

# Buckland St Mary

Church of England Primary School  
Buckland St Mary, Chard, Somerset,  
TA20 3SJ

INFORMATION FOR PARENTS - SEPTEMBER 2009



INVESTOR IN PEOPLE

Supporting 2008-09

tearfund

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Local Authority

Somerset County Council, County Hall, Taunton TA1 4DY

Tel. 0845 345 9122

Diocese of Bath and Wells

The Old Deanery, Wells, Somerset

Tel. 01749 670777

## **INTRODUCTION**

### **Our School**

Buckland St Mary School is a day school for boys and girls from 4 to 11 years.

At present there are 51 pupils on roll. It was founded in the mid 19<sup>th</sup> century and is a voluntary aided school, which means the diocese owns the property and the land, and the governors have certain financial responsibilities for the school.

Most of the governors are Foundation governors (appointed by the Diocesan Board of Education or the P.C.C). Members of staff are expected to be in sympathy with the Christian Faith as expressed by the Church of England.

As a church school we are keen to promote a Christian ethos within our community. We maintain close links with the village church and the Diocese of Bath and Wells.

Our school is situated opposite the church in the centre of a picturesque village in the Blackdown Hills.

The building is constructed of local stone and is Grade II listed. The school has been remodelled over the past twenty years to provide three classrooms, a hall, library/community room and cloakrooms on the ground floor with administrative rooms and staff cloakrooms on the first floor in what was originally the headteacher's house. We are also in the process of creating a free flow outside area for foundation stage.

The grounds include an outdoor area, trim trail, community garden, farm area, grassed and tarmac playing areas and sheds for storage. The school also has use of the local cricket club playing field for sports.



## **Our Vision and Aims**

In our school community, everyone matters. We strive to value, respect, challenge, motivate and inspire each other, and to enrich the lives of our children as citizens of an ever-changing world.

We aim to:

- Develop in our children an understanding of Christianity and the place of God in our world and in our lives
- Provide each child with the ultimate learning experience to enable them to achieve the highest standards
- Inspire a love of lifelong learning
- Equip our children with the skills and tools to become global citizens
- Equip our children to deal with change
- Respect individuality and celebrate diversity
- Motivate and enable all to achieve their personal best
- Create a safe and trusting environment where children are encouraged to express opinion, be independent learners, take responsibility, and improve by learning from their experiences
- Praise all types of achievement
- Create in all a sense of belonging

## **Our Mission statement**

We will work in partnership with our children, parents, governors, and wider community to achieve excellence and develop every child as an individual

## **Our motto**

Everyone matters

## **Organisation of Classes**

The teaching in the school is arranged as follows.

- Ash – Reception and Years 1 and 2
- Oak – Years 3 and 4 ( morning only)
- Beech – Years 5 and 6 (morning only)
- Oak and Beech together in the afternoons

The organisation of these classes depends on the number of pupils in each year group. We aim to keep all children in a year group together unless this takes the class size significantly above 30 pupils. No Key

Stage 1 (Infant) class will have more than 30 pupils. Children will remain in each class for 2 to 3 years.

Every class has the benefit of Teaching Assistant time.

Within each class the children are taught individually, in groups or as a class. This will allow opportunities for each child to progress at his/her own pace, and yet experience the co-operation that is a necessary part of shared work.

There may be occasions when the children are taught by another teacher, when that teacher has a special interest or skill, or in the case of absence of the class teacher. We are very careful to choose capable supply teachers who are sympathetic with the ethos of our school. At all times there is a close liaison with the class teacher.

### **The School Year**

Children attend school on 190 days during the year. This is split into 3 terms; Autumn, Spring and Summer. In addition the teaching staff attend five in-service training (INSET) days.

School Hours	
Morning	8.55am to 12.00pm (KS1) or 12.15pm (KS2)
Break	10.45am to 11am
Afternoon	1:05pm to 3:10pm
Break	15 minute flexible time (infants only)

### **Admissions Arrangements**

The over subscription criteria:

If the number of applications for admission exceeds the Published Admission Number, the Governors will admit in accordance with the following order of priority.

1. 'Children Looked After': this is defined as a child who is in the care of a local authority or provided with accommodation by that authority. (See section 22 of the Children Act 1989).
2. Children who will have a brother or sister at the school at the time of their admission.
3. Children who themselves, or whose parents are regularly involved in the life and worship of a Christian church within the Church of England's Blackdown Benefice. A letter of confirmation from the relevant church leader will be required.
4. Children living within the Blackdown Benefice
5. Children living within the LA catchment area.

