

2017/2018

School Prospectus



BALLADEN CPS

LINDEN LEA, RAWTENSTALL, ROSSENDALE, LANCASHIRE, BB4 6DX

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Balladen Community Primary School

PROSPECTUS

Where “every child matters”

Our Mission Statement

“Nurturing the talents of tomorrow”

LEARNING TOGETHER THROUGH ENJOYMENT

Headteacher welcome

Dear parents, carers, children and visitors to our website,

Balladen School is a happy, welcoming and nurturing school which has high aspirations for all children. We pride ourselves on providing each of our pupils with the best possible start to their school life in order to achieve their full potential.

At Balladen we aim to make their journey through school positive, enjoyable and exciting. They are supported by a team of dedicated and skillful teachers, teaching staff and administrators. We work together as a fantastic team.

Working in partnership with our parents is a major goal of the school. We strive constantly for our children to become enthusiastic, independent learners.

Balladen has a very active curriculum which engages and motivates all children. We promote a healthy lifestyle and the need to look after the environment.

I feel privileged to be able to be part of the team at such a wonderful school and to be given the opportunity to ensure that your child receives the very best education possible.

Our school motto is “Nurturing the talents of others.”

Miss Diane Hudson

head@balladen.org.uk

Contact Details

Balladen Community Primary School
Linden Lea
Rawtenstall
Rossendale
Lancashire BB4 6DX

Tel/Fax: 01706 215233
Email: head@balladen.org.uk or head@balladen.lancs.sch.uk
Website: www.balladen.org.uk
DfEE: 888/2409
Lancs District 14
School 26

How to find us

From the large roundabout in the centre of Rawtenstall (Fire Station is located on roundabout), take the last road before the M66 – it's called Bury Road and signposted 'Edenfield'. Once on Bury Road, you will see a Ford showroom on your right hand side. The road bends to the left and then right – up ahead you will see a row of 1960 style shops. Turn left immediately after the shops into Lomas Lane and follow the road as it bends right into Cherry Crescent. Take the first left into Lavender Hill and climb the hill to the top and turn left at the T-Junction. The school entrance is located in the corner of the cul-de-sac.

You can find an interactive map on our Contact webpage which will help you, (<http://www.balladen.org.uk/contact.html>)

Introduction

Balladen Primary School is a community primary school providing for children from the ages of 5 to 11. The school is situated in the Rossendale Valley next to open countryside, at the edge of Rawtenstall's Hall Carr Estate. There are 210 children on roll, from the ages of 5 to 11, who mainly live in the vicinity of the school. The building was opened in 1959. There are seven classrooms, a large hall equipped for PE lessons, a school kitchen where school meals are prepared and cooked on site and separate dining room.

Admission Policy

Admission to the school is governed by Lancashire Education Authority's regulations as set out in the booklet "Information about Primary Schools". Pupils start school in the September prior to their 5th birthday. Balladen School has an admission number of 30. Prospective parents are very welcome to visit our school. Please telephone the school office to make an appointment (01706 215233).

Staff Members

Staff Team

Acting Headteacher
Acting Assistant Head, Head of KS2
Head of KS1

Miss D Hudson, B.Ed. (Hons)
Mrs L Johnson, B.A. (Hons), QTS
Mrs L Whitford, B.Ed. (Hons), QTS

Reception
Year One

Mrs L Whitford, B.Ed. (Hons), QTS
Miss E Holmes, B.Ed. (Hons) QTS

Year Two
Year Three
Year Four
Year Five
Year Six

Mrs S Hopkins, B.A. (Hons), QTS
Mrs C Morton, B.A. (Hons), QTS
Miss S Ali, B.A. (Hons), PGCE
Mrs C Pickup, BA (Hons), PGCE
Miss K Sagar, BA (Hons), PGCE

Sen Coordinator
Outdoor Learning

Mrs L Johnson, B.A. (Hons), QTS
Mrs J Winstanley, B.A. (Hons), QTS
Mr D Grime, B.A. (Hons), QTS

