A love of learning grows here
A welcome message from our Headteacher

It is a real privilege to be the Headteacher of such a vibrant and exciting school. Our school thrives on a culture of high expectations where everyone is committed to making a real difference to the children in our care. We aim to give our children the very best possible start to their education, developing personal aspiration and a lifelong love of learning. We expect the very best of all of our children, both academically and socially.

Christian values are central to the ethos of our school and we aim to provide a curriculum that is fun, creative, and challenging. The school's extensive grounds provide a stimulating and diverse area which enrich and inspire the children's learning.

The Coombes is forward thinking and outward looking. As part of The Keys Academy, our educational vision has safe, happy children at its heart. We aim for every child to be excited by their learning so that they themselves are motivated to be the best that they can be. Our inspirational and talented staff team are committed to every child achieving; working closely with parents, we make sure that pupils are happy, and that they are achieving success in all areas of school life.

Growing Learners

Our focus is that every child and their family will look back and recall their time at The Coombes, as a time of achievement and hard work but also of fun and friendships; a time during which they developed a thirst for knowledge and a passion for learning.

If you would like to visit The Coombes, please do not hesitate to contact the School Office on 0118 9760751.

Many Thanks
Since September 2017 The Coombes has been part of The Keys Academy Trust. What sets The Keys Academy Trust apart from others is that it recognises that each academy within the Trust is unique and distinctive and it is committed to celebrating the local context and purpose of each.

Life within The Keys Academy Trust invites collaboration across schools, formation of alliances, and negotiation of differences for the common good so that academies within the Trust can give their children the very best start in life. We are a family of schools that support each other and share best practice.

The Trust has a strong partnership established with the Oxford Diocesan Board of Education and academies within the Trust benefit from a wide range of support services. The underlying values in the Church of England multi academy trust are well suited to the diversity in our schools today.

For more information please contact the Trust Clerk at the following address clerk@keysacademytrust.org

School Organisation

The Coombes has a flexible approach to the organisation of its classes and responds to the needs of the children each year. This current year has a Nursery, two Reception classes, five mixed Year 1 / 2 classes and two Year 3, Year 4, Year 5 and Year 6 classes.
Ethos - Teaching and Learning

Inspire.

Excellence and enjoyment are key parts to all of our learning. The school focuses on our children’s reading, writing and maths which are taught through a broad, balanced and challenging curriculum.

Inspire

Through a balanced and unique curriculum, which is inspired by our distinctive environment our children are inspired to take lead in their own learning. The Coombes knows that children need to learn the skills required to take control of their own learning and be able to apply these skills to all aspects of their learning journey throughout their lives.

Courage

At The Coombes we want our children to be brave and full of courage. Being confident in their own ability, being prepared to take risks, willing to face mistakes and to strive and struggle for excellence all takes courage. Children are given the skills to find their own mistakes to correct these and to improve their learning, taking great pride in all that they do.

Achieve

The teachers at The Coombes focus on developing the academic, social and emotional well-being of our children. By focusing on the whole child we will help them to develop and their full potential.
All aspects of the 2014 National Curriculum are taught at The Coombes. This composes of ten subjects and Religious Education (RE). Three subjects, English, Maths, Science and RE make up the core curriculum. The other foundation subjects are: Computing, History, Geography, Design Technology, Art and Design, Music and Physical Education. We also teach French as a Modern Foreign language to all children in KS2.

The youngest children in the school follow the Early Years Foundation Stage curriculum which covers Prime Areas of Learning (Personal, Social and Emotional Development, Physical Development, Communication and Language) and Specific Areas of Learning (Literacy, mathematics, Understanding of the world, Expressive Arts and Design).

Children are involved in first hand, practical learning. This includes the use of specialist teachers for Sport, French and Art. Residential trips are offered to children in Year 4 and Year 6. In addition, children are offered a wide variety of learning experiences after school, including dance, cheerleading, football, athletics and a lunchtime French club for KS1. Music lessons on a range of instruments are available through Berkshire Maestros.
Inclusion

At The Coombes, we place great importance on identifying special educational needs (SEND) at an early stage. Once we have agreed that a child is going to need additional in-class support, a provision map is drawn up with the school’s Special Needs Coordinator and parents or carers. This map will identify the area of concern and the steps which will be taken to meet the child’s needs. The school is equally concerned about identifying pupils who show a special gift and talent in a particular area of the curriculum. Once this has been identified the school works hard to ensure that this gift is equally supported and challenged.

