



PROSPECTUS



Welcome to The Downley School

The happiness and welfare of your child is as important to us as their academic achievement. For that reason you will find our school to be a friendly, caring environment. We encourage our pupils to strive to achieve all of which they are capable by providing the very best educational opportunities that we possibly can. However, whilst a prospectus can give you a flavour of a school the best way to find out is to see for yourself. We hold open days in the summer term for interested parents and carers and welcome visitors at other times, contact the school office for details.

I look forward to meeting you.

Rosemary Saunders MSc. (Mrs.)
HEADTEACHER

About the school

Headteacher	Mrs Rosemary Saunders
Assistant Headteachers	Mrs Julie Swanwick
	Mrs Lynne Gippert
Chair of Governors	Mr Chris Gentry
Special Needs Coordinator	Mrs Julie Swanwick

The Downley School moved to its present home in June 2002. It is situated in an area of outstanding natural beauty and boasts the most magnificent views across the West Wycombe Estate. The building incorporates the very best in modern school design. We can offer extensive ICT facilities, a well equipped library and excellent play areas. Our consistent high academic standards mean that the school is very popular and frequently oversubscribed. The latest results can be found in the back of the prospectus.

You can make contact with us in a variety of ways:

Our address is Faulkner Way, Downley, High Wycombe, Bucks. HP13 5AL

Tel: 01494 527033 Fax: 01494 474485 email: office@downley.bucks.sch.uk

Information Line: 01494 535104

Your first point of contact is most likely to be one of our office staff:

Mrs Najma Ahmed	Receptionist
Mrs Connie Malmstrom	Resources Manager
Mrs Karen Miller	Finance Manager
Mrs Sue Livarski	Administration Manager

In addition, you can log on to our website www.downley.bucks.sch.uk



School Aims and Ethos

The aims of the school are that:

- The school is committed to safeguarding and promoting the welfare of children and expects everyone involved with the school to share this commitment. *
- The Downley School is recognised by pupils, parents/carers and the community at large as an excellent school
- All our pupils have access to an education that is relevant and appropriate to their needs
- Each child is encouraged to achieve his or her maximum potential in educational and social terms
- We will promote tolerance and understanding towards others in our own community and in the world in which we live
- Pupils will be prepared for a lifetime of sustainable living
- We will actively seek to promote and encourage ourselves to be a Healthy School for all
- Governors, staff and parents work together to achieve the best for each child

To achieve these aims we work hard to create a community and environment which encourages all our children to:

- Enjoy their learning and gain in confidence to work and play independently
- Challenge themselves to achieve their personal best in whatever they are doing
- Learn to co-operate with, and respect others
- Develop strong values and beliefs and, in turn, value and respect the beliefs and differences of others
- Behave appropriately and sensitively towards others and the environment in which they live
- Keep healthy in mind and body by taking regular exercise and understand the principles of a healthy lifestyle
- Care about the environment and recognise the effects of non-sustainable practices



* The Safeguarding Policy can be accessed via the school website.

The School Day

Foundation Stage (4 – 5 yr olds)	Start time: 09:00	Finish time: 15:00
Key Stage 1 (5 – 7 yr olds)	Start time: 08:45	Finish time: 15:05
Key Stage 2 (7 – 11 yr olds)	Start time: 08:45	Finish time: 15:15

Admissions

Children enter our Foundation Stage at the beginning of the school year in which their fifth birthday falls. Whilst all children will begin attending at the start of the school year not all children will attend full time schooling immediately, this will depend in which month of the year their birthday falls. Children with a birthday between September 1st and December 31st start full time immediately, birthdays that fall between January 1st and April 30th attend for the mornings only initially and commence full time at the beginning of the spring term. Children with birthdays between May 1st and August 31st commence full time schooling at the start of the summer term. On completion of their foundation year the children progress through Key Stage 1 and then through Key Stage 2 when they leave us and move on to the secondary phase of their education.

