

## **Mission Statement**

### **Faith Inspired Education**

What is different about Khalsa Primary School? What are the benefits of the brand new school?

The Khalsa Primary School ( K.P.S. ) aims to provide a unique learning environment for your child, offering quality teaching and learning for all pupils and delivering a curriculum for the development of the whole child in a safe, secure, happy, caring and spiritual environment.

### **Ethos of the School**

In addition to the mission Statement, the school will serves its community by providing an education of the highest quality within a spiritual environment. This unique combination will provide maximal development of mind, body and spirit.

Traditional family values, respect, discipline and tolerance will be the foundations of the school and the meaning and significance of these values will be experienced through practical activities within and outside of the school.

### **The Aims of the School**

To create a happy, secure, and stimulating environment which reflects our values and promotes a sense of community.

To promote social, cultural, moral and spiritual development, preparing pupils to be responsible citizens within the community.

To learn to use language effectively and develop a love of books/literature.

To develop a knowledge and understanding of mathematical concepts and their significance.

To learn to investigate the environment in a scientific way and take an interest in caring for the environment.

To acquire and develop a knowledge and understanding of world religions.

To encourage communication through aesthetic and physical activities such as art, craft, drama, movement, music and physical education.

To provide support and encouragement when difficulties arise. To recognise the role of parents as partners in the learning process.

To facilitate a positive relationship between home, school and the community.

To ensure that all children have equal access to the school's curriculum.

### **The Schools history**

The Slough Sikh community has aspired to build a Sikh primary school for over ten years and through the efforts of the community and the grace of Vaheguru (God) that dream is about to be realised.

The school has been funded by the Department of Education and Skills (DfES) as well as through local and national donations. The school will open in September 2007.

### **The Organisation**

After nursery, children spend seven years in primary school and each age group is classified as follows:

### **Curriculum Statement**

The school's curriculum will combine high standards with a broad and rich curriculum.

All children between the ages of 5 and 11 will study the full National Curriculum as well as the school's own additional curriculum.

In Reception classes children will follow the Foundation Stage Programme. This underpins all future learning by supporting, fostering and promoting children's development.

Year 1 and Year 2 follow the Key Stage 1 Programmes of Study, and Years 3, 4, 5 and 6 follow the Key Stage 2 Programmes of Study (see table above).

The curriculum of the school will be broad and balanced. Great emphasis will be placed on planning the curriculum so that there is continuity and progression, challenge and pace.

Although not compulsory, we will include Personal, Social, Health Education (PSHE) as well as Citizenship within our curriculum.

As a Sikh faith school we will include Panjabi language and Sikh Studies, which are compulsory for all Sikh pupils. Further information is found in the curriculum section.

### **Inclusion Policy**

In each year group, 20% of places will be reserved for children from a non-Sikh background.

In the event that these places are not taken up by the deadline, these places will instead be offered to Sikh children.

Assembly will take place each day where all Sikh children are expected to participate.

Alternative arrangements will be made for non-Sikh children.

### **General Information**

### **Admissions**

Parents / carers are asked to fill in the enclosed application form and send it to the school. Please note that places are limited and early registration will allow the school governors to plan ahead to cope with demand. If you need further application forms or any other assistance, please contact the school office.

Foundation & VA Schools are required to be a part of the co-ordinated admission process with the same closing date for applications. All applications received after this date will not be considered.

### **Admissions Policy**

The Governors will admit pupils to the school, according to the availability of places and the following criteria. The criteria are listed in order of priority (highest first).

1. Children living with parents, legal guardians or carers, who demonstrate a commitment to the Sikh faith. Evidence of this commitment may be required.
2. Children with at least one sibling in the school, at the time of admission.

Note that the qualifying relationship is brother or sister only. Other extended family relationships e.g. brother-cousin or sister-cousin DO NOT qualify.

3. Children of families who live in the vicinity of the school. Proof of residence will be sought.

Where two children meet the same criteria, the shortest distance from the school will be the deciding factor in offering a place. Distance is measured in a straight line from the school main office to the child's permanent address.

