

Our School Prospectus

The history and aims of the school

The school first opened in 1877. It was extended in the early 1970's. Although there is plenty of space, the atmosphere is that of a small village school. We enjoy close links with the local community, which is an important part of the school life. The children mix with different age groups and this brings about a family atmosphere amongst pupils, parents, staff and friends. Each individual is valued and the whole school and community seek to identify and celebrate the values by which it lives.

At Burford Primary School we like our pupils to:-

- become independent thinkers
- Act as good communicators
- have respect for all, including themselves
- have the ability to work as part of a team
- share a willingness to learn
- be conscientious
- be open minded and tolerant
- have self belief and self awareness.

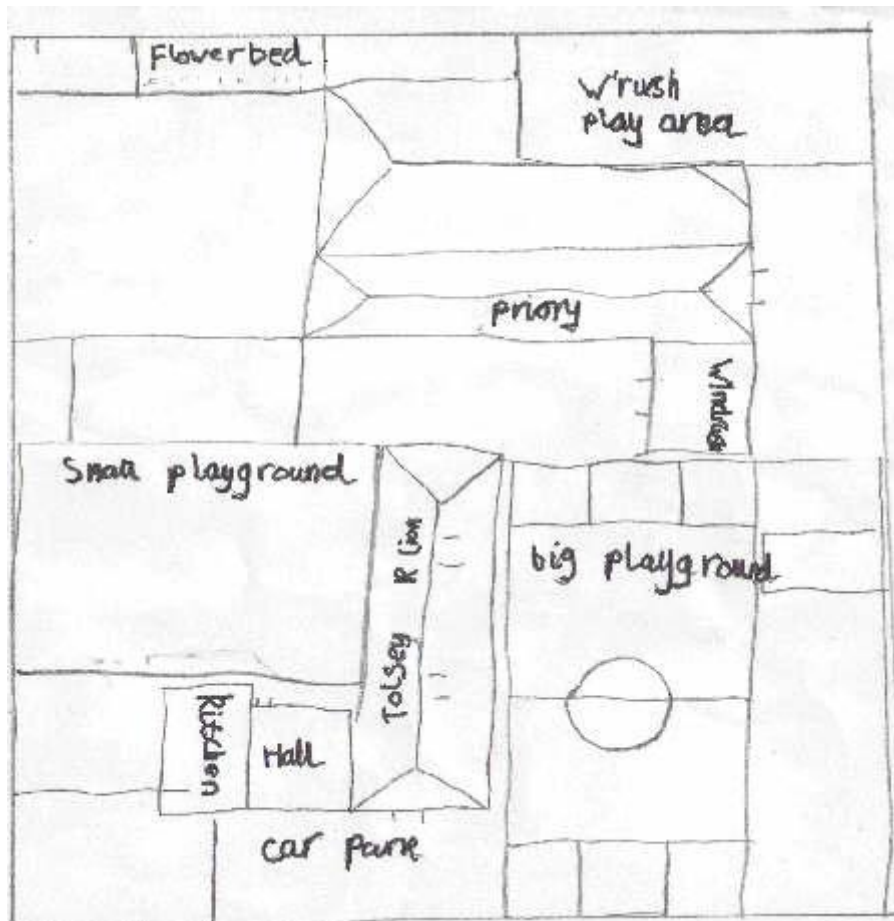
We help our children achieve this by:-

- Always leading by example
- making effective use of Circle time and PSHCE
- celebrating positive role models

The Burford Buzzwords are the school rules.

- Talk and listen at the right time.
- Aim to do your best
- Be polite
- Follow instructions the first time
- Treat everyone the way you would like to be treated.

Buildings and facilities



Burford Primary School is situated in the heart of Burford, a town on the edge of the Cotswolds, close to the Priory. There are about one hundred and ten pupils aged from 3 to 11 years old. The school serves the surrounding communities of Burford, Fulbrook, Taynton, Asthall, Widford, Westwell, Bradwell Grove, Shilton and Signet. Children also travel from further afield to attend the school. Some children, depending on distance and catchment area, are entitled to free transport.

