



COULSDON CHURCH OF ENGLAND PRIMARY SCHOOL

Together - growing in mind, body and spirit

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Extracts from Ofsted Inspection, November 2011

Coulsdon C of E Primary School is an outstanding school.

The outstanding curriculum has been developed very well, with an increased focus on creative learning and opportunities for pupils to practise basic skills in different subject areas, so that pupils thoroughly enjoy their time in school.

The school enjoys a highly positive relationship with parents and carers, who are extremely pleased with all that the school provides.

The school is exceptional in the level of care they give the children and the quality of their learning experience. A wonderful school and fantastic staff and leadership team.

The school's strong ethos pervades the school at all levels, ensuring a very happy, nurturing community in which pupils thrive both academically and personally. Pupils demonstrate high levels of respect for each other, as well as for adults, including visitors to the school. Pupils' enjoyment of school is reflected in consistently high levels of attendance and this, combined with pupils' outstanding achievement and impeccable behaviour, means they are exceptionally well prepared for the next stages in their schooling.

A full copy of the Ofsted Inspection report is available on our website: www.coulsdoncofe.co.uk

Extracts from Southwark Diocesan Board of Education's Inspection of Anglican Schools, December 2016

The school, through its distinctive Christian character is outstanding at meeting the needs of all learners.

The focus on 'the Fruit of the Spirit'... is shared by all and underpins the school's life and work. This means that its Christian ethos contributes effectively to buttressing pupils' successful learning and progress alongside supporting their personal growth and wellbeing. Attainment is consistently above the national average and the progress made by all pupils, from their various starting points, is at least good and often outstanding. Christian 'love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control' permeate the school's purposeful learning environment. This 'fruit' is clearly seen in the strong, open and respectful relationships in evidence between all members of the school community, both adult and pupil. It is also evident in the exemplary behaviour of pupils which is well supported through consistent approaches by adults across the school. The school is a happy, supportive and caring place... Based on the school's longstanding motto of, 'Together, growing in mind, body and spirit' pupils rightly recognise that the school helps to develop them academically, physically and spiritually. Pupils are encouraged to present their own ideas on matters of spiritual, religious or moral concern. They do this confidently while listening to others. This contributes effectively to the school's strong provision for SMSC development. Pupils are sensitive to the needs of others both locally, nationally and internationally through participating in fundraising activities. Pupils enjoy RE and see that it helps them develop knowledge and understanding of Christianity and other faiths so that, 'we can respect and learn from others'.

A full copy of this Inspection report is available on our website: www.coulsdoncofe.co.uk



Dear Parents and carers,

Welcome to our school.

Coulsdon Church of England Primary School is a Voluntary Aided Primary School, first founded in 1834, and committed to providing a Christian based education for up to 210 boys and girls between the ages of 4 and 11. I hope that our prospectus will give you a sense of what the team of staff at Coulsdon Church of England Primary School are striving to achieve.

We believe in a holistic approach to Education delivered in a Christian and supportive community. Each child is treated as an individual and encouraged to reach their potential in all areas of their development: academic, social, emotional, physical and spiritual.

We offer a broad, balanced, creative and challenging curriculum so that the needs of all children can be met. Coulsdon is an inclusive school; the staff work hard to ensure that the curriculum and learning environment are adapted to support children's learning differences and cultural diversity. We want our children to leave us as eleven confident and positive about moving on to the next stage of their lives.

Community is very important to us. The church, governors, parents, children and staff work together to ensure that we fulfil our motto:

Together – growing in mind, body and spirit.

Parents are welcome to visit the school and see our approach to learning in action.

Mrs Annie Mitchell
Head Teacher

COULSDON CHURCH OF ENGLAND PRIMARY SCHOOL

Together - growing in mind, body and spirit

Our Church of England school at Bradmore Green has nurtured generations of children since 1834. In the 21st Century, we at Coulsdon C of E Primary are proud of our history of providing a good all-round education within our caring Christian environment.

