

SS PHILIP & JAMES'

Church of England
(Voluntary Aided)
PRIMARY SCHOOL



SS Philip and James'

Church of England Aided Primary School

Navigation Way, Oxford OX2 6AB

Tel: 01865 311064 Fax: 01865 311202

Headteacher Ms Irene Conway M.Ed.

e-mail office.3835@ss-philip-and-james.oxon.sch.uk

www.ss-philip-and-james.oxon.sch.uk

2009–2010

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Dear Parents and Carers,

We would like to welcome you and your child to SS Philip & James' Church of England Primary School, known to many as Phil and Jim.

This prospectus provides information about our school, which we hope will help your child's entry into it. The staff want all new children to settle into school happily and confidently and we also hope that parents will quickly feel part of our school community. We see the education of young children as a partnership between teachers and parents and want to work with you to help your child fulfil his or her potential.

Please do not hesitate to contact us if you need further information.

Yours sincerely

**Irene Conway
Headteacher**



**Corinna Redman
Chair of Governors**

Mission Statement

As a Christian foundation our fundamental principle is a loving relationship with God and each other. We believe that each person is of infinite and equal worth and we develop the values of our community from this perception.

We wish to promote attitudes of mutual respect and responsibility and give high priority to the children's spiritual awareness and development.

We aim to develop an attitude towards learning which sees it as exciting and lifelong, within which every child will develop to their maximum potential.

We see ourselves as being in partnership with parents in this process.

We use our links with the church and community to enhance the life of the school.

Aims and Values

We value our school as a source of knowledge and skills. We aim to:

- provide a welcoming and purposeful environment in which children can learn in an enthusiastic and secure atmosphere.
- deliver a rich and diverse curriculum in order to best develop students' intellectual, physical, and aesthetic abilities.
- instil in children the highest expectations of effort, behaviour and achievement.

Each person is valued for their individual abilities and respected for the unique contributions they make. We aim:

- To generate and develop confidence and self-esteem in each child.

- To engender an inquisitive nature and an intrinsic desire to learn throughout life.
- To offer every child equal access to the curriculum and the full range of school activities.
- To promote the pupil voice by giving pupils opportunities for expressing their views.
- To ensure that the staff feel valued and supported.

We value our role in the community. We aim:

- To promote responsible citizenship, an awareness of community needs, and the contribution we can make to society.
- To celebrate cultural diversity, value the opinion of others and foster tolerance.
- To encourage teamwork and co-operation through the use of learning opportunities.

We value our close links with the Church. We aim:

- To stimulate a child's spiritual awareness and develop moral values.
- To provide pastoral care and a Christian ethos that values and respects other faiths.

School Description

SS Philip and James' Church of England Aided Primary School ("Phil and Jim") is a popular, oversubscribed school in a residential area in North Oxford, not far from the city centre.

With the change from three-tier to two-tier education in Oxford City, Phil and Jim became a full primary school in September 2003 and the standard number of pupils has been gradually increased from 45 to 60 to meet local demand for school places. The full capacity of 420 will be reached in September 2009 with two parallel classes in each year.

After working as a split site school for a year we finally reunited in January 2004 in our large purpose-built premises on our new site, in Navigation Way. Our new building is designed around a series of courtyards and includes a large hall, a personalised learning centre, resource areas, a computer suite, a football pitch and a netball court.

Currently, there are 405 children on roll, aged 4-11. Most of the children live in the immediate neighbourhood and many are from visiting academic families. At present we have children speaking 21 first languages, giving the school a welcome mix of children from different cultures. The school has a good reputation and has been fully subscribed for many years. The caring ethos of the school is highly valued by its community and the children are very happy at the school.

Our test scores are well above the national average, and very good compared with similar schools.

Our Ofsted and SIAS inspections have consistently rated our school as 'Good with outstanding features'.

Management and staffing

We have twelve classes plus the Foundation Stage, staffed by 14 full-time teachers, one part time teacher. We have a Sports coach and a German teacher for two days a week.

