



Dear parents/carers

Thank you for your interest in our school.

Southfield Park Primary school opened in September 2003 with one class of pupils in their reception year. By 2009 the school will cater for boys and girls through their primary years, with children starting in the year in which they become five years old. We currently have children from the ages of 4 – 8 years old (from reception to year three).

Our building is fantastic! The design incorporates the latest thinking in planning and layout, building standards and information technology. The classroom resources are all brand new and therefore specifically designed to complement the curriculum.

Being part of a new and developing school community is very exciting. There are many opportunities for children, parents, governors and staff to be an integral part of the shaping of this new community.

Education is a partnership between home and school and we place a great deal of emphasis on our partnership with parents. We believe that children learn best when home and school work together for their benefit. When your child starts school, it is not where your job ends and ours begins. It is where our job begins and yours continues!

Children coming into the school bring a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and promote a willingness and enthusiasm to learn more.

Yours sincerely

Jane Fairbourn
Headteacher



School Information

Address:	Long Grove Road Epsom Surrey KT19 8TF
Telephone:	01372 743104
Fax:	01372 729436
Email:	info@southfield-park.surrey.sch.uk
Pupils on roll:	120 in September 2006 rising to 210 in 2009
Type and age range:	Primary School 4-11 years (4-8 years on September 2006)
Headteacher:	Mrs Jane Fairbourn
Chairman of Governors:	Mrs Julia Kirkland
School Hours:	Morning 08:45 - 12:15 Afternoon 13:15 - 15:10 (15:20 for KS2)
Terle Local Education Office: (North East Area)	Fairmont House Bull Hill Leatherhead KT22 7AH
Telephone:	01372 833412

 **Our Vision**

Southfield Park Primary School is:

A caring school where all children are happy and well motivated.

They will be challenged and achieve high standards through a fun and enriched curriculum.

A school where all members of the school community have equal access to learning opportunities and enjoy growing and learning together.

School Aims

CONTRIBUTION from all members of the school community will be valued and recognised.

CHALLENGE - we aim to promote challenge through high expectations of learning and behaviour.

CREATIVITY is a strong focus ensuring that school is fun! The school will be a bright attractive, stimulating place to learn.

COMMUNITY - we value parents and governors as our partners in education and will involve them, and the wider community, in the life of the school.

CARING – children will be happy and secure and their achievements will be celebrated and valued by all.

CONSISTENCY - the school will grow and change but we will remain true to our vision.

COMMUNICATION – we realise the importance of efficient, effective communication. Everyone must feel that have opportunities for consultation and be kept informed.

About Our School

The school opened in September 2003 with 30 children. We spent two terms in temporary accommodation and moved into our brand new building in April 2004.

Our new school building comprises 7 separate classrooms, a library, an infant and a junior group room, a meeting room and a practical bay for science, art and cookery. There is a hall and an office and administration wing. We have asphalt and soft play areas all around the building and a games court at the back of the site.

There is an Outdoor Development Group that comprises staff and parents who are very active in developing the school grounds.

As we are a new school we benefit from having the very latest educational equipment, furniture and resources. Every classroom in our infant wing has an interactive whiteboard and three PCs. The children also have access to a mobile unit that contains 18 laptops.

★ Class Organisation

Our published admission number each year is 30. The school has capacity for 210 pupils.

★ School Session Times



School will begin with a bell at 8.45am. Lunchtime is from 12.15pm until 1.15pm. The afternoon session ends at 3.10pm for KS1 and 3.20pm for KS2.

Part-time reception children only attend in the mornings. Their session ends at 12.15pm.

We ask that parents arrive promptly to collect and deliver their children.

★ School Terms

Under the 1986 Education Act children are required to be in school for 190 days each academic year. These are divided up into three terms:

September – Christmas
Autumn term

January – Easter
Spring term

April – July
Summer term

During each term there is a half term break of one week. Teachers are in school for a further five days for professional training (Inset days).

Term dates for the current year are attached to this prospectus.

Behaviour

‘Good behaviour is a necessary condition for effective learning to take place’ Education Observed DFES 1987

Within a school ‘family’ some rules are essential; these are mostly matters of common sense to ensure the safety of our children. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children’s awareness of the need to make a positive contribution to their community.