4. Children with documented acute medical needs, whom the Governors believe would benefit from a place at the school.

Some parents and their children may be invited to attend interviews. The sole purpose of such interviews will be to assist the Admissions Panel in their objective application of the above criteria.

Note that the admissions policy will be reviewed annually to ensure that it is aligned to the aims and ethos of the school.

### **Non-Sikhs**

The admissions policy will remain the same as the standard policy with the exception of Condition 1 and Condition 2 which read as follows instead:

1. Children living with parents, legal guardians or carers at least one of whom attends worship monthly in the tradition of any faith other than the Sikh faith will be given a priority.

As the Khalsa Primary School is a community school, we require that siblings should be living in the same family unit.

### **Discipline**

Good behaviour will be learned and practiced during all normal school activities. It is vital to encourage positive behaviour and clarify the standards expected of them.

We aim to enable each pupil to develop self discipline and respect for all in the school community.

The discipline in the school will be strict but fair with a clear set of rules, rewards and sanctions. Parents will be encouraged to support the school and teachers in achieving these aims.

Matters of discipline will be dealt with initially by the class teacher or by the 'on duty' member of staff. When a situation demands it, the Head Teacher will take responsibility for disciplinary measures.

At all times pupils will be encouraged to be considerate towards all others and take responsibility for their own actions. Our aim is to make pupils aware of the necessity for self-discipline, self-awareness and self-control.

In case of a serious breach of conduct, the Head Teacher will seek to assess the situation with parents/carers.

The school will have a documented Positive Behaviour Policy which will be reviewed annually.

As parents/carers, and in line with our Parents in Partnership principle, you will be asked to contribute to this policy and comment on its content.

All members of the school team, governors, parents/carers, staff and pupils will be expected to implement and abide by the Code of Conduct in the Behaviour Policy.

If you believe your child is experiencing any type of difficulty at school or if you have any concerns about aspects of school life, then you should talk to your child's teacher or the Head Teacher first.

### **Accommodation**

The school site is well positioned within the community with easy access to public transport. New cycle routes and traffic improvement measures will be deployed to help ease potential traffic issues.

The school buildings are modern and spacious and on a single level at the end of a long and attractive entrance.

The school enjoys a natural countryside setting with mature trees and green fields on all sides.

We will have a sports/dining hall and a spiritual hall where the Sri Guru Granth Sahib Ji (Holy Scriptures) will reside.

Pupils will benefit from multiple libraries, offices and staff room, ICT suite, music room, cooking room, eleven teaching bases and three group rooms.

All the former facilities will be linked to the central Contemplation Zone.

Each classroom will have cloakrooms and shared access to the playground.

State-of-the-art ICT facilities such as interactive whiteboards, computers and wireless networks will also be provided.

Outside, there will be a large grass field and hard surface areas with adventure play equipment and sports pitches.

The school will also have an Early Years' playground which will be secured by fencing.

Landscaping of the whole site will create a beautiful and tranquil environment to encourage learning and good behaviour.

Our caretaker will live on site to provide security and access to the school for extra curricular activities during the evenings and weekends.

The number of pupils on roll and the number of children in each Year Group will determine the arrangement of the classes. This may change from year to year.

### **Starting School for the first time**

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding.

In the term prior to their entry, pupils will be invited into school in the summer term for one afternoon a week for six weeks. This will help them become familiar with the surroundings and routines of school. During this period, there will be a meeting for parents/carers to discuss our partnership with you and talk about any concerns you might have.

Initially, younger pupils will attend for only half a day per week. All pupils will be expected to attend school full time after the October half term holidays but parents/carers must not feel that their child should stay at school for longer hours than they can manage.

### **Joining the school later**

Sometimes children join the school when the term has started or later on in their school life. We make every effort to ensure that they are welcomed, looked after, and monitored so that they quickly make friends and can find their way around the school.

Teachers will give pupils time to settle in before making an assessment of their academic ability. This assessment, together with records from the previous school, will enable your child to have the best start in our school. Parents and carers are asked to contact the school if their child has a problem settling in.

We promote the partnership with parents.  
The Early Years curriculum is grounded in active learning.

