

Old Palace Primary School



About the school

Old Palace is a community school in Bromley by Bow, maintained by the London Borough of Tower Hamlets. The school admits 420 children, between the ages of four and eleven. The school's pupils come from a range of ethnic backgrounds, with the majority enjoying Bangladeshi heritage.

We believe that children thrive in an environment where they feel happy, safe, valued and respected, and where they are set challenging and stimulating work. At Old Palace we want our pupils to develop socially, emotionally, morally, creatively, physically, spiritually and academically – to equip them with the skills and attitudes they will need to succeed in life and to make a positive contribution to society.

Our school aims are to ensure our pupils:

- become independent, active autonomous learners
- develop a passionate curiosity about learning
- develop the ability to work co-operatively
- become literate, numerate, confident and happy
- become familiar with and come to respect different cultures
- are encouraged to play an active part in the wider community
- understand and accept the rules of our school and come to exercise self discipline as part of their pride in and ownership of our school

To help achieve this, the school offers a range of facilities to promote learning. Each classroom is equipped with its own computers and an interactive white board. In addition there are also specialist areas and other facilities, which include: two well stocked libraries, an ICT suite, two hall areas providing performance space and gym facilities, a series of group rooms where targeted support can be delivered, two landscaped playgrounds, a separate Reception playground with all weather coverage and an ecology garden.

Headteacher: Mr. G. Palmer
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Organisation

The school is made up of:

Foundation Stage

This caters for the learning of our youngest pupils. Children study six areas of learning as set out in the Early Years and Foundation Stage curriculum. During the day, the children take part in a mixture of teacher led and free choice activities. A range of activities are provided in the outdoor area everyday to further support the children's learning. The children's progress is observed and at the end of year this is recorded on the Foundation Stage Profile.

The remaining year groups are organized into Key Stages:

Key Stage 1

Year 1 and Year 2

Key Stage 2

Years 3, 4, 5 and 6

The children in these year groups study the subjects, skills and knowledge outlined in the National Curriculum. The children are taught English and Mathematics every day and take part in PE and ICT lessons each week.

The teaching of the other subjects is arranged into cross curricular themes. Each term the children study: Art, Design and Technology, Humanities (History and Geography), Music, Science, Citizenship & PHSE (Personal, Social and Health Education). Children in Years 3, 4 and 5 are also taught French for part of the year.

By law all schools are required to deliver Religious Education. The school follows the Agreed Syllabus as set out by the London Borough of Tower Hamlets. To support the children's learning in this subject, each year group performs a Festival Assembly.

The children's progress is regularly monitored. At the end of Years 2 and 6, the children complete Statutory Attainment Tests (SATs). To help prepare for these optional SATs test are carried out termly in Key Stage 2. This allows regular test practice and helps teachers to identify strengths and gaps within the children's understanding

Our school policies set out the ways in which each subject will be delivered and how we assess learning. Parents are very welcome to read our policies and ask for any further clarification

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The School Day

The school day begins at 9am and ends at 3.15pm

Morning playtime for all children is 10.30- 10.45am. Children in Key Stage 1 have an additional playtime from 2.00-2.20pm.

Lunch for children in Key Stage 1 is from 12.00 – 1.00pm and from 12.30 – 1.30 for children in Key Stage 2. Children going home for dinner should return to school 10 minutes before afternoon lessons and no sooner.

School Uniform

School uniform is compulsory and your child will need to wear the following:

- Black or Grey trousers, skirt, salwar and scarf or kurta and topi for boys.
- White T-shirts (polo or Fred Perry style)
- Scarlet for jumpers, kameez, sweatshirts and cardigans
- School shoes must be black walking shoes and not trainers.

In cold or wet weather children without coats will not be allowed outdoors

It is essential for personal hygiene that children change for PE. Each child will need a PE bag and a PE kit including:

- t-shirt
- shorts
- plimsolls (for indoor use) or trainers (for outdoor use)

In colder weather pupils may also wish to bring a track suit to wear outdoors

Children going swimming will need a swimming costume, hat and towel.

