

Tollgate Primary School
Tollgate Lane Bury St Edmunds
Suffolk IP32 6DG

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The information and particulars in this Handbook relate to the school year indicated on the front cover and are correct at the time of publication.

It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised.

- a) before the start of, or during, the year in question

or

- b) in relation to any subsequent school years

**This edition printed Nov 2007.
Amendment sheets will be issued as appropriate**

Please note that a copy of this Handbook is available for download from the School Website, which also contains current Newsletters, details of staffing, Governors, Before and After School Care, School Policies and an outline of our basic educational philosophy.

www.tollgate.suffolk.sch.uk

STAFF

Headteacher: Mr P Johns

Deputy Headteacher: Mrs C Stratford

Co-ordinators :

Special Educational Needs - Mrs C Stratford

Foundation Stage - Mrs L Matthews

Key Stage 1 - Mrs S Leigh

Key Stage 2 - Mrs C Stratford

Class Teaching Teams

Year 4	Mrs C Stratford & Mrs A Hutchinson
Year 3	Mrs H Morini & Mrs J Wakeman
Year 2	Mrs N Flack & Mrs S Leigh
Year 1	Mrs H Dowse, Mr R Smith & Miss K Kriteman
Reception	Miss R Oldroyd
Nursery	Mrs L Matthews
Music	Mrs J Cox

Secretary: Mrs D Rosbrooke

Finance Assistant: Mrs E Huddleston

Nursery Nurse: Mrs N Sitton & Mrs M Nicholls

Teaching Assistants:

Mrs K Arbon	Mrs S Cooper	Mrs P Moss
Mrs J Boggis	Mrs M Dunning	Mrs T Neville
Mrs M Brook	Mrs G Hale	Mrs J Taylor
Mrs C Burlingham	Miss M Key	Mrs C Thurlbourn

Cook in Charge: Mrs J Tullett

Kitchen Assts: Mrs V Barton
Mrs A Rawlings

Mid-day Playleaders:

Mrs J Boggis	Mrs L Gardiner	Mrs J Taylor
Mrs C Burlingham	Mrs P Moss	Mrs C Thurlbourn
Mrs M Dunning	Mrs A Palmer	Mrs H Williams

Caretaker: Mr K Boreham

Cleaners: Mrs S Boreham
Mrs D Notley

GOVERNORS

The current Instrument of Government for Tollgate School stipulates that there should be:

4 Parent Governors

2 Local Education Authority Governors

3 Staff Governors

(If the Headteacher opts not to be a Governor then the total shall be 2, of whom at least 1 should be a teacher.)

3 Community Governors.

The term of office for all Governors is 4 years.

The current membership of the Governing Body is:

Name:	Category	Term of office expires:
Phillip Rees	Parent 1	31.07.11
Simon Curtis	Parent 2	31.03.08
Karen Crowther	Parent 3	31.01.10
<i>vacancy</i>	Parent 4	
John George	Local Authority 1	31.08.08
David Lockwood	Local Authority 2	31.08.08
Roy Smith	Staff 1	31.08.10
Pauline Moss	Staff 2	30.11.08
Alan Turner	Community 1	30.11.09
Rodney Brook	Community 2	Chair 31.03.10

Mr Johns (Headteacher) attends Governors' Meetings and serves on Governors' Working Parties ex-officio, but exercises his right not to be a Governor.

Mrs Stratford (Deputy Headteacher) attends Governors' Meetings as an observer.

SUFFOLK EDUCATION AUTHORITY

AREA EDUCATION MANAGER:

01284 35 20 00

Mrs V Harvey-Samuel
Shire Hall
Bury St Edmunds
IP31 2AR

COUNTY DIRECTOR FOR CHILDREN & YOUNG PEOPLE:

01473 26 53 53

Mrs R Turner
Endeavour House
8 Russell Road
Ipswich
IP1 2BX

Governing Body
Tollgate School
Tollgate Lane
Bury St Edmunds

On behalf of the Governing Body, I would like to welcome you to Tollgate School.

We believe that nurture and education are vital ingredients for every child's future success. Here at Tollgate the Governing Body works closely with the Headteacher and his professional staff to enable all pupils to develop and learn in a safe and happy environment.

As we are aware of the importance of the School in the Community, we encourage all parents and many outside organisations to support our work and to become involved in the School's development.

We trust that pupils, parents and other interested parties enjoy a long and successful relationship with Tollgate School.

The Governing Body, Headteacher and staff are proud of what has been achieved in the past and what is now being achieved by the children in our school. We also have ambitious plans for the successful development of the school and the education of our pupils in the future.

Please do not hesitate to contact me (via the School) if you have any questions or comments you would like the Governing Body to consider.

Yours sincerely

Rodney Brook

Chair of Governors

Tollgate Primary School
Tollgate Lane
Bury St Edmunds
IP 32 6 DG

Dear Reader,

This Handbook is designed to tell you a little about our school.

If your child is about to join us, or if you are just visiting, I welcome you to the School.

Although Tollgate is a relatively large school, we are not too big to be a happy community. We make every effort to be as friendly and approachable as you would want us to be.

Above all, we aim to provide a secure and welcoming school where teachers, children and parents can work together to provide the best possible education for the pupils.

