

Frequently Asked Questions

Admissions:

Please follow this link to our Admissions Policy which is available on our website. This will give you a comprehensive overview of our admissions policy and the process:

<https://www.glebe.hillingdon.sch.uk/attachments/download.asp?file=1326&type=pdf>

How do I register my child for a place and is this different for Nursery than Reception?

These are different. For nursery, you can contact the school directly or fill in an online registration form at any point before the child is able to attend and even up to February of that year. For a place in Reception, any applications need to be done through Hillingdon <http://www.hillingdon.gov.uk/schooladmissions> . This is usually open the September of the year before your child would start at Glebe. A place in Nursery does not ensure a place in Reception. Applications for a place in Reception must be made through the council and they are the ones to allocate the places. This would also apply to in-year admissions into other year groups.

Do you have a catchment area?

No, however there are some years where we have a higher proportion of siblings of Glebe pupils requiring a place. If the school is oversubscribed, priority will be given within each criteria for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system. The distance priority radius for Glebe Primary is set as 1000 metres as we are a 3 form entry school.

Behaviour:

Do you have a reward and sanction system?

Yes. We have dojo points, which are awarded in the class for good behaviour and attitudes towards learning. We also have class points where each class is awarded a set number of points for collective good behaviour and house points; this is where a child is awarded a point for their behaviour or work but then this gets added up with other people's points in their house. Each week, the house with the most points is announced in assembly and in the newsletter.

In celebration assembly, children are able to share achievements both in and out of school and we encourage them to bring in certificates and medals they have won outside of school. We announce, the winning house for that week, the class who has achieved the best attendance and each teacher chooses a student who has impressed them the most that week.

To be consistent in our sanctions, we have a behaviour matrix, which is on our school website under the policy section.

How do you deal with bullying here?

We take bullying very seriously. Therefore, it is a rare occurrence here at Glebe. We believe in taking preventative measure and we have a very strong PSHE curriculum which teaches children positive mental health strategies, how to resolve conflict, to develop empathy for others, to respect the difference between us all and how to work together as a team. Through this, and building children's self-esteem, issues can be quickly resolved. We also follow a very consistent sanction system so the children are all aware as to the consequences of their behaviour. Where small issues have occurred, by working with the parents, we have been able "nip them in the bud" and stop them from going any further.

On your website it mentions the Glebe Way. What is this?

The Glebe Way is a list of 10 core values and statements that underpins everything we do here at Glebe.

The Glebe Way

1. We can and we will always **try our best** in all that we do.
2. We can and we will **wear our uniform** with pride.
3. We can and we will **work together** as a school community.
4. We can and we will **walk sensibly** around the school.
5. We can and we will be **polite** and show our **best behaviour**.
6. We can and we will take **pride in our work** and **be proud** of what we achieve.
7. We can and we will be **friendly, respectful and caring** to one another and our school building.
8. We can and we will **listen and learn**.
9. We can and we will always be **ready for lessons** with a **positive attitude** and the **correct equipment**.
10. We can and we will be **determined and never give up**.

Although we have high aspirations for the children to succeed academically, we also celebrate the whole child here at Glebe. We know that we are preparing the children for their future lives and for jobs that haven't even been invented yet. We teach the children transferable skills and encourage them to follow their passions and interests so that when they leave us, they are happy, confident and ready for the next chapter in their lives.

Cashless Payments:

Once your child joins our school, we will send you a password for you to be able to access our cashless payment system, School Money.

Communication:

I am a working parent so I am unable to drop off or pick up my child. How do I communicate with the school?

At Glebe, we use the online app, *Class Dojo*, as part of our behaviour management strategy. Through this, we reward individual children with points for good behaviour. Parents are able to download the app, for free, and see the number of points and

what they were awarded for. In addition, parents are able to message and communicate through this with their child's class teacher. The office can also be contacted in order to make an appointment to speak to the class teacher.

General Information:

What is staff turnover like?

This is generally low, although some years are different to others. A large proportion of our staff have been here in excess of 10 years – with around 10% having been here for 20 years or more. Some of our staff actually attended Glebe as children and have come back to work here!

As our virtual tour says, strong staff relationships are vital and are threaded through our school. We see ourselves as role models – not only for the academic side of education – but in how we demonstrate to the children how to treat one another.

Are free school meals provided for the younger children and how can we check what meals are available?

Universal free school meals are provided to children from Reception to Year 2. Children in KS2 may elect to have a hot meal at a cost of £2.50 a day. All school meals are provided through the catering company 'The Pantry' and all have to be booked through this service in advance. Pre-ordering applies even if your child is eligible for free meals either through the Universal Infant Free School Meals scheme as they are in Reception, Year 1 or Year 2 or if they are eligible for benefits related free school meals because of your families' financial circumstances. When you book, you will be able to see an allergen list for each meal and you can select the specific meal for your child. They ensure that they cover different dietary and faith requirements but are always willing to discuss any specific needs your child may have.

On your website it mentions specialist resource provision; what is that?