The school was originally opened in 1877. The oldest part of the school is a traditional Victorian building, constructed in Cotswold stone, containing two large classrooms for Key Stage Two children, the main hall and the office areas. To the rear of this is a more modern building comprising more learning areas for the younger children, and the ICT suite, which houses eleven computers. There is an interactive whiteboard and at least 4 more computers in each classroom. The Foundation Stage Unit opened in September 2007. The school is working in partnership with Burford Pre-School to ensure that there is excellent provision for children in Burford from age two and a half years.

In addition to the outdoor learning areas in the Foundation Stage Unit, there are two large playgrounds, allowing for a variety of games and play at break times. Adjoining the rear playground is a large field known as 'the paddock'. The wide open space and shady trees make this a popular spot for play, but it is also a rich learning environment, as well as the venue for both Sports Day and the summer fete. Other sports such as football, kwik cricket and rugby take place here.



Communication with parents

Parents are welcomed into the school, as children's first educators. Good communication with parents is very important to the school. Home visits are organised when children start school. There is a curriculum meeting early in the academic year, when teachers explain the class curriculum for the year and clarify routines. At the end of the day, teachers are out on the playground for informal contact.

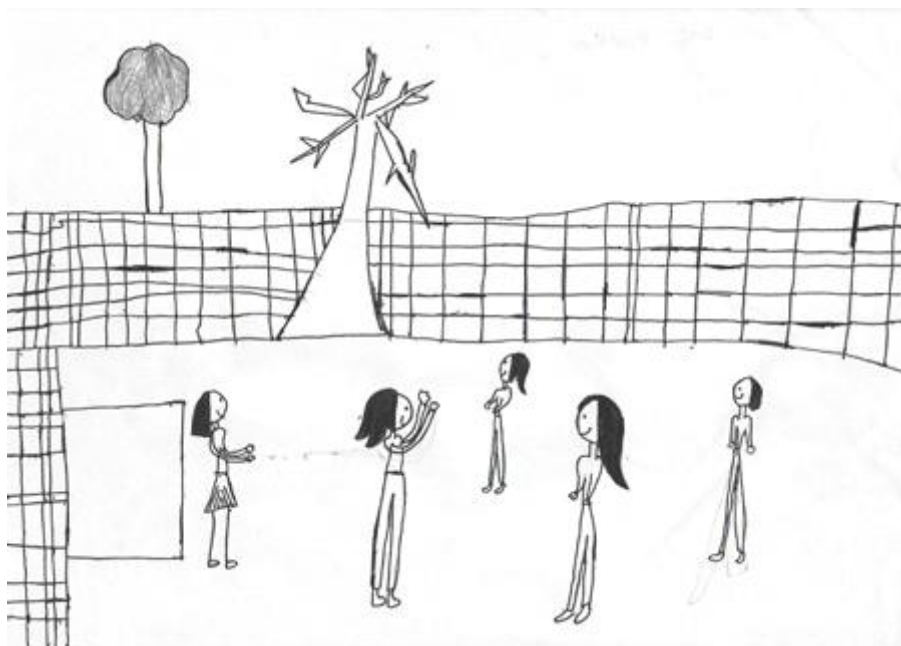
More formally, parents are invited to meet with their child's teacher in October and February of each school year to discuss progress and individual targets, and each July a written report is prepared. In between these formal meetings teachers are happy to discuss any issues that arise. Parents are asked to arrange a suitable time. Similarly appointments can be made to talk to the Head Teacher if the class teacher cannot help. The Head Teacher holds regular parents' teas, for parents to talk about school life over a cup of tea.

A newsletter is sent out every two weeks on a Thursday, with details of what is happening in the school and events to come. The 'Have you missed a letter?' file is in the Reception area of the school. This contains all the letters sent out to parents. The school website is available at www.burford-pri.oxon.sch.uk and is a tool for communication and promotion for the school community.

Parent and adult helpers

We welcome adults from the community who wish to help in school, with reading, working in classrooms or with administration. As a matter of routine, we ask them to be police checked (CRB).

