Welcome to our school.
This booklet will help you to understand the organisation and purpose of our school. It is not exhaustive and we will be pleased to answer any questions you may have.

We want every child at Godmanchester to look forward to coming to school; to succeed and to feel valued.

The education of children involves learning experiences at home and school, so we value your part in the work of the school.

The learning opportunities we provide will help prepare your child for his or her future. We will work to the best of our ability to provide activities that inform, challenge and are suited to your child’s needs.

When children move from this school to the next phase of their education, we want them to be able learners, motivated and equipped for the tasks ahead.
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About our School

Godmanchester Community Academy was founded on its present site in 1954, as Godmanchester Community Primary School. At present we have over 430 pupils in 15 classes across 7 year groups, from Foundation to Year 6. We have an excellent teaching staff made up of experienced and enthusiastic individuals, and a dedicated team of support staff. All staff members are committed to the nurturing, care and well-being of the children in the school throughout their education journey.

We are very fortunate at Godmanchester Community Academy to have a large school site with significant grounds. We have 2 large playing fields, 3 separate play areas, a community swimming pool and a floodlit sports enclosure at our disposal externally. Internally we have a dedicated classroom for each class as well as 2 large halls, equipped with PE, music and drama apparatus.

At Godmanchester Community Academy we believe strongly in the involvement of parents in the educational process and teamwork between the school, the children and the parents, is central to all we do. We strive to maintain open and continual communication with our parenting body and actively encourage parents to interact with the school.

We are also very proud of our strong links with the local community welcoming regular visits from the local town council, parish churches and youth groups. We encourage our pupils and their families to take part in the town events and represent the school.
Godmanchester Community Education Trust

After becoming an Academy School in 2012 the governing body of Godmanchester Community Primary School formed a Trust which was responsible for the running of the school. The Trust then built on that successful transition by bidding for the sponsorship of Godmanchester Bridge Academy, the new school planned for the town, which was awarded to the newly formed multi-academy Godmanchester Community Education Trust (GCET) in 2015.

By becoming a Multi-Academy Trust, or MAT, the directors of the trust saw the opportunity to use the proven and successful model of Godmanchester Community Academy to establish the new school and offer benefits to both through shared specialist teaching, sharing of best practice, robust management structure and resources.

Overseen by the board of directors of GCET, the Executive Headteacher, the local governing committees and the senior leadership team of each school drive forward the initiatives which offer the children who attend both schools the best possible start to their education.

Management structure of GCET & the schools:

Godmanchester Bridge Academy

Opening in September 2016 on a temporary site, the main school building will open in September 2017. The new school will offer the same high level of education as Godmanchester Community Academy at a state of the art, custom designed building. Providing emphasis on mathematics and literacy, the school will follow the Trust’s ethos of providing a comprehensive but inspiring curriculum that encourages the children and gives them the very best start to their education.
The Local Governing Committee

Comprised of parents and local individuals who all have a keen interest in the progress and achievement of Godmanchester Community Academy, the local governing committee collaborates with the Board of Directors and the school senior management team to direct and oversee the operation of the school.

Our school is a thriving, successful primary school, where our Executive Headteacher, Mr Warsap, and all the staff continue to work extremely hard to extend to each pupil who attends our school, every opportunity to achieve their own maximum potential. We are proud of our relationship with the local community, involving the children in local events and activities.

The governors’ task is to set strategy and policy to ensure smooth operation of the functioning of our school. Our role as governors is to help and support the school to raise standards and achievement for all and to work alongside the Head of School in connection with our role and remit.

We set targets, review and make policies for achieving the aims and objectives set out in our school development plan, in line with the vision and ethos of the school, and Godmanchester Community Education Trust (GCET). We are responsible for the monitoring and evaluation of the progress made by pupils, and a number of us have specific duties attached to our role such as Special Needs, Safer Recruitment, Safeguarding, Health and Safety and other items.

All of us are volunteers from all walks of life, whose aims are to help raise standards and attainment for all of your children to equip them with the necessary skills for their further education and future employment.

Roger Coxhead, Chair of Local Governing Committee
Our Vision & Values:

TOGETHER WE:

Inspire  Enjoy  Achieve

Aspiration: In all areas of our work we will aspire to achieve the best that we possibly can.

Caring: We care about all members of our community and ensure everyone’s well-being and safety is paramount.

Challenge: We will continually challenge ourselves and each other to improve in our work.

Determination: We will succeed in what we do through our determination and resilience.

Enjoyment: Our schools will be positive environments where we all enjoy what we do.

Respect: We expect all who are involved in our schools to display respect to each other at all times.

