

# Welcome to Clifton All Saints Academy

*Learning to live, living to learn.*



Clifton All Saints Academy is a co-educational school for pupils aged 4 to 9 years living mostly in the village of Clifton. The school was founded in 1807 to provide education according to the 'principles and practices of the Church of England'. We aim to preserve and develop our religious and spiritual character in partnership with All Saints' Church and the diocese of St Albans.

We aim to serve the community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experience it offers to all pupils.

# Our school

*Learning to live, living to learn*

# Our ethos

We have a very strong sense of welcome and worship with Christian values and prayer being the centre of school life. We believe that everyone should feel they belong and encourage them to achieve at the highest level. The whole community is committed to “Learning to live and living to learn” which reflects the Christian vision of “Living God’s love”.

# Our vision

We are an inclusive school where we aim to empower our children to learn by providing a stimulating and exciting learning environment in which an inspiring, modern and relevant curriculum is taught, which will enable all children to achieve their full potential, regardless of gender, beliefs or academic ability. We recognise each child as an individual and encourage them to think for themselves, developing independence and flexibility, underpinned by a core set of values, which will prepare them for modern society.

# Staff

Head teacher

**Mrs. C. Ward\***

Deputy Head

**Mrs J Steinfeld\***

Teaching staff

Miss A Sharma  
Mrs C Infante  
Mrs C Watson  
Mrs E Lines  
Ms V Sykes  
Mrs J Hepburn

Learning Support Assistants

Mrs R Bidnell  
Mrs S Lawes  
Mrs S Wilson  
Miss S Macdonald  
Mrs L Pereira  
Miss J Morgan  
Mrs D Jackson

Business manager

**Mrs J McCarthy\***

School Secretary

Mrs G Evans

Admin Assistant

Mrs Clarke

Mid-day Supervisors

Mrs K Holland  
Mrs J Hucklesby  
Mrs P Williams  
Mrs C Phillips  
Mrs L Pereira  
Mrs E Bell

Caretaker

Mrs J Bunton

**\*Senior Leadership Team**

We work in close partnership with parents and carers to ensure that every child has a successful and rewarding time here. We build upon the experiences which you have given and continue to give your child.

The school is a modern building with seven classrooms, one of which is the Foundation Stage unit. We also have a hall and library. The school is set on an attractive site in the middle of the village. We have a large sports field, woodland area and a quiet area that attracts a variety of wildlife. In the playground is a trim trail and climbing frame and also a variety of markings to encourage creative play.



We want every child to be happy here and to make good progress. We have high expectations of them both in their work and behaviour.

### **School structure**

Foundation Year R	Robins	Mrs Lines
Year 1	Puffins	Miss Sharma
Year 2	Kingfishers	Mrs Steinfeld
Year 3	Swallows	Mrs Hepburn/Mrs Watson
Year 4	Woodpeckers	Mrs Infante/Ms Sykes

Subject to catchment area and admissions policies the children move on to Henlow Church of England Academy or Robert Bloomfield Academy in Shefford where they spend four years before continuing their learning journey at Samuel Whitbread Academy.

Our children are arranged in classes according to age and there is a single year group within each class. Each class has a Learning Support Assistant every morning and Robins has a full time Nursery Nurse. Within each class at various times of the day your child may be working independently, as part of a group, or with the whole class.

# Governors

## **Chair of Governors**

**Mrs Philippa Whittington**

## **Vice Chair of Governors**

Mr P Blackmore

## **Management Committee**

Mrs C Ward  
Mrs J McCarthy  
Mrs P Whittington  
Mr P Blackmore  
Mrs P Wisby  
Mr R Watson

## **Curriculum Committee**

Mrs C Ward  
Mrs J Steinfeld  
Mrs P Whittington  
Mr P Hayward  
Mrs K Ward  
Mrs J Peacock

## **Clerk to the Governors**

Mrs N Kumaran

The governors are responsible for the management of the school. Their responsibilities include the monitoring of the school budget, ensuring the school maintains and follows a balanced curriculum, taking responsibility for appointment of staff; ensuring repairs and improvements to the school are undertaken, and being responsible for the use of the school outside school hours. The parent governor is elected by parents to represent them on the governing body.

The Governing Body maintains a keen interest in all aspects of school life. Governors make regular visits to see the school in action and join in events. The Governing Body meets at least once a term.

## **School times.**

Morning session	9.00am to 12.00	KS 1	9.00 to 12.10pm	KS2
Afternoon session	1.15pm to 3.20pm			

Children should be in the playground before school begins and a member of staff will be available from 8.50am, however responsibility is with parents until the children enter the school building at 8.55am. If it is wet, doors will open at 8.50am.

Access to the school is through the gates at the front and rear of the school. Children line up near their classroom door and the bell begins the school day. Once the classroom door is closed, parents/carers are asked to take children into school via the main entrance so as not to disturb the registration of the rest of the class.

## **Woodlands**

We are lucky to have Woodlands pre-school and extended care on our site. We liaise closely with Woodlands staff to ensure a smooth transition between settings. Woodlands also use a classroom in the school during the Spring and Summer term to familiarise those children with the school who will be starting Clifton All Saints in the Autumn.