If there is anything you cannot discover from these pages then do not hesitate to telephone or visit the school. .

Yours sincerely,

Peter Johns

Headteacher

Tollgate Primary School
Tollgate Lane
Bury St Edmunds
IP 32 6 DG

Dear Reader,

Tollgate PTA

We are a voluntary organisation that relies on the support of parents and teachers.

Our objective is to help the pupils by providing extra resources and social activities for our School. Over the years we have been very successful.

We have a lot of fun - fund-raising and organising social events for parents and children.

All parents and teachers are automatically members – you don't have to 'join'. Any new ideas you may have as a new member of the PTA will be warmly welcomed.

We hope you and your child/ren will be happy at our excellent school and we look forward to meeting you soon.

Yours sincerely

Pauline Moss

Chair of Tollgate PTA

SCHOOL TIMETABLE

AVERAGE WEEKLY TEACHING HOURS

excluding breaks, registration and Collective Worship are: 23.5 (Key Stage 2)
22.75 (Key Stage 1)

09:00	registration/handwriting
09:10	period 1
10:05	period 2
11:00	break
11:15	period 3
12:15	lunch
01:15	period 4
01:40	period 5
02:35	assembly
02:50	period 6
03:20	end of pupil day

SAFETY OF PUPILS

Children should not arrive at the School before 8:50am. Supervision is provided from this time and we take no responsibility for children on the premises earlier than this.

Please ensure that young children are brought to School, and collected, by a responsible adult. Please let the teacher know **in writing** if you wish an older child to walk home on their own, or if your children are to be collected by anyone different.

If you bring your child to School by car, please avoid stopping on the zig-zag lines outside School. When walking into School, to avoid accidents, please use the pedestrian gates and avoid walking down the drive or across the car park.

Please do not bring cars into our car park
when dropping off and picking up children.

The car park is too small, and too close to pedestrian walkways.

We now have a rising barrier to limit access.

Please do not ring for entry as our refusal will cause inconvenience to other traffic

Please co-operate with us for the safety of the children.

TERM DATES School Year 2008 - 2009

Autumn Term 2008

Tuesday 2nd September - Friday 19th December

Half Term: October 27th-31st

PD Day — Monday 1st September

Spring Term 2009

Tuesday 6th January - Friday 3rd April

Half Term: February 16th-20th

PD Day — Monday 5th January

Summer Term 2009

Tuesday 21st April - Friday 17th July

Bank Holidays May 4th and May 25th

Half Term: May 25th-29th

PD Days — Monday 20th April, Friday 22nd May, Monday 20th July

SCHOOL AIMS

At Tollgate School we believe a school should provide a happy environment within which:

- (a) children may develop the curiosity, skills, self-discipline and self-image necessary for them to make the most of their education, and to become lifelong learners;
- (b) children may acquire the knowledge and skills they will need in their adult lives and where the individual needs of children may be provided for;
- (c) children may develop an awareness of the different groups within society and the need for tolerance, respect and concern for the needs and values of others, irrespective of race, sex or cultural background;
- (d) statutory requirements including the National Curriculum and the R.E. Curriculum can be met and, where possible, exceeded;
- (e) the active co-operation and support of parents as partners in their children's education can be fostered.

OUR SCHOOL

Tollgate School was opened in 1951 and is situated in pleasant grounds with a large playing field and a hard surfaced playground. In 1996 our Nursery Unit opened.

Our pupils are drawn from the Mildenhall Road Estate, the Fornham Road and Northgate Avenue Districts, the Barton Hill District and the Fornham villages.

ADMISSION POLICY

Children are admitted to our Nursery Class (part time) at the start of the term after their fourth birthday. (For instance. - if 4th birthday is between January and March, start at Easter). Children are admitted to the main School at the beginning of the term in which they have their fifth birthday.

Parents are asked to complete a registration form that includes the names and phone numbers of people we can contact in case of illness or emergency. The Local Education Authority also requires parents to complete a form (CAF1) to register their choice of school (there is a cut off date for this).

On CAF 1 you need to register 3 choices of school in order of preference. It is advisable to include your catchment school as one of your choices, otherwise you will lose your right to a place at your catchment school if all your chosen schools are full.

INDUCTION ARRANGEMENTS

We make careful arrangements to help children to adjust to school life:

- Home visits are made by the Nursery Teacher and the Nursery Nurse before children start attending the Nursery. This gives us an opportunity to find out a lot about the child and their needs.
- Parents and pupils are invited for a familiarisation visit to the Nursery in the half term prior to Nursery entry.
- The children due to start full time schooling are invited to join their Reception Class for some afternoons in the half-term prior to their entry. These children are able to stay for a free school lunch on one of their visits.

We invite parents to School for a chat and question and answer session about school life before their child joins a Reception Class. Tollgate Nursery pupils attend many whole school events, assemblies etc. to help them to feel at home in the main school.

ABSENCE - (EDUCATION REGULATIONS 1991)

If your child is ill and cannot attend School, please phone and leave a message. When your child returns to School, please send a note explaining the reason for the absence.

The Governors' policy, in line with DCSF and Suffolk Education advice, is that all holidays should be taken in school closure periods, unless there are very strong reasons otherwise.

