

LISS JUNIOR SCHOOL

Prospectus

2008 - 2009



Headteacher: Mr A P Burford, Cert Ed. Dip I T
Hillbrow Road
Liss Hampshire
GU33 7LQ

Tel: 01730 892292
Email: Info@lissjunior.hants.sch.uk

THE STAFF TEAM

Headteacher: Mr Andrew Burford Cert Ed. Dip. IT

Deputy Headteacher: Mrs Caroline Harwood, B Ed (Hons)

Full-time teachers:

Mrs Heather Green, BSc (Hons) PGCE

Miss Barbara Greetham B Ed (Hons) E.C.B.

Miss Josephine Land BA (Hons) PGCE

Mr Christopher Meckiffe BA(Hons) PGCE

Mrs Mary Wainwright B Ed

Miss Kerry Beavis B Sc (Hons)

Mrs Janine Gillard BA (Hons)

Mrs Pippa Goodyear BA (Hons) PGCE

Special Needs Teacher:

Mrs Rona Searle, B.Ed.(Hons)

Teacher extending able children:

Mrs Elizabeth Gaythorpe Cert.Ed

Teacher providing PPA cover

Mrs Karen Rorke B.A.(Ed)

Graduate Teacher Programme Trainee

Miss Melanie Welfare

Learning Support Assistants:

Mrs Kate Eccott

Mrs Jayne Jefferies

Mrs Karin Van Dongen

Mrs Caroline Parrott

Mrs Alison Boyle

Mrs Mandy Attree

Mrs Anne Walker

Mrs Sylvia Smith

Mrs Nikki Wright

Mrs Angela Ray

Administration Officer: Mrs Valerie Brown

Office Administrator: Mrs Joanne Hunt

Resources Assistant: Mrs Daryl Markham

Caretaker/Cleaner: Mr Terence Coombs

Cleaner: Mrs Sally Harper

Senior Supervisory Assistant: Mrs Anne Walker

Supervisory Assistants:

Mrs Annie Clarke

Mrs Christine Jewell

Mrs Marion Ray

Mrs Valerie Farren

Mrs Karin Van Dongen

Mrs Jayne Jefferies

Miss Geraldine Newman

Cook Supervisor: Mrs Claire Parker

Assistant Cook: Mrs Joy Barnes

Our area **Education Welfare Officer** is **Jeff Morgan** on 02392 441443

Teachers' PE and Coaching Qualifications

Andrew Burford - FA Teachers Coaching Certificate & BAGA Coaching Certificate & HCC Shallow Water Swimming Certificate.

Barbara Greetham - FA Teachers Coaching Certificate & HCC Deep and Shallow Water Swimming Certificate, ECB.

Rona Searle - HCC Deep and Shallow Water Swimming Certificate.

Caroline Harwood - HCC Deep and Shallow Water Swimming Certificate.

Chris Meckiffe – ASA Club Coach Certificate, ASA Teachers certificate, FIA Teachers Coaches Certificate

Janine Gillard - HCC Deep and Shallow Water Swimming Certificate -

THE GOVERNING BODY

School Governors as at September 2008

Parent Governors:

Richard Pearce
Helen Simpson
Carol Buxton
Tommy Chung
Alison Galbraith

Teacher Governor:

Josephine Land

Staff Governor:

Nikki Wright

Local Education Authority appointed Governors:

Caroline Pritchard (Chairman)
Martin Ball
Graham Parrott

Community Governors

Sue Halstead (nominated by Liss Parish Council)
Gail Martin
Jacky Blackmore

Clerk of Governors

Valerie Brown

The role of the Governors is to work with the Headteacher, staff, education authority and parents to ensure the best possible education for all children in the school.

In addition to locally managing the school, Governors' responsibilities include curriculum, discipline, staffing, admission and charging policies, community links and buildings.

A full meeting of the Governors is held each term. Each year Governors write a report to parents and offer to hold an Annual Meeting to explain their involvement with the school and to account for their actions (if there is sufficient interest). All parents are invited and encouraged to attend this Annual Meeting, at which there is the opportunity to ask questions of the Governors and to be involved in discussion about school policies.

All Governors are appointed for a four-year term of office.

SCHOOL HOURS

Morning session: 9:00am - 12:00 noon

Afternoon session: 12.55pm - 3:30pm

Please ensure that, unless you have prior approval from the Headteacher, your child does not arrive at school before 8:30am. Office staff will be on the premises at the end of the school day until 4:30pm. Should you be unavoidably delayed and unable to collect your children at 3:30pm please let the School Office know and arrangements will be made to care for them until you arrive.

School Access

Schools have been required by the government to conduct reviews of their security. As a result of a recent review at our school, a door entry system has been installed. The front door will be locked at all times. Visitors wishing to gain access to the building between 8.30am and 4.30pm hours should ring the bell for attention.

The School Office

The School Office is officially manned from 8:30am to 4:30pm. Either Mrs Brown or Mrs Black will be happy to discuss matters of a domestic nature (e.g. school meals, medicine, uniform etc). A newsletter issued on a regularly basis, gives up-to-the minute information about school activities. An answerphone operates outside of normal office hours.

Breakfast Club

The school offers an early morning childcare facility known as the 'Breakfast Club' which runs from Monday to Friday during term time. The club runs from 8.15-8.45am and is open to both junior school children and their siblings at the Infant School. The school also operates a 'Full Breakfast Club' which operates from 7.45am which provides the children with a breakfast.