It is very important that all items of clothing are labelled with the child's name

Personal Possessions

Pupils should not bring personal belongings to school unless this has been agreed with their teacher beforehand. The school is not responsible for items brought in without permission.

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Teaching and Learning

Everyone at Old Palace is committed to achieving the best for our children. We start by ensuring that the learning environment is calm and well organised, and that children are excited and challenged by the learning experiences we provide.

We are aware that children learn in a variety of ways, and we seek to include this knowledge in our planning and teaching. Teachers employ a range of teaching techniques and strategies within the classroom; these include:

- whole class teaching
- guided group teaching
- independent work, which allows skills to be practised and applied

There is a strong focus on learning throughout the school. We see our school as a community of learners – pupils, their parents, governors and members of staff – each on their own learning journey. The school recognises the importance of continuous professional development for our adult team. Each year staff members are asked to set performance management targets and in working towards achieving these, improve the quality of their work in the school.

In the classroom, we connect what we teach with what the children already know and understand. At the beginning of each lesson, the teacher discusses with the children the things they will be learning today. Together with the teacher they list what their work will need to include if they have learnt this successfully. At the end of the lesson, they revisit this list and reflect on their learning in order to identify the next steps in their learning.

We believe that good learning does not just happen, but rather children need to be taught the skills and attitudes employed by successful learners. Through their teaching, teachers help children to identify and develop key aspects of learning, such as reasoning, problem solving, creative thinking, communication, self awareness and the managing of feelings. By supporting children in learning how to learn, we help unlock their inner potential and prepare them for a lifetime of learning.

Our curriculum is carefully planned to make learning meaningful by exploiting the links between subjects. ICT is used as a tool to support and extend learning, allowing pupils to explore the areas of particular interest to them. The children build upon and extend their experiences through termly visits to museums, art galleries, the theatre and places of interest. The school also works in partnership with the Spitalfields Festival, the Bow Arts Trust, the Bromley by Bow Centre, the Newspaper Education Trust and City Airport, to provide the children with unique experiences, which enrich their learning.

Old Palace Primary School



Helping Everyone to Succeed

Everyone is different, everyone is special and everyone is included. Old Palace is an inclusive school, which means that we are committed to helping our pupils to overcome any barriers to learning that they may have.

At Old Palace we want every child to achieve their full potential. In most cases the needs of all children can be addressed through skilful planning and teaching. However sometimes additional support may be required and the school takes pride in the quality of provision it is able to provide.

English as an Additional Language

As many of our pupils speak English as an additional language, we provide extra support within each year group, to help these children to develop their oracy skills. These children are taught in smaller groups, several times a week, during which time they are able to focus on key vocabulary and practise their use of language structures.

To support the pupils joining the school with little or no English, we have developed a casual entry programme, which helps these children to quickly acquire the basic English they will need to communicate with their classmates and to take part more confidently in lessons.

Special Educational Needs

Children may need special help at some point in their schooling. This may be as a result of physical, learning, emotional or behavioural difficulties. If we have concerns about a child's learning we will arrange a meeting with parents to discuss the extra support that can be made available in school. If we think the child needs more help than we can provide alone, we will discuss with parents the possibility of involving other professionals, such as the Speech and Language Service or the school's Educational Psychologist.

When children have been deemed to have Special Educational Needs, we make every effort to provide appropriate additional support, drawing on the talents and skills of our team of learning support assistants. We encourage parents to share with the class teacher, any concerns they may have regarding their child's learning.

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Helping Everyone to Succeed

We believe that respect and tolerance should be at the heart of all relationships. We encourage children and adults to find out about and value each other's beliefs, opinions and feelings. We do not tolerate bullying, racism or any kind of discrimination and expect all our pupils to treat property and the school environment with care and respect.

These beliefs are reflected in the school's Golden Rules:

- be gentle
- be kind and helpful
- work hard
- look after property
- listen to people
- be honest

Our school rules ensure a safe, happy working environment. We have high expectations of pupil behaviour and encourage pupils to take responsibility for their behaviour and to do the right thing even when they may find this difficult.

