

South Kilworth  
Church of England  
Primary School



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# Tall oaks from little acorns grow

Dear Parents,

We are very pleased that you have requested information about South Kilworth Primary School. We appreciate that choosing a school for your child is one of the most important decisions you will ever have to make. We hope that the information you read in our Prospectus will help you to make an informed choice. We believe passionately in the importance of your child's education. If your son or daughter joins us at 4 they will be part of our school for seven years. We consider that every one of those years is important in setting your child on the road to a happy and successful future.

We are fortunate to be a small school standing on the edge of the rural community of South Kilworth, overlooking beautiful countryside. We are proud of the academic standards we achieve and the exciting learning opportunities we offer within a secure, happy, caring Christian environment. Our class sizes are small and our team of dedicated staff enable personalised learning to become a reality for each and every child.

We strongly believe that education is a partnership and we work closely with parents to achieve the very best for their child. There are many events throughout the school year where we encourage parents to join us.

You are most welcome to visit our school during the day as we feel that this is the best way for you to find out more about South Kilworth. Appointments can be made by telephoning the school office. We would be delighted to take you on a tour of the school and answer any questions you may have.

In the meantime, if we can be of any further assistance please do not hesitate to contact us

Yours sincerely,

Angela Dewes

(Headteacher)



## Mission Statement

All children are individuals with active creative minds and have a need to succeed. We believe learning is maximised when it takes place in a safe and caring environment enriched with support, encouragement and assistance and allows for individual differences and learning styles. Within a Christian context we focus on the whole self and support the spiritual, moral, intellectual, social, emotional and physical development of every child empowering them to reach their educational and personal potential whilst nurturing their self confidence and self esteem and developing a respect for others. Above all, we want our children to enjoy freedom through knowledge and lay the foundations for a happy, healthy, productive and meaningful life.

## Our Aims

- To enable pupils to develop within and contribute towards a happy, safe and caring community.
- To encourage lively and enquiring minds and develop a lifelong love of learning.
- To nurture confident, independent and responsible children with high aspirations.
- To ensure every child fulfils their potential in all aspects of education.
- To teach moral values and the basic tenets of the Christian faith whilst having an understanding of other beliefs and cultures.
- To enable pupils to acquire the knowledge and skills relevant to their life in a fast changing world.
- To appreciate all human achievements and develop a sense of respect for oneself and others regardless of ability, age, gender, status, race, religion or culture.
- To develop a forward thinking school with an ethos of continuous improvement which fully involves pupils, staff, parents and governors.

# Our School

South Kilworth Primary School is a small village school situated at the edge of the village overlooking pleasant countryside. The site includes a large playing field, an extensive area of natural habitat, pond, woodland walk, a quiet area and two adventure play areas. The school is a Church of England Voluntary Controlled School for boys and girls aged 4-11.



## Accommodation.

- |              |   |
|--------------|---|
| Main School  | <ul style="list-style-type: none"><li>- Key Stage 2 children</li><li>- 2 classrooms, area for assembly</li><li>- Library/music room</li><li>- Toilets and entrance hall</li><li>- Disabled Toilet</li></ul>   |
| Log Cabin    | <ul style="list-style-type: none"><li>- Foundation Stage children</li><li>- Purpose built classroom providing areas for all types of learning</li><li>- Toilets</li><li>- Self contained outdoor area</li></ul>   |
| School House | <ul style="list-style-type: none"><li>- Key Stage 1 children.</li><li>- Large room downstairs providing areas for all types of learning.</li><li>- Kitchen for cookery</li><li>- Toilets and cloakroom</li><li>- Outdoor play area/environmental area</li></ul>                           |
| Upstairs     | <ul style="list-style-type: none"><li>- Head teacher's Office</li><li>- Staffroom and Office</li><li>- Resources room</li><li>- Staff toilet</li></ul>  |
| Outside      | <ul style="list-style-type: none"><li>- Playground area with access to school field</li><li>- Peace garden</li><li>- 2 areas of adventure equipment</li><li>- Wildlife area</li><li>- Patio garden and courtyard area at front of school</li><li>- Pond</li><li>- Woodland walk</li></ul> |
| Entrance     | <ul style="list-style-type: none"><li>- The main entrance is in the School House and all visitors should report there</li></ul>   |