COMPLAINTS PROCEDURE

Hampshire County Council hopes and believes that full discussion will normally enable any complaints to be resolved informally by the staff of the school. Should a parent wish to make an official complaint to the Governing Body, a copy of the procedure can be obtained from the School Office.

LISS JUNIOR SCHOOL

ADMISSION POLICY 2009-2010

Hampshire County Council's Admission Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools 2009-2010

This policy will apply to all admissions from 1 September 2009, including casual admissions. It will be used during 2008-2009 for allocating places for September 2009 as part of the main admission rounds for Year R and Year 3.

The guiding principles of the school admission policy are, first, to enable as many children as possible to attend their parents' preferred school; second, to enable each school to serve its local community; third, to assist parents in planning their children's education; fourth, to ensure that all children are allocated a school place.

Therefore, the aims of the admission criteria are –

- to be easy for parents and schools to understand and operate;
- to enable children, as far as possible, to attend their local school and thereby minimise long or difficult journeys to school;
- to enable siblings, as far as possible, to attend the same school (or infant and junior schools on the same site);
- to promote high educational standards through curricular and pastoral continuity between schools serving the same catchment areas;
- to promote school involvement with the local community.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of midday on Friday 21 November 2008. Late applications (i.e. those submitted after midday 21 November 2008) will be considered after all on-time applications have been fully processed unless exceptional circumstances merit earlier consideration. Letters to parents offering a primary school place will be sent by the County Council on 23 January 2009.

For the main admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for late applications will be allocated using the same criteria:

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living within the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the preferred school or its linked infant or junior school on the same site and who will still be on roll at the time of the sibling's admission.
4. Children living within the catchment area of the school who live closest to the school, based on a straight line measurement from the school to the entrance of the property. (See 'Distance measurement' paragraph for details.)
5. Children living outside the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the preferred school or its linked infant or junior school on the same site and who will still be on roll at the time of the sibling's admission.

6. Children living outside the catchment area of the school who live closest to the school, based on the measurement of a straight line from school to the entrance of the property. (*See 'Distance measurement' paragraph for details.*)

N.B. School Closures statement.

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected by a particular closure.

Siblings

Criteria 3 and 5 includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Distance measurement

If the school is oversubscribed from within any of the above categories, the distance criterion (see 4 and 6 above) will be used to prioritise applications. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school brochure. Schools will specify in their prospectus the point(s) at the school from which measurements will be taken. Where straight line distance is used, Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

Multiple births

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Pupils with statements of special educational needs

The governing body will admit any pupil whose final statement of special educational needs names the school.

In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

Waiting list

When all available places have been allocated, schools will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-year fair access and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly stated both for children living within and outside the catchment area (if appropriate) and with the words "School Specific Criterion" inserted after the criterion. The LA admissions brochure will contain a brief summary of each school specific criterion.

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (DCSF 2007).

HOME TO SCHOOL TRANSPORT

Children qualify for free transport from home to school if:

- they attend their designated school, or a school nearer to home, or a school named by the authority because the designated school is full,

AND

- the distance from home to school – measured by the shortest practicable walking route is;
 - more than 2 miles for children up to the end of the school years in which they have their eighth birthday,

OR

- more than 3 miles for children from the beginning of the school year in which they have their ninth birthday.

Children do **not** qualify for free transport from home to school if:

- they attend a school which is not the designated school and which is further away from home than the designated school,
- parents name a school other than the designated one as their first preference, are unsuccessful in their application and then do not get a place at their designated school.

Parents will have had the opportunity of a place at their designated school, including the entitlement of free transport, and will have made the decision not to take up this opportunity, so foregoing the entitlement to free transport.

Parents are responsible for their child's attendance at school, whether or not transport is provided.

NOTE: A child's "designated" school means the school which serves a designated geographical catchment area which includes the child's home address.

TRAVEL PLAN

Liss Infant and Junior Schools have a shared interest in and concern for the health and safety of your children.

We are keen to promote safe routes to school, and as there is a limited amount of car parking for parents, we would like to support you in considering a variety of safe travel options for journeys to and from school.

With this in mind, we have produced an information pack for parents, containing a number of possible travel alternatives, together with a village map and bus timetable.

ADMISSION AND TRANSFER OF PUPILS

ADMISSIONS

The particular admission priority area for this school is Liss, Liss Forest and Hawkley.

Applications for admission of children who live outside the admission priority area of the school will, subject to availability of teaching and accommodation resources, be considered on their individual merits. Details of the application procedure to be followed in such cases may be obtained from the school office.

TRANSFER OF PUPILS TO THE NEXT STAGE OF EDUCATION

Normally children remain at this school until the end of the summer term of the year in which they are 11 on or before 31st August. Most children then transfer to Bohunt School, Liphook, which is the designated Secondary School for this area.

Prior to the transfer of children to that school the parents of all children concerned will receive a booklet (prepared by the Education Office) that outlines the provision for secondary education in the area. Reference is made in that booklet to the course options that are provided in the various secondary schools.

ATTENDANCE

The government requires schools to publish rates of authorised and unauthorised absences. During the school year to the 20 July 2008 absences were recorded as follows:-

Authorised absences: (eg sickness): 4.2%

Unauthorised absences:
Number of unauthorised absences: 0.4%