We have a Behaviour Policy which is consistently applied by all adults who work in school and is outlined below:

Aims

- We will strive to create a positive climate in which pupil’s self esteem is nurtured and misbehaviour becomes a less attractive way to gain attention.
- All people in the school will be valued, respected and safe.
- Southfield Park is an orderly environment in which effective teaching and learning can take place.
- Everyone will work together to encourage good behaviour
- A high level of parental involvement is encouraged and expected.
- We will work closely with other agencies to ensure that children with complex needs and difficulties, and their families are given appropriate support.

Dealing with inappropriate behaviour

Our five simple school rules are:

I will walk and talk quietly in our school
I will be helpful and polite to everyone
I will look at and listen to people who are talking to me
I will look after everything in our school
I will always try my best in everything I do

Minor rule breaking will be ignored. Members of staff will provide attention to those who are behaving correctly. When pupils have to be reminded of the rules, this will be done quietly and calmly with the aim of getting the pupil back on task as soon as possible. The inappropriate behaviour will be criticised not the child.



What happens if a child behaves inappropriately?

- The child will be given three warnings
- They may be given 'time out' to calm down and reflect
- If the inappropriate behaviour continues, the child will be given a 'yellow card'. This is placed on the teacher's whiteboard and the child's name will be written underneath. It will remain there until the end of the teaching session when it will be removed and the child's name erased.
- A 'red card' will be given for acts of unprovoked aggression, rudeness, swearing, or persistent misbehaviour that could endanger or distract other children. The head teacher will discuss the child's behaviour with them and parents will be notified.

All adults in school will keep in mind that **EACH DAY IS A FRESH START**.

Working together to improve behaviour

We will always try to work with parents. Good behaviour is the result of a partnership between home and school and standards set at home and school should complement each other.

If any pupil lets his or her standards of behaviour fall, we will inform parents and discuss it with them. It may be that sanctions outside school can help to reinforce sanctions being used in school.

The School Community

Our school community is made up of children, parents, teachers, support staff and governors. Everyone has their part to play and this brings with it certain responsibilities.

Children

- Come to school with their parents and friends.
- Always try their best in everything they do.
- Be independent in managing their own possessions.
- Understand and follow the school rules.
- Follow the class routines.

Parents

- Bring their children to school and collect them on time.
- Ensure that their children attend school.
- Support their child by hearing them read and encouraging them to complete any tasks that their teachers ask them to do at home.
- Keep the school informed of any concerns they may have about their child's welfare.

Teachers

- Take responsibility for the children between 8.45am and 3.10pm.
- Work closely with parents
- Provide the highest quality of education and care at all times.

Governors

- Support and assist the Headteacher in the strategic direction of the school.

Your Child's Learning

High expectations, high achievements

The broad and balanced curriculum will stimulate your child to acquire knowledge and develop individual skills.

Children's achievements are celebrated and everyone enjoys success and praise regularly during their time in school. We encourage children to become independent and confident in both their work and social development.

The children are taught by their own class teacher in mixed ability classes with children of approximately the same age. There is one class per year group that takes up to 30 children. The staffing complement for each class in KS1 is a fully qualified teacher and a trained teaching assistant.

Every classroom is fully furnished and equipped with the highest quality learning resources which include at least three computers.

The class teacher will get to know your child very well and will be pleased to involve you in their life at school. Children make progress at their own rates and in their own ways. It is important to value them as individuals and to provide learning opportunities that will build on their strengths and overcome their weaknesses. The curriculum is broad and balanced and provides for the academic, moral, physical, creative and personal and social development of every child. In our schools today we recognise that learning consists of:

- Acquiring knowledge
- Understanding ideas
- Perfecting skills
- Developing good attitudes.

In order for this to take place the children must:

- Become involved with things that interest them
- Be active in their learning
- Be encouraged to work with each other
- Make progress and be challenged in each area of learning
- Be encouraged to think and act for themselves and become independent.

The National Curriculum Programmes of Study are divided into Key Stages:



The Foundation Stage

The Foundation Stage makes a crucial contribution to children's early development and learning.

We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others.

The six areas of learning that make up the Foundation Stage curriculum are:

- Personal and social development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

The outdoor environment is also a very special part of the Foundation Stage curriculum. As such it is carefully planned for and available each day. The reception class has its own specially equipped outdoor area.