# School Staff



## Teaching Staff

Mrs Angela Dewes ... Headteacher  
Ms Michelle Bennett, ... Teachers Key Stage 2 Years 5/6  
Mrs Julieann Hallissey  
Miss Yvette Warwick ... Teacher Key Stage 2 years 3/4  
Mrs Kerry Willars ... Foundation Stage Teachers  
Mrs Grace Richards  
Mrs Rebecca Wood ... Teacher Key Stage 1



## Support Staff

Mrs Anne Bevin ... Teaching Assistant  
Mrs Jane Deller ... Senior Higher Level Teaching Assistant  
Miss Emily Clark ... LSA  
Mrs Cathy Waine ... Teaching Assistant  
Mrs Julie Lewis ... Lunchtime Supervisor  
Mrs Donna Reader ... Administrative Officer  
Ms Colette McCormack ... Breakfast Club Supervisor  
Mr Tim Clarke ... Group Bursar  
Mrs Mary Hall ... Premises Officer



## School Admission Arrangements

Children are admitted to school in the September following their fourth birthday as part of the Foundation Stage of their education. A programme of induction is planned for Foundation Stage children and parents prior to starting school. This includes familiarisation visits and parents' sessions. Places will be offered initially to children living in the school's catchment area, South Kilworth. Priority will be given to children with siblings already at the school. After that, places will be made available to children living outside the catchment area. Parents have the right to appeal if their child is refused a place.

Children of statutory school age can be admitted at any time throughout the school year in accordance with the school's admission arrangements.

All applications need to be made to Leicestershire Local Authority. Application forms and further details are available from the school or online at [www.leics.gov.uk](http://www.leics.gov.uk)

In accordance with LA guidelines children moving out of the catchment area after starting school will still be able to keep their place.



Our flag design flying in Parliament square to celebrate the anniversary of the Magna Carta.

## School Organisation

There are currently 76 children on roll. The children are organised into four small classes, Foundation Stage, Key Stage 1, Years 3/4 and Years 5/6. A variety of teaching methods are employed involving whole class work, group sessions and individual activities. Children who need extra help are identified and provided with support/intervention programmes. More able children are challenged and encouraged to develop their strengths. Teaching assistants support the work of every class.



Investigating bubbles during a science workshop



Traditional egg rolling at Easter



## Pupil Premium

If you are in receipt of Income Support, Income Based Jobseekers Allowance, Employment and Support Allowance Income based, Child tax credit providing your annual taxable income as assessed by the Inland Revenue is not in excess of £16,190 and you do not receive Working Tax credit, the Guarantee element of State pension Credit, support under part V1 of the Immigration and Asylum Act 1999 you are entitled to claim for free school meals. You need to do this even if your child is going to receive free school meals under the new Government initiative, this is because the school receives a considerable amount of extra funding for each child claiming a free school meal which is used to support that child through subsidised school trips, extra resources, classroom support etc.

## School Uniform

Parents are requested to maintain the uniform of the school.

### GIRLS

Navy skirt or trousers

Pale blue polo shirt bearing the school logo

Royal blue sweatshirt or cardigan bearing the school logo

Blue gingham dress for the summer (optional)

Suitable black or navy shoes (not high-heeled shoes or trainers)



### BOYS

Grey trousers or shorts for the summer

Pale blue polo shirt bearing the school logo.