Learning support team

Mrs C Ashman
Mrs P Barton
Ms V Burnside
Mrs E Clayton
Mrs S Doherty
Ms A Finnerty
Miss K Hall
Ms E Ritchie
Mrs A Rushton
Miss A Sutcliffe

Mr D Askew
Ms D Boulton
Mrs J Chisnall
Ms H Coulston
Mrs B Eastwood
Mrs J Horrocks
Ms S Riley
Ms C Rothwell
Mr J Stanton
Mrs T Worthington

KS2 Apprentice

Miss N Swaine

Non-teaching staff

School Business Manager
Business Support Officer

Mrs C Peat
Mrs C Slade

Welfare assistants

Mrs J Clarkson
Ms L Daniels

Site supervisor & cleaning

Site supervisor
Cleaner

Mrs G Miller
Mrs T Kerr

The Governing Body

School Governors are people from a variety of backgrounds. Who work together to promote high educational standards and to continually improve and develop the school for the benefit of the pupils. Governors are elected to serve for a period of four years.

The following is an outline, but not an exhaustive list of the responsibilities of the Governors:

- To agree policies (e.g. curriculum, discipline, special educational needs etc) and plan for the development of the school.
- To set annual budgets for the school to work within.
- To action any points arising from the inspection.
- To monitor policies, development plans and budgets.
- To monitor the standards of education and achievement throughout the school.
- To recruit new staff.
- To ensure disciplinary procedures are followed necessary and consider admissions appeals carefully.
- To support and advise the Headteacher where appropriate.
- To draw from their own experiences to provide practical skills and help.

School governors

<p>Chair of Governors Pupil Discipline, Staff Review, Attendance, Discipline and Dismissal</p>	<p>Mr Phil Clay</p>
<p>Standards and Curriculum Committee</p> <p>Mrs J Forshaw Mrs A Horrocks Ms L White Miss D Hudson Mrs J Winstanley</p> <p>School Governor Responsibilities</p> <p>Mrs J Forshaw – School Council Governor Mrs A Horrocks – RE and Foundation Stage Governor Ms L White – SEN Governor Miss D Hudson - Creative Arts Mrs J Winstanley – Co-opted Mrs Carol Peat-Link Governor and ICT Governor Mr K Meacher - Co-opted Mr P Clay – Humanities, MFL, Child Protection</p> <p>Committee of Appointed Governors Grievance/Complaints Appeals, Pay Appeals:</p> <p>Mr P Clay</p>	<p>Finance, Buildings, Health and Safety Committee</p> <p>Mr S Pilling Miss D Hudson Mrs Carol Peat Mr K Meacher</p> <p>Vacancies</p> <p>LEA Governor Parent Governor PHSE Governor Numeracy Governor Literacy Governor ECO Governor Science Governor LASGOB Governor</p>

All of the above Governors can be contacted via Balladen CP School on (01706) 215233

Aims of the School

Balladen Community Primary School endeavour to provide the best possible all-around education for all of its pupils.

Children are encouraged to develop mature and positive attitudes, especially to their learning; to their relationships with others and to the general life of the school. Good standards of behaviour and respect for others stressed at Balladen we hope to foster the social skills and moral awareness that will enable children to become well-balanced individuals. We try to ensure pupils enjoy all aspects of school life and very importantly achieve their potential educationally.

The school employs a variety of teaching methods to achieve these objectives. Some of the time the children will be taught as a whole class, at other times they may work in groups or as individuals. The way in which teaching and learning is organised is based on the following principles:

- Identifying, valuing and building on each pupil's existing skills, knowledge and experience.
- Creating a learning environment which focuses on the individual need, interest and concern, yet requires pupils to work in collaboration each other.
- Establishing a personal and social expectations and clear targets within capabilities each pupil.
- Requiring pupils to accept responsibilities and develop qualities of initiative and persistence.
- Encouraging self-evaluation and development of self-esteem.
- Using various methods of testing, evaluation and tracking to constantly monitor pupil progress, quickly identify any concerns and then implement a plan of action.

