Pupil Parliament made up of all the members of the school community. The Pupil Parliament meets with the Headteacher on a regular basis to discuss issues regarding the school and its environment

Through our Pupil Parliament we aim:

- To develop 'pupil voice' by creating an atmosphere in which children are encouraged and feel confident to share their ideas, suggestions, views and concerns.
- To encourage children in all key stages to contribute more fully to the life of the school.
- To give the children opportunity to take on more responsibility for what happens in school now and for changing and developing the school in the future.

## **Extra-Curricular Activities**

These include the following opportunities:

- **School Clubs**  
We currently offer a range of extra-curricular clubs such as
  - ✓ School choir
  - ✓ Drama
  - ✓ Art Club
  - ✓ ICT Club
  - ✓ Hockey
- Fieldwork trips – mainly in the local area.
- Day Visits and Themed Days eg: Viking Day
- Residential Visits for KS2
- KS1 Christmas Production/KS2 Summer Production
- Music opportunities including the Young Voices at the O2 Arena, London.

## **Parental Involvement**

We see parents and carers as our partners in the educational process and the school enjoys excellent parental support.

During the year, parents are invited to come into school for special assemblies, performances, concerts, workshops, book exhibitions, theme days, fund-raising events etc. These various events are wonderful opportunities to find out more about the children's life and learning in school and to talk informally to other parents and the school staff.

We very much appreciate the support of parents who stay and read with children in the mornings. Helping in class provides parents with a good opportunity to find out more about aspects of the curriculum and the teaching methods we use. This additional adult support is of great benefit to the children's learning and enables us to offer a wider range of activities.

Class teachers are happy to speak informally with parents in person or by telephone, especially at the end of the school day. Parents are asked to make an appointment if they wish to discuss matters more formally or at length with the class teacher or Headteacher, as this is difficult to do in a busy corridor or classroom.

## **Parent Teacher Association**

We have a very supportive Parent Teacher Association. The P.T.A. holds an Annual General Meeting in October/November when a new committee is elected. P.T.A. Committee Meetings are held each term. Teachers take turns to attend P.T.A. meetings. The P.T.A committee are actively seeking to increase the level of parental involvement in school life.

One of the main roles of the P.T.A. is to assist with the raising of funds for the school. To date, the P.T.A. has made many generous donations to the school, for various items of equipment, large and small. There is usually at least one P.T.A. fund-raising event per term and these are very well supported by parents. The P.T.A also plays a vital role in our home/school partnership, serving as an additional channel of communication for parents' views, ideas, suggestions and concerns.

## **Governors**

We have a very supportive Governing Body. Our governors are actively involved in the work and life of the school. Some of our governors help in class on a weekly basis; others spend time in school on an occasional basis, as well as joining us for special assemblies and events through the year. The full Governing Body and its committees meet six times a year.

## **Teaching and Learning**

The National Curriculum is divided into Key Stages that children are taken through during their school life. At the end of each Key Stage your child will be formally assessed against targets defined in the National Curriculum.

The Key Stages are:

**Foundation Stage (F1)** Ages 4-5

**Key Stage 1 (KS1)** Ages 5-7 Years 1 and 2

**Key Stage 2 (KS2)** Ages 7-11 Years 3, 4, 5 and 6

## **Class Organisation**

Although children spend seven years at Dorchester, St Birinus, children are divided into four classes of mixed year group classes. Irrespective of which classroom a child is learning in, their learning activities will be based on individual learning objectives for that child, tailored to move their learning on.

Classroom allocations are decided at the end of the summer term and depend on the numbers in each year group.

## **Foundation Stage**

In the Foundation Stage children learn through a mix of child initiated, teacher initiated and adult led activities. The prime areas of learning are: communication and language, physical development and personal, social and emotional development. The four specific areas, through which the prime areas are strengthened and applied, are: literacy, mathematics, understanding the world and expressive arts and design.

## **Key Stages 1 and 2 (KS1 AND KS2)**

In Years 1 to 6 children's learning follows the National Curriculum 2014 which covers 9 subjects: English, Mathematics, Science, History, Geography, Information Technology, Design Technology, Art, Music and Physical Education. The school also teaches Religious Education and provides Personal, Social, Health and Citizenship Education (PSHCE) for all children.