The teaching to achieve these early learning goals will be through first hand experience and structured play. The areas of experience will be linked to the National Curriculum.

The teacher and teaching assistant will keep records on children's experiences and attainments. Assessments of development and learning needs will be ongoing throughout the school year. During the first half of the autumn term the teacher will carry out a baseline assessment for every child. This will establish where they are in aspects of their learning and development and help future planning.

The results of this early assessment will be shared with parents at the parents evening in the autumn term.

By the end of the year the teacher will have built up an accurate profile of the each child's development.

We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this earlier learning is achieved through carefully structured play. Young children who cannot read or write often express their ideas and feelings through play. It is an important way of developing new skills and building up relationships with other children both individually and in groups.

Reading is taught through a variety of different structured reading schemes supplemented with a wide range of other books. Books are organised in a structured, graded way to allow children many opportunities for consolidation of key vocabulary. We encourage parents to work with their child at home by hearing them read on a daily basis.

We are always pleased to discuss ways in which they can help their child at each stage of their reading development with parents.



Key Stage 1 (ages 5-7 years) and 2 (ages 8-11 years)

The core curriculum at Key Stages 1 and 2 comprises:

- English
- Mathematics
- Science
- Information Communication Technology (ICT)

Children also study the subjects below as part of the National Curriculum. These are called foundation subjects.

- Art and Design
- Design Technology (DT)
- History
- Geography
- Music
- Physical Education

Children are also taught Personal, Social, Health and Citizenship Education.

Religious Education

Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with the local agreed County Religious Education syllabus. Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature due consideration is given to the multicultural society in which we live.

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.

Extra-curricular activities

We offer a wide variety of clubs that take place before school, during lunch break and after school. These are run by members of staff, parents and outside agencies. The current list comprises;

- Art and craft
- Football
- Playball (multi-sports)
- French
- Recorders
- Choir
- Karate
- Skipping

Educational Visits

Visits play an essential role in our work and take place on a regular basis. These vary from place in the locality for instance the library, Christ Church and Long Grove Park to residential trips for children in years 4 and 5.

Home Learning

Southfield Park Primary School has a policy of providing home learning opportunities that are enjoyable, manageable and interesting. Children throughout the school are encouraged to read at home for at least 10 minutes on a daily basis. It is also expected that parents and staff will write comments in their reading diary when a child is heard reading.

We do not 'set' homework but do give children the opportunity to carry out home learning tasks from time to time. These could be researching the strand of a topic, finding out specific information, practising spelling words that they find 'tricky, playing a game from school to consolidate a particular maths skill, visiting a place of interest, finding artefacts at home to bring into school.....the list is exhaustive!



SATs

In the summer term of years 2 and 6, the children carry out the required Standard Assessment Tasks and Tests (SATs). The class teacher assesses each child's development in speaking and listening, reading and writing, mathematics and science.

In addition each child undertakes a test in reading, writing, spelling and mathematics. Parents are informed of how their child has done at the end of the summer term as part of their child's annual school report.

SATs Results	National 2006	Surrey 2006	Southfield Park 2006
Reading			
Overall Level 2	84	89.5	93
Level 2B +	71	79.5	83
Level 3	26	36.7	52
Writing			
Overall Level 2	81	87.4	93
Level 2B +	60	68.4	76
Level 3	14	19.6	38
Mathematics			
Overall Level 2	90	93.8	89
Level 2B +	73	80	86
Level 3	21	32.3	48

Teaching Methods

We use a wide variety of teaching methods according to the needs of the children and the nature of the activity. They include whole class, small group and individual teaching. Children will usually be grouped according to ability and experience. The groups may be different according to the task and will be flexible to reflect individual strengths.

Special Educational Needs

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that a child does not make the progress we expect. If this were the case parents would be consulted and appropriate steps to support the child taken.

An Individual Education Plan may be made with individual targets, review dates and ideas to help parents to support their child at home. If targets continue not to be met, outside agencies such as Educational Psychologists, Speech and Language Therapists or Behaviour Specialists may be called upon for extra support. After further consultation with parents the Local Education Authority (LEA) may have to make a statutory assessment based on specialist advice. The LEA may then draw up a Statement of Special Educational Needs. This describes all of the child's needs and all the special help that should be provided.