Equality Statement

We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum, and have high expectations of all our children. The achievements, attitudes and well-being of all our children matter. This school promotes the individuality of all children, irrespective of ethnicity, religion, attainment, age, disability, gender or background.

The School Day

8:45 AM	Doors open
8:55 AM	Bell to signal start of school
10:30 AM to 10:45 AM	Morning break
11:50 AM to 1:00 PM	Infant lunch break
11:50 AM to 12:50 PM	Junior lunch break
2:15 PM to 2:30 PM	Afternoon break
3:30 PM	Close of school

Children should not arrive in the playground before 8:45 AM and no later than 8:55 AM for the morning session.

Attendance

It is vital to children's learning for them to arrive each day, on time so they do not miss lessons. Children are marked late if they arrive after registration.

If your child is ill and cannot attend school, please inform us by telephone on 01706 21 5233 by 9.20am.

Excellent attendance is promoted throughout school with various incentives such as a celebration cake for classes that have the most 100% attendance certificates over a term.

If it is necessary for a child to leave school during the day parents should inform the school in advance. Children must be collected by an adult from the office and complete the Early departures list. Children coming into school late or returning to school after an appointment must enter school via the office and the adult must complete the Late arrivals list. This is essential in case of a Fire.

Any child attending medical appointments during school hours must provide an appointment letter or card or the absence will not be authorised.

Holiday Leave

Balladen School encourages regular attendance and discourages lateness. Taking a pupil out of school holidays is very strongly discouraged unless in 'exceptional circumstances' as per current legislation. Absence due to holidays in term time is never authorised by the Headteacher, except where the circumstances are exceptional. Any absence not approved will be recorded as an unauthorised absence. Unauthorised absences are monitored and unfortunately may result in parents receiving a fixed penalty notice.

Uniform

The list below details the standard school uniform requirements:

- Balladen school sweatshirt or cardigan (available from school).
- Yellow or white polo shirt.
- Grey trousers, skirt or Pinafore.
- Grey socks for Boys.
- White socks or grey tights for girls.
- Black shoes.

In the summer, girls may wear a blue and white check dress.

Reception: Must wear Velcro shoes, no laces please.

Year six: Pupils wear white shirts, school ties (first one free) and V-neck jumpers.

Uniform can be ordered directly from our supplier at www.touchline-embroidery.net

PE kit (in a bag)

- White/Royal Blue T-shirt.
- Blue or black shorts.
- Black pumps (**NOT** trainers).

For outdoor PE, pupils may wear a non-branded tracksuit or similar and non-branded trainers.

All uniform and PE kit must be labelled with the pupil's name.

Jewellery

The school has a policy that pupils should not wear any kind of jewellery other than watches and **stud earrings only**. If these can be removed, they must be taped over for PE and games lessons. If Jewellery is worn because it is a religious requirement then it must be taped over during swimming, games and PE lessons.

Curriculum

Areas of the Curriculum

- English
- Mathematics
- Science
- Art & Design
- Computing
- Geography
- History
- Languages (French)
- Music
- Physical Education
- Personal, social, Health and Economic Education (PSHE)
- Religious Education

Reading and Homework

Reading at Balladen School

The teaching of reading skills and the encouragement of a love of reading is a high priority at Balladen School.

Reading only needs to take 5 minutes, especially if your child is a reluctant reader. Older children need not always read to an adult; they could read to themselves and then share their reading with an adult or the adult could ask a few engaging questions. With regular practice and encouragement, your child will develop a genuine interest in reading.

Whilst at school it is vital that your child reads every day and has their reading diary signed. When the diary is signed, your child is praised or is given a reward in school. This reinforces the importance of reading on a daily basis.

The Balladen School website gives lots more information about the processes of teaching reading and consolidating the skills in every class.