The school makes a special effort to recognise and praise good work and behaviour, awarding certificates for this during Sharing Assemblies, held every Friday.

If a pupil's behaviour is causing concern, we will contact parents at an early stage to discuss this and to put in place actions to support improved behaviour.

Attendance

Regular attendance is very important. Time away from school will result in children missing key learning, affecting their understanding and confidence.

Children may not be kept off school:

- To go shopping
- To meet relatives at the airport
- To accompany family members to appointments

The school, in accordance with the policy of London Borough of Tower Hamlets, will not authorise extended holidays. Parents who take their children away on unauthorised leave risk losing their child's school place.

To support good attendance the school employs an Attendance Welfare Officer, who meets with parents to provide advice and to discuss cases of unauthorised absence.

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Happy, Safe and Healthy Lives

We know that children learn best when they feel safe and secure. To achieve this, the school carries out regular risk assessments and health and safety checks to minimise potential risks to pupils whether they are in the building, the playground or participating in school trips. We also take seriously our legal duty to protect our pupils by being vigilant and referring possible signs of mistreatment or neglect to Children's Services.

Keeping Healthy

Old Palace is a healthy school. Through PHSE and Science lessons the children learn about how the body works, ways to care for it and what makes a healthy lifestyle. Children in Key Stage 1 are also provided with free fruit everyday to help them gain the vitamins they need to grow healthily.

The school has been awarded the Active Mark, for excellence in sports provision and its commitment to providing at least two hours of physical activity each week. The school competes successfully in a range of borough sporting events, offers a wide range of sports clubs and holds an annual sports week to encourage pupils to participate in sport. Swimming lessons are provided for pupils in Years 3, 4 and 5, in which all children are expected to participate.

School meals are designed to provide a balanced diet, with a choice of salad and fresh fruit always being available. Vegetarians are catered for and all food is halal. Children bringing a packed lunch are also expected to eat healthily. Sweets and chocolate are not allowed. Teachers will write to parents supplying unhealthy packed lunches, to suggest ways in which these may be made more nutritious. We aim to make dinner time a pleasant and relaxing time for children and encourage good table manners.

The school encourages parents to provide the following to ensure that pupils remain healthy and are ready to learn:

- Breakfast – to provide the children with energy to learn
- A good night's sleep – tired children are less able to take in or apply learning
- A bottle of water – keeping the brain topped up with water helps thinking

To support health, the school works with a range of health professionals. We work closely with the School Nurse to arrange dental, weight, hearing and sight checks, whenever possible. The school also provides health workshops for parents, to support families in leading healthy lives.

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Happy, Safe and Healthy Lives

Staying Safe

Through the school's PHSE Curriculum, the children are given opportunities to learn how to stay safe. Some of the areas covered are: Road Safety, Stranger Danger, Internet Safety and Drug Education.

Accidents will always happen, as in all areas of life. All accidents are recorded and when necessary first aid treatment will be provided by one of our team of trained first aiders. In the case of more serious injuries, parents will be contacted. It is therefore very important that parent inform the school of any changes in their contact details.

To help prevent accidents we ask that children do not wear jewellery to school. Simple ear studs or small sleepers can be worn, as can religious talismans, as long as these are held on a breakable thread. During PE lessons children must wear the appropriate foot wear and remove head scarves, which may get caught in the apparatus.

Teachers are not permitted to accept or administer medication. Where a child is suffering from an illness that requires medication during the school day, parents are asked to come into school to discuss how this can best be delivered. Children suffering from asthma, should have a blue pump in school at all times. This needs to be labelled with the child's name, the dosage and the expiry date.

We take security very seriously. The school has secure perimeter fencing, CCTV and carefully monitored access to the school. All adults and volunteers working alone with children in the school are required to complete a Criminal Records Bureau (CRB) Check. The whole staff is committed to safeguarding pupil safety and regularly receives training on Child Protection.

To make sure that children leave the school safely, parents are asked to complete a collection form, providing the names of adults allowed to collect their child. In Key Stage 2 pupils may go home alone, as long as written parental permission is provided. Anyone not named on the list, will not be allowed to take the child. For a similar reason, children will only be allowed to change to home dinners, if written parental permission is provided.