Royal blue sweatshirt bearing the school logo

Suitable black or navy shoes (not trainers)



### PE KIT

Royal blue shorts, pale blue t-shirt bearing the school logo, plimsolls

Trainers (KS2)

One piece swimsuits/trunks (not swim shorts), swimming hat

Sweatshirts, cardigans, polo shirts, t-shirts and shorts can be bought from our school uniform suppliers. School fleeces are also available as an alternative to a coat. Book bags and PE bags bearing the school logo can also be bought. Order forms are available in the School House entrance and purchases can be completed online or via the post.

Please have **all** items of clothing clearly labelled.

We ask that jewellery is not worn in school. If your child has pierced ears please make sure they wear studs for school. Studs must be removed for swimming and PE.



In line with L.A. guidance goggles are not permitted for swimming unless there is a medical reason.

We also ask that longer hair is tied up.

As the field is used for play in winter months, children are asked to bring *named* wellingtons or trainers to school

Children are encouraged to bring a suitable sunhat in hot weather.

## **Attendance**

It is very important for children to be at school but when a child is unwell the best place is at home. Please inform us by telephone in the morning if your child is away and send a note when they return. Children who appear unwell in the morning should not be sent to school as we do not have the facilities or staffing to look after them. A list of exclusions for infectious diseases e.g. measles, chickenpox is available in school.

48 hour rule - children should not return to school until 48 hours after the last episode of diarrhoea or vomiting.

Occasionally it may be necessary to have a dental or medical appointment during school time. Please inform the class teacher beforehand.

## **Holidays in Term Time**

Children are required to be at school for 190 days out of 365. The Government no longer allows Head teachers to grant permission for holidays in term time. Absences are only agreed for exceptional circumstances and family holidays do not come into this category. All absences for holidays are regarded as unauthorised and parents may be subject to fines in accordance with the LA policy.

The schools authorised absence figure for 2015/16 -2.5%

The schools unauthorised absence figure for 2015/16 -0.2%



# The Curriculum

We aim to offer a broad balanced curriculum. We have a topic based approach to learning in order to make it relevant and meaningful to each child. The curriculum is enriched by visits out and by visitors coming into school.

By the time they leave Primary School our curriculum will enable children to:

- Read fluently, with enjoyment and understanding.
- Speak with clarity and confidence.
- Understand and follow instructions.
- Write legibly and neatly using an appropriate style with correct use of spelling, punctuation and syntax.
- Use mathematical concepts and skills within everyday situations.
- Gain skills of observation and enquiry to develop an insight into science and technology.
- Develop control, co-ordination, mobility and endurance in a range of physical activities.
- Show an awareness of geographical, historical and social influences on people and places both locally and in other areas.
- Be able to express oneself through a range of creative forms: music, drama and art.
- Have an understanding that Christian principles can be a foundation for life.
- Use information and communication technology within the curriculum and beyond to enhance and develop their understanding.
- Acquire a set of moral values in order to build meaningful relationships with others.
- Appreciate other religions and cultures
- Learn to speak, read and write French.



Classes reading together during  
Bedtime Story Day



Learning about life cycles  
through hatching chicks



Learning about the seaside long ago

## The Foundation Stage

The Foundation Stage of Education covers the stage of education from age 4 until the end of the Reception year. We regard this early stage of education as extremely important and believe it marks the beginning of a partnership between parents, children and teachers. Ofsted graded our Early Years provision as outstanding. The Foundation Stage children have a dedicated log cabin and outdoor area. They receive a broad and balanced curriculum which covers seven areas of learning and development.

These are:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Maths
- Understanding the world
- Expressive arts and design

Teaching and learning opportunities are provided indoors and outdoors.



## Key Stage 1 and 2

In line with the National Curriculum, all children follow a course of study in the following subjects which, where possible, we integrate into topics and themes. We are very pleased to have gained several awards for our work across the curriculum which include the Primary Science Silver Quality Mark, LCC Silver Music Quality Mark, Healthy Schools Status, LCC E-Safety Award

Maths )  
English ) Core subjects  
Science )

Art and Design )  
History )  
Geography )  
Music )  
Physical Education ) Foundation Subjects  
Design and Technology )  
Computing )  
P.H.S.E )  
French )

In addition all children are taught Religious Education.