The governing body's guiding principle is that the children's needs are the focus of all the decisions that are made. Growth towards maturity requires not only intellectual development, but spiritual, moral, social and physical development too, and we aim to provide the learning and skills in all of these areas that equip our pupils to make the most of life's opportunities. We strive to ensure that each pupil is challenged and supported in the pursuit of academic achievement, we encourage the development of children's individual talents, celebrate their diverse cultural heritages, and work with them to create an environment where everyone's views and qualities are appreciated.

Throughout school life, we promote the important partnerships of school, families, church and community so that, together, we can encourage our children to embrace new experiences and to grow healthily and happily into life-long independent learners.

Melvyn Allen - Chair of Governors

At Coulsdon C of E Primary, the caring Christian character of the school ensures an inclusive community where every person is valued and made welcome.

As Rector of St John's Church, I am delighted that we have a strong, long-standing link between the school and the church. St John's Church supports the school through its appointment of Foundation Governors, through regular contact in worship in school and through the Bible Explorer Course enjoyed by children in Key Stage 2. The school's pupils visit St John's Church several times during their school year and class discussions show how much the children enjoy the events they take part in at church.

We value each and every member of our school community, appreciating the diversity of religious beliefs and cultural heritage our members bring, and promoting a sense of belonging for all.

Paul Roberts MA - Rector of St John's Church, Old Coulsdon



Aims

At our school, children are taught in such a way as to encourage them to enjoy learning and to develop personal qualities such as self-motivation, self-discipline, perseverance and cooperation.

We aim to: -

- Provide a stimulating and supportive learning environment within the Christian tradition.
- Ensure a safe, secure and caring environment for our pupils, helping our children to grow up happily and healthily.
- Promote personal qualities of loyalty, courtesy, honesty, pride in achievement, and respect for people, property, and the environment.
- Foster in our pupils a sense of self-respect, self-confidence and self-esteem.
- Encourage an appreciation of the efforts of others, showing sensitivity to their needs.
- Encourage respect for religious and moral values, and an understanding of differing cultures and global issues.
- Ensure equal opportunities regardless of race, gender or religion.
- Prepare pupils for the opportunities, responsibilities and experiences of Secondary School Education.
- Prepare pupils for the society and world in which they will grow up, equipping them with relevant skills and social attitudes needed to become responsible citizens.
- Help pupils develop a positive attitude to learning and an enthusiastic approach to work.
- Prepare children to be life-long independent learners, keen to experiment and take risks.
- Develop the potential of each child, encouraging the pursuit of academic excellence and individual talents.



Admission Arrangement

Admissions for Reception Class

The ethos of this school is to enable every child to learn and develop in a Christian environment. We ask all parents of whatever faith applying for a place here to recognise and support this ethos and its importance to the school.

Parents/carers are welcome to visit our school should they wish, by arrangement with the school office. An open day is held each October, when we will be pleased to show parents/carers around the school, explain the curriculum and answer questions.

Supplementary Information Form (SIF)
Applicants living in Croydon must complete both the borough's Common Application Form (CAF), naming this school as one of the preferences, and return it to the LA, and the school's SIF (obtainable from the school), if they wish to be considered under the church criteria. The SIF must be completed and returned to the school by the LA's closing date for applications. It is important to ensure that you name the school as one of your preferences on the CAF, otherwise the governors will not be able to consider your application for a place. Any late applicants will be considered in accordance with the procedure outlined in Croydon's co-ordinated scheme. Out-borough applicants should complete their home local authority's CAF.

Please note: any reference to church attendance must be put on the SIF.

Where no Supplementary Information Form is received at the school by the closing date, we will not be able to consider your application for a Foundation place and the application will be considered for an Open place, as appropriate.

The admissions policy should be read and the forms completed with reference to the Explanatory Notes which are available to see on the school's website.

Admissions criteria

There are 30 places available of which 20 have been designated as Foundation places (with church criteria) and 10 designated as Open places (with no church criteria). If there are more than 30 applicants, places will be allocated according to the following criteria (after the admission of any children with a statement of special educational needs or Education, Health & Care Plan which names this school).