Through practical activities, purposeful play and talk, pupils develop an understanding of the world and the basic concepts they will need for their later learning.

Parents/carers can play a major role in fostering good attitudes to learning, developing good language skills and promoting good behaviour.

The Foundation Stage develops children's personal, social and emotional well-being; promotes positive attitudes and dispositions towards their learning;

provides opportunities to develop social skills as well as developing language and communication, reading, writing and maths.

### **The School's Environmental Policy**

The Khalsa Primary School is committed to and values the protection of the environment. This commitment includes preserving natural resources, preventing pollution and improvement of our environmental management.

Implementation of this policy is the responsibility of each member of the school community. To this end, the Khalsa Primary School shall:

Promote, where practical, a positive impact on the environment by recycling, reuse and conservation of natural resources.

Enhance the school curriculum to foster an appreciation of the environment, environmental issues and conservation.

Effectively communicate this policy and our environmental commitments to our students, their parents and the school community to encourage them to join us in these efforts.

Encourage proactive attitudes towards environmental management.

### **The Spiritual Hall**

The Sri Guru Granth Sahib Ji will reside within the school Spiritual Hall. The community will be able to hire Spiritual Hall for religious services and events during weekends and evenings provided that these are in line with the ethos and principles of the school.

A community kitchen adjacent to the main Sports/Dining Hall will also be available for community use.

The school trustees have passed the following resolution which is in keeping with the Sikh Rehat Maryada (Code of Conduct):

The provision, consumption, selling or promotion of meat, tobacco, alcohol and all other intoxicants will not be allowed under any circumstances on the school premises.

The Sri Guru Granth Sahib Ji will not be allowed to be taken to any hotels, halls or buildings where alcohol, meat, tobacco or other intoxicants are sold, provided, promoted or consumed.

Any person requesting to take the Sri Guru Granth Sahib Ji to an external facility will be required to sign a compliance statement in accordance with the above. The board will follow the general guidelines of the Sikh Rehat Maryada as issued by the Sri Akal Takht Sahib in respect of running and maintaining the school.

The letting policy and guidelines will be available on request.

### **School Meals**

The school will run its own meals service. The meals offered will be healthy and nutritious vegetarian meals (excluding eggs, meat and fish), making the most of fresh local produce as far as possible.

It is hoped that this policy will encourage pupils to learn to eat healthily and avoid junk food.

We will encourage parents to avoid packed lunches and allow the children to partake in freshly prepared school meals. A charge will be made for the school meals. The menus will be available in advance.

Payment for meals will be required every half term by cash or cheque. Cheques should be made out to Khalsa Primary School.

Snacks

You may like your child to have a mid-morning snack.

We welcome fruit and vegetables, but we ask you not to send your child to school with sweets, chocolate, crisps or gum.

Please respect our policy on healthy eating and dental care!

Due consideration should also be given to our policy of vegetarian only meals – hence snacks should not contain meat, eggs or fish.

Early Years / Key Stage 1 pupils will be provided with fruit every day.

## **Curriculum : Core Subjects**

English

English includes Speaking and Listening and Reading and Writing.

Speaking and Listening

Talking is fundamental to a pupil's learning. Pupils are encouraged and helped to talk clearly, confidently and with expression in order to communicate ideas and feelings. Similarly, and just as importantly, is the need to listen to others and respond appropriately.

Reading

One of the greatest gifts we can give a child is the ability to read. We believe that reading should be an enjoyable activity, and our approach to reading is based on this. At Key Stage 1, there will be A great emphasis on the teaching of reading. At Key Stage 2 we extend and develop each child's reading skills. We aim to develop a love of reading and therefore encourage our pupils to take books home and share them with you. English will be an integral part of the whole school curriculum. The school will have a new library where pupils benefit from good quality reading materials, including non-fiction.

Writing

Pupils will be helped to express their thoughts and communication skills through the written word. Every attempt will be made to ensure that pupils develop a

good command of basic English which includes punctuation, spelling, grammar and correct letter formation. We believe it is important that children see their work as having purpose and that they regard themselves as authors of their work. Opportunities will be provided for pupils to develop the necessary writing skills required for different purposes and audiences. The link between reading and writing will be strongly emphasised.