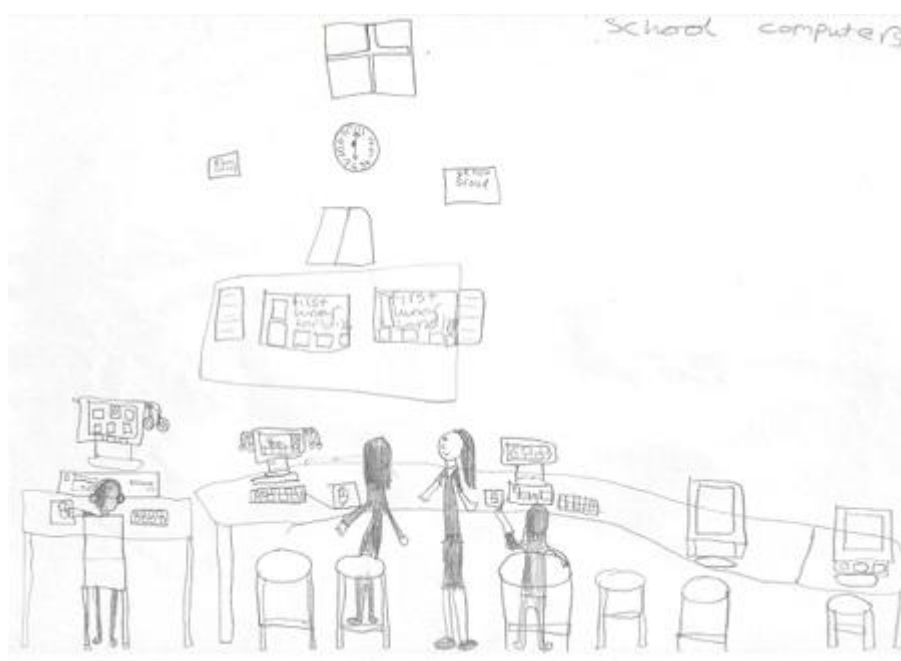
General information about the school



There are 14 school governors. They are a combination of appointed, elected and co-opted individuals, and representative of parents, staff, the local community and the education authority.

Class Organisation

Class Name	Year Groups	Location in the school
Warwick	Foundation Stage (age from 3)	Downstairs in the new building
Windrush	Year 1 Year 2	Upstairs in the new building
Tolsey	Year 3 Year 4	In the Victorian building
Priory	Year 5 Year 6	In the Victorian building



Lunch time



At the end of the school day, children should be met in the playground. Children who are not met stay with their teacher or TA whilst enquiries are made. Those who are transported to school by bus are accompanied onto the bus by a member of staff.

Assemblies

There is a daily act of Collective Worship. On Wednesdays this is led by a representative of Burford Parish Church. Parents are welcomed at our Thursday assemblies at 2.50 p.m. These alternate between Gold Book, which is a celebration of children's achievements in the school, and Sharing Assembly when children share their work and activities.

The Curriculum

The school recognises that each child is different and therefore every child will be working towards different learning targets, depending on their own ability and maturity. Children are also supported as necessary.

Teaching in the school centres on delivering the National Curriculum or Early Years Foundation Stage curriculum, using a variety of approaches. We enhance learning and reinforce teaching on some topics by taking the children out on visits where appropriate. Recent trips have included a nature walk in the grounds of the Priory at snowdrop time, trips to Warwick Castle and the Imperial War Museum in London, a Tudor Day at Sulgrave Manor and a visit to Cogges Farm Museum for the younger children. The children also take part in music festivals and other events with children from local schools, as part of the Burford Partnership of schools.

The National Curriculum core subjects are English (Literacy), Mathematics (Numeracy), Information and Communication Technology and Science.

English

Literacy is an integral part of the curriculum. It is taught on a daily basis in accordance with the Primary National Strategy, and comprises reading, writing and speaking and listening. All of the essential skills of literacy are taught in the early years and are built upon as the children progress through the school. Work is monitored and assessed frequently to enable smooth development of literacy skills. Children are encouraged to practice their speaking and listening skills in all lessons and especially in 'circle time'.

Reading is taught using a variety of strategies but firstly through the teaching of phonics in the Foundation Stage. The school provides opportunities for the development of reading through a whole range of books, which are colour coded according to the difficulty of the text and the content of the book. As reading develops the emphasis widens to comprehension and text interpretation. Books are provided for children to take home and share, and reading experiences are recorded in reading diaries or reading journals. Overall though, the school aims to instil a love of reading in all pupils.

