



# St. Giles Junior School.



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St.Giles Junior School  
Hayes Lane  
Exhall  
Coventry  
CV7 9NS

Tel: 024 76313375  
Fax: 024 76731041  
admin2571@we-learn.com

Dear Parents,

Welcome to St. Giles Junior School. We hope you will find that this brochure gives you the information you need whether you are a prospective parent or indeed one who already knows our school.

We are a very friendly school with a committed staff that is caring and hardworking. Our school logo illustrates our devotion to teamwork involving everyone !

It is not easy to say all we want to say about our school in just these few pages. We therefore offer you the opportunity to visit, where we will be happy to discuss any questions or queries you may have.

We look forward to welcoming you and your child.

Best wishes

Anne Perry and the staff of St.Giles.

# General Information

**Name of School:** St. Giles Junior School  
Hayes Lane  
Exhall  
Coventry  
CV7 9NS

**Telephone:** 024 76313375

**Fax:** 024 76731041  
admin2571@we-learn.co

**Age Range:** 7-11 years.

**Admission:** Two form entry.  
Eight classes.

**Head teacher:** Mrs Anne Perry.

**Chair of Governors:** Mrs Claire Patterson.

**Directorate of children :  
Strategic Director** Marion Davies  
County Education Office  
22 Northgate Street  
Warwick  
CV34 4SP  
01926 410410

**School Officer:**  
  
County Education Office  
22 Northgate Street  
Warwick  
CV34 4SP  
01926 410410

# The Staff

**Head teacher:** Mrs Anne Perry.

**Deputy Head teacher :** Mrs Tracey Metcalf.

**School Secretary:** Mrs Gill Groom

**Finance Officer :** Mrs Sharon Palmer

## **Class Teachers:**

**Year 3** Mrs Tracey Metcalf  
Miss Cherine Dyer

**Year 4** Mrs Michelle Wallis  
Miss Hannah Southam

**Year 5** Mrs Valerie Lewis  
Miss Claire Long

**Year 6** MRS Sarah Daly

**Part time teachers:** Mrs Jo Norris  
Mrs Kathleen Marsden

**Teaching Assistants:** Mrs Sharon Randle.  
Mrs Lin Copson  
Mrs Pearl Rostron  
Mrs Rose Davies  
Mrs Pam Hough  
Mrs Baljinder Panesar

**Caretaker:** Mr Phillip Whiteside.

**Dinner supervisors:** Mrs Lynda Kean  
Mrs Marisha Fall  
Mrs Beryl Bradford  
Mrs Angela Hart  
Mrs Angela Armstrong  
Mrs Mukta Maru  
Mr Phillip Whiteside

**Kitchen staff:** Mrs Rachel Charlton  
Mrs Sandra Jeacock  
Mrs Karen Meaden

**Cleaning team:** Mrs Anne Rowe  
Mrs Annette Oakes  
Mrs Maria James

**Minibus Driver:** Mr Bill Pateman



# The Governors.

<b>Chair of Governors:</b>	<b>Mrs Claire Patterson</b>
<b>Parent Governors:</b>	<b>Mrs Sheena Yates Mr Mark Bailey Mr David Copson Mr Andrew Stretton</b>
<b>Local Authority Representatives Governors:</b>	<b>Mr David Ancliffe Councillor Richard Chattaway</b>
<b>Teacher Governors:</b>	<b>Mrs Valerie Lewis</b>
<b>Non- Teaching Governor:</b>	<b>Mrs Sharon Randle</b>
<b>Community Governor:</b>	<b>Rev. William Smith Councillor T. Kenning Mrs Amanda Suett</b>
<b>Head teacher:</b>	<b>Mrs Anne Perry</b>
<b>Deputy Head teacher:</b>	<b>Mrs Tracey Metcalf</b>
<b>Clerk to the Governors:</b>	<b>Mrs Valerie Dudley</b>

The Governing body and the Head teacher, in conjunction with the Local Education Authority are responsible for the running of the school.

# Our School Aims Statement.

## St. Giles-TEAM.

**Together  
Everyone  
Achieves  
More**

We aim to be a partnership of children, parents and staff in which each child is enabled to develop individually in a safe environment that encourages personal responsibility both in school and in the wider community.