A holiday may only be authorised in exceptional circumstances e.g. when the parent or guardian can provide clear evidence that a family holiday cannot be taken at any other time of year.

Such evidence might be a letter from an employer stating that a request from their employee for a holiday during the school closure periods had been refused.

CLASSIFICATION OF AUTHORISED ABSENCE

Sickness

Religious observance

Failure of LEA - provided transport

Public performance (under licence)

Bereavement

Medical appointments (if unavailable outside school hours)

Annual holidays (not exceeding 2 weeks in any school year)

We are required to collate and return statistics, relating to absence, to the DCSF. We are also required to include them on children's reports, the School Profile (online) and in this School Handbook.

Total number of registered pupils of compulsory school age on the roll of the School for at least one session during the reporting period	181
Percentage of sessions missed through authorised absence	4.65
Percentage of sessions missed through unauthorised absence	0.51

Little Bears — Tollgate Pre-School

A well-supported independent playgroup meets in a spare classroom in the School. Please contact the Supervisor:

- ◆ Mrs K Thomas 01284 76 23 45 (home) or 07884 457 563 (mobile)

NURSERY

Our Nursery is a key part of our School and is an integral part of our Foundation Stage provision. Please see **ADMISSION POLICY** and **INDUCTION ARRANGEMENTS** for more details. See also our Nursery Handbook.

HEALTH

If your child becomes ill, has an accident, or needs to go home for any reason during the school day, we will telephone you so that arrangements can be made for collection. Please make sure that the School is given two current contact telephone numbers. In all cases of emergency Mr Johns will try to get in touch with the parents concerned, but if this is not possible he will act on the advice of the Medical Officer consulted.

Occasionally pupils return to school after illness but still need to finish taking their medicine. In line with County policy, and to avoid any possibility of children being given the wrong medicines, we do **not** normally give drugs to pupils. Doctors tell us that the three doses can effectively be taken before school, after school and at bedtime. In this way the correct number of doses can be fitted into the day.

However, if a midday dose is absolutely necessary you are welcome to visit school to administer the dose yourself. A member of staff will administer a dose **ONLY** if we receive a note from the doctor stating that this is vital and containing full instructions as to timing and dosage. The clearly named and labelled medicine must be handed, personally, to Mr Johns.

In the rare case of a pupil needing long term daily medication please complete a request form available from the School office. Please inform the School if your child has any medical history, which might affect him/her in School.

During the first few months at School, your child will be examined by the School Nurse. You will receive a letter about this examination, and you will be invited to attend. The School Nurse will check the vision and hearing of all children. Your Family Doctor will be notified if any treatment is required.

Dental inspections are held regularly. If treatment is necessary you will be asked

if you prefer to take your child to your own Dentist or to the Schools' Dental Clinic.

Hair infestations are not uncommon these days and can be caught as easily as colds and sickness. Please check your child's hair regularly and treat any infestations promptly.

Headlice - Prevention is better than cure:

- ◆ Check hair daily.
- ◆ Brush and comb hair twice daily to help prevent headlice laying eggs— make it a routine, like brushing teeth.
- ◆ Applying conditioner to wet hair before combing can be helpful.
- ◆ Don't treat with chemical treatments unless you find evidence of infestation. Over treatment makes the lice resistant to the chemical.

*Child Health Centre
Hospital Road
Bury St Edmunds
IP33 3ND*

Dear Parent or Guardian

Community School Nurse

I am a Community School Nurse employed by Mid Anglia Community Health NHS Trust. I work during term time within the County Upper Pyramid of Schools and I am available to give confidential health advice, information and support to pupils, parents and teachers.

Please contact me if you have any concerns about your child's development or health. I can be contacted on: 01284 77 50 77

During their second term at School pupils will be screened for height, weight, vision and hearing in a small group setting in School. Parents may attend the screening if they wish.

Parents are also asked to complete a short medical questionnaire which will be sent to them by the School.

Yours sincerely

Karen Sperrink (Community School Nurse)

CHILD PROTECTION

DISCLOSURES/REPORTS/INJURIES:

We have a legal duty of care in relation to our pupils. Whenever we are aware of any child protection issues it is our duty to pass these to the Social Care Services. It is not an option for us to ignore any disclosure — even if we feel there may be no truth in it. We do not 'take sides'. We are duty bound to report any and every child protection issue to the Social Care Services and let them take over from there.

END OF DAY COLLECTION:

Children should be collected from School at 3:20pm each day. We are unable to release a child to another adult without the written permission of the child's parent/guardian. I know that this sometimes seems silly when a neighbour or friend offers to take the child home, but we have to abide by the legal guidelines.

Tollgate Time Out Club (after School care) only admits children by advance booking.

If a pupil is not collected they will be kept safe at School until 3:45pm. At this time we will ring Social Care Services and ask them to take the child into their care.

PHOTOGRAPHS AND VIDEOS

At certain times, special events and shows, parents may wish to take photos or videos, or the press may take photos for the local paper. If you have any reason not to want your child to appear in these images, please let Mr Johns know. Together we can try to find a way around the problem, or remove your child from the shot.

CLOTHING

There is a school uniform.

For the boys it is a white shirt, red sweatshirt, grey/black trousers or shorts. For the girls it is a white blouse, red sweatshirt, grey pinafore or skirt. In the Summer, girls may wear a red checked dress. Sweatshirts and T-shirts, with the school logo, are available for purchase at School (see order form on back page).