In the event of the number of applications for places at the school exceeding the number of places available, the criteria laid down by Buckinghamshire County Council will be followed in the allocation of places. Full details of this are available both in the Bucks County Council booklet Admission to Buckinghamshire Primary Schools - Guide for Parents and on the council website www.buckscc.gov.uk

The Downley School welcomes, and currently supports, pupils with disabilities for whom we are deemed to be the most appropriate school. Where necessary the curriculum content and delivery is adapted to make it fully accessible to all pupils. We are equipped with a disabled toilet and changing facilities and whilst the school is on two floors there is access to the upper floor via a lift. All parts of the school are fully accessible to wheelchair users.

Encouraging good behaviour

If a child is unable to access all of the opportunities available to them due to their poor behaviour then they will seriously affect their future life chances and the life chances of others, therefore we put a great emphasis in supporting our pupils in behaving well. We believe that good behaviour comes from self-discipline and self-awareness. The school has consistently high expectations so that right from the start our pupils understand what to do and how they should behave. A copy of our Behaviour Code is given to all pupils and their parents. If a child is having problems with self-control we will work closely with the parents and child to work through the problem.

We have an active School Council and a prefect system who are all involved in helping children learn to co-operate with one another. Peer group support and circle time within the Personal, Social, Citizenship and Health Education (PSCHE) curriculum is used by class teachers to help children build their self esteem.

Sadly, from time to time we have children who bully others. We take bullying very seriously. All children are encouraged to talk to someone if they are at all worried or frightened by this problem. If parents have concerns they should contact the Headteacher immediately.

Home/School Agreement

As part of encouraging good behaviour, we require a Home/School Agreement signed by the pupil, parents or carers and the Headteacher. It is designed to form the basis of a firm understanding between all parties so that everyone understands what is expected of them during their time at our school.

A copy of the agreement is included at the back of this prospectus.

The Curriculum

The National Curriculum (including the Foundation Stage Curriculum and the National Literacy and Numeracy Strategies) lies at the heart of what we teach. It consists of ten subjects, four core subjects and six foundation subjects. The four core subjects are Literacy, Numeracy, Science, ICT and the Foundation subjects are History, Geography, PE, Art, Design Technology and Music. In addition, all schools are required to teach Religious Education, the syllabus of which is approved locally. We have carefully planned schemes of work to ensure that all subjects are covered and well delivered.



We hold meetings for parents and carers in the first term of the children's attendance at The Downley School to explain how reading, mathematics and writing is taught in the school and ways that this can be supported in the home.

We believe that to be able to access the curriculum our children not only need to be able to confidently read and write but must have the ability to use and apply those skills.

Good numeracy skills are seen as essential building blocks in our children's development and consequently mathematics is a strength throughout the school.

We recognise the importance of the children acquiring the skills of learning a foreign language as soon as possible. Whilst it is not currently a national requirement, The Downley School teaches French from Year 2 (pupils age 6 – 7 years) onwards. Year 5 pupils have the opportunity to undertake a 5 day residential visit to France.

Our computer suite is fully equipped with 32 networked computers, all with internet access. The suite is overseen by a full time network manager. In addition, all classrooms are fitted with an Interactive Whiteboard. We also have the facility to teach whole class or small groups using laptop computers and our wireless network.

Personal, Social, Citizenship and Health Education (PSCHE) forms an integral part of the curriculum. PSCHE helps give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and become informed, active and responsible citizens.

We offer tuition on a variety of musical instruments using the expertise of the peripatetic music teachers working for the Bucks music service. A charge is made for this.

We also provide a wide variety of artistic, academic and physical activities offered as after school clubs. These activities can vary according to the expertise available.





The Arts and Sports

We are very fortunate to be equipped with a dedicated Music and Drama Studio, an Art and Design Technology Room and a Food Technology Room. Creative activities are a vital element in helping children to develop self-expression and raise self-esteem. Consequently we ensure that the pupils have many opportunities to express themselves creatively. These include a dedicated Arts Week, choirs and orchestras and dramatic productions. The highlight is the Year 6 Shakespeare production which takes place in the spring term.

Our choir and orchestra regularly perform in the Wycombe Schools Music Association festival at The Wycombe Swan and bi-annually at The Albert Hall.

Lots of our children enjoy sport and gain confidence by taking part in sporting activities as individuals or as part of a team. We offer a wide range of sporting activities including football, netball, tag rugby, swimming, cricket, short tennis, rounders and athletics. The school takes part in the Wycombe District School's football and netball competitions each year.