The senior management team currently consists of the Headteacher, two Assistant Headteachers, one who is also the Special Educational Needs Co-ordinator (SENCo) and area Team Leaders.

Current support staff: Special Needs Co-ordinator - 0.4, Learning Support Assistants, 1 Nursery Nurse, secretary, receptionist, part-time admin assistant, finance officer and site manager.

We recognise our staff are our best resource. We are fully committed to providing them with a high level of training and support to enable them to fulfil their potential.

Organisation

Children begin Phil & Jim in Foundation Stage One, full time, in September of the academic year in which they will turn 5 years old. For children in the Foundation Stage, the school day begins at 9:00am and ends at 3:00pm. We often refer to this part of the school as the EYU (Early Years Unit).

Children in Years One to Six are arranged in mixed ability single year group classes. Currently Key Stage One, children in Years One and Two - aged 5 to 7 are based in the four classrooms in the Pink area. Years Three and Four aged 7 to 9 are based in the Blue area, while Years Five and Six aged 9 to 11 are based in the Lilac area. The school gates open at 8:35am and children and their parents are welcome to enter the classrooms and take part in the morning challenge before the register takes place at 8:50am. The school day then ends at 3:05pm; it is important that children and parents leave the premises promptly unless they are attending an after school club as the gates are locked at 3.20pm.

Collective Worship

Collective worship, when we come together in reflection and prayer, takes place every day, either as a whole school, colour area or as individual class worship. The worship, which is wholly or mainly Christian in character, is led by the Headteacher, the staff and pupils. The Parish Priest or Curate leads worship once a week.

As a Church School, the Governors are committed to maintain the Christian base of the school, established at the school's inception. We are also

conscious of the pupils who belong to other faiths and to none. As a church, the Church of England is in dialogue with other world faiths. Using this as a guide, the Governors wish the worship that takes place in the school to be an experience for pupils that is exploratory and open, in which religious insights are shared in the spirit of respect. Very young children need to be helped to understand worship. Parents do have the legal right to withdraw their child from attendance at assembly by contacting the Headteacher, but we hope that you will want your child to attend and share the experience with the rest of the children.



Curriculum

The school bases its curriculum on its Aims and Values, the Oxfordshire Curriculum Statement, OQSA documents, the requirements of the National Curriculum and our knowledge and experience of how children learn.

Children of all age groups study English, Mathematics, Science, Information Communication Technology (ICT), History, Geography, Religious Education, Music, Art, Design Technology, German, Personal Social Health and Citizenship Education (PSHCE) and Physical Education.

Classes are organised mostly by age and within each class the children may learn as a whole class, in groups at a level appropriate to them, or individually. From time to time some groups may be organised by ability within or across classes. This enables children to be challenged in depth on a specific area of the curriculum.

Educational Visits

Visits play an essential role in our work and take place on a regular basis. These vary from places in the locality to residential trips for children in Years 4 and 6.



Special Needs

The school recognises that children have special needs at both ends of the spectrum. We aim to identify these pupils as soon as possible and provide appropriate support. Class teachers differentiate within the classroom to

enable all children to reach their goals and targets. Individuals and small groups of children are also supported by learning support assistants (LSAs), voluntary reading helpers and the special educational needs co-ordinator (SENCO). In line with the Oxfordshire Dyslexia Policy (January 2002), the school is dyslexia friendly which means pupils with dyslexic difficulties are monitored carefully, and provided for accordingly. Teachers are constantly evaluating the effectiveness of the learning environment they are providing for pupils with dyslexic difficulties and making appropriate modifications.

The special needs policy is updated taking into account the current SEN Code of Practice, the Disability Rights Commission Code of Practice and the DfES Accessible Schools guidance report.

In practise we strive to carry out our duty against disability discrimination by:

- Avoiding treating a disabled pupil or prospective pupil less favourably than another for a reason related to their disability and without justification;
- Making reasonable adjustments in order to avoid placing disabled pupils at a substantial disadvantage to others.