Children's work is carefully monitored and assessed and their work is discussed biannually at parental consultations. We set targets for improvement with the children and these often form the basis for our discussion. Parents will receive an annual report on their child in the summer term.

## Maths

A daily Mathematics lesson is taught which teaches concepts and skills in a structured way. The lessons follow the National Curriculum for mathematics. Children progress in the following areas of mathematics.

- Number and place value
- Addition and subtraction
- Multiplication and division
- Fractions
- Geometry
- Measurement
- Statistics

A high emphasis is placed on learning tables and using and applying mathematics.



A maths display

## English

A daily English lesson is taught and children work on units of work relating to a variety of narrative, non-fiction and poetry texts. There is a daily spelling programme and children regularly read to an adult on an individual basis. A high emphasis is placed on developing phonic skills. We have a vibrant library and the mobile library visits the school monthly.



Analysing fiction in Year 5/6



Our school library



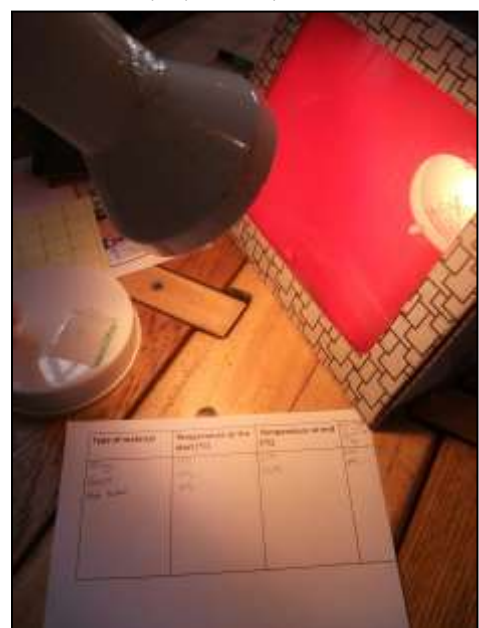
A KS1 recount of a trip to a butterfly farm

## Science

Science is taught throughout the school. It encourages enquiry, observation and exploration. The children learn to plan and set up fair tests, record results, draw conclusions and make hypotheses. Visitors, trips and outside stimuli are used to bring science to life. The programmes of study include an understanding of living things, plants, humans, animals, the properties of materials and physical processes (electricity, forces, the earth in space etc).



Learning about farm animals



Conducting experiments

## History

Children are introduced to a wide variety of historical sources enabling them to form an awareness of the past and a sense of "long ago". These include studies in the local area, the use of primary and secondary sources and personal memoirs. This helps to form a sense of chronological order and learning about change over time. In Key Stage Two children learn about British history and ancient civilisations as well as important local historical events. Research skills are developed and first hand investigation is encouraged. We aim to make the past "come alive" for the children and enhance their learning by visiting places of historical interest.



Visiting York Minster

## Geography

Children build on their own experience of the way people live and their knowledge of places and environment. They develop an understanding of maps and places locally and further afield. They collect, interpret and study data concerned with physical, human and environmental geography. Interactive media, pictures, artefacts and books are used in their studies, which include the weather, climate, places, populations, rivers, seas oceans, communications, land use and man's influence on the environment.



Our woodland trail



Learning about food miles in KS1



Learning about the Amazon Rainforest

## Art and Design

Children develop their observations and manipulative skills using a wide variety of materials and media. Various techniques are taught and explored. Work in 2D and 3D is encouraged. They learn to express their ideas in artistic form and appreciate their own work and that of others. They study the work of other artists and craftsmen and discover the use of pattern, shape, line, colour and form in famous works of art. The children also have the opportunity to fire their own pottery in the school kiln.