Homework Policy at Balladen School

We ask that parents support our homework policy by:

- Providing a peaceful, suitable place for doing homework.
- Making it clear to children that they value homework and support the school in explaining how it can help them to make progress.

- Helping children to meet deadlines for handing in homework
- Giving praise for the completion of homework.

Throughout the school from Reception to Year 6, children will be expected to read every night and in the early years practise their high frequency words. From Year 1 through to Year 6 children will be given spellings to learn. Also from Year 2 through to Year 6 children will be given specified multiplication tables to practise at home.

Children may also bring home additional small homework tasks related to their topic work in class. A topic web is always sent home at the beginning of term so that parents are aware of what their children are learning.

Homework/ Revision books to prepare the children for KS2 SAT's and high school will be given out in Year 6.

Dinners and Milk

Morning break

Pupils can bring fruit to school for morning break although this is provided in the infant classes.

School dinners

The new healthy midday meals are served by our own school kitchen. They are cooked on the premises and served under supervision of the welfare staff. The children a choice of main course and dessert. Menus are available for parents on request. There is no charge for our Infant pupils (Reception/Year1/Year2) and a charge of £2.20 per day for juniors (Years 3 to 6).

Dinner money is payable weekly (£11) in advance, on Mondays. Cheques payable to L CC.

Children may bring a packed lunch if parents wish but hot drinks or soup are not permitted for safety reasons. Glass containers are not allowed in school and health and safety regulations. Drinks should only be brought in plastic "roughneck" flasks or a similar leak-proof plastic container.

Milk

Milk is supplied free of charge to all infants whose fifth birthday falls in the following term. For all other infants a charge of £14 per term is payable at the start of each term. This is non-refundable. If you do not want your child to have milk, they will be offered water as an alternative, free of charge

Free Dinners and Free Milk

Some of our pupils get both free dinners and free milk. If you think you may be eligible please telephone (01254) 220711, you will need your child's date of birth and your National Insurance Number. If you think you may be eligible, but decide not to apply because your child wants a packed lunch and doesn't drink milk-please think again and apply. The more pupils we have in school eligible free meals, the greater the funding/grants we receive. This gives more money in school to spend on the education of all the pupils. That gives us more money to spend on the education of our pupils.

Medicines and Health

Emergency Contact Forms

It is essential that school has an up to date Emergency Contact form with names, telephone numbers and medical information. Please inform school immediately if any of your contact details change.

Medicine in School

Medicines which has been prescribed by the doctor can be given in school. The medicine must have the pupil's name on the label and a 'Permission to give medicine' form must be completed. These are available from the school office. Please ensure your child knows what time to go to the office so he/she can be given their medicine and that it is collected at the end of the school day. Please send a spoon. If medicines are left in school they will be discarded for health and safety reasons.

Asthma

For pupils who suffer from asthma/allergies, we asked parents to complete a registration form with the relevant details of your child's condition, which stays in their class with their inhaler/medicine.

Minor Accidents

If your child receives a minor accident in school our first aid trained staff will administer first aid and record the incident in the accident book. For minor injuries parents are not usually contacted.

Playground Safety and Security

It is essential that you report to the main office if you need to come into school for any reason. Children are not allowed to open the door so please do not ask them to.

For safety reasons we ask that cars do not enter or park on the school car park, or on the zigzag lines outside school.

For safety reasons we do not allow dogs on the yard at any time during school or Breakfast Club/Out of School hours.

Smoking is not allowed anywhere on school premises.

Physical Education

The school follows the National Curriculum in Physical Education. Through Physical Education the school develops pupils' physical competence and confidence. It provides opportunities for pupils to be competitive, to face challenges as individuals and in teams, while promoting positive attitudes towards active and healthy lifestyles.

We have recently obtained a National Lottery Grant of £10,000 to provide 'Trim Trail' playground equipment for pupils to use. The children and staff are thrilled this this new addition to our outdoor space. The Trim Trail sits alongside our school garden, Woodland trail and Willow dens.