We are the only school to have an SRP for Deaf and Hearing Impaired pupils within our school. This means that we have a number of places available for children who are deaf and wear a cochlear implant or hearing aid. These children are integrated as much as possible into their usual class but they are able to go to a quieter space to work with a teacher of the deaf, their 1:1 learning support assistant or an outside speech and language therapist when needed. This is such an important part of our school. In fact, when the building was built, in 2014, all details were considered – the building had to comply with Building Bulletin 93 and is acoustically treated, including the ceiling tiles and carpet throughout. Each classroom has a Soundfield System and the class teachers wear a microphone so that wherever they are in the classroom, all pupils have equal access to their teacher's voice. As we are such a Deaf aware school, we have a number of children at Glebe who have a hearing loss but not significant enough to require a place in our specialist provision but benefit greatly from our environment. We love how inclusive we are, as from a very young age we celebrate our diversity but also our similarities. It is important that the children recognise everyone has different needs and different strengths and this is what makes us human.

How do you support military children here?

Our Pastoral Support Worker is our main link with our military families. She is fantastic at helping the children with the transition from their previous school into Glebe and equally moving on if their parents have been redeployed. Where we can, we work closely with RAF Northolt and with them run various workshops for the children. We meet the emotional needs of the children as and when we are required to do so and use services such as drama therapy, social skills courses and sports therapy to meet these needs. For military parents, we run coffee mornings, sign post them to people who can offer support, and we work closely with Tri services to do this.

Your school is quite big. Is it dangerous when everyone is moving around the building and do people get lost?

No. Because we are a large school, we have staggered break times and lunch times so that only 2 year groups are moving around at a time. This also means the younger children are not knocked over by any older children playing as they are not outside at the same time. Reception and Nursery have their own playgrounds, which they can use throughout the day. We always have members of staff on duty specifically for a year group who encourage play and suggest safe but fun games for the children to ensure they're being physically active. We do also have quieter areas outside for those children who wish to read, draw or just sit with their friends.

When adults are new to the school, yes sometimes they do end up walking the wrong way! However, children do not as when they are always escorted by a member of staff around the building. It doesn't take too long before everyone gets their bearings.

Learning:

How do you identify more able pupils and how is learning adjusted to ensure they are challenged?

We use a range of strategies to identify more able pupils, including teacher assessment, observations and data analysis. Furthermore, all children complete formal assessments each half term to ascertain their strengths and areas of development. All class work is differentiated to ensure that all children are being challenged and supported. We adopt a 'mastery approach' to teaching, where rather than accelerating pupils through the curriculum and moving onto content from subsequent years, pupils' learning should instead be deepened. In daily lessons, tasks provide high levels of challenge and allow children to apply skills in new contexts, for example: developing the ability to question, explain and reason, persevere, communicate their thoughts and take risks in their learning. Teacher's planning outlines how more able pupils will be differentiated for to ensure that higher ability pupils consistently make good progress.

How do we teach phonics?

In EYFS and KS1, phonics is taught daily through discreet sessions following the Jolly Phonics and Letters and Sounds schemes. From reception onwards, children are

grouped for phonics sessions according to their individual needs. Advice for how to help support your child with phonics is available on the school website in the English section.

Is there support staff in every classroom?

Every year group has a Learning Support Assistant assigned to them. In Reception there is a Nursery Nurse in each class in addition to the class teacher. Additionally, we have LSAs that are complete interventions in different year groups.

Some children have identified special educational needs and as such have adult support to help them access education within a mainstream classroom.

My child struggles with reading. How do you cater for those children who may need that extra bit of help?

The children are all regularly assessed and we identify any gaps in their learning or areas they need to develop to accelerate their progress. Sometimes, this will be addressed by the class teacher and other times in 1:1 or small group sessions with another member of staff. We also have a teacher whose specific job is to deliver intervention and catch-up programmes for English and for maths. If our child has a specific special educational need, our SENCO identifies specific programmes to help with this and liaises with different outside agencies to best support the children. If your child has an Education Support Plan (EHCP), she will also train your child's 1:1 and have regular meetings with you about their progress.

Do you offer any enrichment activities?

As mentioned in the paragraph above, we ensure that we provide specialist tuition where we can. Pre –Covid, we also wanted to give the children as many different learning experiences as possible. This may have been through school trips, where once a term each year group visited museums or workshops. We also ran workshops here within school and either took the children to our local theatre or had theatre groups visit us. We have also developed good links with RAF Northolt who ran regular science and maths days for local schools and with local places of worship who run. We hope to resume these as soon as we are advised to do so by the Department for Education.

Do you find that quieter children tend to go under the radar with three classes in each year group?

Absolutely not. Every child's learning needs are assessed and addressed by the class teacher. All children should be, and are challenged, at a level that is bespoke to them. All children are valued and heard. Every year group has a Year Group Leader; each key stage has a Phase Leader and then of course there is the senior management team. These people are in constant communication every day about how to best move the children forward and through this communication, we ensure no child is left behind.

Does your school use outside tuition?

At present we are not offering outside tuition for safety reasons during Covid restrictions.

In the normal way, yes we do.