Taking part in a print workshop with a visiting art specialist



Painting inspired by the Victoria artist William Morris

## Music

At South Kilworth children develop an enjoyment of music through listening and responding to a range of genres. As part of the curriculum children learn about pitch, dynamics, tempo and timbre and compose and perform using a variety of instruments. They study famous composers and music from around the world. Key stage 2 children have the opportunity to learn to play the recorder and the school choir perform regularly at school and local events. The school currently offers individual piano, guitar, and flute lessons through peripatetic music teachers.



African drumming



Composing a melody

## Physical Education

At South Kilworth pupils are provided with the full entitlement of two hours high quality Physical Education lessons a week. Children take part in a variety of games, dance, gymnastics, athletics, adventurous and swimming activities. In addition children benefit from additional P.E. related events such as sports days, swimming galas, sports festivals and after school clubs. Key Stage 2 children have the opportunity to participate in several inter-school competitions and tournaments throughout the year, e.g. athletics, football, netball, dodge ball, swimming, cross country, basketball, hockey, tennis, swimming, gymnastics. Ofsted commented that the school "supports pupils' love of competitive sports and their skills in a range of sport," and "Pupils play to win as well as relishing the opportunity to take part in sporting competitions." We use the outdoor facilities as much as the weather allows and the village hall during the winter months. All children have swimming lessons.



Gymnastics



Cross country

## Design and Technology.

This subject requires pupils to apply knowledge and skills to solve practical problems. Children are given the skills and concepts to carry out problem solving activities and work individually and as part of a team. They develop an understanding of design, planning and the use of materials and tools.



Baking bread



Designing and building



## Computing.

Technology is a vital component of life in the modern world and children are taught how to use it safely and efficiently right the way through the school. Each classroom has its own dedicated computers and ipads and the mobile laptop trolley ensures extra resources are available. Progression is based around six themes :-

- Programming
- Computational thinking
- Creativity
- Computer networks
- Communication/collaboration
- Productivity



Recording a radio broadcast

Teaching about e safety is inbuilt into the curriculum. Children are always supervised when using the Internet and our provider operates a filtered service. Parents and children are required to sign an acceptable use policy before using the Internet.

## PSHE

All children follow a programme of work in PSHE, this focuses over time on :-

- Interpersonal Communication and Problem Solving Skills
- Making a Positive Contribution
- Economic Well- being and Financial Capability
- Relationships
- Emotional Health and Well-being
- Keeping safe, staying safe, feeling safe
- Healthy Lifestyles
- Medicine/Drug Awareness

The school nurse regularly visits to talk to the children about matters of hygiene health and fitness. Children are encouraged to contribute to school matters through the school council. Each class elects representatives who meet on a regular basis.



First Aid training in KS2

## French

At South Kilworth all children are taught French weekly. This involves speaking French, learning about the French culture and gradually reading and writing French too. We play lots of games and activities to develop the children's knowledge.

## Religious Education

We teach R.E. in accordance with Leicestershire's Agreed Syllabus and the Diocesan Agreed Syllabus. We aim to enable pupils to understand the breadth and variety of religious tradition whilst ensuring a firm Christian foundation. We develop an understanding of other religious faiths and cultures. We wish to encourage a sense of self-respect and consideration for others and the world around us.

## Collective Worship.

To meet the requirements of the Education Reform Act 1988 we provide a daily act of collective worship for every pupil. As a parent, if you wish to withdraw your child from collective worship and religious lessons you may do so. Such a request should be made in writing to the Headteacher.

Our daily assembly consists of prayers, songs and stories. The children are given opportunities to take assemblies themselves and visitors often take assemblies for us. Themes and stories from the Bible, Life of Christ, comparative religions, famous lives and moral teachings form part of our assemblies. As a Church of England Primary School we have close links with our local Church and hold regular assemblies there.