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Working in Partnership with Parents

We believe that children are learning all the time, no matter where they may be. As children spend more time at home than at school, it is very important that parents have the skills and confidence to help their child to learn.

Parents are welcome at the school and are invited to attend all our special events, such as class sharing assemblies and whole school festival and performance assemblies.

At the beginning of each term, parents are invited to a meeting to hear about what the children will be learning and ways in which they are able to support this at home. A newsletter is also provided as a reminder of the areas the children will be studying.

There are many ways in which parents can support learning. These include:

- Be interested: make sure your child knows that you are interested in what they are doing at school. Asking 'What did you learn at school day?' will help children to remember, whilst talking in any language helps to develop thinking skills.
- Be prepared for school: make sure your child arrives at school on time, correctly dressed and with all the things that they will need to learn, such as their Book Bag and PE kit
- Be supportive: spend 10 minutes or more with your child each night listening to them read, asking them questions about what they have read or practising counting, number bonds, timetables or mental maths questions. Try to make this fun.
- Be vigilant: check your child's book bag for letters and homework. Homework is a very important part of learning. Please support your child by making sure that homework is completed and by providing a quiet place in which this can be done. If you have any concerns about your child's learning, please arrange to speak to their teacher.

The school provides regular workshops to help parents become more confident in supporting learning. The school has run highly successful maths workshops in which parents work along their child to gain an insight into the strategies we teach. Meanwhile in the Foundation Stage workshops have been provided on how to support children's early reading. Due to the positive feedback we have received further workshops are being planned for other curriculum areas.

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Working in Partnership with Parents

We hold three parents' evenings each year – one each term. These provide an opportunity for parents to discuss their child's progress with the teacher and also help the children to understand that parents are interested in their learning and what they have achieved in school. During the Summer Term meeting parents are provided with an annual report, which includes targets and suggestions on how to help at home. Throughout the year teachers are available in the playground from 8.55am, should parents have any questions or concerns.

Old Palace also works in collaboration with other agencies, to support families. The school has run parenting programmes and provides drop in sessions on health issues and benefits. We are also committed to helping the local community access employment by holding adult learning classes on the school site.

Before and After School Clubs

The school provides a range of clubs both before and after school. Morning clubs run from 8am until the start of school and after school clubs run from 3.30-4.30pm. These have included sports clubs, such as fencing, hockey, basket ball and Tae Kwon-do; craft club, gardening club, singing club, recorder club, computer club and French club.

Clubs extend the children's learning and encourage them to develop new skills and pursue new interests. Clubs generally run for a term. If you have any suggestions for future clubs or feel that you have a skill or talent that you would like to pass on to the children by leading a club, please get in touch.

In addition to clubs, some children in Year 6 are also invited to attend special booster lessons, between January and May. These are designed to help children to prepare for their SATs

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The **Key Stage 1** teacher assessment results were as follows:-

	2003	2004	2005	2006	2007
% L2+					
READING	85	78	83	85	88
WRITING	83	83	78	85	86
MATHS	87	80	85	90	93
SCIENCE	90	84	81	85	88

	2003	2004	2005	2006	2007
% L3					
READING	8	10	10	17	20
WRITING	3	5	5	14	13
MATHS	12	8	8	10	13

The **Key Stage 2** results were as follows:-

	2003	2004	2005	2006	2007
% L4+					
ENGLISH	72	72	89	92	73
MATHS	67	72	86	90	86
SCIENCE	83	96	91	97	91

	2003	2004	2005	2006	2007
% L5					
ENGLISH	24	15	30	51	7
MATHS	19	26	46	58	41
SCIENCE	28	61	63	78	45

SCHOOL ATTENDANCE

	2006/07	2006/07	2006/07
	Attendance Rate	Authorised Absence	Unauthorised Absence
School	94.9%	-	1.2%
England (Primary)	94.2%	5.3%	0.5%
School Difference	+0.9%	-1.7%	0.7%