We will respond to change to ensure that we continually give the best educational care in life skill and academically always ensuring that our learning together is proactive and above all fun!

Everyone at St. Giles will aim to:

- Create an atmosphere that will encourage confident, enthusiastic happy children.
- Provide a broad and balanced curriculum, which excites and inspires.
- Provide opportunities to develop motivated, active, independent learners who will achieve personal success.
- Enable children to attain high standards of self discipline ,make decisions, choose and take responsibility.
- Ensure a happy, healthy and safe environment to promote personal development.
- Encourage trust, respect and tolerance of all others.
- Encourage children to save, develop their prospects and improve their future lifestyles.
- Aim high to achieve your personal best.

## The times of the school day.

Time	Sessions
8.55am	Registration
9.00am-10.00am	Session 1
10.00am-10.15am	Break
10.15am-11.15am	Session 2
11.15am-11.30am	Assembly
11.30am-12.15pm	Session 3
12.15pm-1.00pm	Lunch
1.00pm-1.20pm	Guided Reading
1.20pm-2.15pm	Session 4
2.15pm-3.15pm	Session 5
3.15pm	Close of the school day

### Arrival at school.

The school begins at 8.55am with registration. Children are allowed on the school playground from 8.45am.

The school bell rings at 8.55am to signify the start of the school day. It is important that your child is then in the classroom prior to the start of the first session. Arriving just a few minutes late means they miss out on the initial input of the day. If your child does arrive late please ensure that they tell Mrs Groom in the school office before going to class.

If at the beginning of the school day you need someone urgently please go to the school office.

### Departure from school

The school day ends at 3.15pm. If you meet your child from school please ensure that you are prompt. If you are detained please contact the school so that we can reassure your child. Please let us know if anyone else other than the usual person will be collecting your child.

# The Curriculum.

In St. Giles, every child matters. We aim to give every child the opportunity to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. Our key message is to help our children be confident, enthusiastic and effective learners.

We work within the framework of the Statutory Curriculum, but we have tailored and adapted it for St. Giles developing it in order to enrich the opportunities we offer our children. Our expectations are high. We aim to recognise and develop the individual gifts and talents of all of our children. The curriculum is thus aimed at promoting the spiritual, moral, cultural, mental and physical development, emphasizing the teaching of the skills, ideas and knowledge that will prepare our children for their experiences of adult life.

Particular emphasis is placed on the core subjects of English, Maths and Science. The importance of Information and Communication Technology is seen not only in its own right but it is also in evidence throughout the curriculum. The foundation subjects of History, Geography, Art, Design Technology, Music, and Physical Education provide the breadth in the curriculum. Religious Education and Personal, Social and Health Education add a further vital dimension to our children's development.



# Literacy

In Literacy children develop their skills in speaking, listening, reading and writing. This enables them to communicate effectively with others and express themselves both creatively and imaginatively.

The children take part in a daily literacy lesson. We follow the Primary National Literacy Strategy. This is also supplemented by an additional literacy lesson and Guided Reading.

For the development of reading and continued reading practise we use the Oxford Reading Tree. This is a reading programme that allows the children access to structured vocabulary and features of reading. Our material is suitable for children who are early readers up to more confident readers. The children then have access to our library for independent choices.

We use Rigby Navigator for our Guided Reading which is a structured programme of teaching and guiding and supporting children in developing and enhancing their reading.

We use a scheme for Spelling which is closely linked to the National Literacy Word Level objectives and daily handwriting practise to develop a fluid handwriting style.



## **Numeracy**

The school follows the National Numeracy Strategy. This is firmly embedded. The children take part in a daily numeracy lesson. Each lesson is carefully planned and differentiated to allow each child to access at their individual learning rate. The children have many opportunities within the numeracy lesson to work mentally, use a variety of practical materials, learn many strategies, record both informally and formally and then apply these skills to questions and real life problems. This helps our children to become logical thinkers, to be able to solve problems and think in more abstract ways.

## **Science**

Science is a core subject of the National Curriculum. It gives the children the opportunity to question developing their curiosity about the environment around them. It allows the children to rationalise explanations through experimenting and applying their knowledge and understanding. The children learn how to use subject specific vocabulary effectively and know how to explain how the scientific ideas they study contribute to our changing world.