Kindness, love and respect for one another are fostered with the help of teaching and non-teaching staff. Work in the local community and fund-raising for charity makes the children aware of the needs of others.



A visit by the English Touring Opera

## Sex Education.

The 1988 Education Act requires every school to produce a statement outlining their Sex Education Policy.

We believe that sex education should not be taught in isolation from other areas of school life. Much of our work will be concerned with helping children to make satisfactory relationships. Work in the areas of Science, Religious Education and Personal Health and Social Education help children to understand more about themselves and their lives.

When children ask questions we aim to answer them with honesty and sensitivity, bearing in mind their age and needs.

A "Growing Up" DVD is shown to children in Year 6. Prior to the DVD in school, parents are invited to a viewing and have the right to give their consent or withdraw their children from the viewing.

There are occasions when medical staff offer hearing and dental checks etc within school. Parents are always notified of these visits.

## Homework

The school homework policy reflects government guidelines. We believe the purpose of homework is to develop an effective partnership between home and school and to encourage pupils, as they get older, to develop self confidence and an ability to study on their own.

In the Foundation Stage children are encouraged to share books at home and have sound/word recognition practice.

At Key Stage 1 children are encouraged to read regularly. They also have spellings and number bonds/times tables as well as weekly English/Maths practice.

At Key Stage 2 the children continue to read and practice tables and spellings. They have weekly English and Maths tasks and sometimes research activities.

Workshop  
with a  
visiting  
poet

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## Special Educational Needs

South Kilworth Primary School is committed to the needs of all pupils who may have special educational needs either throughout, or at any time during their school careers. We view the spectrum of special educational needs as encompassing children experiencing specific learning difficulties, as well as those with particular medical or emotional needs. If a child needs extra support in some way it is given initially in school, however where a child needs more specialised help we may seek the advice of external agencies after gaining parental consent. We work closely as a team to embrace a child's strengths and minimise their difficulties. Parents and the child are essential members of that team. Ofsted commented that " Disabled pupils and those who have special educational needs make good progress because their individual learning needs are met through careful planning and effective teaching." If a child is considered to have a special educational need an Educational Support Plan is drawn up to identify a child's strengths and needs. Early identification of need helps monitor a child's progress and gives them added support where necessary. Often children will be given support within the classroom itself or they may receive small group or 1-1 support.

We adhere to the SEN Code of Practice (2014) and further details can be found in our Special Educational Needs Policy available on our website or as a paper copy by request. The Special Needs Coordinator (SENCo) and a named Governor oversee our special needs provision.

## More Able Children

More able children are well supported in our curriculum and offered extra challenge through a variety of means. Individualised targets and differentiation are all part of our personalised learning. Children also have opportunities to attend activities etc aimed at the more able.

## Equality of Opportunity

We encourage equality of opportunity throughout the school for pupils and staff. We will not permit discrimination of anyone on the grounds of gender, race, disability, sexual orientation, age, religion, cultural or social background. We do all we can to prevent stereotyping and positively promote opportunities for all.

## National Curriculum Assessment results

The table below shows a summary of the National Curriculum Assessment results of pupils in the school (2016) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children was 14 (each child =7.1%)

	Reading	Writing	Maths
Working at Expected Standard	86%	71%	79%
Working at Greater Depth	21%	-	21%

The table below shows a summary of the National Curriculum Assessment results of pupils in the school (2016) at the end of Key Stage 2, as a percentage of those eligible for assessment.

The number of eligible children was 13 (each child =7.6%)

Level	Reading	Writing	Spelling and Grammar	Maths	Reading , writing, maths combined
Expected standard	69%	92%	85%	77%	54%
High standard	23%	23%	8%	15%	---

**Ofsted Inspection.** The school was last inspected in October 2014. It was judged to be a good school with outstanding features.