#### Mathematics

All pupils will receive a daily Maths lesson of between 45-60 minutes. Maths will be taught in a number of ways but much of the work is related to and supported by practical activities in order to develop a sound basic knowledge and understanding in calculation, measurement, shape and data handling. We hope to develop pupil's confidence and enthusiasm and their ability to apply mathematical skills and knowledge to the world around them.

#### Science

We aim to develop pupils' scientific skills through first-hand experience. Pupils will be encouraged to solve problems by making close observations, planning, predicting, testing and recording their findings in a systematic way.

In addition, each class base will also be equipped with computers. Interactive white boards will be available for use by teaching staff in their classes. All pupils will have supervised access to the internet and e-mail. The school's Internet Policy will be observed throughout.

#### Religious Education (RE)

RE teaching will be based on the guidelines laid down in the Slough LEA Agreed Syllabus.

This includes covering the main faiths of the world (Christianity, Judaism, Hinduism, Buddhism, Islam and The Sikh Faith).

Through RE we aim to enable children to understand the nature of religion, its beliefs and practices. Parents have the right to withdraw their child from RE lessons and religious assemblies if they wish. You need to talk to the Head teacher before doing so. Alternative provision will be made for your child.

While our collective worship will be based on the Sikh Faith, elements of other faiths will also be discussed from time to time in order to foster appreciation of multi-faith issues.

A daily religious assembly will take place for all Sikh Children.

Assembly will be held either as a whole school or in Key Stages. It is an important part of our school day. Parents will also be invited to join us when their child's class is presenting material for the assembly.

#### Foundation Subjects

##### History

History fires pupils' curiosity about the past in Britain, the Indian subcontinent and the wider world. Pupils consider how the past influences the present and the

future, what past societies were like, how these societies were organised, and what beliefs and cultures influenced people's actions.

### Geography

Geography provokes and answers questions about the natural and human world. It develops knowledge of places and environments throughout the world, an understanding of maps, and a range of problem-solving and investigative skills both inside and outside the classroom.

### Music

Music is essentially a practical subject. Pupils will be encouraged to sing, compose and use percussion as well as traditional Indian instruments in order to develop their creative skills.

### Art

Art is for most pupils a natural form of expression and a source of great pleasure. We aim to encourage pupils to develop their creative and imaginative talents through learning skills and techniques and using a variety of materials and tools.

### Design and Technology

We will provide our pupils with opportunities to work with a variety of materials such as wood, clay, textiles and food. They are helped to develop skills that enable them to plan, design, make and evaluate.

### Sex Education

Sex education forms part of the Health Education in school and the Science curriculum. Year 6 pupils will study Sex Education and Relationships within a moral, family orientated framework. Parents wishing to withdraw their child from Sex Education should contact the Head Teacher. The policy related to Sex education is available from the school office.

### **Physical Education (P.E.)**

We aim to develop agility, co-ordination and confidence through physical activity. All pupils will have two sessions of P.E. a week which will nurture the competitive spirit and recognise the value of co-operation with others.

### Personal, Social, Health Education (PSHE) and Citizenship

PSHE and Citizenship helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active and responsible citizens.

They find out about the main political and social institutions that affect their lives and about their responsibilities, rights and duties as individuals and members of communities.

They learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.

Many aspects of looking after ourselves are covered in the school's curriculum as well as the programmes of study in the Science National Curriculum Framework. We aim to give pupils a greater understanding of themselves by covering aspects of diet, hygiene and exercise.

### **Sikh Studies Curriculum Overview**

Sikh studies, in its broadest sense, means the study of Sikh history, Sikh theology, Panjabi language, cultural studies and practical understanding of the Sikh way of life.

Studying the syllabus will inspire the pupils to explore more about themselves and their faith. The school also expects the pupil to pursue their Sikh studies at Secondary School.