The school follows the units of work for Key Stage 2 from the Qualifications and Curriculum Authority scheme of work for science.

## **Information and Communication Technology**

Children develop their skills in ICT following the units of work from the Qualifications and Curriculum Authority scheme of work. ICT is also used to enhance all areas of the curriculum. The children have twice weekly timetabled access to the computer suite.

## The Foundation subjects.

The Foundation subjects include History, Geography, Art, Design and Technology, Music and Physical Education.

At St. Giles these subjects enrich our children's knowledge and understanding about the world around them. We study that which is set in the context of today as well as the past cultures and civilisations and how the past has influenced our lives in its present.

For all Foundation subjects we follow the Qualifications and Curriculum Authority scheme of work, yet we tailor and adapt the ideas to enhance the children's knowledge, engage and enthuse them .

### Music

All children receive a weekly music lesson with a County Music Specialist. Here they learn about voice control, correct breathing, and rhythm. They learn many songs from different cultures clapping out rhythms and putting in actions.

There are also many other ways for our children to enjoy and make music. We have regular visits from professional musicians and our children take part in music festivals and concerts with other local schools.

Our children also have the opportunity to have peripatetic lessons. Violin, Cello, Brass, Clarinet and flute are all offered.



## Physical Education.

The aim of Physical Education at St. Giles is to promote in each an enjoyment of healthy exercise.

Games skills are taught in the lower years becoming more specific as the children grow older. We teach the skills needed for games such as Football, Netball, Basketball, Rugby, Hockey, Athletics and cricket etc.

For the children who like to take their skills further there are a range of sporting activities offered after school as extra curricular clubs and teams. The school likes to participate in local and area sporting events.

All our Year 3 children attend a weekly swimming session at the Bedworth Leisure Centre. Here they are taught the skills needed for water safety, stamina in the water, basic skills and the different strokes. We use our minibus to transport the children to the pool.



## Health and Sex Education.

Health and Sex Education are taught through the Science and Personal Health, Social and Health Education aspects of the curriculum. We always try to ensure that the children's questions are answered sensitively, with honesty and in an appropriate way for the child's level of maturity.

Parents do have the right to withdraw their child from the sex education aspect of the science curriculum if they wish.

In Health Education, children learn about food, nutrition, health and well being.

## Religious Education

Religious Education is an important part of our school curriculum. It is an opportunity for our children to learn more about themselves and their relationship with others. We follow the Warwickshire Agreed Syllabus for R.E. This reflects that whilst the religious traditions in Britain are in the main Christian, our society is a multicultural one and our lessons do take account of the teaching and practises of other religions.

## Assemblies

Our assemblies take place daily, either as a whole school together or in smaller groups.

We have very close contact with St. Giles Church. We visit the church regularly for special services. Our school assemblies are also supported by the Vicar, William Smith.

We have a Good Work Assembly once a week where the children share their achievements. By doing this we hope to foster the children's self esteem and pride in their talents and successes.

As a parent you are entitled to withdraw your child from collective worship, you have the right to do so. Please contact the Head teacher to arrange acceptable alternative arrangements for your child.

## Multicultural Education.

We aim to raise the children's awareness of the variety of the world's cultural and religious traditions. Through our studies in the curriculum we encourage positive values, expectations and genuine equality of opportunities for all. We have weekly Punjabi lessons after school and Bhangra dancing lessons.

## Homework.

Each week the children will bring homework to share with the family. This will be reading practise, learning spellings and times tables, mental maths activities and a literacy activity. From time to time the children will also be asked to collect something or undertake research for an area of the curriculum. We encourage our children to take on the responsibility of completing and returning the homework independently. The children have a homework diary into which all homework is written. We ask parents to comment on the homework in this diary and sign to say that the homework has been completed

## Extra Curricular Activities.

Here at St. Giles we offer a range of extra curricular activities.

These include...