Special Educational Needs

From time to time all of us experience difficulties when learning something new. However, some of our pupils have very specific needs when it comes to their day to day learning. The school has a carefully planned and sensitive approach to pupils with Special Educational Needs (SEN). Our aim is to ensure that, through the guidance of our SEN coordinator (SENCO) Mrs Julie Swanwick, each child is fully supported and has access to the whole curriculum. Our policy is one of early identification and intervention; to support this we have a robust assessment policy and, in addition to the ongoing class teacher assessment, we screen all our pupils twice yearly using the Suffolk Reading Scale and Vernon Graded Spelling Test.



Teachers and Learning Support Assistants work together with the SENCO to cater for the children's individual needs. Some children's needs are very complex and require more specialist support. The school has access to a range of external agencies including the Educational Psychology Service, the Learning and Behaviour Support Teams and the Education Welfare Service.

Whilst we are not specifically resourced for pupils with profound or multiple disabilities, the school is equipped with a disabled toilet and a lift to allow access between floors.



Gifted and Talented Pupils

Some of our pupils have particular needs because, in relation to their peers, they are recognised as being exceptionally able or talented. Our policy is again one of early identification and intervention to ensure that they are stimulated and challenged. The school sets for Literacy and Numeracy from Year 2 onwards to ensure that work is matched to pupil ability.

Religious Education and Collective Worship

The school is not affiliated to any particular religious denomination. However, all state schools are required to teach Religious Education (RE). In addition, all schools are required to hold a daily Act of Collective Worship. Both RE and Collective Worship are required to be mainly Christian based.

Parents have the right to withdraw their children from RE and Acts of Collective Worship.



Health, Sex and Relationship Education (SRE)

The aim of our programme is to help the children to understand their bodies, how to keep healthy and to develop an awareness of the physical differences we all have.

The Governors have approved a programme of SRE which is taught in the context of moral consideration, personal relationships and family life. The programme is integrated with work being studied in science, RE and PSCH.

Parents have the right to withdraw their children from SRE lessons.

Confidentiality Statement

No information given to the school will be shared with anyone else unless there is prior consent from parents or carers. This will not apply, however, if a child divulges information that leads the listener to believe failure to share that information would put them or another child at risk. It will be made clear to the child disclosing any such information that complete confidentiality cannot be guaranteed. All staff have a professional responsibility to share this information with the Headteacher, and in her absence Mrs Julie Swanwick, who are the designated staff members for child protection, if they suspect a child is experiencing welfare concerns. The decision as to who that information will then be shared with will be made by the designated staff member.

To access The Downley School Confidentiality Policy please log onto the school website.



Safer Routes to Schools and the School Travel Plan

The school actively participates in the Safer Routes to School programme. There is a travel plan in place, updated annually, which encourages as many children as possible to walk to school. This not only reinforces our keeping healthy and sustainable message but helps to alleviate the danger caused by too many cars at the school gate. As part of the travel plan we have arranged that cars can park in the Downley Donkey car park or Cross Court and the children can walk to school from there. **No unauthorised cars are allowed to enter the school grounds at any time.** If for reasons of disability you need to use the school car park you must apply to the school office for permission from the Headteacher.

Homework

Homework plays an important part in helping children to become independent learners. All children throughout the school will be asked to do some form of homework outside their lesson time and we very much encourage parents and carers to become involved. The amount and type of homework will depend on the age of the children. For the youngest children in the Foundation Stage this may just involve sharing and talking about a book. Through Key Stages 1 and 2 the amount of homework will gradually increase – centred around extending reading skills, spelling and phonics, the vital acquisition of times tables and knowing the number bonds. The homework of the older children will include their own research work and prepares them for secondary school. The school’s homework policy provides greater detail.

Uniform

As with everything at The Downley School we encourage high standards in the wearing of the uniform, and we feel it gives us a strong identity. We do not allow the wearing of jewellery, apart from medical alert bracelets. Any child with newly pierced ears (6 weeks maximum) can only wear earrings of the stud variety and only if they are covered by micropore tape. A roll of micropore tape must be provided to be kept in school should the covering need to be replaced. Long hair must be tied back and clips or hairband worn to prevent hair falling across the face in lesson time. This is not just for neatness but if a hand is being used to hold back hair while writing it is not steadying a page. This applies to both girls and boys equally.