### **Aims and objectives**

To provide a good understanding of the teachings of the Gurus and to affirm solemnly and formally the requirement of every Sikh's resolute belief in Sri Guru Granth Sahib and Sikh Rehat Maryada.

To teach the Panjabi language in all its aspects, especially speaking, understanding, reading and writing.

To provide an understanding of Sikh history.

To teach children about cultural matters  
To teach children the essence of Sikh life, taking amrit, the family, the community, Gurdwaras, social commitment, worship, ceremonies, Sikh identity and character.

To provide a basic understanding of prayers such as the Mool Mantar, Japji Sahib, Ardas, Asa Di War, Sukhmani Sahib, Benti Chaupai and Anand Sahib.

To facilitate the child's understanding of the world in which they live in and the interdependence of individuals, groups and nations.

### **Teaching Approaches**

A mixture of different teaching methods will be followed. Teaching will be delivered through pupil/teacher interaction.

External speakers and role models will also be invited to promote Sikh Studies.

Pupil led assemblies and collective singing of 'Shabads' will be promoted. Homework will be given to consolidate classroom teaching and to speed up the learning process.

### **Extra Curricular Activities**

The school will offer a range of extra curricular activities both during and after school. The activities will include the following:- Indian classical music, kabaddi, hockey, kirtan and gurbani lessons, computer skills for adults, English language

for adults, cookery and sewing classes, keep fit classes, dastaar tying lessons and Gatka classes.

### **Homework**

Pupils will be encouraged to spend time at home to follow up class work and complete tasks set by the teacher. Most of the time pupils will be able to complete the work on their own, but there will be times when they will need parental help.

### **Assessment**

Assessment is a continuous process that takes place in all areas of the school life.

Through ongoing assessment we hope to build a complete picture of a pupil's development, not only intellectually, but also emotionally, socially and physically. Assessment can take many forms, such as through discussion and observation as well as using more formal procedures such as testing.

Formal assessment is carried out once a year in May. This helps to track individual/Year Group progress and identify strengths and weaknesses across the school. Parents will receive information about the results of these tests as part of their child's annual school report.

The purpose of the profile and the results are discussed with parents early in the school year and again at the end of the reception year.

At the end of Key Stage 1 (age 7) and Key stage 2 (age 11) pupils are required to undertake statutory Standardised Assessment Tests (SATs).

## **GOVERNING THE SCHOOL**

### **The Governing Body**

The Governing Body of the school consists of volunteers, trustees and local authority representatives.

The school governors are elected, nominated or co-opted. The aim is to have a cross section of the local community consisting of parents, teachers, the Local Education Authority (LEA).

School governors work with the Head Teacher and are responsible for setting the strategic direction of the school.

In addition to trustee meetings, Governor meetings are held at least once each term with additional committee meetings held as needed on an ad-hoc basis.

Governor positions are currently available so if you wish to apply please contact the school office.

The Governing Body is supported by the LEA in all areas including finance, human resources (HR), curriculum, health and safety and legal services.

## **Governors**

Arjinder Kaur  
Nursery School Teacher (Nurse)

Amarjit Singh Bhachu  
Solicitor  
Asst General Secretary,  
Ramgarhia Gurdwara, Slough

Bherminder Singh Bains  
Telecomms Consultant  
Trustee of Khalsa Aid

Dr Gurdeep Singh  
Head of Sikh Studies,  
Guru Nanak School.  
Panjab Radio Presenter

Dr Gurpreet Singh Kalra  
GP

Gurmit Singh Nandra  
IT Consultant  
Committee member of  
Ramgarhia Gurdwara

Hari Singh Sewak  
Retired Teacher  
Headmaster at Panjabi School  
for 20+ years