Sharing: We will always work as a team, sharing experiences and working together to excel in everything we do.
Admissions & Catchment Area:

We have capacity for 2 classes of 30 children in each year group, a total of 420 children in the school. Our annual foundation level intake is limited to 60 pupils.

We follow the local authority (Cambridgeshire County Council) admissions policy and we have a catchment area defined as the parish of Godmanchester.

Admissions to our school are managed by the Local Authority (LA) and if you require further information on this admissions policy, please consult either the school office or the LA. The contact details for the LA Admissions team are tel: 0345 045 1370, and email admissions@cambridgeshire.gov.uk.

Applications are made to the LA online at www.cambridgeshire.gov.uk/admissions and application forms are available at the school office.

ADMISSION CRITERIA

1. Children in Care, also Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or a special guardianship order.
2. Children living in the catchment area with a sibling at the school at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.

The LA applies distance criteria in situations of over subscription.
The school was inspected in July 2013 by an OfSTED Inspection team who awarded the 2nd highest “Good” category. A copy of our successful inspection report can be found on our website or is available from the school office.

OfSTED also completed an inspection of our Mathematics provision in June 2014, and awarded an overall rating of “Good” where all inspected elements were either “Good” or “Outstanding”.

**OfSTED says:**

- The headteacher provides strong leadership and successfully promotes pupils’ learning. The school fulfils its aim of high quality education for all.

- Pupils’ achievement is good and improving. Attainment is on course to be above average. Pupils’ progress is consistently good and for some it is outstanding. The teaching and progress of pupils in reading and mathematics are particular strengths.

- Teaching is typically good with some that is outstanding. Throughout the school, pupils are encouraged to think about their work and try to improve it themselves. This underpins their excellent attitudes to learning.

- Extra help for students who need it is expertly planned. These pupils making outstanding progress.

- Teachers are generally supported well by committed teaching assistants.

- Pupils’ behaviour and relationships are outstanding. They feel very safe and there is clear, mutual respect for other pupils and adults.

- Governors and senior staff have high expectations. They support the headteacher well in checking and improving the quality of teaching. This has been successful in managing staff change and is bringing rapid improvement in pupils’ achievement.
Teaching & Learning

The school provides a broad curriculum which incorporates many aspects of the National Curriculum. Curriculum coverage includes all the regular subject areas: English, Maths, Science, History, Geography, R.E., P.E. Music, Art, Design Technology, ICT, Modern Foreign Languages and P.S.H.E.

We are continually reviewing and improving the curriculum as we seek to make the learning experience both inspiring and exciting while ensuring all pupils rapidly gain the basic skills in Literacy and Numeracy. We aim to provide the children with a love of learning, a determination to succeed and the motivation to be determined and successful learners.

The broad outlines of this curriculum can be found in the school’s curriculum map, subject policy documents and schemes of work. Teachers use a wide range of teaching methods which are routed in best practice and on-going research. As teaching methods continue to develop, the school will seek to incorporate new ideas and ensure continued professional development of all staff.

The school has an inclusive approach, seeking to tailor both the curriculum and teaching methods to reflect individual pupils’ needs and learning styles.
Assessment, Achievement & Progress

At Godmanchester Community Academy we believe that effective assessment is essential to quality teaching and learning. Assessment for Learning (AfL) is a fundamental tool utilised by the school to raise attainment and accelerate progress.

We undertake both formal and Summative assessments during the school year because we believe they are of great benefit for:

The Pupils

Regular feedback given to children on their learning helps them to understand how to be successful, what they have achieved and what they need to do to improve further. Good assessment practice ensures lesson planning is relevant and is based on a sound knowledge of the pupils’ learning styles, attainment, progress and the next steps in their learning.

The Staff, Parents and Governors

Detailed analysis of assessment information plays a crucial role in school self evaluation by identifying areas of strength and weakness at an individual, group, class, year group and whole school level. This information then guides strategic planning at these levels. This analysis is also essential in enabling the staff, parents and governors to have a clear understanding of how the school is performing.

On going Formative Assessment

We believe that formative assessment procedures are essential for informing the next stages of planning and helping children to know how well they are doing and what they have to do to make progress.

Half-termly Summative Assessments

Assessments of pupils’ Stages are carried out on a half-termly basis in order to track attainment and progress at an individual, group, class, year group, key stage and whole school level. This information is also used to identify pupils who need to be targeted for additional support and to set intervention groups.
Behaviour & Home-School Partnership

At Godmanchester Community Academy we expect every child to behave with care, courtesy and consideration for others. We ask the parents of the children, the pupils themselves, and the school staff to agree to uphold these values through the Home-School Partnership each family enters into with the school upon registration.