School sports

The school is a member of the Rossendale School Sport Partnership. This provides pupils with the opportunity to receive coaching sessions delivered by experienced coaches in sporting activities such as: Athletics, Basketball, Cricket, Football, Handball, Netball, Tri-Golf, Badminton, Table Tennis and Tag-Rugby. The school also provides training in sporting activities such as: Cheerleading, Cross Country, Curling, Cycling, Dance, Dodge Ball, Gymnastics, Hockey, Orienteering, Rounders, Tennis and Volleyball. Every child in school will do every sport offered over a two year cycle throughout Years 3/4 and Years 5/6. This training leads to pupils representing the school in competitions with other schools in the district. The members of the teams are chosen by staff on merit, sporting attitude and the ability to represent the school in an appropriate manner. The school aims to include every pupil who shows an interest. We have always aimed to take part in a friendly, sporting manner and to maintain the reputation the school has built up over many years. It is hoped that the children see sport as an opportunity to develop mutual respect and teamwork to build friendships. We encourage a courteous attitude from spectators. The school has and continues to use the Sports Premium Funding to benefit our pupils. We have an extensive collection of sporting equipment, kits and a school minibus. The school maintains partnerships with outside clubs, thus providing the pupils with opportunities to experience various sporting activities off site such as Skiing and Swimming.

Swimming

Swimming is a part of the National Curriculum. 25 metres (one length of the pool) is the minimum that every primary school child should be able to swim unaided by the time they leave school.

At Balladen School all Year 4 children take part in a 10 week swimming course, ending in a fun session. Their sessions are carried out by fully qualified instructors and a member of school staff is in the pool with the children at all times. For the children who are less

competent they will complete a second 10 week course during the summer term to ensure that they are able to swim the minimum required distance.

After School Clubs

The school provides a number of additional after school and lunchtime clubs which pupils can choose to attend depending on their age and interests. These clubs vary over the school year, but they have included activities such as Cheerleading, Dance, Dodge Ball, Football, Infant Multi-Sports, Zumba, Gardening, ICT.

Outdoor Learning

Outdoor learning at Balladen is seen as an essential part of our broad and balanced curriculum. We are extremely fortunate to have extensive, superb school grounds, which incorporate a fire pit, a small woodland; a garden allotment, including polytunnels, raised beds and picnic tables; a pond; football fields; trim trail and playgrounds. We use these facilities each and every day, come rain or shine... and we love it!

Mr. Grime leads Outdoor Learning every Friday in school. Fridays are ALWAYS fun and exciting. Having our own minibus means that we can take every opportunity to explore the world out of doors, beyond the classroom, so that our pupils can experience at first hand the local area and the natural environment. The children come back from their trips out of school full of enthusiasm, eager to tell their stories of their adventures, and with a thirst to further engage with the natural world.

Examples of some of the adventures pupils have undertaken:

A Windy Wander to Scout Moor
Scaling the Heights of Peel Tower
Willow Weaving Wonderland
Lower Clewes Snow Expedition

The activities have a huge impact in many areas of our pupils' learning and personal development including:

Being motivational, inspirational and aspirational.
Actively engaging pupils in 'doing', 'seeing' and 'feeling'.
Working as part of a team and developing positive relationships.
Providing challenge and problem solving.
Appreciating nature and its incredible beauty, resourcefulness and fragility.
Experiencing awe and wonder.
Encouraging physical fitness; a love of physical activity and the overwhelming sense of freedom that it offers.
Promoting a sense of emotional health and well-being.
Taking managed risks to develop resilience, endurance and confidence.

We have a supply of wellingtons, waterproofs and warm gloves in school, but children are encouraged to come to 'Outdoor Fun Fridays' in warm, waterproof clothing and suitable footwear. It is also a good idea to pack a spare set of clothes to change into once back in school – we do love mud and we are not afraid of it! We want our children to safely experience nature and enjoy the elements with confidence.