Jaswinder Singh Bahra  
Electronics Engineer

Mohinder Singh Bhandal  
Accountant

Nichhatar Singh Kandola  
Electronics Engineer

Narinder Singh Rana  
Chartered Accountant

Navraj Singh Cheema  
Local businessman

Onkar Singh Randhawa  
Local businessman  
Secretary of Akhand Kirtani Jatha

## **Supporting Groups**

Chris Dollin  
Clerk to the Governors

Ron Fowler  
Governor Support Officer  
Slough Borough Council

Jo Preston  
Assistant Director of Education  
Slough Borough Council

Janet Tomlinson  
Strategic Director of Education  
Slough Borough Council

### **Advisors and Partners**

The Department of Education  
DFES

Integrated Design Consultants  
Architects and Engineers

ADL Traffic Engineering  
Traffic and highway engineers

Aдриene Hill and Associates  
Planning consultants

Winckworth  
Solicitors

Oury Clark  
Auditors

Jane Plant  
Landscape Architect

Amar Bhogal  
Director General  
Institute of Civil Engineers

Raminder Singh Vig  
Headteacher, Royal School Dubai

All Gurdwaras in the UK

All volunteers and members of sub committees

All individuals and businesses who have kindly made a donation to the School  
Parents and Community  
in Partnership.

We welcome parents and carers into Khalsa Primary School believing we are  
partners in the education of your children.

There are many opportunities for parents to become involved in the work of the school and to gain a greater understanding of its work.

Parents' time and expertise can be used in many ways in school and is greatly valued.

Police checks and Criminal Records Bureau checks are carried out on all adults helping in the school.

The school will communicate with parents/carers in various ways e.g. newsletters, email, questionnaires, interviews and informal evenings. Information will also be placed on the school's Web site.

Parents/carers will also be invited to assemblies and Parents' Evenings each term.

Every year parents/carers will also be invited to attend our Sports Day and open evenings as well as other events throughout the year.

## **General Information**

### **Appeals**

Every effort is made to make a place available for your child in our school. However, schools have a limit on the number of children they can take.

This figure is set by the Local Education Authority and agreed with the Governors and Head Teacher.

If the number of children applying for a place is below the set figure, all would be admitted.

There may, however, come a point when there are too many children of that year group for them all to be given a place.

If this should happen we will give priority to children according to the list of carefully agreed criteria (see Admissions Policy).

If, having considered your case carefully, we cannot offer you a place, you have the right to discuss the matter with the LEA. An independent panel will hear your case.

It has the power to override the decisions of the LEA. Please contact the office for further information.

### **School Hours:**

Morning Session  
8.40am - 12.15pm (Infants)  
8.20am-12.30pm (Junior)

Afternoon Session

1.15pm-3.15pm (Infants)  
1.15pm-3.30pm (Junior)

All pupils will have a morning break. Infant pupils take an optional afternoon break of fifteen minutes.

Pupils are asked to arrive at school between 8.20 am and 8.30 am. A member of staff is on duty for 10 minutes before and after school.

We are not legally responsible for your children before or after that time. Official Term dates are yet to be published.

### **School Uniform**

The aim of the uniform is to give pupils a sense of identity and belonging to the school body. All students will be required to wear school uniform while in school and travelling to and from school.

School Uniform will consist of the following for both boys and girls:

#### **BLAZER:**

Royal Blue with School badge

#### **TIE:**

School colour orange with motif

**REGULAR BLACK SHOES AND SOCKS.** No trainers will be allowed except during P.E.

All Sikh pupils will be encouraged to wear a head covering consisting of a Dastar (turban) or Putka for boys and a Chunni for girls.

#### **BOYS**

White shirt, black trousers, blue v-neck pullover.

#### **GIRLS**

Blue cardigan, traditional white Salwar Kameez (Traditional Dress).

In the interests of safety for all pupils, jewellery will not be permitted.

#### **P.E. Kit and Outer Clothing**

It is important for pupils to wear correct clothing for physical activities.

P.E. will require a yellow/white

Tshirt and dark shorts, trainers/boots (optional shin pads for football).

Track suits or sweatshirts may be worn for games during the winter months. All clothing should be clearly labelled. Long hair should be tied back.

No formal specification of outer clothing is included in our policy. However, parents are asked to bear in mind the image of the School in relation to outdoor coats. Outdoor coats should be plain and without badges or slogans or logos. They should be of a material suitable for school wear.

Denim clothing will not be permitted. Students will not be permitted to wear outdoor coats in the classroom. All items of clothing should be clearly named.