## **Special Needs**

Teaching is planned to include a range of abilities within the class. Those children experiencing difficulty, work from a prepared programme and are given support whenever possible. Where specific difficulties are identified, advice is sought from other agencies, e.g. Speech Therapist, Special Needs Support Team. This will always be discussed with parents first.

## **Absence**

If your child is absent the office will need to be informed before school begins.

Permission for holidays in term time will only be granted in **exceptional circumstances** as outlined by the DFE eg.

- For service personnel and other employees who are prevented from taking holidays outside term time, if the holiday will have minimal disruption to the pupil's education
- When a family needs to spend more time together to support each other through a crisis.

In all other cases permission will not be granted and any absence will be unauthorised.

***Please avoid asking for holidays in term time.***

## **School uniform**

The children wear school uniform, which consists of bottle green sweatshirts or cardigans with a white or green polo shirt, grey trousers, shorts or skirts. In the summer, the girls wear green and white check dresses.

Parents are asked to provide plimsolls, green shorts and a white T shirt for PE. We recommend trainers and tracksuit for the winter months. PE kit with the school logo is available along with a bag to put them in. We ask that all these items are clearly named. Uniform can be ordered through the school or the PTA who will be in the front entrance of the school on the first Monday of each month from 3pm to 3.20

## **School Meals**

The school is fortunate in having its own kitchen, with our own cook on site, through which a freshly cooked healthy lunch is provided by Cambridgeshire Catering Services. A choice is always available and special dietary requirements, particularly on health grounds, can usually be catered for.

If you prefer your child to bring a packed lunch, then we ask you to observe the following guidelines:

1. Everything should be carried in an unbreakable sealed container, clearly labelled with the child's name.
2. Drinks (not fizzy) should be in unbreakable containers.
3. All wrapping papers, packets etc. must be re-placed in the child's lunchbox and taken home for disposal.
4. Please do not send in chocolate, sweets or more than one cake or biscuit, in line with our healthy eating policy.
5. Due to some children having allergies we request NO NUTS in any format are given as snacks in lunchboxes.

Our Kitchen Manager has to order food in advance so it is helpful to have at least a week's notice of any change in requirement

## **Healthy Lifestyles**

We promote healthy food through school meals and through snacks allowed at breaktimes. We encourage the children to avoid too much sugar and fat in their regular diet but that they can have treats. We encourage the children to take part in after school activities and events that promote physical fitness.

## **Parents in school**

Parents are always welcome in our school, and we operate an open-door policy to facilitate this. We like to see you to help with enquiries and talk over concerns. We do, however, find it difficult to give detailed answers once a class of children are present and so we would advise you to either visit before or after school when teachers will have time to talk to you.

We feel that it is very important that we work together to make sure that your child is happy and secure and makes good academic progress. We ask all parents to sign a home school agreement at the beginning of each school year.

Parents assist the school in many ways:-

- Supporting in classrooms
- Assisting with practical activities
- Accompanying outings
- Leading extra-curricular activities
- Reading stories
- Helping with computer work, needlework, cutting paper, mending books. The list is endless.

### ***New volunteers are always very welcome!***

Those parents that cannot help in school can help their own child by reading with them, ensuring homework is completed and returned on time and by ensuring that precious things are not brought to school so they remain safe.

## **Safeguarding children**

The school follows Safer Recruitment procedures. All adults who volunteer to work with children are required to complete a DBS check to ensure their suitability to work alongside children. A meeting is held at the beginning of each Autumn term to inform volunteers of the school policies and procedures and leaflets of advice on Safeguarding Children are given to volunteers.

The school has a duty to report any concerns that a child may be at risk.

## **Photography and filming**

Parents are free to take photographs of their own children at school events for their own personal use provided they are not sold, used in publications or put on any social networking sites. Photographic records will be made by staff and children, of activities and events in the normal school day and on special occasions. Photographs may also be used in our prospectus, web site and displays around the school.

## **Medicines**

If your child is well enough to attend school but is on medication you will need to speak to the school office and complete a school medicine record form. Please note we only administer medicine under the following circumstances:

- If the medicine is required 4 or more times a day
- A letter is received from the doctor with specific instructions
- If your child has a medical condition e.g. diabetic, asthmatic

For the safety of all our children, medicines will be kept in the school office. Inhalers are kept in the classroom and are immediately available if necessary under the supervision of the class teacher. Please note it is the **parents' responsibility** to collect medication at the end of the day and to ensure that all medication is in date, e.g. inhalers, epipens etc kept in school.

If your child is unwell during the school day we will contact you to arrange for the child to go home. Please make sure that we always have up to date telephone numbers for the people we would need to contact to take responsibility in the case of an emergency.

## **Medical Appointments**

Please inform office staff when you take your child out of school for an appointment and also upon your return.