In addition we are committed to continuously improving disabled pupils' access to our school site, the curriculum and all school information through our annual school Access Plan (Part 4 of the DDA 1995) which is available from the school office. Also available in the school office is our Physical Access Procedure for pupils with limited mobility.

The SENCo works for two days a week. In that time, they maintain the school's SEN register, liaise with both teaching and non-teaching staff, meet parents, work with children, assess individual needs, provide and recommend resources, set up specialised programmes of work and contribute to staff and school development. Learning support assistants support children's learning with the guidance of the class teacher and the SENCo. The school does, on occasion, use the expertise provided by other professionals.

The school encourages volunteer support and appreciates the help given by parents with reading and other basic skills.

There is a special needs group comprised of a Governor, the Headteacher and the SENCo which monitors the effectiveness of special needs in the school.

SATs

The grids below show our children's results in the 2009 SATs. Level 2b is the national average for attainment at KS1, Level 4 is the national average at KS2.

Year 2

	W	1	2c	2b	2a	3
Reading	0%	7%	8%	15%	38%	32%
Writing	0%	8%	17%	27%	33%	15%
Maths	0%	3%	10%	17%	36%	34%

Year 6

	Below Level 3	Level 3	Level 4+	Level 5+
Reading	2%	0%	9%	89%
Writing	2%	2%	49%	47%
English	2%	0%	24%	74%
Maths	0%	4%	22%	74%
Science	0%	0%	22%	78%



Home-School Partnership and Communication

We encourage a close relationship between parents and the school. Children's progress is always much better when we work together. We try to keep parents as informed as we can by publishing a weekly newsletter and putting information on the noticeboard. Please come and see the class teacher or Headteacher if you have a concern about your child, need clarification about something or would like to share an idea or make a suggestion. We want your child to make good progress and to be happy at school.

The induction of both the child and the family into the school is a crucial moment for all concerned. An induction programme has been devised to allow the smooth entry into school for the child and to demystify the process to the parents. Teachers offer to make home visits (in September), to new reception children who are also invited to come for a pre-school visit to meet

their teacher and the class. Parents have the opportunity to meet the Headteacher.

Home-School Agreement

We have worked together to draw up an agreement between the various stakeholders in the school related to homework, behaviour and other expectations. This "contract" is signed yearly by the children, the parents and the teacher.

Administration of Medicines and First Aid

- The Headteacher has agreed that the school staff are able to administer medicines
- Medicines will only be administered by staff once a 'request for school to administer medicine' form has been completed and signed
- Staff will only administer medicine in accordance with the guidelines provided by parents/carers on provided form
- All medicines to be administered must be kept in the school office where they are contained in a lockable cabinet
- Parents/carers are responsible for dropping off and picking up medicines at the beginning and end of the school day
- Class teachers are to be made aware by the parents/carers of any medicines left in the office
- The child will need to come to the office at the correct time to receive their medication
- In the event of any staff concern regarding
 - Side effects suffered
 - General wellbeing of child

the emergency contact on the form will be contacted and administration may be stopped until medical advice has been sought.

Please be advised that the school's first duty is to the child and their wellbeing. If needed in an emergency medical assistance will be arranged by the school (including transfer of a child to hospital by ambulance if required). In parallel with these arrangements being put in place the school will contact the parents/carers as soon as possible but obtaining medical assistance will not be delayed pending contact with parents should the school staff feel that the injury may be a serious cause for concern.

Curriculum Evening

To facilitate communication, a meeting is held by each class teacher for the parents of the children in his or her class at the start of the school year. The teacher gives parents information about the curriculum for the year and how it will be taught. There is an opportunity for parents to ask questions and meet each other.

Parents' Evenings

In the Autumn Term, parents are invited to a meeting with the class teacher. This provides a forum for all parties to discuss how the child has settled in, and what progress is being made. At the end of the Spring Term there is another parent-teacher interview to discuss progress then at the end of the Summer Term a written school report is sent to parents.