Children will be expected to wear appropriate equipment and clothing as specified by the Health and safety Executive depending on subject matter.

### **Jewellery and other adornment**

The only items that are considered appropriate are watches.

Please note that staff are not allowed to remove or look after jewellery for children.

The school does not approve of either jewellery or cosmetics unless for cultural reasons , and then only if approved by the Head teacher.

### **Lost Property**

Naming all items of clothing reduces the risk! Please name items of children's clothing. We do keep lost property for a reasonable period of time, but it is often difficult to identify items that are not labelled. If your child has lost something then please check in their classroom first, before asking at the office for access to the lost property cupboard. Displays of lost property are made before the end of each school year and if it is not claimed it is then sold or given away to charities.

### **Absences**

If your child is absent through sickness or any unavoidable cause, please inform the school by telephone in the first instance. This absence constitutes an authorised absence. A note will be required from you on the child's return.

The school has discretionary power to grant leave of absence for a family holiday or visit overseas. You should not, however, expect such leave to be granted as a right. Permission will not be given, if it is applied for, after the visit or holiday has taken place.

Usually a child will not be granted more than two weeks leave in any one school year.

If it is felt that it would be detrimental to your child's educational progress, then leave will not usually be granted. Leave will not be granted if it coincides with the period of Standard Assessment Tests.

The School must collect and report details of absences by law. Attendance is a performance indicator.

Please collect your child from outside the classroom. If someone else is to pick up your child please let the class teacher know in writing.

Do please try to be punctual, as children can get very upset if they feel left behind.

## **Transport to and from the school**

The school is situated near the centre of Slough, with good local public transport links. Buses 3 and 40 stop outside the school. It is also in the vicinity of the two local Gurdwaras.

Depending on demand from the pupils, the school may offer a coach service between other local towns for children to be picked up and brought to the school.

## **Traffic and Road Safety**

We actively encourage children to walk or cycle to school.

A number of measures will be implemented for the Khalsa Primary School to improve traffic flow in the surrounding area.

A roundabout will help reduce the speed of cars on Wexham Road as they approach the school area.

Additional traffic crossings along with anti skid surfaces will also help improve the safety of children during their journey to and from the Khalsa Primary School.

The benefits of this improvement will be shared with our Christian school neighbours.

## **Complaints**

Any complaints about school matters should first be brought to the attention of the Head Teacher and relevant staff.

If the complaint is not resolved, a formal complaint can then be made to the Governing Body.

Details of the complaints policy are available on request.

## **Pupil Support and Pastoral Care**

Pupils with Special Educational Needs (SEN) will be assisted either within the normal classroom environment or in a separate location to work where there is less distraction.

The SEN policy will be managed by the school's Learning Support Assistants. Advice and support will be provided from Learning Support Centres, advisory teachers and other agencies where appropriate.

We will have Learning Support Teachers who work in the school mainly with our School Action Plus pupils. They will normally visit the school weekly, to teach, advise, assess and provide training.

The policy for Special Needs will be available if you would like more information. Some children will need additional support because of their learning, social, emotional or physical needs. The Khalsa Primary School will provide the best support it can for these children with the help from external agencies.

## **Inclusion – Accessibility**

The school has carried out an Accessibility audit and is confident about meeting the needs of all pupils, staff and parents. We provide parking spaces, toilet facilities, a shower, wide corridors and easy access to all school rooms.

### **Child Protection Procedures**

The Children's Act 1989 requires safety and welfare of the child to be of paramount importance and overrides all other considerations.

The authority requires Head Teachers to report any obvious or suspected cases of child abuse, which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse.

This procedure is intended to protect children at risk. The Child Protection Policy is available in school for anyone to read.

The designated Child Protection person in school is the Head Teacher and SENCO.

## **Positive Handling/Physical Intervention**

Khalsa Primary School is committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal with all incidents involving aggressive behaviour, and only use physical intervention as a last resort in line with DfES and LEA advice.

If used it will be in the context of a respectful, supportive relationship with the pupil. We will aim to ensure minimal risk of injury to pupils and staff.