Every week, one class visits the local library to borrow books for three weeks, until the time of the next visit, to read at school.

Mathematics

At Burford Primary School we follow the National Numeracy Strategy. Children in each class have a mathematics lesson every day. The lesson usually begins with a warm up such as recalling number bonds or times table practice. After a whole class teaching session, children move to an activity where they may work in small groups or as individuals. Children learn appropriate strategies according to their age and ability. They are taught using a variety of methods with an emphasis on making maths relevant to real life and other parts of the curriculum. The lesson is completed with a plenary session, which is when children share their work and strategies and assess their learning.

Science

Burford Primary School follows the Oxfordshire scheme of work for Science which is integrated into the school's creative curriculum. Teaching aims to stimulate pupils' curiosity and enhance learning, with as much hands-on learning as possible. Children learn about life processes and living things, materials and their properties and physical processes. In addition there is an annual science show performed by a theatre group, to support and consolidate science learning.

Information Communication Technology

All children have excellent access to elements of information technology in our school. We have a computer site containing eleven computers and eleven more computers in classrooms, all of which are networked. Additional computer accessories include scanners, video and digital cameras, which the children are encouraged to use. The school has an Interactive Whiteboard in each classroom. The ratio of computers is approximately 1:3. Information technology is taught as a separate subject and is an integral part of the other areas in the curriculum.

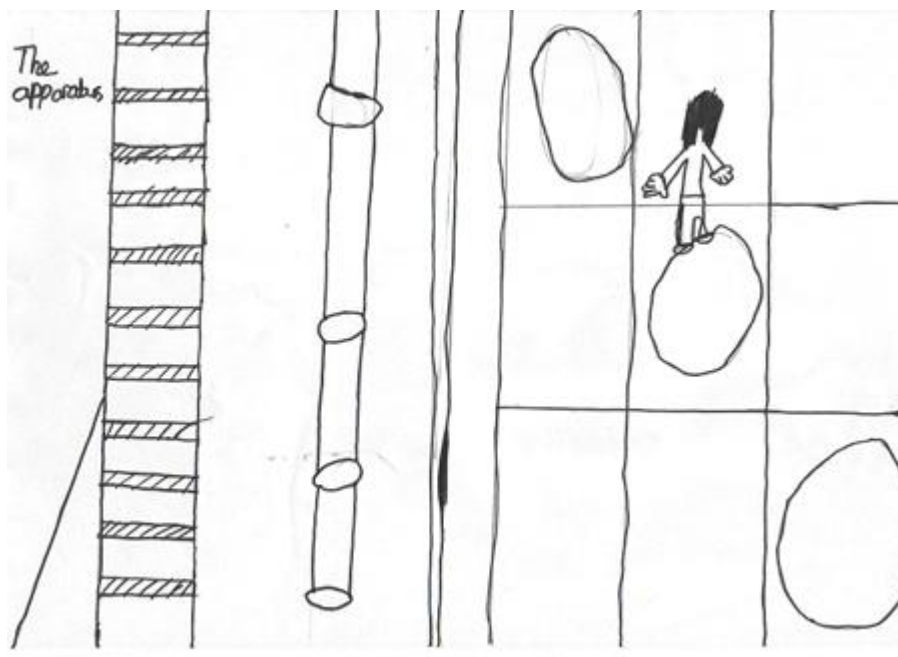
Music

Music is taught by a specialist teacher on Friday afternoons. As well as music within the curriculum, the Oxfordshire County Council Music Service, and other teachers, offers pupils a choice of instrumental lessons during school hours, which parents pay for as an optional extra.

The school has recently begun a weekly choir, which is well attended and run within school time.

Physical Education

The school offers a wide range of sporting activities, including games, gymnastics, dance, athletics, swimming and adventurous activities. Equal weighting is given to games, athletics, gym, dance and swimming. Games are taught by class teachers and by a specialist coach, and the school participates in activities set up by the Burford Partnership of schools, enabling the school to enter teams in sporting competitions. In addition the children in years 2, 3, 4, 5 & 6 attend swimming lessons once a week for half the year.