Parents in School

We hope that parents will feel totally committed to, and involved in, our school. We rely on the help and support of parents for everything we do.

We are fortunate to have considerable parental involvement in the day to day life of the school as well as an active Parent Teacher Association (PTA) to which all parents/carers are invited. Parents help in many different ways, in the classroom with reading, cooking, craft, out of school visits, music, giving talks, clubs, etc.

If you would like to help in any way please do contact us.

Clothing for School

There is no formal uniform, but it is important that children dress comfortably and appropriately for school. Children are not permitted to wear jewellery or to wear clothes with slogans or inappropriate language and footwear must be practical. Children are also expected to have a full PE kit in school, which consists of a t-shirt, shorts and trainers and/or plimsolls. Children must also be provided with a pair of shoes to wear whilst indoors.

Food and Drink

We have our own school kitchen where children can have a freshly cooked meal each day. Alternatively, they can bring a packed lunch. Children in Key Stage 1 have a free piece of fruit each day and children in Key Stage 2 are

encouraged to bring a healthy snack to school, which they can eat during morning break-time.

Behaviour

Within a school, clear boundaries 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 this is available to read on our website.

Prospective Parents

Prospective parents are invited to call the school on 01865 311064 and arrange a time to visit the school. We will organise a guided tour of the school with some of our students and queries will be answered by our Admissions Secretary, Mrs McCann.

Absence in School

Holiday dates are issued well in advance and we do ask that children are withdrawn from school only where it is unavoidable. Authorisation must be sought from the Headteacher for term time absences. Forms are available in the office.

Our attendance figures for 2008-2009 were as follows:

Total number on roll: 405

% Authorised absence: 4.4 %

% Unauthorised absence: 0.8 %

Child Protection

It is a requirement that the school adheres to the Oxford Child Protection procedure. There is a nominated person who deals with these issues in school and there is also a school policy on safeguarding.

Admissions

We review our Admissions Policy every year. If your child is wishing to enter the school in any year other than the year for which you have the published Admissions Policy, please visit our website - www.ss-philip-and-james.oxon.sch.uk - or ask at the office for the appropriate policy.

Saint Philip and Saint James' Church of England Aided Primary School Admissions Policy

for The Academic Year of September 2009- August 2010

The governors are responsible for admissions in consultation with the LA and the Diocese.

The Oxfordshire LA booklet 'Starting School, September 2009' explains how parents can express a preference for a school.

Planning restrictions limit the total number of pupils to 420. There are 60 places in Foundation Stage 1 (F1).

Pupils are admitted without reference to ability or aptitude.

Foundation Stage

Applications for F1 (see note 1) should be submitted to the school on the LA's Common Application Form. The school requests that you fill out the school's own supplementary information leaflet as well.

At all stages of the admissions procedure for F1 (see note 1), the Governors will follow the timetable set out in the LA's booklet.

At each stage, the Governors will decide the allocation of places for F1 using the admissions criteria (see below). Offers will be made by the LA on behalf of the Governors. A continued interest list will be maintained.

Note 1: The Foundation year 1 (F1) (1st September - 31st August) is that in which a child becomes five.

Until a child is of compulsory school age (i.e. the term after the child's 5th birthday), parents may ask for entry to be deferred until later in the same school year and a place will be held for their child. Entry may be deferred until term 3 or term 5, but not beyond term 3 for a child who becomes 5 on or before 31 December, or term 5 for a child who becomes 5 on or before 31 March.

However, the school finds that most children benefit from starting school in September. If parents wish to defer entry to the following school year, it is necessary to make a separate application for entry in that year.

Early admission to the foundation stage (i.e. in a year where the child will not yet attain the age of 5) will not be considered.

Years 1-6

Applications for all other Year Groups will be in accordance with the Local Authority co-ordinated admission scheme.

Late applications will be considered as soon as possible after receipt together with those not offered places in March.