Foundation Places

These are stated in order of priority:

1. Any looked-after children or previously looked-after children.
2. Children with an exceptional and professionally supported social or medical need for a place at Coulsdon C of E Primary School. This must be supported by written evidence at the time of application, that is, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. This information needs to be provided for the local authority with the CAF and also provided to the school.
3. Children whose parent/carer/guardian is a faithful and regular worshipper at the parish church of St John the Evangelist, Old Coulsdon and who:
 - a) attends weekly,
 - b) attend fortnightly,Then those who

Then those who c) attend monthly or more and who, for all three categories, have done so for at least 2 years prior to the 15 January in the year of admission.

4 Children whose parent / legal carer / guardian is a faithful and regular worshipper at another Anglican or other Christian Church and who will have a brother or sister in the school at the time of admission.

5. Children whose parent/carer/guardian is a faithful and regular worshipper at some other Church of England Church, provided that they reside within the parish of St John the Evangelist, Old Coulsdon and who:

a) attend weekly,

Then those who b) attend fortnightly

Then those who c) attend monthly or more and who, for all three categories, have done so for at least 2 years prior to the 15 January in the year of admission.

6. Children whose parent/carer/guardian is a faithful and regular worshipper at another Christian Church other than the Church of England, provided that they reside within the parish of St John the Evangelist, Old Coulsdon and who:

a) attend weekly,

Then those who b) attend fortnightly,

Then those who c) attend monthly or more and, for all three categories, have done so for at least 2 years prior to the 15 January in the year of admission.

In the event of over-subscription in any of the above church criteria, priority will be determined in order of regularity of attendance. Firstly, those who (a) attend weekly, then those who (b) attend fortnightly, and then those who (c) attend monthly. In the event that two or more applicants have equal rights to a place and there are insufficient places to admit all

applicants, the Governing Body will use the distance of the child's home address to the school, giving priority to those living nearer. If there are fewer than 20 qualified applicants for Foundation places, any unfilled places will become additional Open places. Unsuccessful qualified applicants for Foundation places will be considered for any Open places remaining unfilled at the end of the allocation procedure.

Open Places

1. The same as 1 under Foundation Places but not having to satisfy church criteria

2. The same as 2 under Foundation Places but not having to satisfy church criteria

3. Children who will have a brother or sister in the school at the time of admission

4. Children in order of nearness of the child's home to the school. Distance measurements will be provided using the local authority's computerised measuring system.

In the event of over-subscription in respect of any of the above categories for Open places, a decision will be reached according to proximity of the child's home address to the school, with priority given to those living nearer.

Tiebreaker

If two applicants live equidistant from the school, admission will be determined by the drawing of lots by an independent person.

Waiting lists

When a parent is not offered a place for their child in either reception class, or as an in-year admission to any other class, their child's name will be placed on a waiting list. In the event of a place becoming available and there being more than one name on the waiting list for that class, the applications will be considered in accordance with the criteria in the admissions policy. The child's name will stay on the list until the end of the autumn term. Those parents who wish their child's name to remain on the list after that will need to let the school know.

In-year applications

Parents/carers are welcome to visit the school by arranging an appointment with the school office.

Parents/carers wishing to apply in-year must complete an application form available from the local authority and this should be returned directly to the local authority when completed.

If applying for a Foundation place please also complete a SIF which can be obtained from, and must be returned to, the school.



Appeals

Parents who are not offered a place for their child in either reception class or as an in-year admission to any other class, have the right of appeal to an independent appeal panel. An admission appeal form should be obtained from the school. Any appeal should be received in writing within 20 school days of the date of the letter notifying the decision not to admit the child.



Admission of children outside the normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

This is a summary. Please see school's website for the full policy.

Arrangements for Pupils with Disabilities

The school's policies for Admissions and Equality, Diversity and Community Cohesion state that all children will be considered for a place at the school.

Curriculum and access audits are regularly carried out to ensure an inclusive learning environment.

The school is on one level, however steps separate the Foundation, Key Stage 1 and Key Stage 2 areas. There is a disabled access to the Year 6 classroom, and ramp access to the main entrance of the school.

Child Protection

Our duty towards all pupils entrusted to our care is taken very seriously and we seek to provide a school environment where all children are safe, secure, valued, respected, and listened to.