Friends of Burford Primary School

The Friends of Burford Primary School (FOBPS) is an organisation formed mainly of parents and staff with the following aims:-

- To foster co-operation between home and school
- To raise funds for the improvement of school amenities
- To promote an interest in education.

All parents are encouraged to take part in FOBPS activities, as committee members, organisers or simply by attending events. FOBPS run book fairs, discos, Easter and Christmas celebrations and the summer fete. Typically £3000 to £5000 is raised annually to support the school. There is a staff representative on the FOBPS committee.

Health & Safety

Burford Primary School aims to provide a safe working environment for pupils and staff. The school's health and safety policy is kept in the school office, and copies are available for parents. The First Aiders are listed at points around the school. These members of staff have in-date first aid qualifications. The Head Teacher is the designated member of staff for child protection. All staff receive regular training in child protection procedures.

School Policies

Policies are developed by groups of governors and/or staff and submitted to the Governing Body for full approval. They are kept under review. A file containing the latest copies of the policies is kept in the school office.

Complaints

Any concerns or complaints that a parent may have should first be discussed with the class teacher. If the issue remains unresolved, a parent may make a formal complaint to either the Head Teacher or Chair of Governors. The school has a formal complaints policy.

Modern Foreign Languages

By 2009 all children in years 3, 4, 5 and 6 will be taught the equivalent of half an hour of French each week.

The other foundation subjects are:-
Personal, Social, Health and Citizenship Education
Art
Geography and History
Design Technology

These subjects are all delivered within the school's creative curriculum which is based on topics or themes that link up areas of the curriculum instead of teaching discrete subjects; this thematic approach stitches together the individual subjects of the National Curriculum so that everything is related and relevant and is designed to give meaning and motivation, developing the commitment, curiosity and creativity of each child.

Features and opportunities

- It focuses on learning.
- It develops a wider range of skills than just the academic ones.
- It allows children to become more playful and curious; take them off into another world of possibilities.
- There is a strong emphasis on active and hand-on learning.
- Learning is personalised as children's ideas allow for planning their own tangents off topics.
- Everyone is a learner, everyone is a teacher.

Religious Education is not a National Curriculum subject but is required to be taught by law. The school follows the Oxfordshire syllabus within the creative curriculum topics.

The Early Years Foundation Stage Curriculum:

Children in the Foundation Stage participate in activities at the appropriately levelled Early learning Goal (ELG). The ELGs are: - Communication, Language and Literacy, Knowledge and Understanding of the World, Mathematics, Creative, Physical and Personal, Social and Emotional. There is a balance between adult focused, adult initiated and child initiated activities.

Special Educational Needs

This is the term used when children have a learning difficulty which calls for special educational provision to be made for them. Early identification, from staff or family observations or from specific assessments, is essential, and parents are involved at all stages. There are many expert resources to which the school has access, to ensure that children receive the support and any specialised teaching they need. The school runs the Reading Quest and Dyslexia Support Programmes. The Special Education Needs Coordinator is the Head Teacher.

Equal Opportunities

At Burford Primary School we believe that no child or family should be excluded from the school's activities on the grounds of age, gender, sexuality, class, family status, disability colour, ethnic origin, culture, religion or beliefs. We ensure that all who wish to work in, or volunteer to help with, our school have an equal chance to do so. The school aims to foster an inclusive education policy wherever and whenever possible.

National Assessment

During their first year at school, children are assessed on the six areas of the foundation stage. These assessments are based on information and observation gathered throughout the year and the results of the Foundation Stage Profiles are shared with parents.

SATs (Standard Attainment Tests)

Children are assessed in English and Maths at the end of key stage 1 (Year 2) through teacher assessment, and in English, Maths and Science at the end of key stage 2 (year 6) as part of the national programme of testing in schools.

Assessment

Children are also regularly assessed in all areas of the curriculum to mark their progress, using a range of assessment strategies.

Individual targets for children

Children have individual curriculum targets which are set and reviewed at the time of parent consultation meetings.