## Teaching time

In Foundation Stage and Key Stage 1 22½ hours are allocated for specific teaching activities. In Key Stage 2 this is 23½ hours per week. In addition all children have a daily assembly of 15 minutes and a morning break of 15 minutes. There is a lunch break of 1 hour 15 minutes for Foundation Stage and Key Stage 1 and 1 hour for Key Stage 2.

Details of what your child will be learning in each curriculum area so that you can support learning at home is available on the website.

## Behaviour in School

We pride ourselves on the excellent standards of behaviour at South Kilworth. Our children are regularly complimented on their behaviour when on school visits and by visitors into school. Ofsted commented that "The behaviour of pupils and their attitudes to learning are outstanding." We encourage children to respect others and to develop independence and self-discipline. On the rare occasion that a child's behaviour becomes a cause for concern within school, parents will be consulted.

## Extra - Curricular Activities

The school offers a range of extra- curricular activities for children which take place after school and in the lunch hour. We currently offer; football, choir, gardening club, multi-sports, netball, drama, spanish, homework, book club and recorders. The activities are run by school staff and external providers..



Gardening club

## School Visits

All children are offered at least one residential visit during their time in Key Stage 2. In recent years children have been to West Runton, and Culmington Manor.

During the school year a number of educational visits are made to places of interest and children are taken to the theatre at Christmas. Additionally we make use of our local environment. We regard Educational Visits as an important part of the learning process. We send details of such visits with a reply slip for your permission. There are however, occasions when a spontaneous visit may occur e.g. a walk around the village. We therefore ask for blanket permission for such an occurrence. Detailed risk assessments are carried out for all local and residential trips.



A visit to an artist's studio to make clay



A visit to Warwick



Lifesaving training with the RNLI during a residential visit to Swanage



Visiting York to learn about Vikings



Visiting Coventry Cathedral



Florence Nightingale Day

## Parents

*"Parents hold the school in high regard. They rightly feel that teaching is good and that their children make good progress... No parent spoken with had anything but praise for the school."* (Ofsted 2014)

We welcome a strong link with parents. We know that by working together we can all achieve more for the children. We are always ready to discuss problems or worries, however small. We send regular newsletters to parents to keep them informed of activities, achievements and forthcoming events. We appreciate the skills and talents that parents can bring to our school and welcome their help inside and outside the classroom. If any parents can offer their services to enrich our extra-curricular programme we would be delighted to hear from you!



Funtastic Science sessions for parents and children

## Friends of the School.

We have an active and friendly association, FOSKs, which provides support for the school in practical and monetary terms. A small committee, ably supported by other parents and friends, aims to foster close links between home and school and support the education of all pupils. Fund raising plays a large part in all of this. There are regular events which are well attended as well as being a lot of fun. There are strong ties with the village and surroundings. We hold an annual May Fayre with traditional dancing and the crowning of a May Queen at the school. If you would like to attend the meetings you will be most welcome.



The May Queen and entourage



Maypole dancing



# Child Protection: Safeguarding Children

## Information for Parents

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil and to report these in an appropriate manner. The school has a Safeguarding Children Policy; parents may request a copy of this.

It is important for parents to be aware that:

- Staff and volunteers in school have a duty to report concerns about a child, whether this means a child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer children to children's social care staff for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to children's social care if it is thought that this might put the child at risk.
- Children's social care tries to carry out its enquiries in a sensitive manner. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you should contact the children's social care office or the Local Authority's Access & Welfare Service direct. If you think the abuse may have happened in school, contact the Headteacher who is the Designated Senior Person for Child Protection. If you think your child has been hurt, arrange to visit your Doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to children's social care, it is understood that this can cause distress or anger for the child's parents. It is important that all parties - parents and school staff - try to discuss these matters as calmly and sensibly as possible.

# Your Child's Health

When a doctor has advised that a child should attend school while still needing medicine, the dosage can usually be adjusted so that none is needed during school time. If prescribed medicine has to be given during school time we require clear instructions and a form detailing the administration will need to be filled in (available from the hall in the School House). All staff will be acting voluntarily if administering medicines of any kind.