We promote the wearing of uniform as it is smart and practical, and most parents find that it reduces the pressure from children to buy the latest fashions.

Please avoid unsuitable shoes for girls - they are children, not teenagers, and they need shoes that they can run about and play in!

Your child will need P.E. kit - plimsolls, T shirt, shorts (please avoid one piece leotards for younger girls as they find them difficult to put on) P.E. kit should be clearly marked with his/her name and kept in a named bag on the cloakroom peg. A suitable kit bag with the school logo is available from School.

Children taking part in other activities such as swimming will be asked to provide suitable kit.

Please provide your child with a named overall for art and craft work. An old adult shirt serves well for this.

All children need a clean handkerchief!

Please do not send your child to school with jewellery. Pierced ears with studs or rings can cause injury to the wearer during playtime or PE. If you decide to have your child's ears pierced, please have it done during the summer holiday so that they are healed enough for the jewellery to be removed for PE and swimming when School starts.

All children will require a bag to carry reading books and/or homework to and from School safely. Please try to avoid small bags and rucksacks which will cause our books to become bent. We have some Tollgate School book bags for sale, and these are ideal.

LUNCHES

School meals are cooked on the premises. The cost is £1.80 per day and dinner money is collected every Monday morning. If your child is absent during the week, the money will be credited for the next week's meals.

If your child arrives after 10:00am we cannot guarantee to be able to order a school meal and it would be safer to provide a packed lunch on these occasions.

All meal costs are payable in advance. Suffolk Catering is no keener to provide food without payment than any other restaurant!

If you prefer to pay by cheque, please make it payable to Tollgate Primary School. (Be sure to write the guarantee card number on the back)

Free meals are available to those children whose parents are receiving certain benefits. An application form can be obtained from the School or the Area Education Office.

PACKED LUNCHES

Please abide by our healthy eating policy and send a healthy lunch. Avoid high sugar and high fat foods, and include as much fresh fruit and veg as possible.

Children bringing sandwiches at mid-day are asked to bring them in a suitable named container. If you wish to send a hot or cold drink then please ensure that it is in an unbreakable container and avoid fizzy drinks as they are unhealthy and tend to leak or overflow. There are juice and milk drinks for sale in the Dining Hall. Water is provided free.

SNACKS, MILK & WATER

Pupils in Foundation Stage and Key Stage 1 receive a piece of fruit or vegetable each morning as part of the Government's Fruit Scheme. Older children in Key Stage 2 may bring their own fruit or vegetable snack. As part of our Health Education programme we do not allow sweets or fatty snacks.

Nursery children are eligible for free milk, other Tollgate children can opt into our Tollgate milk scheme for subsidised milk. Details about opting in are sent home each term.

We foster the health, and learning, benefits of regular water drinking by providing water coolers in each corridor. Children need a plastic bottle, which they can refill from the cooler. The 'sports' type of bottle is best.

TOILETING

Children need to be helped to make the transition from going to the toilet whenever they feel like it, to a more controlled approach where they go when they have the opportunity but can last for sustained periods of time. (Water sipping actually helps this, as it reduces the strength of the urine and reduces the 'need to go' impulse)

At Tollgate we start with total freedom to visit the toilet in the Foundation Stage. This is followed by an increasing responsibility for managing their own toileting.

By the time the children reach Key Stage 2 we start expecting them to manage their toileting completely. If children forget to go during the break times, they are allowed to go during lessons—so long as they pay back the few minutes lost, at breaktime.

This system helps to prevent time wasting — when children ask to go to the loo just to get out of a lesson! The children have been consulted about this system and consider it to be fair.

We are happy to make special arrangements for any child with specific bowel or bladder problems. A note from their doctor is required.

MONEY

When children are required to bring money to School, for School meals, trips etc., please ensure that it is sent in an envelope bearing the child's name, the amount and the purpose of the money.

You may obtain pads of 50 special dinner money envelopes from the School Office. These cost the school £1 for 50. We are happy to issue them free to parents, although we are even happier if you pay for them!

CHARGING POLICY

Sometimes children undertake activities which cost the school extra money (educational trips etc.). At such times parents are informed of the cost per pupil, to the school and asked to contribute this amount. Pupils are not excluded for non-payment, although if insufficient funds are raised activities may have to be cancelled.

TRANSPORT

The responsibility for ensuring that children attend School regularly rests with you, as parents.

It is the policy of the Education Committee to provide transport in accordance with the Education Acts. Children under the age of 8 on September 1st, who live 2 miles or more and children aged 8 and over who live 3 miles or more from their School, are entitled to free transport. The Education Committee may use their own vehicles, those of private contractors or the local bus service.

HELPING IN SCHOOL

We are always pleased to welcome parents and other adults into the School.

Following recent tragedies we now have to ask all voluntary helpers to gain Police clearance before we can accept them into School. We can obtain the requisite form for you to fill in.

We would also welcome parents who would be willing to bring their children in the morning, and stay at School for just half an hour to give extra reading support to individual children. This arrangement leaves you the rest of the day free!

