

LISS JUNIOR SCHOOL

Prospectus

2012 - 2013



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
Blog: lissjunior.primaryblogger.co.uk

THE STAFF TEAM

Headteacher: Mr Andrew Burford Cert. Ed. Dip. IT

Assistant Headteachers:

Miss Barbara Greetham, B.Ed. (Hons) E.C.B.
Mrs Heather Green, B.Sc. (Hons) PGCE
Mr Adam Stanley, B.A. (Hons)

Full-time teachers:

Mrs Josephine Armstrong B.A. (Hons) P.G.C.E.
Miss Kerry Beavis B.Sc. (Hons)
Mrs Louise Clements, B.Sc. (Hons)
Mrs Pippa Goodyear B.A. (Hons) P.G.C.E.
Mrs Mandy Grant, B.A. (Hons) P.G.C.E.
Mrs Heather Green, B.Sc. (Hons) PGCE
Miss Barbara Greetham B.Ed. (Hons) E.C.B.
Miss Olivia Norman-Walker, B.Sc. (Hons) P.G.C.E.
Mrs Karen Rorke B.A. (Ed)
Mr Adam Stanley, B.A. (Hons)

Special Needs Teacher:

Mrs Helen Bradbury, B.A. (Hons) P.G.C.E.

Teacher providing PPA cover

Mrs Emma Douthwaite, B.A. (Hons) P.G.C.E.

Graduate Teacher Programme Trainee

Miss Chantelle Kindlen

Learning Support Assistants:

Mrs Mandy Attree	Mrs Anne Ayling	Mrs Alison Boyle
Mrs Amy Croft	Mrs Sue Davies B.Sc.	Mrs Gill Hayes
Mrs Janice Horrocks H.L.T.A.	Mrs D Moore	Mrs Caroline Parrott
Mrs Sylvia Smith	Mrs Karin Van Dongen	Mrs Helen Vernon-Smith H.L.T.A.
Mrs Nikki Wright		

Administration Officer: Mrs Valerie Brown

Office Administrator: Mrs Julie Kingham

Resources Assistant: Mrs Daryl Markham

Caretaker/Cleaner: Mr Terence Coombs

Cleaner: Ambassador Cleaning

Senior Supervisory Assistant: Mrs Anne Walker

Supervisory Assistants:

Mrs Christine Jewell
Mrs Marion Ray
Mrs Karin Van Dongen
Miss Geraldine Newman
Mrs Sue Davies
Mrs Denise Moore

Cook Supervisor: Mrs Claire Parker

Assistant Cook: Mrs Joy Barnes

Parent Support Advisor: Mrs Sarah de Marcos

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.

THE GOVERNING BODY

School Governors as at September 2012

Parent Governors:

Helen Simpson

Clare Dove

Kath Miles

Lucy Flint

Teacher Governor:

Barbara Greetham

Staff Governor:

Nikki Wright

Local Education Authority appointed Governors:

Caroline Pritchard (Chairman)

Paul Bowsher

Graham Parrott

Community Governors

Jacky Blackmore

Richard Pearce

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.

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

SCHOOL HOURS

Morning session: 9:00a.m. - 12:00 noon

Afternoon session: 12.55p.m. - 3:30p.m.

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

School Access

The front door will be locked at all times. To gain access between 8.30am and 4.30pm, all visitors should use the call button located to the right of the front door and state their name and reason for seeking admission to the building.

On entering the building all visitors must report to reception and sign in.

The School Office

The School Office is officially manned from 8:30a.m. to 4:30p.m. Either Mrs Brown or Mrs Kingham 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 answer phone 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 8.15-8.45a.m. 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 7.45a.m. and provides the children with a breakfast.

Families wishing to register their children for Breakfast Club should contact the school office.

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.

Hampshire County Council's Admission Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools 2012-2013

This policy will apply to all admissions from 1 September 2012, including in-year admissions.

The authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2011-12 for allocating places for September 2012 as part of the main admission rounds for Year R and Year 3. It does not apply to those being admitted to nursery provision.

The guiding principles of the school admissions policy are that each Hampshire child should be offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from curriculum continuity between schools serving the same catchment area. The policy aims to be clear, fair and objective and complies with all relevant legislation.

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 **midnight on Sunday 15 January 2012. Notifications to parents offering a primary school place will be sent by the County Council on Thursday 19 April 2012.**

Applications made after midnight 15 January 2012 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

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 available preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline 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 **in** the catchment area of the school who at the time of application have a sibling on the roll of the preferred school or its linked infant or junior school who will still be on roll at the time of the sibling's admission.*
4. Other children living **in** the catchment area of the school.
5. Children living **outside** the catchment area of the school who at the time of application have a sibling on the roll of the preferred school or its linked infant or junior school who will still be on roll at the time of the sibling's admission.*
6. Other children living **outside** the catchment area of the school.

* This includes children who at the time of application have a sibling for whom the offer of a place at the preferred school or its linked infant or junior school has been accepted, even if the sibling is not yet attending. 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, and includes children living as siblings in the same family unit.

School Closures

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.

Permanent Residence

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend

part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Distance measurement

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school office).

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. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

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 same cohort 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 a statement of special educational needs

The governing body will admit any pupil whose final statement of special educational needs names the school. This is not an oversubscription criterion. Where possible such children will be admitted within the PAN.

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 Fair Access raises the number on roll above the PAN, no further pupil will be admitted until a place becomes available within the PAN.

Waiting list

When all available places have been allocated, a waiting list will be operated by the local authority. 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. Fair Access admissions 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.

At the time of receiving an offer of a school place parents will be advised of the process for having their child's name on a school's waiting list. 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 (DfE 2010).

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 2012 absences were recorded as follows:-

Authorised absences: (e.g. sickness): 3.4%

Unauthorised absences: 0.2%