Parent will always be consulted and kept fully informed at every stage once we have identified that their child could benefit from some extra help. This could be for educational, personal or social needs.

Our assessment procedures will identify children of very high academic ability and work will be planned to meet the learning requirements of these children. Outside agencies such as Surrey Able Pupil Workshops may be used to supplement school resources.

★ Starting School

Children are admitted to school at the beginning of the school year in which they become five. It is quite usual for a reception class to contain some children who became five just as they started school and some children who will not be five until they are almost ready to begin year one! This inevitably means that there will be a difference in the stage of development that each child has reached.

At Southfield Park we admit all children who are five between September 1st and December 31st full time in the autumn term. Children who have birthdays between 31st December and August 31st will come into school for mornings only for the first half term. If their parents and teacher feel that they will be able to cope with a full day then they will have the opportunity to come to school full time after the October half term.

However the final word on this must rest with the class teacher who has had the opportunity to observe the child and will know if a full day will actually be detrimental to the child's progress.

Admissions

The arrangements for the admission of children into the reception year are made by the admissions section in the Local Authority. All children are admitted in the academic year of their fifth birthday.

The Admissions Procedure to County Schools is clearly explained in the 'Information for Parents' booklet that is published each autumn by the Local Education Authority. This is summarised below:

First Priority	Looked after children. Children who are registered as being in the care of a local authority (for example, fostered or living in a children's home).
Second Priority Exceptional Arrangements	For example: Children with statements of special educational needs that name a particular school in the statement Children with medical conditions and other sensitive, individual and compelling family circumstances

<p>Third Priority Brothers & Sisters (Siblings)</p>	<p>A sibling is a child who will have an older brother or sister still at the school concerned at the time of the younger sibling's admission.</p>
<p>Fourth Priority Children for whom the school is the nearest to their home.</p>	<p>The nearest school is defined as the school closest to their home address admitting pupils of the appropriate age range, as measured along roads and made up footpaths using the Admissions and Transport Team's Geographical Information System. The measurement for these purposes does not take into account the mode of transport used. The distance is measured from the address point of the pupil's house as set by Ordnance Survey to the nearest gate available for pupils to use. Parents should note that if they apply for free transport different criteria apply and the distance from home to school may be measured using a different route.</p> <p>Distance from Home to School, measured as above will apply within each category as a means of prioritising places.</p>

Preparation for school

During the summer term before your child starts, you will have the opportunity to take part in our extensive induction programme. This includes:

- Coffee mornings
- Tea and toys
- Meeting the teacher
- Attending a 'Bright Sparks' assembly
- Information meetings
- Story times
- A morning in school
- In September you will have a home visit from the teacher and teaching assistant
- Immediately before your child starts the whole family is invited to come and see the classroom

Time in school

- Children born between September 1st and December 31st attend all day.
- Children born between January 1st and March 31st may attend all day or mornings only
- Children born between April 1st and August 31st attend mornings only until October half term when there is the possibility of increasing their time in school. This is at the discretion of the class teacher.

★ Uniform

Uniform is worn at Southfield Park to develop a sense of pride in being a member of the Southfield Park school community.

Girls School Uniform	
Winter Uniform	Summer Uniform
Grey skirt, pinafore dress or trousers White polo shirt* OR White fine cotton roll neck jumper White short sleeve school shirt (KS2 only) School sweatshirt, cardigan or fleece* School tie (KS2 only)	Purple and white summer dresses OR Grey short trousers and white school polo shirt or white shirt and tie for KS2
Black shoes black or navy tights	Black or navy school shoes white socks
Boys School Uniform	
Winter Uniform	Summer Uniform
Grey trousers White polo shirt * OR White fine cotton roll neck jumpers White short sleeve school shirt (KS2 only) School sweatshirt or fleece* School tie (KS2 only)	Grey short trousers White polo shirt or shirt and tie for KS2
Black shoes	Black or navy school shoes
PE Uniform	
White t-shirt*	Navy blue PE shorts*
Black plimsolls or trainers (NOT lace up) with non marking soles.	

*Items available to purchase from the school office.

In addition all children will need a PE bag and school book bag. These are available from school.

No jewellery must be worn in school. If your child has pierced ears, small studs are permitted. However these MUST be removed by the child for PE.