A School of Faith

Religious Education has two strands: learning about religions and learning from religions. We encourage the children to explore their feelings, emotions and values in ways which will enable them to reach beyond the ordinary and every day. Our children are growing up in a multi-cultural society with people of other faiths and none. Religious Education has therefore, a distinct contribution to make in helping them to understand those whose commitments and way of life differ from their own.

Acts of Worship are held daily and led by members of staff, children, clergy or outside visitors. Sometimes we worship together as classes, sometimes in separate Key Stages and once a week as a whole school. The Acts of Worship reflect our Anglican tradition. Each year we celebrate, Harvest, Christmas, Easter and Ascension. Parents and carers are also invited to attend worship on a Thursday afternoon.

The Coombes Church of England Primary School works closely with the local churches. Each week one of the team from the Arborfield and Barkham Churches work with the children on an aspect of the Christian faith. The children are given the opportunity to pray and reflect on the message.
What makes a good Church School?

A good learning environment includes:

- A deliberate attempt to link the gospel of Christ with the daily life of the school;
- An atmosphere of encouragement, acceptance and respect;
- A sensitivity to individual needs where children's self-esteem and confidence grow and where they feel able to make mistakes without fear of criticism;
- Partnership between adults and children;
- Sensitivity towards the beliefs, hopes and fears of parents;
- Providing stepping stones to and from the community;
- A curriculum that combines academic rigour with fun, sensitivity and prayerfulness.

A good Church School will offer the pupils the opportunity to:

- Reflect on the importance of a system of personal belief;
- Recognise the place a Christian faith has in the lives of people;
- Develop a sense of wonder, awe, curiosity and mystery;
- Understand the difference between right and wrong and the consequences of their actions for themselves and others;
- Be creative, questioning and imaginative within a broad Christian framework that recognizes the importance of experience, personal values and respect for the beliefs of others;
- Recognize, respect and celebrate cultural diversity.

The school delivers the RE Curriculum through a scheme of work called Discovery RE. In this scheme Christianity is taught in every year group, with Christmas and Easter given new treatment each year, so developing the learning in a progressive way. Hinduism, Islam, Judaism and Sikhism are also covered.
The School Community

The staff and governors believe that education is a partnership between school and home. We want parents and carers to be informed about, and involved in, their children’s learning. We send out regular news letters, half termly topic information sheets and annual reports. Occasionally, we arrange meetings for groups of parents to discuss topics from developing the environment to homework and supporting parents with reading.

In addition, twice a year, we offer parents consultations to discuss their children’s work and progress. We also invite parents in to look at the learning that the children have been doing at the end of each term. We hope, however, that parents will contact us immediately if they have worries about their children; likewise, we will inform them if we have any concerns. The school maintains an open-door policy for parental visits, preferably by prior appointment for mutual convenience. Discussions with teachers should be after school if at all possible as before school is their busiest time, preparing for the day and welcoming the children to school.

Many parents and carers help with activities in school, reading, educational visits and so on. If you can help in anyway, please let your child’s teacher and the front office know. An induction process including a DBS check is required. All assistance is gratefully received as we can offer our children much more with your support.

We have an active association of parents, carers and friends, who make up the school’s Parent Teacher Association. The PTA raise funds which directly impact the teaching and learning of the children. This includes purchasing new resources, books and IT equipment. They have also provided funding for the development of the school grounds. We are all extremely grateful to the PTA for their efforts and commitment to The Coombes.
Day to Day Arrangements
Please find below the timings of the school day. The reasons for these timings are as follows:

- to maximise the safety of all children during the transition of responsibility between parent and school,
- to teach the children that punctuality is a key life skill and that
- a swift start to the day will maximise learning opportunities for the children