The founding principles of the Home-School Partnership asks pupils to: be aware of the feelings of others, and to act with consideration for them; to have respect for their surroundings, school equipment and other people’s belongings; always do as they are asked by a member of staff in a polite and timely manner; to be patient and polite. We ask parents to support and encourage these values at home.

If a child is unable to comply with the principles of the Home-School Partnership and the school rules, a range of measures will be applied to support that pupil and encourage improvement. In cases of serious concern, or lack of improvement in behaviour, parents/guardians will be contacted to discuss the issues with the school to assist with progress.
Special Educational Needs

We endeavour to meet the educational need of all our pupils. Some pupils will, permanently or from time to time, have greater difficulty in learning than the majority of children. Whatever their particular needs and circumstances, we aim to provide them with the opportunity to develop their full potential.

We have a Special Needs Co-ordinator (SENCo) who works with members of staff assessing, reviewing and updating special needs provision within the school. Children, with particular learning difficulties, are monitored and reviewed at regular intervals with staff and the SENCo. We have Teaching Assistants who are trained to help our children with reading and any other specific needs. Parents are given support to help their own children through Reading and Mathematics workshops at school.

Facilities are provided for children with disabilities and these children are fully integrated into the mainstream of our school.

If you are aware that your child has special educational needs, or suspect they may need extra support within the school environment, please discuss your concerns with your child’s teacher in the first instance.
Sports & Extra Curricular Activity

At Godmanchester Community Academy we are proud of the range of sporting opportunities we offer the children who attend our school. During the school year the children will take part in a range of sports through their PE lessons, both indoor and outdoor. The sports include cricket, tennis, football, hockey, netball and more.

We are fortunate to have access to an indoor swimming pool on site which means our children get regular swimming lessons throughout the year groups.

In addition to their PE lessons there are a wide range of extra-curricular clubs, sporting and non-sporting, on offer for the children to join. At various times of the school year these include football, hockey, netball, cross country, multi-sports, drama, art, languages, dance and street dance.

Due to our commitment to offering a varied sporting curriculum we are proud to have achieved the Sainsbury’s School Games Mark Gold award, which rewards schools for their commitment in developing competition across their school.
School Council

The School’s Council is an ideal opportunity for pupils to get more involved in the way the school is run. The School Council benefits the whole school, pupils and teachers, because it provides opportunities for pupils to communicate their feelings as well as influence decisions that are made. Effectively, pupils have a voice and strong input into school life.

The School Council members meet regularly with the Executive Headteacher and the Chair of Governors to discuss any concerns, ideas or improvements they would like to propose.

Before & After School Care

The highly popular Godmanchester Kids Club operates from within the school grounds and offers before and after school care for the hours of 7.45am-8.55am and 3.15pm-6.00pm.

Places are restricted and there is a strict waiting list if the club is oversubscribed. Application forms can be requested at the main school office or from Kids Club directly on 01480 375011.
Community Links

Godmanchester Community Academy has strong links with the local community. We welcome community figures for special assemblies, such as the Town Mayor and local Church leaders. The school is used by a number of local clubs and groups during non-school hours. The children of the school take part in a number of community events, such as Gala day, the scarecrow festival, Godmanchester in Bloom and the annual Guy Fawkes celebrations.
Child Protection & Safeguarding

Under the Education Act 2002 (section 175/157), schools must “make arrangements to safeguard and promote the welfare of children”.

Godmanchester Community Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse including whilst accessing the internet. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response.

In recognising our responsibilities for Safeguarding and Child Protection, as a school we:
- Have clear staff recruitment and selection procedures, ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure.
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Support children in accordance with his/her Child Protection Plan.
- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child’s welfare. The full policy regarding Child Protection & Safeguarding is available on the school website.

If you would like to know more about our policy or procedures for Safeguarding, please speak to Vicky Stanley, who is our Lead Professional for Child Protection.
School Uniform

Our policy for school uniform is based on the notion that school uniform:

- Promotes a sense of pride in the school
- Provides a sense of community and belonging
- Is practical and smart
- Identifies the children with the school
- Creates peer equality in terms of appearance
- Is designed with Health & Safety in mind

The required school uniform is:

**Uniform**
- School navy blue sweatshirt or cardigan
- School navy blue fleece
- Grey or Black skirts, trousers or pinafores
- Grey or Black knee length shorts
- Blue gingham dresses
- White or navy blue polo shirt
- Sensible plain black shoes – no trainers, high heels, boots or open toe sandals.
- Plain school coloured tights

**PE Kit**
- House Colour T-shirts
- Navy shorts
- Navy track suit bottoms and sweatshirt for outdoor PE
- Trainers for outdoor games (Laced or Velcro)
- Swimming trunks, not shorts for boys
- One piece swimming suit for girls
- Swimming cap must be worn for lessons

All our uniform can be purchased online at http://www.pbuniformonline.com/godmanchestercommunity

Jewellery & Makeup

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are earring studs in pierced ears and a watch. Children must remove or cover these items during PE and games to prevent them from causing injury.