Welfare

The health and welfare of your child is our first priority. We will always contact you if we have any concerns.

Medical Care

Once your child reaches five, his or her weight, height, hearing and sight are checked by the school nurse and their general health is discussed with you.

Any child who becomes ill in school will be cared for and comforted until you can be contacted. We will need your telephone numbers and numbers of other emergency contacts in school. You will need to ensure that these are kept up to date.

Food and Drink

We have our own school kitchen which is run by Surrey Commercial Services and the children can have a freshly cooked meal each day. Alternatively they can bring a packed lunch.

Children in the infant classes have a free piece of fruit each day which they eat at morning break time. In the juniors parents can buy fruit from school fruit scheme for 50p a week.

A small carton of milk can be purchased. Details of this will be available at induction.

Children are encouraged to bring a plastic bottle of water to school. It has been proven that if children have regular access to water during the day they are more able to concentrate. The water bottles are kept in the classroom.

Attendance

Southfield Park Primary School encourages regular attendance in the following ways:

- * providing a caring and welcoming learning environment and learning that is such fun that children will not want to miss it.
- * responding promptly to a child's or parent's concerns about the school or other pupils; marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register (9.00 a.m.) without a written explanation, a late mark will be recorded. If a child arrives late after 9.30 a.m. it will be recorded as late absence and counted as an unauthorised absence. The pupil's name recorded in the late book in case of a fire drill;
- publishing and displaying attendance statistics;
- celebrating good and improved attendance;
- monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to Education Welfare (EW) if the irregular attendance continues.



We expect that you will:

- ALWAYS encourage regular school attendance and be aware of your legal responsibilities;
- ALWAYS ensure that your child arrives at school punctually and fully prepared for the school day;
- ensure that you contact the school whenever your child is unwell and unable to attend school;
- contact the school by 9.00am on the first day of the child's absence and telephone every day thereafter unless your child has a doctors certificate.
- contact us promptly whenever any problem occurs that may keep your child away from school.

Responding To Non-Attendance

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if we have not heard from you by 11 a.m. we will phone you.
- If by the end of the second day, there has still been no contact made we will send a letter of concern and invite you into school to discuss your child's absence. You will be notified that if the absence persists a referral will be made to Education Welfare (EW).
- Failure to comply with the expectations set by EW may result in further action, an application for an Education Supervision Order, or court prosecution.

Grant for leave of absence in very exceptional circumstances

The school term dates are published a year in advance and we therefore do not see any reason for parents to need to take their child out of school during term time. If a family feels leave in term time is unavoidable, a Grant for Leave of Absence in Very Exceptional Circumstances must be completed at least two weeks prior to the leave date. This can be obtained by writing to Mrs Fairbourn and the Governing Body, via the School Office.

The Governors will then decide whether to send a Grant of Leave of Absence. No parents can demand leave of absence for their child as a right. The Governors will decide whether or not to authorise the absence having considered:

- Your child's record of attendance which must be 95% or above
- if leave is granted it shall not exceed ten school days in any one year ;
- the time of the leave, ensuring that it would not prevent the child from missing any important assessments/school events

Please Note: a Grant for Leave of Absence in Very Exceptional Circumstances will not be considered if a request has already been authorised in that academic year (even if the authorised request was only for 1 day).



Parents and the School

You are your child's first and most important educator. At Southfield Park Primary School we value and appreciate the important role you have to play in supporting your child and developing a positive attitude to school and learning.

Research has shown that children learn best when home and school work in partnership. At Southfield Park we offer a wide range of opportunities for parents to actively participate in supporting their children in school.

- **Parents Focus Group** – two representatives from each class meet with the Headteacher to discuss new developments in school and feedback issues from other parents.
- **The Friends of Southfield Park** – all parents are automatically members of the Friends. The Friends will organise various functions throughout the year. These events will raise money that will enable the Friends to provide equipment that might not otherwise be available to the school.
- **Parent/teacher consultation evenings** – a chance to find out how your child is doing in school. There are consultation evenings in the autumn and spring terms.
- **Open afternoons** – once a term parents are invited into school to have a good look around their child's classroom and see their work.
- **School newsletter** – we distribute a school newsletter with all the latest news and information every Friday.
- **Curriculum evenings** – there are opportunities to attend evenings where areas of the school curriculum are discussed and explained in detail.
- **Curriculum workshops** – opportunities for you to come and find out more about a specific curricular area and undertake some simple 'hands on' activities with your child.
- **Coffee mornings** – there is a coffee morning once a term to which all parents are invited.
- **Come to lunch** – parents are invited to come and have a school lunch with their child.
- **Take Ten** – this is a simple programme of activities for you and your child to do at home. The activities are linked to the school curriculum.