## **School Curriculum**

We offer a cohesive curriculum encompassing the following areas;

**Core subjects;** English, Maths, Science and Religious Education

**Foundation Subjects;** History, Geography, Music, Art, PE, ICT, Design Technology and PSHE (personal and social education)

We aim to enrich the curriculum by regular opportunities to watch performances, visit places of interest linked to curricular work and see unusual visitors such as owls or living eggs. Year 4 children are usually offered an opportunity to attend an outdoor activity centre during the year.

Extra curricular sports activities are offered by outside agencies as before or after school clubs. The school also takes part regularly in inter school sports festivals.

We are fortunate to have visiting teachers, who provide tuition in violin and guitar for a limited number of children. Parents pay for instrumental lessons. There are opportunities for recorder lessons as an additional lunch time club.

## Values

In all areas of the curriculum and in assemblies we promote Christian values. Each month we focus on a different value and use it as the basis for our assemblies. We try to incorporate the value into all areas of the curriculum including playtimes. In the hall we have a “values” display. Values principles are also used alongside Seal (Social and Emotional Aspects of Learning) to address any relationship issues that may arise in school.

## Our Pupils



Learning the violin



Wearing masks made for a class assembly.



A race on Sports day



Visiting sports leaders from Samuel Whitbread



A trip to the Verulamium museum in St Albans





Children in Need 2013



Pudsey visiting All Saints 2013



Values/Remembrance Day 2013



A cello demonstration to Year 3 2013

## **Religious Education**

As a Church of England Academy we aim to provide a Christian Education according to the principles and practices of the Church of England. This means that it is closely linked with the Church of England, our local church being All Saints Church in Clifton and the Diocese of St Albans. Our teaching follows the guidance issued in The Bedfordshire Agreed Syllabus for RE and the advice of the Diocese of St Albans. We also compare and explore other major religions, their festivals and customs.

Under Section 9 of the Education Reform Act 1988, parents may exercise their right to withdraw their child from religious education or instruction.

There is a daily act of collective worship.



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The Reverend Anne leads Collective worship in school once a week and we visit the Church on at least one occasion in each half term. Parents are also invited to attend Church services with the children at the end of each term. We are committed to the ideals of the Church of England. We respect the beliefs of others and base our religious teaching on example and not indoctrination.



As a Church of England Academy we try to encourage an atmosphere where Christian values underpin our treatment of each other.

We believe that every child should experience an education which meets their individual needs and is of the highest quality. The children are of paramount importance in all that we do. We believe that it is vital for us to work in partnership with parents to ensure that each child develops their full potential.

Our primary aim is to encourage each child to develop as an individual. We seek to enlarge each child's knowledge, understanding, skills and abilities through providing a rich and stimulating environment where children can be assisted to extend their experience.

We want to contribute to the child's gradual growth into a self-reliant, self-confident, responsible and caring adult.

We hope that children will:

- See the need to work hard, to do their best to achieve success in the tasks set them.
- Acquire knowledge, skills and abilities appropriate to their need and stage of development.
- Learn to think for themselves and be flexible so that they can adapt to the rapidly changing society.
- Begin to develop their own attitudes, values and beliefs through a growing awareness, consideration and reflection upon the world in which they live.
- Learn to appreciate and value our rich cultural heritage in art, music, science, technology and literature.
- Appreciate the needs to keep fit and healthy and develop agility, co-ordination and personal fitness through a wide variety of physical activities.
- Find pleasure, enjoyment and challenge in the experience which they have.

We will provide challenging experiences appropriate to individual children's particular stage of development.

### **P.T.A.**

We have a lively and active P.T.A. As well as fund raising for the school, the P.T.A. endeavours to provide activities for families and to support the school in educational ventures. All parents are members of the P.T.A., whether they are on the committee or not, so please feel free to offer ideas or support for events, even if you cannot commit to joining the committee.

### **Letters**

We try to keep you informed of school events by monthly newsletters, which are sent by Parentmail on the first Thursday of the month. Additional letters/information are sent out as necessary to inform of matters of importance on the 2<sup>nd</sup> and 3<sup>rd</sup> Thursday of each month. Any information regarding community events are sent out on the last Thursday of each month. Any parent that cannot access e-mails, and has informed the school office of this, will be given a paper

copy. A file of letters to all parents is to be found in the entrance hall. Any letters or money that are sent into school should be in a sealed envelope with your child's name clearly written. All letters are also put on the web page.

### **School website**

The school website gives access to all policies and documents that parents may wish to look at before your child enters the school. All policies are on the school website under information for parents

You will find our current Admissions policy there too.

**[Website www.cliftonallsaintsacademy.co.uk](http://www.cliftonallsaintsacademy.co.uk)**

# School Rules

To ensure the safety the children at all times we have the following school rules for all our children.

- Once on site, stay within the school boundary.
- Do not play in the woods before or during school unless you have permission from an adult.
- Sensible school shoes at all times, high boots are not to be worn in school.
- Long hair must be tied back.
- Only small stud earrings are allowed to be worn in school. Tape must be supplied and used to cover any studs that cannot be removed.
- The wearing of nail polish, jewellery, transfers and tattoos is not permitted.
- The following items are not permitted in school – sweets, money, electronic toys or mobile phones.