Our uniforms are:

Foundation Stage

Winter (Boys)

Navy Blue Sweatshirt
Gold Polo Shirt
Navy Blue Jogging Bottoms

Summer (Boys)

Navy Blue Sweatshirt
Gold Polo Shirt
Navy Blue or Grey Shorts/
Navy Blue Jogging Bottoms

Winter (Girls)

Navy Blue Sweatshirt/Cardigan
Gold Polo Shirt
Navy Blue Pinafore/Skirt/Jogging
Bottoms

Summer (Girls)

Navy Blue Sweatshirt/Cardigan
Gold Polo Shirt
Navy Blue Pinafore/Skirt/
Shorts/ Jogging Bottoms/
Yellow Checked Dress



Key Stage 1 and 2

Winter (Boys)

Navy Blue Sweatshirt
White Shirt
Grey Trousers
School Tie

Summer (Boys)

Navy Blue Sweatshirt
Gold Polo Shirt
Grey Trousers/Shorts

Winter (Girls)

Navy Blue Sweatshirt/Cardigan
White Shirt
Navy Blue Pinafore/Skirt/Tailored
Trousers
School Tie

Summer (Girls)

Navy Blue Sweatshirt/Cardigan
Gold Polo Shirt
Navy Blue Pinafore/Skirt/
Tailored Trousers/
Yellow Checked Dress



PE and Games

White T Shirt
Navy Blue Shorts
Black Plimsolls (KS1) or Trainers (KS2)
Navy Blue Tracksuit (optional)

Footwear

The children can wear black shoes. **Trainers, as general school footwear, are not allowed to be worn.** We also discourage the wearing of shoes that have flashing lights incorporated into the design as this proves very distracting, particularly to the younger children.

In the summer brown or white closed sandals can be worn. In the interests of Health and Safety when purchasing summer shoes please do not buy open-toed sandals.

School Visits and Charging Policy



All pupils regularly have the opportunity for day visits or enrichment activities linked to their studies. Pupils in Year 6 have the opportunity to join a residential field trip in the summer term. Parents and carers are asked to make a voluntary contribution to cover the cost of any activities undertaken. The school is sensitive to the differing family situations and no child is ever excluded on the grounds of cost. However, it must be pointed out that if not enough contributions are received an activity may not be able to take place. Charges for music tuition and some technology activities are made on a termly basis.

Lunches

The school does not have catering facilities and is unable to provide hot lunches, so all pupils need to bring a packed lunch. As part of our healthy schools plan we do not allow sweets or fizzy canned drinks to be brought into school as part of a lunchbox. The children are encouraged to eat their lunch but no child will be forced. Anything that remains uneaten will be returned to allow you to monitor what your child is eating. Please contact us if your child maybe entitled to a free school lunch.

Break time snacks

All children in Foundation Stage and Key Stage 1 are provided with a piece of fruit to eat at the morning break. We encourage our Key Stage 2 children to bring fruit in to eat at break times to sustain their energy levels. As part of our healthy school plan biscuits, crisps etc cannot be eaten at morning or afternoon break.

Drinking Water

The school has several drinking fountains that can be used at break times. Please provide your child with a clear plastic bottle with the sports style cap to enable them to drink water as and when they need to during class time.

Home/School Communications

Parent interviews are held in the autumn and spring terms to discuss your child's progress and future targets, and a written report is sent home annually. If you wish to meet with the class teacher at other times please contact the school to arrange an appointment. It will not always be possible to meet immediately but all teachers will endeavour to see you as soon as possible.

The children in the upper school have home/school diaries which will be brought home on a daily basis for you to read and sign, and comment if you so wish.

We try very hard to keep parents informed of what is happening in school, but are conscious of the amount of paper we generate. We have therefore introduced 'ParentMail'- a means by which we can efficiently send letters and messages to you by e-mail. The monthly school newsletter will also keep you informed of school events, likewise the school website.

Our aim is always to work in partnership with our parents and we very much want to encourage an active involvement in the school. We are very fortunate in that some of our parents are able to give of their valuable time to help in a variety of capacities around the school. If you would like to become involved please contact your child's class teacher; you will however need to undergo a Criminal Records Bureau (CRB) check.