If you feel you can contribute some time, preferably on a regular basis, please have a word with your child's teacher or Mrs Leigh, our Volunteer Manager.

CURRICULUM

Along with all other state schools, we work within the requirements of the National Curriculum. This, in fact, varies very little from the sort of primary curriculum that good schools have always offered.

The National Curriculum requires the study of four "core" subjects:

- 1 ENGLISH
- 2 MATHS
- 3 SCIENCE
- 4 INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

together with other "foundation" subjects:

- 1 DESIGN AND TECHNOLOGY
- 2 HISTORY
- 3 GEOGRAPHY
- 4 MUSIC
- 5 ART
- 6 PHYSICAL EDUCATION

and also

RELIGIOUS EDUCATION

Contained within all of these studies will be a concern for:

- a multi-cultural education
- b equal opportunities
- c personal and social development (and citizenship)
- d special educational needs

AGE RELATED STAGES

Foundation Stage:	Nursery and Reception classes
Key Stage 1:	Years 1 and 2 (up to the school year in which they turn 7)
Key Stage 2:	Years 3,4,5 and 6 (up to the school year in which they turn 11)

Pupils move to Middle School at the end of Year 4 - midway through Key Stage 2.

At Tollgate School much of the curriculum is taught in separate, timetabled, subject lessons. However we are increasingly moving towards more themed work. We are always careful to stress and make use of the links between the various subjects.

MATHS

Mathematics in the National Curriculum is assessed in four Attainment Targets. These are:

- AT1 Using and applying mathematics
- AT2 Number and Algebra
- AT3 Shape, Space and Measures
- AT4 Handling data

We use the Abacus and BEAM maths schemes alongside many other resources. Our teaching follows the National guidelines. This involves using a mix of whole class teaching and group work. The targets and teaching methods have been widely trialled and are now used nationally. Our mathematics curriculum aims to give all children a wide variety of experiences including the use of practical equipment and games. We strive to provide practical experiences that widen and deepen the children's understanding.

Mrs Flack is our Maths Leader.

ENGLISH

English in the National Curriculum is assessed in three Attainment Targets. These are:

- AT1 Speaking and Listening
- AT2 Reading
- AT3 Writing

Language activities arise from virtually every aspect of study in school. In addition to these, however, we also use structured schemes.

Spelling is taught through a mixture of formal learning and testing, and also by classroom routines such as requiring children to make an attempt at spelling unknown words before the teacher will offer guidance. By using this approach we find that children become more confident in their spelling.

We teach a simple joined style of handwriting, which is practised daily.

Our core reading scheme is The Oxford Reading Tree, but we also have many other reading resources to draw upon.

We stress reading for understanding and use many comprehension and reading extension activities. We foster a love of reading for its own sake, and also develop the ability to use reading as a tool for study in all curriculum areas.

We have set ourselves challenging targets for the teaching of reading, and we give extra help at an early stage to children who fail to meet the targets.

When your child is ready to start the reading scheme, a reading book will be sent home in the bookbag and will be accompanied by a Home-School Notebook. Please ensure that the Notebook and reading book are kept protected by the bag whenever they are not in use.

This "scheme" book is the main teaching and learning book. As children get more proficient, comprehension and reading development activities will take place using the stories as their source.

Children will also be able to bring home a "choice" book. This is a book that they can freely choose from the fiction or non-fiction libraries. This enables them to follow up individual interests and to always have reading matter available when it is not appropriate for a child to go on to the next passage in the scheme book.

Mrs Hutchinson is our English/Literacy Leader.

The Home-School Notebook

The Home-School Notebook contains a reading record, information about the books we use and advice about supporting your child. Please try to check every day for any messages from the Classteacher.

The reading record will tell you which pages we would like your child to read to you. Older children will often be asked to read a whole story at a time. Please sign to show that you have heard your child read. Please feel free to add any comments about successes, problems or worries.

The Home-School Notebook can be a useful channel for passing information between home and School. So you can jot down any queries or comments you may need to make. Please bear in mind that the book may not be checked at school every day, so urgent information will need to be sent by letter or phone in the usual way.

SCIENCE

Science in the National Curriculum is assessed in four Attainment Targets. These are:

- AT1 Experimental and Investigative Science
- AT2 Life Processes and Living Things
- AT3 Materials and their Properties
- AT4 Physical Processes

Science is an essentially practical subject and the National Curriculum stresses that children should develop the ability to:

- i) ask questions, predict and hypothesise
- ii) observe, measure and manipulate variables
- iii) interpret results and evaluate evidence.

We have adopted the Qualifications and Curriculum Authority's recommended scheme of work.

Miss Kritevan is our Science Leader.

DESIGN AND TECHNOLOGY

Design and Technology in the National Curriculum is assessed in two Attainment Targets. These are:

- AT1 Designing
- AT2 Making

In the course of design and technology children will be given the opportunity to work with materials including:

- i) textiles
- ii) graphic media
- iii) construction materials
- iv) food

Mr Johns is our Design and Technology Leader.

INFORMATION and COMMUNICATION TECHNOLOGY

This involves using ICT information sources and ICT tools to solve problems and to support learning. Children are also helped to understand the implications of ICT for working life and society.

Pupils are given opportunities, where appropriate, to develop and apply their ICT capability in their study of National Curriculum Subjects.