Trips

During the Summer Term, a residential visit to an Outdoor Learning Centre is organised for the Year 5 and 6 pupils every two years. The Pupils participate in various sporting activities and team building exercises such as Orienteering, Canoeing, Climbing and Caving.

Educational visits take place at Balladen which are both educational and 'fun'. Visits have included Blackpool Zoo, Whitehough, Lightwater Valley Theme Park, Museum of Science and Industry plus many more. Our children also visit local museums, farms and areas of interest. Risk assessments are always fully completed and the Lancashire County Council guidelines are followed. Permission for visits is always sought from the school Governors and if necessary from Lancashire County Council.

Pastoral Care, Rewards & Behaviour

Pastoral care

The school seeks to create a secure and caring environment in which effective teaching and learning can take place. The Headteacher and the appropriate class teacher responsible for the well-being of the children and they are supported by the teaching assistants and welfare staff. The school will:

- Accept responsibility for the care and control of the children during school time and in connection school activities.
- Provide appropriate supervision during school day for an appropriate period before (from 8:50 AM) and after-school (until 3:40 PM).
- Act reasonably responsibly in place of parents when necessary.
- Be aware the educational, personal and social needs of the child.

- How children to overcome difficulties.
- Provide information, help and counselling to children and their families.
- Provide a professional, friendly and helpful environment in school which encourages mutual support for the benefit of the children.

Rewards & Behaviour

Our emphasis is on rewards to encourage good behaviour, rather than on punishment or failure.

At Balladen we believe that:

- Rewards have a motivational role, helping children to see their good behaviour is valued. The most common reward is praise, informal and formal, public and private, to individuals and groups.
- High standards of behavior and good manners are expected at all times.

The following are whole school based rewards, usually presented at the Friday Assembly. Care is taken to see that all children are able to earn rewards, irrespective of academic or sporting talent. We ensure that rewards are fair and consistent.

The following awards are given weekly (in Friday's main assembly) to one pupil in each class:-

The **Certificate of Achievement Award** is awarded to show special effort, improvement or attainment.

Personal interests and Achievement. We believe it is important to recognise out of school achievement and interests and children are encouraged to bring certificates and awards gained in out-of-school activities and tell the school about them. These may be for sport, dance, gymnastics, music, organisations such as Cubs etc. or helping charities or community work.

Parents Evenings & Reports

In the Autumn and Spring terms all parents have the opportunity to meet their child's class teacher and discuss their child's progress. It is extremely worthwhile and important to attend the parent-teacher meetings to see how your child is getting on in school. The school aims to help parents understand the curriculum and its implementation and to encourage parental involvement in pupil learning and individual progress. Feedback sheets are distributed to parents as we welcome our parents' comments.

An annual school report is sent home in July every year to report on children's progress. Parents are encouraged to follow up any issues with the class teacher.

Policies

School adopts and complies with all Lancashire County Council Policies and these are available on the school website.

Nurture, Care, Child protection and Safeguarding

At Balladen School we hold a Nurture session each afternoon which is open to children who teachers feel would benefit from extra support within a nurturing environment. We believe that children who come to Nurture are given the opportunity to grow in independence, confidence and attitude to learning. With a strong focus on social skills, any negative behavior is challenged and leads to an improvement in behaviour both in school and at home.

Occasionally staff may have concerns about the welfare, possible neglect, or suspected abuse of a child and will report their concerns to the Headteacher. In all matters related to this subject the school observes, and strictly follows, guidance and procedures laid down by the Lancashire County Council. Confidentiality is always observed.