We teach many subjects through our Creative Curriculum topic-based work. Teachers introduce a new topic providing a broad and balanced coverage of the National Curriculum. You can find details of the current projects in the Class Pages on our website. At times some subjects may be taught separately to ensure coverage of the National Curriculum. Mathematics is taught in line with the national strategy.

## **Assessment**

Our teachers assess your child's progress, measured in terms of National Curriculum standards, our system has been created through our work with the Abingdon Partnership of schools. We also use Standard Assessment Tests (SATs) given to 7 year olds at the end of Key Stage 1 and 11 year olds at the end of Key Stage 2 in the Summer Term.

The assessment results are monitored throughout the year to ensure your child is making good progress, and to guide their learning, with extra intervention work provided if necessary.

Assessment information and samples of annotated work are kept in individual assessment books and child profiles. We regularly update individual target sheets for Reading, Writing, Maths and Science.

For the children in the Foundation Stage, we complete a **Foundation Stage Profile**. The profile is built up across the year and helps to give us a clear picture of what a child has

achieved, knows and can do. There are no tests involved. The completed profiles are shared with parents in Term 6.

### **Sex Education**

The Governors endorse the teaching of Sex Education throughout the school and the fact that it should be an integral part of the Science curriculum and Personal, Social and Health Education of every child. The teaching of Sex Education in the school encourages pupils to have due regard to moral considerations and responsibilities and the value of family life. Teaching is sensitive to different backgrounds and religions, but it also helps children to cope with the physical and emotional challenges of growing up and making relationships and give them an elementary understanding of human reproduction, which is incorporated in the Science National Curriculum. It reflects the school's ethos of caring for one another and being responsible for our own actions.

### **Collective Worship**

We are a Church school and celebrate each morning either as a whole school, class or key stage in a Christian style assembly. On Friday we hold an "Achievements Assembly" where excellent work by individual children is celebrated by the whole school. We also mark children's birthdays. Revd. Sue Booy (Rector of Dorchester Abbey) normally takes the assembly for year 1 to 6 children on Thursdays.

Parents are warmly invited to join us for the Dorchester Abbey end of term service and for other special school assemblies during the year.

### **Reporting to Parents**

Parents receive an annual written report at the end of each school year.

In addition to the written report we also have parent teacher meetings as follows:

- Term 1, we hold parent/teacher meetings to focus mainly on Literacy and Numeracy
- In Term 4 we hold more formal parent/teacher meetings. These meetings give us an opportunity to review a child's work and progress at the mid-year point.
- In Term 6 we hold parent/teacher surgeries, on request. These surgeries give parents the opportunity to follow up any queries they might have having read their child's Annual Report.

A parent with any concerns may request a meeting with their child's class teacher at any point in the year. Class teachers may also request a meeting with parents at any point in the year.

### **Homework**

We consider it beneficial to set homework each week, to help reinforce the learning that has taken place in the classroom. This policy follows Department for Education (DFE) guidance - Homework is set on a weekly basis from Year 1. In addition to this weekly homework task, children should practice their reading at home daily.

### **Special Educational Needs**

The provision for special educational needs (SEN) within Dorchester, St Birinus' helps to ensure that the needs of all children who require extra support are identified and met as early as possible, through the screening of all children and careful monitoring of work. The school has a bank of assessment materials for identifying children who have difficulties, and places a priority on putting enough resources into the early years to reduce the help needed in later years.

For children on the SEN register, a Pupil Profile may be written with targets, review dates and ideas to help parents support their children at home. Occasionally, outside agencies may be consulted for extra support.

We have a team of highly skilled teaching assistants who work with individuals or with small groups, giving extra support both within the classroom and in separate sessions. We try to ensure full consultation with parents regarding every child's individual needs. The SEN policy is available for parents to see, and is currently being reviewed

The central principle of our provision for disabled pupils is that wherever possible, disabled pupils should have the same opportunities as non-disabled pupils in their access to education.

### **Charging and Voluntary Contributions**

Every year we ask each family in school to contribute £5 towards an Amenities Fund. This is a voluntary contribution but it is one we very much hope each family will make. We buy all sorts of additional items with these funds that the school budget will not easily stretch to.

At Dorchester, St Birinus' we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. Many of these activities have a cost associated with them, and unfortunately cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. There are strict rules which we have to abide by. Our charging policy sets out what we will charge for, how we try to make it manageable for parents and how we will help parents with limited incomes. This policy is available for parents to see. No child will miss out on anything purely due to being unable to make a contribution.