Our Child Protection Policy is available from the school office or website and we have procedures in place for handling any concerns about a child's welfare.

The Headteacher is the designated Child Protection Officer.

The school has a legal duty of care under the Children Act to refer cases causing concern to the relevant authorities.



The Headteacher and governing body are trained in safer recruitment. They ensure that all staff and volunteers undergo the appropriate checks in line with government legislation.

Starting School

Meetings are held in the Summer Term for parents of new reception children to hear about school procedures and curriculum, and to order school uniform, and for children to spend time with their new teacher and teaching assistant at a Teddy Bears' Picnic. Parents are invited for refreshments and an opportunity to meet other parents informally. Children enter Reception during the Autumn Term of the school year in which they become five, and all children initially start part time. The Reception year forms the second year of the Foundation Stage.



The School Day

The school runs its own Breakfast Club, open from 7.45am, providing a healthy breakfast and supervised play.

Gates open for the school day at 8.45am, the bell rings at 8.55am, and children begin their working day at 9.00am. An Act of Collective Worship is held daily.

There is a 15 minute break mid-morning for all pupils, lunch break lasts for one hour and 15 minutes for Infants and one hour for Juniors. All children finish school at 3.20pm.

After-school care is available from PlayPlus or Mulberry Bush near Oasis Academy Byron Primary School. Children are escorted from Coulsdon Primary to these facilities.

Attendance

Regular attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. We are, by law, required to distinguish between authorised and unauthorised absence. To ensure that your child's absence is authorised, please notify the school as soon as possible, before 9.30am.

In accordance with government guidance, the Headteacher cannot authorise holidays during term-time. Parents who take children out of school on holiday incur unauthorised absences for their child. These remain on the child's record and are monitored for further action by the Education Welfare Officer. The full Attendance Policy is available from the school office, or on our website.

A Healthy School



The school has achieved the Healthy Schools Award and promotes a healthy lifestyle through its approach to food, exercise, safety and social and emotional development.

Morning snack

Children in Key Stage 1 (Infants) are provided with fruit mid morning. Milk is delivered to school for the Infants, and is free up to the age of 5 and at a reasonable cost thereafter. Juniors should bring fruit to school for their snack. All children are encouraged to bring a reusable water bottle to school, which can be refilled from the water cooler.

Lunch

School meals are cooked on the premises and are good value. Dinner money is paid through the ParentPay system online at www.parentpay.com. All Infants are entitled to a school meal free of charge, and free meals are provided if you receive Family Income Supplement or Jobseeker's Allowance.

As an alternative to school meals, packed lunches may be brought. No glass bottles, glass-lined flasks, or hot liquids may be included, and the school operates a nut-free environment.

Travelling to School

The school has an approved 'travel plan'. This promotes walking to school, safe parking, and encourages safe behaviour of pupils and motorists around the school perimeter. Parents are asked to park well away from the school gates and with consideration for local residents.



The Curriculum

It is our aim to ensure that all children attending Coulsdon C of E Primary receive the highest quality of education provision in all areas of the curriculum.

The school follows the National Curriculum Programmes of Study for Key Stages 1 and 2, the Curriculum for the Foundation Stage for Early Years, and the National Primary Strategy. The National Curriculum comprises the core subjects of Mathematics, English, Science, ICT (Information & Communication Technology) and R.E., and foundation subjects – Art, Geography, History, Music, Physical Education, Technology, and PSHE (Personal, Social and Health Education).



Our creative curriculum is planned to ensure continuity and progression in each child's learning, and equality of opportunity is paramount. The school actively opposes stereotyping and prejudice.



Curriculum letters are sent out termly by all class teachers, outlining the focus of work and ways in which to support your child at home. Homework is clearly structured throughout the school.

Each child's progress is carefully monitored in order to help every child reach his/her full potential. Parent Consultations are held twice a year to discuss progress, and written reports are sent home in the summer term. Moreover, the school encourages communication between parents and teachers as frequently as needed.



Inclusion

Coulsdon C of E Primary endeavours to provide equal opportunities and access for all its children. Every child's progress is regularly monitored, and additional support or further challenges for the more able are put into place where needed.