The School Defines :

- **its neighbourhood** as the area bounded:

on the East southwards from the point where the River Cherwell dissects the Marston Ferry Road go west in a line immediately north of Wolfson College, west along Linton Road, south on Chadlington Road, west on Bardwell Road and south on Banbury Road ending at Bevington Road

on the South by Bevington Road westwards from Banbury Road, north on Woodstock Road, west on Leckford Road, south on Kingston road and west on Walton Well Road ending at the canal

on the West by the canal northwards from Walton Well Road, west in a line drawn immediately north of Merrivale Square (This excludes the residences with an address of Merrivale Square.), and north along the railway ending at the north of the new housing (Waterways)

on the North by a line going eastwards immediately north of the new housing (Waterways), south along the canal, east along Elizabeth Jennings Way until adjacent to the lake, south of the lake to the point of intersection between Bainton Road and Woodstock Road, north on Woodstock Road, east on Beechcroft Road (which includes residences on both sides of the road), south on Banbury Road and east on Marston Ferry Road ending at the River Cherwell.

Please note:

1. The boundary along all roads is in the middle of the road unless otherwise stated
2. Younger siblings of pupils living in the neighbourhood as defined in the Admissions Policy for the academic year 2006/2007, with the older sibling attending SS Philip & James' by the end of the academic year 2006-2007, will be treated as living in the neighbourhood
3. A map outlining our neighbourhood is available for viewing in the school office

the northern part of the City as those parts of Summertown, St. Margaret's and Wolvercote wards of Oxford City not in the neighbourhood

- **a parent** as a person who has legal responsibility for the care of a child who lives in their home during the school week
- **a sibling** as any child who lives at the same address and is subject to the same parental care and supervision at the time of entry
- **in the school** as in the school when the application is considered and on the date of entry
- **a child wanting a 'Church place'** means a child of a family of any Christian denomination whose application is supported by a letter from a priest or minister confirming a current Christian commitment and affiliation of the church. A baptismal certificate is not sufficient.
- **living** as living during the school week. We reserve the right to check that the child lives at the stated address on the application form. Proof of residence will be requested.

Admissions Criteria

Places will be offered according to the following order of priority. We will have regard to the LA's Fair Access protocol ensuring that these children are offered a place as soon as possible and always admitting those children with a statement of Special Need naming SS Philip and James' even if the school is full.

1. 'Looked-after' children regardless of where they live
2. Children with disabilities who need to be admitted to an accessible school
3. Children living in the neighbourhood with a sibling in the school and wanting a 'Church place'
4. Children living in the neighbourhood with a sibling in the school
5. Children living in the neighbourhood and wanting a 'Church place'
6. Other children living in the neighbourhood
7. Children living in the northern part of the city with a sibling in the school and wanting a 'Church place'
8. Children living in the northern part of the city with a sibling in the school
9. Children living in the northern part of the city and wanting a 'Church place'
10. Other children living in the northern part of the City or the United Benefice of St. Giles and SS Philip and James with St. Margaret's
11. Other children with a sibling in the school
12. Any other children wanting a 'Church place'
13. Any other children

The Governors would like to offer places to both twins and each child of multiple births, but where legislation demands, in cases of dispute priority will be given to the oldest child.

If there is not room for all children in any one category, places will be offered to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People and Families' Geographic Information System.

In line with the LA guidance, if ties of distance occur, other than with multiple births, priority will be given using alphabetical order of surname and if necessary by first names.

Further Information

Any parent whose application for a place is refused by the Governors may appeal against this decision by writing to the Chair of Governors at the school's address. The Chair will then ask the Diocese to arrange for an appeal to be heard by an independent panel.

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the Governors will not consider a repeat application in the same academic year.

SS Philip and James' subscribes to a School Travel Plan which promotes safe ways to travel to school and discourages vehicular access to our site. Details of the School Travel Plan can be viewed at the school or on the school website.