ICT is assessed in one Attainment Target called Information Technology Capability. We have adopted the Qualifications and Curriculum Authority's recommended scheme of work.

Tollgate has a well equipped ICT centre.

Mr Johns is our ICT Leader.

HISTORY

History in the National Curriculum is assessed in one Attainment Target simply called History.

Core Study Units lay down the content of the children's studies in each Key Stage. We have adopted the Qualifications and Curriculum Authority's recommended scheme of work.

Mrs Morini is our History Leader.

GEOGRAPHY

Geography in the National Curriculum is assessed in one Attainment Target simply called Geography. We have adopted the Qualifications and Curriculum Authority's recommended scheme of work.

Mrs Wakeman is our Geography Leader. She also runs the pupils' Eco Committee

PHYSICAL EDUCATION

P.E. in the National Curriculum is assessed in a single Attainment Target called simply Physical Education. This is divided into three areas of activity in Key Stage One:

- 1 Games
- 2 Gymnastic activities
- 3 Dance

with the addition in Key Stage Two of:

- 4 Athletic activities
- 5 Outdoor and adventurous activities

Mr Smith is our PE Leader.

RELIGIOUS EDUCATION & Collective Worship

Arrangements for the act of collective worship and for religious education are made by the School in accordance with the requirements of the Education Reform Act 1988.

Tollgate is a Community School (not a Church School) so Religious Education and Collective Worship are non-denominational in character and are in accordance with an agreed syllabus approved by the Authority. The main emphasis of Collective Worship is on the broad tradition of Christian belief.

The Suffolk Agreed Syllabus for RE is assessed in four Attainment Targets. These are:

- AT1 Experience and Belief
- AT2 Belief and Behaviour
- AT3 Believing Communities
- AT4 Expressing Meaning

Parents may, if they so wish, withdraw their children from the arrangements for collective worship and Religious Education. It would be helpful if such requests were made to Mr Johns in writing.

Mrs Dowse is our R.E. Leader.

MUSIC

The National Curriculum for Music is assessed in two Attainment Targets. These are:

- AT1 Performing and composing
- AT2 Listening and appraising

Accompanied and unaccompanied singing, percussion work and activities stimulated by educational radio programmes will feature at times during music teaching.

Mrs Cox is our Music Leader

ART

Art in the National Curriculum is assessed in two Attainment Targets.

These are:

- AT1 Investigating and making
- AT2 Knowledge and understanding

We give the children the opportunity to experience as many different techniques and media as possible, in both two and three dimensions. Such basic skills as colour mixing, correct use of paint, brush, scissors etc. are also taught.

Mrs Leigh is our Art Leader

PERSONAL & SOCIAL DEVELOPMENT, CITIZENSHIP

We aim to equip our children with the knowledge they need to lead safe, healthy, well-regulated lives. For the older children this will often include such topics as smoking, road safety and aspects of sex education.

Aspects of sex education arise from science studies such as 'growth' or 'change' and is discussed and studied alongside such other natural phenomena as seed growth and animal babies.

Children are encouraged to have due regard to moral considerations and the value of family life. It is not appropriate to teach First School children sex education as a separate subject distinct from their current studies. We would like to work together with parents to allow the children to learn about these important topics before they are exposed to the pressures of friends etc. at an older age.

PSD and Citizenship are taught by a mix of approaches. Some aspects are taught within other subjects and some are taught as discrete units.

We feel that our School ethos and the explicit values we model for the children make a strong contribution to PSD & C.

Miss Oldroyd is our PSD/Citizenship Leader

SPECIAL EDUCATIONAL NEEDS

All schools have a responsibility towards those pupils who have special educational needs. This responsibility is both to identify these pupils and make appropriate provision to meet their needs within the School.

Pupils educational needs are supported through differentiated groups in the classes (basic, standard and extended). Pupils with more particular needs are supported at 2 further levels—School Action, and School Action Plus. Those in the Plus category, with more persistent special needs are referred for specialist advice and support. Parents are always asked to give their consent for this before we go ahead. If access to a specialist facility is thought to be an option, then we apply for a Statement of Special Educational Needs to facilitate this.

Children who have difficulty with reading, or other activities, are given extra help in the classroom and may be withdrawn from the class for extra help if this is considered appropriate. In the case of children who are specially gifted, their class work is carefully planned to ensure they are fully “stretched”.

The Governors' policy for SEN has not changed during the last year.

Mrs Stratford is our Special Educational Needs Co-ordinator.

ASSESSMENT

During their time in Nursery and Reception, children are assessed to see how many skills they have gained. This is called The Foundation Stage Profile and it helps us to plan effectively for your child. When children leave the Reception classes you will receive a printout of your child's achievements within the Foundation Stage criteria.

Children's work at all ages is continually assessed. Various methods are used including the recording of oral responses, the setting of assessment activities, and the completion of assessment sheets.

At the end of Key Stage 1 (during the Spring and Summer terms of Year 2) statutory standard tasks and tests are undertaken. These are known as SATs.

The results of these standard tasks/tests together with other teacher assessments contribute to the overall teacher assessments which are reported to parents and to the DCSF.