Ofsted stated that in our school "Every pupil is seen as an individual with differing needs and the school strives to meet these through very effective deployment of material and staff resources".

As children learn in different ways we believe that it is important that the teaching in the school is as multi-sensory, creative and active as possible. The school's Inclusion Manager and Headteacher work closely with all staff to ensure that children reach their potential in all areas of development and that the Inclusion policy is fully implemented.

Ofsted judged that "the school's promotion of equality of opportunity and its record of tackling discrimination is outstanding".



Religious Education

The school is affiliated to the Church of England, with St. John the Evangelist as the Parish Church. A daily act of collective worship is held, and Religious Education is taught throughout the school. Services are held throughout the year at St. John's Church, celebrating major festivals; parents are very welcome to join us and participate in our worship.

Under Section 25(4) of the 1944 Education Act, parents may exercise their rights to withdraw pupils from Collective Worship or Religious Instruction.



Sex and Relationships Education

Throughout the school, questions regarding sex education are dealt with in as natural and honest a manner as possible. Year 6 pupils have a specific course related to birth, growing up, and the life process. Parents are welcome to view the school's RSE Policy and to discuss the contents of the course with the teacher.

Physical Education

The school has achieved the comprehensive PE curriculum and a wide range of sports such as lacrosse, tag rugby, basketball, rounders and tennis. Football, netball, cross-country and athletics clubs are run during the year, and Junior children are offered swimming tuition.



Music

All children follow a music curriculum within the school day taught by their class teacher or a specialist teacher. In addition, recorder groups and a choir are run for Infant and Junior children.

Clubs

In addition to the sports clubs, the school runs a



variety of other clubs and extra-curricular activities throughout the year such as lacrosse and gymnastics.

Educational Visits

Outside visits linked to the curriculum make a valuable contribution to the children's educational and social development. We regularly welcome visitors with a range of talents and skills and Year 6 children take part in a residential school journey. A voluntary contribution is requested towards funding the cost of these activities (see Charging Policy).

Communication

We believe that the partnership between home and school is fundamental to the life of the school, and we always aim to involve parents/guardians as fully as possible.

Newsletters are sent out to keep you informed and our website provides online newsletters, current information on events, The Friends' Association's activities, school policies, governing body information, useful forms, and links to other sites.

Parents are encouraged to become involved in the life of the school; parent helpers give practical help in classes

during the school day, and the parents' Friends Association organises regular social and fund-raising events.

The views of pupils are actively sought and considered, mainly via the 'School Council' which comprises elected members – two children from each of years 2 to 6, voted for by their peers.

The school also forges very strong links with the local community, regularly singing and dancing for local groups and events.

We are also able to make use of facilities at local secondary schools and further education colleges, taking classes of children for activities such as swimming, athletics, design and technology and I.T.

Behaviour and Discipline

At Coulsdon C of E Primary, we promote good behaviour and a sense of responsibility as members of the school and the wider community. We focus on safety and respect for others, and these topics are regularly discussed with the children. The school does not tolerate bullying, fighting and unacceptable language. Any incidents are dealt with immediately: children are helped to recognise the seriousness of the situation and appropriate disciplinary action is taken. Our school policy on behaviour and discipline is available to view at school and on the school website.

Resolving problems

If you have a concern about school, your initial contact should be with your child's class teacher. If this does not resolve the issue, please see the Headteacher. If the issue remains unresolved, the Chair of Governors should be approached.

Parents also have a right of appeal, in the event of a problem not being dealt with satisfactorily, to the Local Education Authority. Please visit our website for a

copy of the school's Complaints Policy.

The Friends' Association

It is the aim of the Friends' Association to promote friendship, cooperation and a sense of community amongst parents and to organise social events for the enjoyment of all who take an interest in the well-being of the school and its place in the community. Events have included Fireworks evening, Christmas Fair, Quiz Night, Barbecues, Spring Fair, discos, cake sales, and our popular May Ball.

The Friends' Association at our school is a very active, supportive body, raising valuable funds for the school. These funds are used for both large projects, such as the purchase of interactive whiteboards, and other expenses such as sports kits and subsidising visits from educational groups to the school.