No makeup or nail varnish should be worn in school.

Extreme hairstyles

The school does not permit children to have extreme haircuts that could serve as a distraction to other children and are not in keeping with the ethos of the school. This includes patterns shaved into the hair, unnaturally dyed/streaked hair, excessive use of hair products and styles such as spikes, tufts and Mohican haircuts. The definition of an extreme hairstyle is at the discretion of the Executive Headteacher/ Head of School.
**Travel to and From School**

As part of our School Travel Plan, developed in conjunction with the Local Authority and Modeshift Stars and Healthy School Status, children are encouraged to walk, scooter or cycle to school. Cycle and scooter racks are available at school for bicycles and scooters to be left during the school day. Children should wear cycle helmets and it is the responsibility of parents to ensure a bike or scooter is road worthy.

**ROAD SAFETY EDUCATION**

As a school we endorse the County Council policy on road safety education, which states that it is a parent’s responsibility to train their child to cope with roads and traffic. We support this work by offering opportunities to reinforce learning both within and outside the curriculum, appropriate to the age and experience of the child. Children in Year 6 have the opportunity to take part in Bikeability, safe cycling training.

**First Aid & Medication in School**

**First Aid**

In school most of our teaching and support staff are trained in basic first aid. We have a dedicated team of professionals who deal with the first aid requirements on a daily basis and we also have staff that are trained in advanced first aid, to assist with situations which require it.

Records are kept of any first aid treatment given to children and a brief report is sent home to parents.

Parents are contacted directly in the case of any more severe injuries or head bumps and if a child requires further medical treatment, by a doctor/nurse or medical professional.

**Medicines**

The administering of prescribed medicines in school is a carefully controlled system. For children who require regular medication or have a condition requiring emergency medication a completed medical condition form must be completed. This will be checked and any appropriate training will be given to specified members of staff on the treatment of the condition, any medication required and the management of the condition.

Children who return to school after an illness but require medication during the day can be given medication in school provided parents complete the permission form and only if the medicine is prescribed by a doctor. All medicines sent to school must be in their original container with the pharmacy label attached with the correct name, dosage instructions and storage advice. This medication should be brought to the school office where secure and appropriate storage is available.
School Trips & Excursions

During your child’s time at school they will have the opportunity to participate in a variety of visits in connection with topic work. These may include excursions into the locality or day outings further afield. These visits are a valuable learning opportunity. It is hoped that parents will encourage and support them by offering voluntary contributions and assisting with supervision.

Parents will be informed by the class teacher of any planned excursions off the school site. If the trip involves any transport and going outside the local area, we will seek parent’s permission first.

When your child is first admitted to the school, you will be asked for permission for walks and excursions in the local area. This permission will be valid for the entirety of the time your child attends Godmanchester Community Academy.

If, when you receive the relevant information, you do not wish your child to take part in any of the proposed excursions, please speak to your child’s class teacher in the first instance.

Year 5 Residential Visit

In Year 5 the children have the opportunity to take part in a residential visit. The visit is typically a 2 night, 3 day trip. The locations we have visited have varied, but usually involve adventure activities and exciting experiences. Full information is provided to parents and carers prior to booking their child’s place on the trip, and before the trip itself.
Parent Teacher Association (PTA)

The school is supported by an active PTA, which regularly runs well-attended fund-raising events, for example a Summer Fete, discos, quiz nights and raffles. It has provided thousands of pounds for specific projects, such as new playground equipment, library shelves, books and PE equipment, and contributed a significant amount of funding for the Accelerated Reader Scheme. Parents who would like to become involved with the PTA are always welcome; you can contact the PTA at PTA@godmanchestercommunity.co.uk.
Useful Links & Contacts

School Website: www.godmanchestercommunity.co.uk
Trust Website: www.g cet.org.uk
School Address: Park Lane
              Godmanchester
              PE29 2AG
School Telephone Number: 01480 375115
School Email: office@godmanchestercommunity.co.uk
Kids Club: 01480 375011; gmckidsclub@hotmail.co.uk
PTA: pta@godmanchestercommunity.co.uk


Department for Education: https://www.gov.uk/government/organisations/department-for-education

Parent View: https://parentview.ofsted.gov.uk/

Cambridgeshire County Council: https://www.cambridgeshire.gov.uk/

Admissions:
Telephone: 0345 045 1370, fax: 01223 727 941 or email: admissions@cambridgeshire.gov.uk