Music: We have specialist music tuition in a number of forms and for a variety of instruments. Whole class tuition, where for a term, in each academic year, the whole class are taught to play a particular instrument, e.g. the ukulele, recorder, African drums by a specialist music teacher. Individual and group lessons for the guitar and the keyboard also take place with a specialist music teacher.

Sport: We have specialist coaches who team teach with the class teachers in each year group.

Clubs: Extra-curricular clubs, run by outside providers include football, dance, drama and gymnastics after school.

Nursery specific:

30 hours' funding – how do I apply?

It is essential that you check your eligibility through www.gov.uk/apply-30-hours-free-tax-free-childcare. The website also gives a step by step guide to the process.

If you are confirmed a full-time place and subsequently find you are not eligible for the government scheme, then you will be expected to pay for the additional hours.

Are nursery's hours covered by the 30 hours funding? Are there any extra costs?

All but 45 minutes per day are covered by the 30 hours' funding. As our Nursery hours are 8.45 – 3.30 (6 hours and 45 minutes per day), we ask parents/carers to pay £3.75 per day to cover the shortfall. You will receive an invoice before the term starts which must be paid within 30 days. The children must bring in their own packed lunch.

If you would prefer, you could take your child home for the lunch time period which lasts 45 minutes.

The cost of extended sessions can be paid through your child's School Money account or met through workplace childcare voucher schemes (please check with our Finance Office that your scheme is accepted).

Do we allow nap times?

No, we find that the children (even those attending for 30 hours) do not need a nap during their time in Nursery. The day ebbs and flows and the children will often take themselves off to the book corner to sit quietly if they are feeling tired. However, there is often too many exciting things to do and they don't want to miss out!

Do you accept children in nappies?

Yes, however we would expect the children (unless they have a significant medical reason) to be well on the toilet training pathway. We will support families in the toilet training process and will, of course, change children in the event of a toileting accident.

Parking:

Is there parking in the nearby area for drop off and pick up?

All the surrounding rounds have parking bays for residents with permits. However, 5 minutes' grace is given to parents who park with all 4 wheels within the white lines of

the bays whilst they drop and collect their child. The London Borough of Hillingdon allocate the school 80 permits annually to distribute to parents based on a criteria of distance from school (as set by the school's Governing Body). Permits are valid for one year only (September – July) and must be applied for annually. Applications for parent parking permits are sent out in June of each year.

Reception specific:

Is the curriculum all play based?

No, we are more formal than some Reception provisions with the children having focussed teaching for English, maths and phonics each day. The afternoons are more informal and are topic-focussed and involve more play-based activities.

Well-Being:

How do we support children's wellbeing?

The children's wellbeing is at the heart of everything we do. We truly believe in order for them to succeed we need to nurture happy, confident and motivated children. Class teachers run PSHE sessions focussing on wellbeing and we have a dedicated Pastoral Support Worker called Mrs Sheldon. Mrs Sheldon is based in the nurture room where she holds 1:1 sessions with children who may need support. Staff can refer children to her but children can also refer themselves during the day to her, if there is something they feel they want to talk about.

Senior Leaders, the Special Needs Co-ordinator (SENCO) and Mrs Sheldon are on the gates before school to greet the children, and the parents, so we can quickly spot if a child is not entering the building as they would normally do. We also have drama therapists, an emotional support dog and a range of other outside professionals who visit the school in order to support the children.

We know part of well-being is knowing that your voice matters and your opinion counts. Therefore, we have a school council where a child from each class is a representative for their peers. Any concerns, issues or ideas for the school are discussed here and brought to SLT. We also have prefects, boys and girls in Year 6 who are responsible for helping the school to run on a daily basis. They are also responsible for looking after their peers and pre-Covid, younger children. Again, pre-Covid, and hopefully post as well, we have play leaders, whose specific responsibility is to be mindful of other children's well-being at break times and lunch times. If they see a child by themselves, they are trained to approach them and invite them to play in various different games. We believe we are all responsible for the well-being of ourselves and of each other.

Wraparound Care:

Does your school provide wrap around care?

Yes. Before school we have our own breakfast club run by the school, which starts at 7:45am (and costs £3.50 per day) and after school we have an after school club run by a company called The Funzone. Details of costs and further information can be

obtained from the company directly. Please email queries to thefunzone@cpsoccerschool.co.uk.

The timings for The Funzone are 3.30 – 6.00pm. Children from Reception and upwards are able to use both these clubs.

Do you run extracurricular clubs and who are these for?

As we are a large school, this means we also have many staff; each with different strengths and interests themselves. This means we run a wealth of clubs every day and can cater for many different interests. As we are also incredibly lucky with outside space, this means we can have more than one sports club running at the same time. We have: netball, football, hockey- and our own hockey league- dance, gymnastics, drama, film, chess, book club, cooking, art, science and even a gardening club. We have many competitive teams for sport and compete against other schools in Hillingdon where we have won many trophies. We have also, won many horticultural awards for our work in gardening club!

We hope we have been able to answer any questions you may have. If we have not covered a school related query, please call us on 01895 462385 or email at office@glebeprimary.org and someone will be able to help you.

Thank you