Medicines

Medicines for chronic and short-term illnesses such as asthma inhalers, penicillin and antibiotics can be administered by designated staff at the school. On **all** occasions, they must be brought to the school office where a parental permission form must be completed and signed.

School Uniform

School Colours: Bottle Green and Holly Berry Red

It is our school policy that all children wear school uniform when attending or representing our school.

We believe that our school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging towards the school;
- is practical and smart;
- identifies the children with the school;
- makes children feel equal to their peers in terms of appearance;
- is suitable wear for school and good value for money;
- has been designed with health and safety in mind.

Some items specific to the school can be ordered via the school supplier online. These items are marked with an asterisk opposite. General items, such as trousers, skirts, pinafores, shirts etc, are available from a large number of retailers.

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are plain gold or silver earring studs in pierced ears, and small objects of religious significance. Watches may be worn by the Juniors.

We ask all parents who send their children to our school to support the school uniform policy and to ensure that their child has the correct uniform, that it is named and in good repair.

**NB - Book Bags and all items of uniform marked with an asterisk are available to order from the school uniform shop.*

Infant Boys

- Grey trousers/shorts
- White polo shirt
- Green or red school jumper with school logo*
- Black shoes, plain grey socks

Infant Girls

- Green pinafore dress (winter); red or green checked dress (summer); (grey school trousers may be worn in the winter if preferred)
- White polo shirt
- Green or red school jumper/cardigan with school logo*
- Black shoes, white socks (summer); green/red tights (winter)

Junior Boys

- Grey trousers/shorts
- White shirt, school tie* - (summer: polo shirt - optional)
- Green or red school jumper with school logo*
- Black shoes, plain grey socks

Junior Girls

- Green skirt (winter); red or green checked dress (summer); (grey school trousers may be worn in the winter if preferred)
- White shirt and school tie* (summer option: white reverse-collar blouse)
- Green or red school jumper/cardigan with school logo*
- Black shoes, white socks/green tights [Y6 only – black tights (winter only)]

Outdoor wear: either:

- Red or green showerproof fleece/anorak*
- Other dark-coloured coat (red, dark green, navy, black or brown)
- Hats*, baseball caps*, scarves and gloves

PE Kit

- Red shorts* and white T-shirts (team colour T shirt for Sports Day*)
- Black or navy plain sports tracksuit (for outdoor games)
- Plimsolls (trainers for some junior games activities)

Finance

Charging Policy

Under the 1988 Education Act, the school is unable formally to charge for any school activity. In order to enable us to fund activities such as outings, visiting theatre groups etc, we do ask for voluntary contributions from parents. Unfortunately, if insufficient funds are received, it may be necessary to cancel the activity.

Governors' Maintenance Fund

The Governing Bodies of C of E Voluntary Aided schools are responsible for the management, maintenance and development of school premises.

The Governing Body carries the legal liability for capital expenditure and especially the residual liability – currently 10% - for any improvement works that are carried out.

For capital building projects that are considered to be maintenance or repair, we subscribe annually to the Diocesan External Maintenance Scheme. This scheme covers our 10% liability for any works for which we have secured funding.

The main source of income for the Governors' Maintenance Fund comes from voluntary contributions which parents are asked to make on an annual basis. Your support in the form of a regular commitment to the Fund is vital in enabling us to improve the children's daily environment and to allow us to plan ahead and budget wisely. Currently, parents are asked to contribute £70 per annum for the first child in the school, followed by £40 for one sibling, and £20 for two siblings, under the Gift Aid scheme.

Any surplus from parental contributions is retained in the Governors' Maintenance Fund to cover our 10% liability for improvement works or, when funds permit, to provide extra items for the school for the benefit of the children.

Accounts of income and expenditure are prepared annually and are available on request.

Financial Aid to Pupils

Parents' attention is drawn to the schemes of financial aid to pupils from families receiving Family Income Supplement or Child Tax Credit. Details regarding the range of assistance can be obtained from the school office.



This is a summary. Please see school's website for the full policy.



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