- Football
- Athletics
- Punjabi
- Gardening Club
- Computer Club
- Gymnastics
- Karate
- Youth Club Year 6
- Booster Classes Yr 6 Autumn & Spring Term

These clubs do differ from term to term. We always welcome parental support and expertise to support our existing clubs and indeed offer any new ones! As part of our Extended School facilities, we offer a Saturday morning Motorcycle club for adults. Please see Mrs Groom for details if you are interested in attending.

# Special Education Needs

Special needs in children may be mild to severe, or temporary to long term. Our curriculum caters for the differing needs of our children. We ensure that the children who are experiencing difficulties as well as those who are gifted have their needs met. Our staff plan carefully, drawing up individual programmes of work when necessary. The children are assessed according to their level of need and their targets are set. They are then monitored and reviewed with these targets in mind.

## The Stages of Special Educational Need:

### Identification of need:

This involves the class teacher taking action to meet the child's need with the classroom situation.

### School Action:

This involves consulting with the Special Needs Co-ordinator. In discussion with the class teacher she will assess the child's needs and plan appropriate provision .

### School Action Plus:

At this school we bring in experienced support staff to enable the child to make progress. Parental permission is required for this stage. Assessments are carried out to determine the nature of support required for the child.

Individual education programmes are then discussed with the parents and put into place. The specialists that work within our school are.....

- The Learning and Behaviour Support Service
- The Educational Psychology Service
- The Speech and Language Service
- Social Services
- The Health Service (Physiotherapy)
- The School Nurse

### **Statement of Educational Need:**

The special needs of the great majority of children are effectively met within these three stages. However there are a small minority of children whose needs are greater and therefore the LA will make a statutory assessment to determine the child's needs and the nature of provision that will be needed. This is called a "Statement of Special Educational Need." The children that have a Statement have individual programmes of work and are monitored and reviewed by the appropriate external agencies. The Statement is then reviewed annually with the parents.

## **Child Protection**

Our first concern is the welfare of your child. There may be occasions when we have to consult other agencies, even before we contact you. Should this be necessary we would like to reassure you that any concerns we have about your child will then be discussed with you after we have talked with the other agency. The procedures we have to follow are set by the Warwickshire Area Child Protection Committee.

## **Inclusion.**

We believe in educational inclusion. It is about equal opportunities for all children. We will do our very best to ensure that whatever the child's age, gender, ethnicity, attainment and background they are included in our school.

## **Assessment.**

All our children will have been assessed using the National Curriculum targets during the academic year in which they become 7 (Year 2). Their teachers will also have made their own assessments in English, Maths and Science.

Assessment is a vital tool that all teachers use throughout the child's time in school. Staff use the assessments to monitor the children's progress and to inform their planning of future activities.

Optional standard tests are at the end of Years 3,4 and 5. These form part of our schools internal assessment programme. The results of these tests inform individual, year group and school targets.

Children reaching the end of Key stage 2 (Year 6) will undertake Statutory Assessment Tests. Parents of Year 6 children are invited to a meeting in the Spring Term to receive more information on the content and format of these assessments.

## **Parent Interviews.**

You will be given opportunities throughout the year to discuss your child's progress with your child's teacher. These take place termly. Then at the end of the school year you will receive a written report on your child's achievements. In year 6 this will include the test results that your child has undertaken as part of the National Curriculum Standard Assessment.

# Our School Uniform.

At St. Giles we wear school uniform. We believe that our uniform looks smart, is practical and contributes to a feeling of belonging to our school.

## The Uniform:

- A school sweatshirt or cardigan with the school logo on.
- A plain navy blue jumper or cardigan.
- Navy or black trousers (girls and boys)
- Navy skirt or pinafore dress.
- White shirt. This can be either tailored cotton or polo type.
- Sensible low heeled dark shoes.



## For Summer:

- Girls-a blue checked summer dress
- A school sweatshirt or cardigan with the school logo on.
- A plain navy blue jumper or cardigan.
- Sensible, low heeled shoes or sandals.
  
- Boys- smart navy shorts.
- A school sweatshirt or cardigan with the school logo on.
- A plain navy blue jumper or cardigan.
- White shirt. This can be either tailored cotton or polo type.
- Sensible, low heeled shoes or sandals.