Year 6 SATs Results 2017

We achieved:-

Reading Comprehension:

46% reaching expected standard UK average: 71%

7% achieving greater depth

Scaled scores 100 UK average 104

Mathematics:

79% reaching expected standard UK average: 75%

11% achieving greater depth

Scaled scores 104 UK average 104

SPAG:

96% reaching expected standard UK average: 77%

36% achieving greater depth

Scaled scores 107 UK average 107

Writing:

96% reaching expected standard UK average: 76%

14% achieving greater depth

Ofsted

A Section 8 OFSTED inspection took place at Balladen School on 3 November 2016 following which the school continued to be classed as 'Outstanding'. The key findings of the report are extracted below:

- Teaching is strong and getting even better because of the shrewd actions taken by your assistant headteacher during her time as acting headteacher. Teachers have excellent subject knowledge and high expectations. Teachers and teaching assistants use questions highly effective to develop pupils' learning. Additional classroom support is well used and places help and challenge where it is most needed. Pupils are making much stronger progress because of the action you and your deputy have taken.

- The quality of work seen in pupils' books demonstrates accelerated progress and confirms that concerted action from your leadership team is leading to strong improvement.
- In particular, boys' love of reading is flourishing because leaders have ensured that plenty of 'boy-friendly' books are available to tempt the most reluctant of readers. The employment of an additional teaching assistant to develop and run the library. Alongside a popular reading club, has emphasised the importance of reading and extended pupils' opportunities to improve their reading skills and levels of enjoyment.
- Teachers provide targeted support sessions on common misconceptions and identify skills to improve pupils' confidence in mathematics. The most able receive additional support and challenge. This allows them to extend and deepen their knowledge and understanding of mathematical concepts. Consequently, more pupils are reaching the highest standard.
- Visits to school by authors and poets provide inspiration and bring words and books to life. These activities, coupled with others planned for the future, make best use of the school's grounds. There are equal opportunities for pupils to expand their experiences on which they base their own writing. The use of technology is beginning to have a direct impact on pupils' writing: for example, pupils can begin working together collaboratively and learn from each other.
- The governing body uses the skills of its members well: governors with an education background are on the curriculum committee; they challenge leaders, regularly, to ensure that any funding project is having the desired effect. Other governors forensically analyse budgets to ensure that leaders can sustain the high levels of support in classrooms. Governors have a good understanding of the use of the pupil premium and its impact because of the detailed reporting by school leaders. Governors also check what they are told through regular conversations with pupils and staff and visits to school. The school's arrangements for safeguarding pupils meet statutory requirements. Staff and governors receive suitable safeguarding training.

You can use ParentView to give Ofsted your opinion on your child's school and help us to improve.

Visit the site at <http://www.parentview.ofsted.gov.uk> or look for the link on the main Ofsted website at <http://www.ofsted.gov.uk>

Special Educational Needs

The Special Educational Needs and Disabilities Co-ordinator (SENCO) ensures that all children are able to access the school curriculum and take part in school life to its fullest. The SENCO is responsible for helping to identify needs, works with all staff to arrange special provision and liaises with outside agencies to meet individual children's needs. Specialist Teachers are often engaged and we liaise closely with outside agencies, for example, the School Nurse, Paediatricians, Occupational Therapy and Speech Therapy to provide advice and strategies to support children with additional needs. We follow the SEN Code of Practice 2014 in implementing our special educational needs and disabilities (SEND) policy. The process of identifying, providing and monitoring of the education of children with SEND has three stages. All schools are required to follow the Code of Practice.

Stage 1 – SEN Support is where the class teacher or Special Educational Needs Co-ordinator (SENCO) in consultation with parents, identifies a child and provides help that is additional or different from that which is provided normally. This involves working closely with parents, and where required health and care professionals. An Individual Pupil Plan (IPP) is prepared with targets for the child to achieve. The IPP is monitored and parents are always informed and invited to come into school to discuss their child's progress.

Stage 2: School Request for Statutory Assessment is when the school and parents feel that a child's needs are complex and still not being met and that additional resources and help should be provided for a pupil with difficulties. The school or parent may request an 'Education, Health and Care Plan' for a pupil in order that such provision is provided. An assessment and consultation will be carried out by the school and the LEA's Inclusion and Disabilities Support Service.