Teachers are in the playground at the start and end of every day and can discuss any immediate concerns with parents on an informal basis or make an appointment to meet at a mutually convenient date and time.



And finally ...

We would be delighted to welcome you on a visit to our fantastic school.

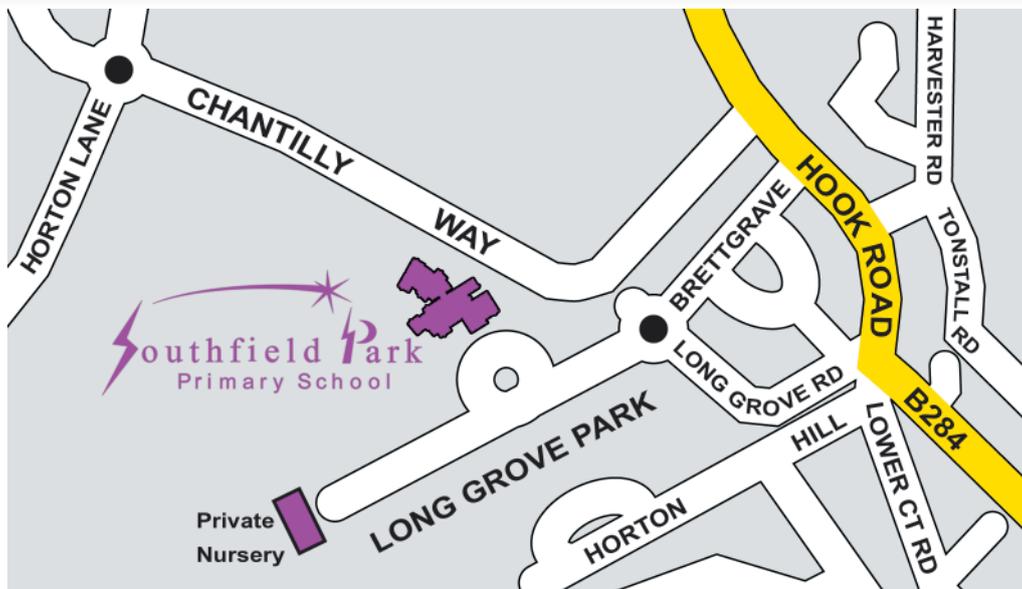
We hold two open mornings a year for parents/carers who are seeking a place in our reception class. These take place in early October and provide an opportunity to meet some of our children, governors, parents and staff.

If you are looking for a school place for an older child please telephone to establish if we have any vacancies in the appropriate year group.

All schools are very different and choosing the right one for your child is not an easy task.

We wish you every success in finding the school that best suits your child's unique personality, interests and learning needs.

★ Directions



By Car

Travelling via the M25. **Exit** at **junction 9** and take the **A243 Kingston Road**, towards Kingston. **Continue** on the **A243, Leatherhead Road**, until you reach the crossroads/traffic lights.

Turn right onto the **B280, Rushett Lane**, then into **Christ Church Road**. At roundabout, **turn left** into **Horton Lane**.

Continue along **Horton Lane** until the **3rd roundabout**. At the **3rd roundabout**, turn right into **Chantilly Way**.

Continue on **Chantilly Way** until the **traffic lights**. **Turn right** into the **B284, Hook Road**. **Turn immediately right** into **Brettgrave** and **continue** to the **mini roundabout** at the end. **Straight across** at the **roundabout**, through the gates into **Long Grove Park**. The school is on your right.

Parking

There is plenty of car parking at the school.

By Train

There are regular train services to Epsom Station which is about 10 minutes walk along Hook Road from the school.

By Bus

London Bus nos 418 or 668 bus go along Hook Road from Epsom Clocktower to Chessington, Tolworth & Kingston. Buses approximately every 20 minutes, last bus is 23.45.

Facilities

There are disabled facilities at the school.