<table>
<thead>
<tr>
<th>Timings</th>
<th>Event</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>0835</td>
<td>School gate will open</td>
<td>Breakfast Club uses the school facilities until 0835. For their safety the school gate cannot be opened to the public until they have finished using these facilities.</td>
</tr>
<tr>
<td>0835</td>
<td>Members of staff will be on duty at the main gate and in each playground</td>
<td>At this point it will be safe to leave your children within the school grounds and the staff will take responsibility for them. However, to avoid confusion for your child, if you decide to stay on site you will remain responsible for your child’s behaviour.</td>
</tr>
<tr>
<td>0845</td>
<td>The school bell will be rung at which point the children will line up in class groups</td>
<td>Developing independence is crucial to developing good learners so we encourage this in all aspects of school life. At the start of the day we would like your children to come into the school cloakrooms and classrooms by themselves, thus being responsible for organising their coats and bags by themselves. Please say goodbye to your children on the playground so that they will have the opportunity to develop that independence as they come into school. They will need to hang up their coat, place their lunchbox on the trolley and put their book bag in their tray before starting their learning activities. If you have any urgent messages or concerns that the class teacher needs to know please try to pass them on to the school office or a member of staff on the playground before trying to speak directly to the staff in your child’s classroom.</td>
</tr>
<tr>
<td>0850</td>
<td>Gate closed</td>
<td>All parents will leave the site by this time, so that the school can be made secure.</td>
</tr>
<tr>
<td>1515</td>
<td>Main gate open</td>
<td>The gate will not be opened earlier because children and staff may be in the grounds conducting lessons.</td>
</tr>
<tr>
<td>1520</td>
<td>Children released to parents’ care</td>
<td>Parents are now responsible for the behaviour of their children. School play equipment is out of bounds as school staff will not be available to monitor its safe use.</td>
</tr>
<tr>
<td>1535</td>
<td>All parents and children are to have left the school site</td>
<td>To ensure the safety of the children who attend the After School Club, all adults and children who do not attend the club must have left the site so that the gate can be locked.</td>
</tr>
</tbody>
</table>

**Lateness** – If you are unable to get your child to school by 0850 please go straight to the school reception, not to your child’s classroom. A member of staff will then escort your child to their classroom.

**Wet Days** – If it is raining children are to go straight to their classrooms. The gate will open at 0835 as normal. Staff will be on duty to make sure that all children get safely to their classrooms.
The Coombes has a uniform which all children are expected to wear. The uniform gives the children a feeling of identity and helps towards developing a sense of unity within the school. The sweatshirts can be bought from the school office.

- Please ensure that clothing is clean and in good repair.
- Please could you clearly name all items of clothing including shoes.
- For safety reasons, please do not allow your child to wear any jewellery to school, except for religious or medical reasons. Small stud earrings are acceptable, but must be covered during PE.
- Please ensure that no makeup, including nail varnish is worn to school.
The National Curriculum states that every child must take part in physical education and that they should wear the appropriate PE kit. Unless the weather is extremely bad, all lessons will take place outside, (if appropriate to the sport). With this in mind please make sure that the children have the following:

<table>
<thead>
<tr>
<th>Indoor (Hall)</th>
<th>Outdoor (Playground/Field)</th>
<th>Swimming (KS2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark Shorts (Navy/Black)</td>
<td>Dark Shorts (Navy/Black)</td>
<td>Short swimming trunks (no Bermuda style shorts)</td>
</tr>
<tr>
<td>Plain White T-shirt</td>
<td>Plain White T-shirt</td>
<td>Swimsuits (no bikinis)</td>
</tr>
<tr>
<td>Black / blue Tracksuit (for chilly days)</td>
<td>Swimming hat</td>
<td></td>
</tr>
<tr>
<td>Trainers</td>
<td>Goggles (Optional)</td>
<td></td>
</tr>
<tr>
<td>Studded Boots (KS2)</td>
<td>Towel</td>
<td></td>
</tr>
<tr>
<td>Sun Hat</td>
<td>Water Bottle</td>
<td></td>
</tr>
<tr>
<td>Black / blue Lightweight Jacket (for wet days)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As you can appreciate most children's uniforms will be very similar to those of other children. We would therefore ask that all items being brought into school are clearly named for ease of identification, should anything get lost or simply mixed up. Should a child forget their PE kit on a one off occasion, we have some spare kit to lend them. If a PE kit is repeatedly missing, then the child will be unable to participate and a written reminder will be sent home.

**Jewellery**

When playing, running about or working it is all too easy for something to catch on an earring/watch and cause a serious injury therefore the following should be noted:
- Earrings must be removed for PE and games or taped up securely.
- Watches must be removed before taking part and remain the child’s responsibility.
- Long hair must be tied back, so please make sure that your child has some spare hair ties with them on the days they participate in activities.