## Indoor P.E kit.

- A school t-shirt with the school logo on.
- Dark shorts.
- Pumps or bare feet

## Outdoor P.E kit

- A school t-shirt with the school logo on.
- Dark shorts.
- Trainers
- Tracksuit/joggers for cold weather.



# Our Meal time.

Our Lunch time is 12.30pm-1.15pm from September 2008

## Cooked Meals:

Hot meals are available every day. They are cooked on the premises by our own kitchen staff. The meal time begins at 12.15pm with "Grace". The children are then served a well balanced meal beginning with bread and crudities. The children are then served their main meal and sweet by our year 6 children . This "Family Service " develops the children's social skills allowing them the opportunity to engage in conversation with others whilst enjoying their meal.

## Sandwiches:

We also provide facilities for children to have sandwiches. These should be brought in a clearly marked container. No glass or cans for drinks please.

If a child forgets his/her sandwiches we will provide a school meal. Payment can then be made the following day.

## Break times.

Mrs Charlton in the kitchen provides healthy nutritional snacks for the school tuck shop. She also ensures there are a variety of different flavoured fruit juices which can be purchased during the break time.

Children can bring their own snack for break time. These can include cereal bars and fruit etc

## **Parental Involvement.**

Teachers are usually available after school if you have a concern, question or query. However if you need to see someone at the beginning of the day please go to the school office where Mrs Groom will be only too pleased to help or make a suitable appointment for you to see the teacher you wish you see at a mutually convenient time.

Remember .....come and see us before little problems develop into far bigger ones!

Newsletters detailing all events taking place in school are written regularly. In these newsletters we also like to celebrate any achievements and successes of our children.

## **Parental Help in School.**

We welcome any parent who has any spare time to come and help us in school. There are many ways in which you could help, for example, reading with children, working in small groups, supporting their daily activities or you may have an art interest or cooking or sport. It really is a very worthwhile experience for both the children and the adults who help. If you think that you would like to help please contact the school office we shall be very pleased to hear from you.

## **St. Giles Parent's Association.**

We are very fortunate to now have a new Parent's Association. We are looking for new members. The group of parents and teachers are working very hard at present organise fund raising events. Please look out for their letters and offer your support if you can. Everything they do is for our children.

## **Discipline.**

We expect our children to be thoughtful to others and to behave sensibly. Any disruptive behaviour will not be tolerated. Our behaviour policy outlines the very strict procedures that will be taken in the event of inappropriate behaviour. We work with parents in these instances. We find that this partnership works well and is particularly beneficial to enabling the child to return to the standard of behaviour we expect.

## **Attendance.**

This recognises and actively encourages good attendance. Attendance is rewarded both for the class and individual. We follow the guidance from the Department of Education and ask that you provide a phone call or a note to explain your child's absence from school.

We are aware that occasionally a family holiday will take place during term time. This may be unavoidable. Please ask for a form to request authorisation from the Head teacher. This form must be completed at least six weeks before the start of your holiday. The forms are available from the school office.

## **Illness or Accident in School.**

We ask that you do not send your child to school when he/she is unwell. Please allow at least 24 hours recovery from any sickness type "bug". These bugs can so easily spread through the school if your child returns too soon.

If your child is ill or hurt in an accident during the school day parents (or the nominated adult) will be contacted as soon as possible. It is therefore important that full details your home address, telephone , work address and work telephone are in school. A form will be given to you as your child starts St. Giles for this initial information to be recorded on. We also request that you give the name and number of an emergency contact adult just in case you cannot be reached. It is essential that these numbers are updated regularly with our school office.

## **Medication in School.**

We are not allowed to administer medicines in school, except under special circumstances. This is then only by arrangement with the Head teacher. Medication must not be taken into the classroom or given to the child to bring to school. If an arrangement has been made with the Head teacher then the medicine will be kept in the school office. It should be clearly labelled.

An exception to this is for those children who suffer from Asthma. Inhalers must be clearly labelled and will be kept in the school office . They are readily available whenever the child needs them.

## **Medical Examinations**

Occasionally medical examinations will need to be carried out in school. You will be informed if these are going to take place and will be asked to be present.