Rewards and sanctions at Burford Primary School

Rewards and sanctions are explained fully in the school's behaviour and attendance policy. Rewards systems include:-

House points: - there are four houses in the school. The house captains are from Year 6. Points are awarded for good learning, achievement or behaviour by any member of staff and a weekly total of points from all classes is collated and celebrated weekly during assembly, so the winning house holds the cup for the week. In addition, the total is collated for each term, and each member of the winning house receives an individual prize.

Playground merits: - are awarded to children for individual good play, thoughtful behaviour, etc. Each merit counts towards a weekly class total, and the class with the most merits gets extra playtime.

Gold Book: - **There** is a celebration assembly every other week on a Thursday afternoon at 2.50 p.m. to mark special achievements by individuals. Parents are alerted that their child is in Gold Book and are invited to attend. Three house points are awarded when the child is in Gold Book.

In addition, whole class and individual incentives are planned by the class teachers.

Sanctions

The whole school strategy on the consequences for inappropriate behaviour is outlined in the school's behaviour and attendance policy. There is strong emphasis on the prevention of inappropriate behaviour, through ensuring that lessons are well planned, differentiated and fun, and that the systems and behaviour expectation are clear in class, around the school and at playtime. Full use is made of the Burford Buzzwords, the school rules.

Absence

Parents should contact the school if their child is absent. If they have not phoned before 9.30 a.m. then the school will attempt to contact them. Attendance and lateness is monitored by the Head Teacher and Education Social Worker; please raise any concerns. A list of the common infectious diseases and recommended time of absence is available from the school. Details of authorised and unauthorised absence this academic year are at

the back of this prospectus. The school discourages families from taking long holidays in term time because of the impact on children's educational progress.

Homework

All children have some kind of homework, which is outlined early in the academic year by the class teacher. Each class system includes a way of collating homework, such as a homework folder, and of encouraging communication with families about homework. This is a homework diary, feedback form or reading record.

After school and lunchtime clubs

A number of clubs operate. These change from time to time and at present include Art Club, Computer Club, Drama Club, Homework Club and Sports Club. Some are run by school staff and others by private providers. A charge is made for clubs outside school hours to cover the cost of resources used and the cost of bringing in private providers. Before and after school care is available, from 8am to 5.30pm.

Financial Contributions

All charges for activities taking place during school hours are voluntary, and the school will suggest an appropriate contribution. No child will be excluded from an activity if parents are unable to make a contribution. Any parent who is anxious or concerned should contact the Head Teacher who will treat such discussions as confidential.

The School Council

The school council meets every two weeks and has a full role in representing the pupil voice at the school. There are three posts in the executive, the President, Vice President and Secretary from year 6, who are elected by the whole school after intensive campaigning. In addition there are two representatives from each class.

Residential journey

Every other year, years 5 & 6 are given the opportunity to attend a residential outdoor pursuits centre. This provides the children with many valuable experiences, both educational and social. It is an action packed week conducted in a safe and child friendly environment. The children benefit from the experience of being away from home and having to take responsibility for themselves, in the company and support of a teacher and other training adults. It provides an opportunity for the children to extend their skills and meet unique challenges, and to learn to work together as a team, supporting each other in challenging situations.

Sports Day

All pupils participate in an annual sports day held on the paddock. Parents and members of the community are invited to watch and join in.



The School Day

Timings	Foundation Stage Unit and Windrush Class	Key Stage 2: Tolley Class and Priory Class
Registration	0850 Children may arrive at school from 0840. We ask that children are not left unattended before this time.	
Morning Break	1045 to 1100 (except Wednesday - 1030 to 1045)	
Lunchtime	1200 to 1.00 p.m.	1205 to 1.00 p.m.
Afternoon play	2.15 to 2.30 p.m.	None
School ends	3.10 p.m.	

The Burford Stars ring the school bell to indicate the above times.

Children bring a snack of fruit or vegetables for morning break, or they can also purchase fruit, milk or orange juice from the school office. Drinking water is always available, and children are encouraged to have their own water bottle with them.

At the end of the break or lunchtime, the bell is rung and children wait with their class to be collected by their teacher. At lunchtime, children eat lunch in the hall in two sessions.

School lunches are cooked on the premises, are filling and delicious and meet the national school food standards. Parents can also buy packed lunches. Choices can be made on a day to day basis. The menu and current charge is displayed in the school office.