Please note that these measures are taken in the interests of child safety and well-being and are in accordance with the Local Authority’s, and national Health and Safety Guidance.

We suggest that kit is brought in at the beginning of the week and taken home at the end of the week.
Behaviour

Schools are places of learning and it is important that behaviour is managed in a way which enables each and every child to fulfil their potential. We want to create a safe, positive environment where children are happy and ready to learn. Discipline at The Coombes is firm but fair. We aim to promote a Christian family atmosphere in which mutual respect, responsibility, caring and sharing predominate. Across the whole school there will be seven main guiding principles which are applicable to every child:

The Coombes Code

- Work hard and always do your best
- Be kind, friendly and respectful to everyone in school
- Listen when someone is talking to you
- Respect your own and others possessions
- Always tell the truth
- Be ready to forgive each other
- Look smart and have the uniform and kit you need for each day

Within the first couple of days of the new school year, each class will write a class charter which will describe in a more detailed and age appropriate manner the behaviour that is needed to achieve these guiding principles.

Rewarding Positive Behaviour

All classroom behaviour will be measured through a traffic light system which focuses on rewarding good behaviour.

Each day a child’s name starts on green and when a child has shown exceptional learning skills (resilience, patience, concentration, teamwork, listening etc) or demonstrates one of the guiding principles, they will move onto the sunflower. As this great behaviour continues the child then progresses onto the ‘Star’. This achievement is recorded and their name is entered into a prize draw at the end of each term. You will be informed every time this happens so that you can share in your child’s achievements. (The more times that their name goes into the book, the more chances they have of winning a prize). Each class will also devise a system of daily/weekly rewards to celebrate all positive behaviour. Teachers will acknowledge and model positive behaviour at all times.
At Lunch Time

At lunch and break times, the staff can award stickers to children who demonstrate exceptionally positive behaviour.

Consequences for Inappropriate Behaviour

If a child chooses to behave in a way that does not follow the Coombes Code, their name will be moved from green to amber. This acts as a warning and gives the child the opportunity to make positive behaviour choices. If the inappropriate behaviour continues the name will be moved onto red and finally the storm cloud which is below this. At this point the child’s name will be recorded, and their behaviour will be monitored. As a consequence, they will lose some of their play time.

If the inappropriate behaviour continues, the child will be moved through a series of steps, from time out in SLT classroom, into the ‘Time Out Room’ and then to see the Head Teacher. It will then be necessary to inform parents to discuss appropriate consequences.

Support

At The Coombes we recognise that each child has individual behavioural needs, therefore, rewards and support are always the first option of the school to ensure that the child can make positive choices. However, if a child’s behaviour interferes with the learning of others then consequences will be used.

Bullying

"unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time"

The school will follow a ‘zero tolerance’ approach to all bullying.
Attendance and Punctuality

Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we will encourage parents to ensure that their children achieve maximum possible attendance and that any issues that prevent this are identified and acted on promptly. Regular school attendance at The Coombes will set pupils up for positive attendance throughout their school life.

Only in exceptional circumstances will leave be granted during term time. This decision is made in line with The Department of Education Guidance published in November 2016. If leave is taken without prior authorisation from the school, it will be recorded as an unauthorised absence and in some cases, Penalty Notices will be issued by the Local Authority.

Punctuality

It is crucial that children arrive at school on time for registration at the beginning of the day. Lateness into school causes disruption to that individual’s learning and to that of the other pupils in their class. It is paramount therefore that all pupils arrive at school on time. For school pupils and parents/carers the grounds are open at 0835.

- Registration takes place at 0850 and pupils who arrive after will be recorded as late to school
- Registers close at 0910 and after this lateness is recorded as an unauthorised absence
- Persistent lateness by a pupil will initially be followed up by school staff and if not resolved will be referred to the Education Welfare Service.

The Coombes CE Primary School believe that it is a lifelong lesson for children to understand the importance of good attendance and punctuality. We look forward to working alongside you in achieving this.
Social Media Guidance

“The internet is not always a safe or private place, and ‘oversharing’ could potentially put your child and others at risk.”

Nativities, school concerts, sports days and class assemblies are many of your proudest parenting moments and they all take place within the school walls. It’s natural to want to share your photos and videos on Facebook, Twitter and Instagram etc.