Stage 3: Education, Health and Care Plan. If the LEA agrees, then an Education and Health Care Plan is provided for the child. This statement is a legal document and identifies additional strategies and interventions which the school is obliged to provide in order to meet the individual needs of the child. There is an annual formal review of the provisions made. Parents are involved at all stages and are invited to the Annual Reviews. At Balladen School we strive to make ALL children feel special. Having special educational needs and/or a disability does not mean that your child will be singled out or made to feel different in any way.

If you would like to see a copy of the SEN Policy it can be accessed on the School website. If you would prefer a hardcopy please ask at the school office.

Balladen Badges

What is it?

Balladen Badges is inspired by the idea of badge work found in the Cubs, Scouts, Brownies etc. We recognise the motivation this can give to children and have adapted the system for use in our school. Children elect to work towards a particular badge (it is a voluntary scheme) and on completion have their work checked. The children will receive their badge from the Headteacher in assembly. It is expected that parents may wish to help their children complete their work satisfactorily; indeed we see this as one of the advantages of the scheme.

Why do It?

- The scheme will make children feel better about themselves and their learning.
- The scheme will help highlight the talents and qualities of our children.
- The scheme will broaden the children's experiences in both curriculum subjects and other areas.
- The scheme will help develop positive relationships with parents.

Which badges can children work for?

The tasks will vary depending on which year they are in. They will complete either the infant, lower junior or upper junior badge for the following areas. The name in brackets shows the member of staff that will be mark their work.

Animal Lover (Mrs Winstanley)
Bookworm (Mrs Rushton)
Cookery (TBC)
Gardening (Mrs Schofield)
Helping Hands (Mrs Hopkins)
Lego Quest (Mr Askew)

How do I do it?

Badge booklets can be collected from the Balladen Badge display in school or you can print the booklet off from our school website. When the tasks are completed, take it into class or hand it into the office. Wait to receive your Balladen Badge in Friday celebration assembly.

Balladen Out of School Club

The Out of School Club takes place from 3.30pm to 5.25pm in the school dining room, Monday to Friday during term time. The club costs £6.00 for a session of just under 2 hours (£5.00 for a sibling). A wide range of activities take place in the club and children are given a healthy snack. Children have the choice of various activities and resources which can also include completing their homework whilst in the club if they wish. The children can also participate in outdoor activities, weather permitting and are involved in various themed activities at Easter, Christmas etc. Balladen after school club is very popular so consequently, there are only a few places on certain nights. If you would like your child to attend our club please talk to our office staff for further information.

Breakfast Club

At Balladen Breakfast Club we have lots of choice for a healthy start to the day. Children have fun and games and participate in a variety of crafts. If your child is stuck with homework there is always a member of staff on hand to help support your child.

Breakfast Club runs from 7.40am to 8.45am, in our dining room at a cost of £3.00 per day (£13 per week paid if paid in advance on a Monday) and includes breakfast. If you are interested in a place, please contact the school office. Places do not need to be booked for Breakfast Club, your child/children can arrive any time after 7.40am and be signed in to the club by a responsible adult along with payment for that day.

Friends of Balladen School (FOBS)

Anyone and everyone who has a connection with Balladen is welcome to join Friends of Balladen School (F.O.B.S.) It is a very informal group which tries to meet up at least once per term in order to plan fundraising events. In the past we have held Christmas Fairs; coffee afternoons; quiz nights and sponsored events. Our aim is to be able to provide, or at least subsidise, fun activities in school such as trips out; magazines; playground equipment and visits to school by Authors, etc. We are very lucky to have very supportive and generous parents at Balladen and usually raise over £1000 for school funds each year. If you would like to help and have a little time to spare you are very welcome to come to the next F.O.B.S. meeting. An invite will be sent out early in the new school year. We are always looking for new ideas to help make our children's time at Balladen School special and would love to see some new members. Your support would be very much appreciated!