Assessments Y2 (Tollgate)	W	1	2	3+	D	A/U
Speaking and listening	0	22	72	6	0	0
Reading	0	25	54	22	0	0
Writing	6	19	64	11	0	0
Mathematics	3	17	61	19	n/a	0
Science	0	33	67	0	n/a	0

Assessments Y2 (National) 2007	W	1	2	3	D	A/U
Speaking and listening	2	11	65	22	0	0
Reading	3	12	59	26	0	0
Writing	5	14	67	14	0	0
Mathematics	2	7	68	21	n/a	0
Science	2	9	66	24	n/a	0

Pupil Achievements - School Year 2006-2007

The following summary shows the percentage of pupils attaining each level.

Number of pupils in Year 2 - 36

KEY TO ABBREVIATIONS

n/a - not applicable - some tests and assessments do not provide scores
under every heading

D = pupils exempt under Sections 18 or 19 of the Education Reform Act 1988.

A = pupils who were not assessed due to absence.

U = pupils who through absence or disapplication were not awarded a subject level

The broad standards to which the Qualifications and Curriculum Authority (QCA) is working in setting evidence of attainment are as follows:

Level 3: is intended to stretch a typical 9-year-old.

Level 2: is intended to stretch a typical 7-year-old.

Level 1: it is expected that a number of 7 year olds will still be at this level working towards Level 2.

Level W: working towards Level 1. A few 7 year olds are expected to be still at this level.

REPORTING TO PARENTS

Twice a year we organise Parental Consultations to discuss the work your children are doing and their general progress.

Each academic year you will receive a written report together with an invitation to discuss the report with the *Classteacher*.

At other times however, there will always be a spare moment to discuss any worry you may have. You may also arrange an appointment with a teacher or Mr Johns at a mutually convenient time if you would prefer.

DISABILITY

All our policies contain an inclusion statement, which is acted upon in all teaching.

The Tollgate School site is not well suited to wheelchair access as we have three sets of steps within the school. However we have built ramps to the main entrance, the playground entrance, the dinner hall entrance and the Nursery entrance.

We have a 'soundfield' system which can be moved to a class where hearing impairment is an issue. We also have a 'soundfield' system for the main hall, to improve curriculum access for all pupils using the large hall with its attendant echo.

Our accessibility plan includes further ramps and stair lifts as finances allow.

TRANSFER TO MIDDLE SCHOOLS

Many of our children transfer to Howard Middle School, and some to other Middle Schools, at the end of the school year in which they become 9 years old. Visits to the Middle School are organised prior to the change over. Middle School staff also visit our School to get to know the children.

However if you would prefer your child to attend a Middle School other than the catchment School, please see Mr Johns who will supply the necessary forms and information.

BEHAVIOUR AND DISCIPLINE

In School the Class Teacher is responsible for monitoring the day to day behaviour of your child. Nevertheless I like to be kept informed of any exceptional behaviour, whether good or bad. We try to see the School as a big family and to care about the way each member fits in.

Teaching and non-teaching staff will follow our agreed intervention routines to modify the behaviour of most children.

Extreme Behaviour

Children whose behaviour, in the Class Teacher's judgement, does not respond to the agreed routines will be subject to a further procedure which can, in extreme cases, end with temporary or permanent exclusion from this School.

Tollgate School — Behaviour Policy

RATIONALE

Pupils' behaviour is the responsibility of the children and all members of staff and we should be able to look to each other for support. High standards of behaviour should be expected at all times.

One of our School aims is::

At Tollgate School we believe a school should provide a happy environment within which children may develop lively enquiring minds together with the self discipline and self image necessary for them to make the most of their education.

This policy contributes to this aim and helps us to assure a consistent approach throughout the School

OBJECTIVES

- ◆ *to produce an ethos which motivates and stimulates learning*
- ◆ *to encourage adults and children to respect the opinions and rights of others*
- ◆ *to promote co-operation between individuals and groups*
- ◆ *to sustain acceptable social behaviour*
- ◆ *to encourage children to take responsibility for their own behaviour*

SCHOOL RULES

- ◆ *Take turns to speak*
- ◆ *Listen to adults in school and do as they ask*
- ◆ *Keep hands and feet to yourself*
- ◆ *Be helpful*
- ◆ *Treat adults and children with respect*

CLASS RULES

Class rules will be displayed in each class. They will be negotiated at the beginning of each School year so that pupils have ownership of their rights and responsibilities. Rules will be expressed in a positive form.

EXPECTATIONS – of staff

- ◆ *that they will work within the terms of this policy*
- ◆ *that clear, positive, directions are given to pupils. (Differentiated where appropriate)*
- ◆ *that each day begins with a quiet task (see Classroom Management Policy) and that a calm, purposeful atmosphere is maintained during working time.*
- ◆ *that each lesson is prepared for a range of abilities*
- ◆ *that staff accept a shared responsibility for the behaviour of all pupils, whether in their class or another class.*
- ◆ *that parents are informed of concerns regarding pupil's behaviour*

EXPECTATIONS – of parents

DfES Circular 8/94 stresses that parental responsibility extends beyond ensuring regular attendance. They should also:

- ◆ *ensure that pupils arrive on time (8:50am), having had a good night's sleep and a healthy breakfast.*
- ◆ *ensure that pupils have suitable clothing and any books or equipment needed at school*
- ◆ *co-operate with the School in matters of discipline and reinforce the School's efforts at home*
- ◆ *keep the School informed of any circumstances which might affect their child's behaviour at school.*