However, some parents do not want images of their children appearing on the internet. In some cases, a child who has been adopted or fostered, or who has an injunction against a family member and is the subject of safeguarding, could be put at risk if a picture of them is inadvertently shared. This means that it is essential that the school upholds their guidance towards the use of film and photography at school.

The school will ask at the start of every school year for permission from each parent/carer for the use of their child’s image on the school website. Many parents, for whatever reason, do not give this permission. We respect this choice and monitor all images of the children accordingly.

The school will try its hardest to provide opportunities for parents to film and photograph their children’s experiences, when it is safe for all children and permission has been granted.

However, unless informed otherwise, parents will be asked not to take digital images of the children within the school.

Sharing Concerns

It is also natural to use social media to vent if you are having a problem with your child's school life. If a parent is accused of making malicious comments about the school or a teacher on social media, the government advises that the parent should be invited to a meeting with the school. If the parent has a reasonable complaint, this should be addressed through the usual complaints procedure – but the school can request that the offensive comments are removed. If the parent refuses, the school can escalate the matter by reporting it to the social networking site or the local authority, or can seek legal advice. Comments that are threatening, abusive, racist, sexist or that could be seen as a hate crime can be reported to the police as online harassment.
Communication

To ensure that the school maintains effective communication between home and school please look at the details below. The aim is to make sure that you speak directly to the staff member who can be of the greatest help. Before contacting the school please use the information below to guide you to the right staff member.

**Class Teachers**  The priority for all teachers is to teach. Interruptions at the start of and during lessons will impact on the progress made by all children. The teachers need to get the children into the class to start the day promptly and it would therefore be appreciated if you could contact the class teacher by email. The class teacher will respond to you within 48hrs. Of course if there is a crucial piece of information please share it with the teacher or contact the office at the start of the day.

**Special Educational Needs, Disability**

Please arrange a meeting with Mrs Sharondeep Sandhu  
SSandhu@coombes.wokingham.sch.uk.  
She will aim to reply to you within 48 hrs.

**Child Protection, Family Support, Attendance & Volunteers**

Please arrange a meeting with Mrs Gemma Brown.  
gbrown@coombes.wokingham.sch.uk.  
or contact the office immediately, depending on the need.

**General Issues**

The team in the front office are very knowledgeable, so if in doubt please speak to them on 0119 9760751 or on admin@coombes.wokingham.sch.uk

The school likes to keep parents up to date with what is happening at the school. To do this we need accurate phone and email details as texts and emails are used routinely.
Extra School Provision

The Coombes Nursery

The Nursery at The Coombes provides a high quality integrated play and learning environment for your child. We understand that children need to feel a sense of security and belonging when they are away from their parents. We make certain that all children feel happy, secure and safe within their environment. Children are encouraged to develop self-confidence, creativity, independence, individuality and most importantly a love of learning. The Nursery environment, which is stimulating and inspiring, reflects these aims. Fully trained staff have a real bond with the children in their care. They support every child with a learning experience that is planned from the child’s starting point with activities that are challenging yet achievable. We acknowledge and value parents and carers as primary educators and will work alongside you and your family for the benefit of your child.

Being part of The Coombes Church of England Primary School, the Nursery is able to make the transition to school as seamless as possible by incorporating key educational concepts that prepare the children for school life and really help them to excel. There are both part time and full time places available.
Extended Care

The Coombes provides high quality wrap around provision in the form of a Breakfast Club, which opens at 0730 and an Afterschool Club which closes at 1800. The aim of both clubs is to provide good quality Childcare in a safe and friendly environment which has a caring atmosphere. The provision is for all children who attend The Coombes.

Activities will be varied and stimulating, taking into account the needs and abilities of the children. The Breakfast Club provides a healthy and nutritious breakfast with a range of child initiated play activities. The Afterschool Club has elements of both rest and play with a range of snacks to tide the children over till their evening meal at home. Both clubs operate during term times only, excluding those non-pupil days within The Coombes calendar. The club will not operate on Public Holidays or through the school holidays.

Holiday Clubs

The Arborfield and Barkham Family of Churches also run a Holiday Bible Club from The Coombes. This week long club can be booked electronically at http://www.abch.org.uk/.
Please note

The information in this brochure was prepared and published in May 2018 and relates to the 2018/19 academic year. The particulars contained in it were correct at this time. It must not be assumed that there will be no changes affecting the relevant arrangements or certain matters during the year and the school reserves the right to make any changes in policy that are necessary.