The Parents Association (PA)

We have an active PA which not only supports the school through fund raising but provides regular social events for parents and children as well as helping at school functions. All parents are automatically members. The PA are always in need of helpers so please consider giving assistance if you can.

Community Links

We enjoy strong links with the Downley community including the local churches, the Parish Council (a representative of which sits on our governing body), senior citizens, Brownies, Guides, Cubs, Scouts and the Rotary Association. LEAP School of Performing Arts is based at the school. Details can be found at Reception.

Out of School Childcare

The Downley School After School Club, an independent organisation, operates from the Downley Old School Community Centre and provides childcare from 3:00 pm – 6:00 pm. Registered club members are collected at the end of the school day and safely escorted to the community centre. Details can be found in the school reception area.

Complaints

We hope that you never have any cause to complain but if you do the school has a formal complaints procedure. The first port of call is to take the complaint to the class teacher and if you feel that the issue has not been adequately addressed then arrange to meet with the Headteacher. If after discussing the matter with the Headteacher you still have concerns you should write to the Chair of Governors via the school office.

We hope you will find everything you require contained in this prospectus. If there is any area you feel has not been adequately covered please contact the school office for further information.

We look forward to meeting you.

Appendix 1

Home/School Agreement

Our Home/School agreement is agreed and signed by the pupil, parent or guardian and our Headteacher. It is designed to form the basis of a firm understanding between all so that everyone understands what is expected of them during their time at our school. The agreement takes the following form:

Pupil:

I will:

- Attend regularly, be on time and be dressed appropriately
- Take care of all school property
- Do class work and homework to the very best of my ability
- Be polite and helpful to others both inside and outside school

Signature of Pupil:

Date:

Parents/Guardians:

We will do our very best to:

- Ensure my/our child arrives at school on time and is appropriately dressed and equipped
- Make sure that the school is informed if my/our child will be or has been absent for any reason
- Try not to arrange holidays in term time
- Support the school's policies and guidelines for behaviour
- Give my/our child support with homework and provide home assistance particularly with reading and basic arithmetic
- Attend parent open meetings and other discussions about my/our child's progress
- Inform the school of any problems that may affect my/our child's work or behaviour

Signature of Parent/Guardian:

Date:

School:

We will:

- Support your child to achieve his/her maximum potential in both educational and social terms
- Develop his/her awareness of acceptable and unacceptable behaviour in the community
- Send home an annual Report of Achievement
- Arrange parents open meetings for you to see, hear and talk about your child's progress in school
- Keep you informed about school activities through regular newsletters and notices about special events

Signature of Headteacher:

Date:

Home/School Agreement for:

NAME: **CLASS:**.....

Appendix 2

SATS RESULTS 2009

The National Curriculum is divided into Key Stages:

Foundation Stage:	3 — 5 yrs (teacher assessment only, no set tasks)
Key Stage 1	5 — 7 yrs
Key Stage 2	7 — 11 yrs
Key Stage 3	11 — 14 yrs
Key Stage 4	14 — 16 yrs

As an all through primary school we are only concerned with the first three stages.

The Standard Assessment Tasks, or SATs as they are commonly known, are administered to all children in state schools at the end of Key Stages 1 and 2. Key Stage 4 ends with the GCSE exams. The SATs are a set of tasks or tests which helps to assess the level each child has reached. This in turn informs the school's planning for each child's needs. It is not the only measure that is used by the school.

The SATs at Key Stage 1 are not officially published but the SATs at Key Stages 2 and 4 are. The resulting statistics form what is known as the 'league tables'. The average child is expected to reach Level 2 or above by the end of Key Stage 1 and Level 4 or above at Key Stage 2.

The Key Stage 2 results	% Level 4+	2007	2008	2009
English	The Downley School	98.4	96.8	98.5
	National	80	81	81
Maths	The Downley School	89.1	78.1	81.5
	National	77	79	79
Science	The Downley School	98.4	95.3	95.4
	National	88	88	88

PUPIL ATTENDANCE

Academic Year	% Attendance
05 - 06	96.2
06 - 07	96.5
07 - 08	96.4
08 - 09	96.8