All medicines, should be clearly labelled and handed to the class teacher for safe keeping. You are responsible for checking that long term medication is still in date.

The school nurse makes regular visits to school. She contributes to the school's teaching programme for health education and is available for parent consultations on request.

During your child's school life regular health and dental checks are made. You will always be informed when these are to take place and various professionals will be involved i.e. school nurse, school medical officer, audiologist, dentist. Some health checks will include such measurements as height, weight, hearing, eyesight, physical posture, hygiene and a general enquiry about the health of your child. The opportunity will be available to discuss any problems that your child may have with the visiting health personnel, although in general it is not essential for you to be present.

We need to know if children have long-term health problems such as asthma, epilepsy, diabetes, allergies etc.

If your child is taken ill at school you will be contacted. For this reason we must always have a current daytime contact telephone number.

## **First Aid**

Each area in school has a First Aid Kit. For anything requiring more than minor First Aid you will be informed. Several staff hold First Aid qualifications with a paediatric element which are renewed every three years.

## **Disabled Access**

There is a disabled access ramp to the main school building and the School House is accessible downstairs. There is a disabled toilet in the main building.

## **School Security**

Staff are aware of the need to challenge unknown personnel seen on the school site. During school hours all external doors except free flow and fire doors, are only accessible via keypad entry. The gate and main entrance are operated via an intercom system. All visitors have to report to the School House, to sign in and out of the visitors' book.

### **Photographs taken in School**

Parents and relatives need to be aware that any photographs or film they take at school events are likely to contain images of other children whose parents will not have given permission for them to be filmed or photographed. Such images should not be circulated more widely than the family i.e. they should just be for the family's use. Our advice is that any manipulation or distribution of images of children could result in prosecution.

### **Access to Pupil's records**

Documents pertaining to children, such as letters and reports are held in personal files. Details of children's achievements are always reported to parents and areas for further improvements are explained. Parents may have access to their child's records if they so wish. This needs to be by prior arrangement with the Headteacher, giving reasonable notice.

### **Charging for School Activities**

Our school policy conforms to the LA guidelines on charging, in that no charge is made for normal school activities. Where there is a cost to the school for additional activities such as swimming, school trips, visiting artists etc, parents are asked to make a voluntary contribution. All activities are arranged in order to enrich and broaden the child's learning.

If anyone has any difficulty in making a voluntary contribution they are asked to speak to the Headteacher as no child would be excluded from an activity if costs were an issue.

Occasionally it might be necessary to cancel an activity if there is not sufficient support from voluntary contributions.

## School Governors

Dr Terry Allcott	Chair of Governors
Mrs Rita Hallam	Associate Member
Mr Ivan Moule	Local Authority Governor
Mr Oliver Johnson	Co-opted Governor
Mrs Angela Dewes	Headteacher
Mr Tim Holmes	Co-opted Governor
Mrs Sarah Colwell	Parent Governor
Dr David Hinchley	Foundation Governor
Canon Chris Oxley	Ex Officio Foundation
Mrs Kerry Willars	Staff Governor
Mrs Jessica Williams	Co-opted Governor
Mrs Natalie Tebbatt	Parent Governor and Vice Chair

### Clerk to Governors

Mrs Nicola Tyers

The Governing Body meets as a whole at least once a term. Sub-committees meet at least once a term.



A governor sharing a book

## Complaints

If you have any complaints or concerns about the school curriculum including Religious Education and Collective Worship please speak firstly to your child's teacher or the Headteacher. The majority of questions and anxieties can be dealt with in this way. However, if you are still unhappy and wish to take the matter further, you have the right to formally contact the Chair of Governors. Please see the schools complaints policy for further details.



Early 20<sup>th</sup> century outside the School House which was then the Headteacher's home.