EXPECTATIONS – of pupils

- ◆ *that they allow other children to work and play without disruption*
- ◆ *that they take responsibility for their own behaviour*
- ◆ *that they strive for the highest personal standard of achievement*
- ◆ *that they tell a member of staff immediately if anything happens at school to make them upset or sad*

AGREED STRATEGIES FOR ENCOURAGING GOOD BEHAVIOUR

(in all cases 'teacher' could be classroom assistant)

- ◆ *Teacher reinforces the idea that children make choices about their behaviour and that they are responsible for the choices that they make.*
- ◆ *Teacher expresses instructions/suggestions in positive statements ('Please walk', rather than 'Don't run').*
- ◆ *Teacher uses raised hand signal to ask for silence.*
- ◆ *Teacher explains clearly which response is expected –*
 - a) *– silent listening*
 - b) *– hands up before talking*
 - c) *– talking quietly (e.g. within a group)*
- ◆ *Teacher reminds children to look, listen and walk in the corridor.*
- ◆ *Teacher reinforces the notions of playground voice / classroom voice.*
- ◆ *Teacher writes behaviour targets on a card on the child's table when appropriate.*
- ◆ *On rare occasions when it is felt that overtiredness is at the root of a behaviour problem, a rest period in the medical room may be suggested*

AGREED SUPPORT FOR GOOD WORK AND BEHAVIOUR

- ◆ *Praise and a focus on how the behaviour makes the child feel (pride, satisfaction).*
- ◆ *Visit to another teacher - especially Key Stage Co-ordinator*
- ◆ *Visit to Headteacher.*
- ◆ *Allocation of extra responsibilities*

AGREED CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

5 steps:

1. Question:

Quick re- focus

- a What are/were you doing?
 - b What should you be doing?
- Then restate the relevant rule

Deeper approach (where required)

- a. What did you want?
- b. What were you doing?
- c. Was that helpful?
- d. What better choice could you make next time?

- 2. Child asked to sit apart for a timed period (maximum 5 minutes).
- 3. Child removed to another class until the end of the lesson.
- 4. Key Stage Co-ordinator involved.
- 5. Headteacher or Deputy involved, who may decide to involve parents.
If it is thought to be appropriate an Individual Behaviour Plan or Pastoral Support Plan will be initiated.

Every class has a small tent like structure named, by our Nursery children, a 'shell'. Children who feel that they are likely to lose control of their behaviour are asked to withdraw to the shell. It is our aim to help children to take responsibility for their own feelings and consequent behaviour. Thus children develop the ability to decide for themselves when it is wise to take a few minutes in the shell.

BULLYING

We regard bullying as the continual, deliberate actions of a child, or group of children, against another individual or group which causes injury, anxiety or distress. We appreciate such actions could be physical, emotional or vocal. As one of our main aims is to provide an environment where children feel safe and secure, we cannot accept bullying behaviour in any form.

If children feel concerned about others in school they are encouraged to be open and talk to an adult in whom they feel they can confide. We hope that parents feel able to come and talk to us if children raise their concerns at home. All such concerns will be looked into very carefully. If appropriate, parents as well as children will be involved in resolving the problem.

We discuss bullying openly with the children so that such behaviour can be identified. Our policy of regular circle times contributes to this. If, after investigation, a child or group of children are found to be bullying, we will immediately consult with all the children involved so we can attempt to solve the problem together. We will keep parents informed.

NURSERY HANDBOOK

Please contact the School Office or the Nursery if you would like to obtain a copy.

OUT OF SCHOOL ACTIVITIES

Football

Tollgate PTA offers football coaching each Saturday morning during term time.

A group of volunteers kindly provide the tuition and arranges matches. Anyone who feels able to offer help would be very welcome.

Tae Kwon Do

A club run by 'Fighting Fit' is available at the time of writing. Please ask about current prices.

Other activities are offered by members of staff and voluntary helpers. Some run all year round and some are offered at certain times. Ask what is currently available:

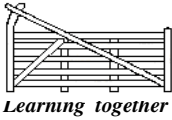
cycling proficiency, running club, girls football club, music club, tag rugby club, recorder club, country dance club, ballroom dance club, basketball club

CHILD CARE FACILITIES

Tollgate Time Out Club -

The club provides child care at reasonable cost from 8am until School starts, and from the end of the pupil day until 6pm

Please ask about current prices.



Tollgate School Clothing and Bags

ORDER FORM

	<i>price</i>	<i>chest size</i>	<i>quantity</i>	<i>total cost</i>
Sweatshirt	£ 7 . 00			£
Polo shirt red	£ 5 . 50			£
Polo shirt white	£ 5 . 50			£
Baseball Cap	£ 2 . 50			£
P.E. bag	£ 2 . 50			£
Book bag	£ 3 . 20			£
<i>grand total</i>				<div style="background-color: black; height: 15px; width: 100%;"></div> £

All items in school colours, printed or embroidered with Tollgate School logo.

Please make cheques payable to **Tollgate School PTA**

Please return this order form to School.

Name:

Address:

Where is Tollgate School—map