## **Security and Safety.**

Children can enter and leave the school by the door nearest to their classrooms. At 9.00am the external doors are closed. The only available entrance and exit is then via the door by the school office. During school hours we are responsible for your child's safety. If your child needs to leave school for any reason please inform your child's teacher in advance. Your child will then be ready for you to collect from the school office. We cannot allow children to go home alone.

## **Valuables and Jewellery.**

We ask that children do not bring toys or gadgets into school. No responsibility can be taken for their loss or damage.

Children are encouraged not to wear excessive jewellery to school. It can get lost or broken and this causes distress to the child. It can also be very dangerous especially in P.E . If children have pierced ears they may wear small studs. However these should be removed during swimming or P.E. A watch , cross, St. Christopher or Sikh bangle may also be worn, but again must be removed during P.E.

Any money sent to school must be clearly marked with your child's name .

## **Emergency Closures**

On rare occasions our school may have to close because of weather conditions or other unavoidable reasons. Please ensure we have your telephone number so that we can contact you if this happens during the day. The local radio stations alert parents if the school has had to close due to weather. ( Mercia 97 and 102.9FM and BBC Coventry and Warwickshire 103.7 and 104 FM )

## **Charging Procedures.**

As far as is possible the education we provide during school hours should be free of charge. However as part of a topic the children may enhance their learning by going on an educational visit. In these instances a contribution may be asked of the parents.

Such requests may include:

- Out of school visits.
- Transport for swimming lessons.
- Specialist visitors to school.
- A small charge may be made for out of school hours activities. This enables your child to have access to suitable resources and specialist training to enrich and extend their educational experience.

## **No Smoking Policy.**

At St. Giles there is a no smoking policy. Smoking is not allowed either in the school building or in the school grounds.

## **Complaints Procedure.**

If a problem or concern arises whilst your child is in school, it is important that you discuss the issue with your child's teacher or the Head teacher as soon as possible. Should you be unhappy after the discussion the Governors support Warwickshire County Council's formal complaints procedure. A copy of this procedure is available from school, although we hope it will not be needed.

## Our School Bus.

A school bus service is provided for the children who need to travel a further distance to St. Giles. Please see Mrs Groom in the school office for details of the pick up points and the route.

## Car Parking.

The car park in the school grounds is for the staff and delivery vehicles. We ask parents not to park in the school car park. The staff and Governors would appreciate your co-operation in parking safely. Parents can use the turning circle at the bottom of Hayes Lane but we ask you to ensure that you do not block the access to the school.

Please use only the designated pedestrian access routes when coming into school.



## Let's See What The Children Have To Say.

The teachers are the best!  
Chloe Johnson  
aged 8

I like P.E because we play exciting  
games. Karen. aged 8

I like maths because we do hard  
activities Ibrahim Aged 7

The best subjects are History Maths Literacy and Science.  
Adam aged 8.

I enjoy maths. I can do the grid method now!  
Paige Williams aged 9

St. Giles is the best place to be  
Thomas Robinson aged 8

I like homework. It is easy to do but also challenging. It is  
a fair amount of homework to do in a week.  
Arjan 9

I like the subjects because its challenging and fun. Teachers will support and help you  
in every way possible for your comfort.

Kayleigh 9

## Let's See What The Children Have To Say.

The teachers are your friends. They are always there for you.  
Victoria Galvin. age. 10

I enjoy using all the apparatus in P.E.  
Adam Novsarka  
Aged 10

I enjoy the trips because they are always fun  
Kouan Tauxe  
aged 10

The whole school is supportive and they are always there for you  
Harpreet Janda  
Aged 10

When I started in year 3 all the teachers and pupils were very helpful and kind to me.  
- MAX HOWARD  
aged 11

If you have a problem like being bullied there will always be a teacher happy to talk to you.  
Satinder Singh Gakhhal  
aged 11

Even though I started in year 6 all the people I have seen are very polite. Louise Murtagh. age 11

When you are struggling with your work, the teachers are very kind and they help you step by step until you understand.  
Ellis Burden  
Aged: 11

# Warwickshire School Term and Holiday Dates.

# Finally.

We hope that you will find this brochure helpful . It has been designed to help both you and your child fit happily into our school routine.

If you need any more information please do not hesitate to contact us. We will be only too pleased to help.