Historical Information Academic Year 2007

Number of places available	60
Number of on time applications received	122
Number of places offered under each admissions criterion	
Children with a statement of special needs naming SS Philip and James'	2
Looked after children	0
Other vulnerable groups referred to in LA's protocol	0
Children living in neighbourhood with a sibling in the school and wanting a church place	4
Children living in neighbourhood with a sibling in the school	16
Children living in neighbourhood wanting a church place	5
Other children living in neighbourhood	26
Children living in northern part of the city with a sibling in the school and wanting a church place	4
Children living in northern part of the city with a sibling in the school	1
Children living in northern part of the city and wanting a church place	10
Other children living in northern part of the city or St Giles Parish	2
Other children with a sibling in the school	0

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Any other children wanting a Church place	0
Any other children	0
Number of Refusals Received	8
Number of Appeals Heard	2
Number of Appeals Upheld	1

This policy is in accordance with the admissions code 2007, the infant class size legislation and equal opportunity legislation.

The Admissions Secretary,
SS Philip and James Primary School,
Navigation Way,
Oxford, OX2 6AB

Tel: 01865 311 064

Fax: 01865 311 202

Email: office.3835@ss-philip-and-james.oxon.sch.uk

Web: www.ss-philip-and-james.oxon.sch.uk

The School Staff

Headteacher: Ms Irene Conway M Ed

Assistant Headteachers: Miss Kelly Brain
Ms Alison Holland

Teachers:	Mrs Judith Jackson*	Reception/EYU
	Mrs Tiffany Ponsonby	Reception/EYU
	Miss Michelle Leverton	Year 1
	Mrs Jane Gould	Year 1
	Miss Ally Weetch*	Year 2
	Ms Annabel Cain	Year 2
	Ms Heather Topham	Year 3
	Mr Nick Carter	Year 3
	Mrs Karen Wolff	Year 4
	Ms Alison Holland*	Year 4
	Ms Jane Cowan	Year 5
	Mr. Jon Bliss*	Year 5
	Miss Kelly Brain*	Year 6
	Ms Alison Williams	Year 6
	Mrs Kathleen Knights	Years 4 and 6

* Senior Management Team (SMT)

Special Needs Co-ordinator:	Miss Kelly Brain
English as Second Language	Ms Tracy Quinell and Mrs Jules Murray
PE coach, choir & orchestra:	Mr Andy Baulch
German Teacher:	Wenna Price

Nursery Nurse & Breakfast Club	Miss Carola Fiorentino
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GTP student	Mrs Nicola Matthews
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Learning Support Assistants:	Mrs Anne Campbell	Mrs Peg Kelly
	Mrs Jill Eagle	Ms Sarah McNulty
	Mrs Alison Gates	Ms Jules Murray
	Mrs Ellen Gersch	Miss Tracy Quinell
	Miss Katie Glynn	Mrs Helen Rallison
	Miss Phoebe Hanks	Ms Anya Sokolowska
	Mr Michael Harding	Mrs Janet Walls
	Mrs Hilde Webster	Mrs Mary-Beth Willis

School Secretaries:	Ms Alison Hedges & Mrs Jeanne McCann
School Finance Officer:	Mrs Jo Steventon
Site Manager:	Mr Derek Jones
Admin Assistant:	Mrs Kate MacFarlane

School Governors

Chair & Appointed by LA	Mrs Corinna Redman
Diocesan Representatives:	Prof. Robert Taylor (vice-chair) Mr. Dermot Roaf
Ex. Officio (Foundation):	The Revd Dr. Andrew Bunch
Foundation Governors:	Dr Hannah Ward Mrs Josephine Talbot-Ponsonby Mr. Christopher Peri Mrs Helen Morgan Mr. James Fairbairn
Parent Governors:	Mrs Moira Dorey Mr. Andrew Parsons
Teacher Governor:	Miss Ally Weetch
Non-Teaching Governor:	Ms Alison Hedges
Headteacher:	Ms. Irene Conway
Clerk	Ms Ruth Morrison

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