6. Children whose parents are resident in an ecclesiastical parish immediately adjoining the benefice and where the children themselves or their parents are regularly involved in the life and worship of a Christian church in that parish. A letter of confirmation from the relevant church leader will be required.
7. Children who themselves, or whose parents are regularly involved in the life and worship of another Christian church outside the Blackdown Benefice. A letter of confirmation from the relevant church leader will be required.
8. Children who live more than the statutory walking distance from any other school and this is their nearest school. The statutory walking distance for a child eight years or under is two miles or more by the shortest available walking route. It is three miles or more for a child aged over eight.
9. Children living closest to the school. The distances will be measured in a straight line between home and the school.
10. Children whose parents are resident in an ecclesiastical parish immediately adjoining the benefice and belong to other faiths, but who wish their children to attend a school with a religious foundation.

In applying this criteria:

- a) A child is a sibling if they are a full or half brother or sister, they are an adoptive brother or sister or they are children of the same household.
- b) A parent includes all those people, including carers, who have parental responsibility for a child as set out in the Children act 1989.
- c) For school admission purposes, the child's home address will be considered to be the place where the child permanently resides. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Where parents/carers equally share parental responsibility for a child, the LEA will consider the place of residence of the parent/carers who receives Child Benefit to be the child's home. The admission authority (the governing body) reserves the right to request independent confirmation of the child's place of residence. Parents may be asked to supply such documentation to support their application as deemed appropriate e.g. Child Benefit correspondence.
- d) Should there be more applicants in categories 3-10 than there are places remaining, the allocation will be made on distance between the child's home and school. These distances to be measured between the

- centre of the pupil's home and the nearest entrance to the school, using a GIS computerised system.
- e) For categories 3, 6 and 7, a supporting letter from the church minister must be supplied with the application.  
**This should be sent with the admission application to the LA.**
  - f) The distances in category 8 will be the shortest walking route (via roads, public rights of way and estate footpaths) between the centre of the pupil's home and the nearest entrance to the school from the child's home address.
  - g) In the event that a final place/places cannot be allocated as it is impossible to further define a difference between applications (i.e. determining an allocation from persons of the same household such as children of multiple births or residing in the same household/building), the final place/places allocations will be determined by drawing lots.
  - h) The benefice means Buckland St Mary, Otterford, Churchstanton, Corfe, Pitminster and Angersleigh
  - i) In the instance of multiple births, to try to avoid splitting children of multiple births across one or more schools, some priority will be given to families with children of multiple births provided their preferred school is their nearest one.

#### Admission of pupils with disabilities

Any child with a disability is welcome to join our school. The hall and all classrooms are accessible by wheelchair. The disabled toilet facility was completion Christmas 2008. The needs of pupils with disabilities are treated on an individual basis prior to admission. We endeavour to ensure that any disabled pupils in our school are treated in the same way as other pupils by ensuring equality of opportunity and raising the awareness of other children.

#### Appeals Procedure

If the governors are unable to offer a place at the school, parents have a legal right of appeal to an Independent Appeal Panel.

#### Waiting Lists

In the event of over subscription a waiting list will operate.

### Early Admission

This will be considered only in the most exceptional circumstances.

### Deferred Entry

It is not the school's policy to reserve places for children whose parents wish to defer entry to school.

### Delayed Entry

It is not the school's policy to reserve places for parents of summer born children whose parents wish to delay their entry to school until the September after their 5<sup>th</sup> birthday. If children's entry is delayed until this time, in line with current DfES guidance, these children join their chronological year group (i.e. Year 1) and not Reception.

### Staggered Entry

To help children settle smoothly into school, we operate a part time basis for the first couple of weeks of the autumn term. This varies depending on the size of the intake year.

The teacher and parents will discuss when it is appropriate for the child to attend full time. In exceptional circumstances for children not of statutory age, this minimum level of attendance may continue and the school will consult with parents, health visitors and other professionals to accommodate children for who continued part-time school attendance might be more beneficial.

## **The Primary Curriculum**

This school follows the legal framework of National Curriculum 2000. The flexibility of this curriculum allows us to determine our own philosophy and approach and to make local decisions about some content and approaches to learning.

The National Curriculum provides attainment targets that will provide standards against which children's progress will be assessed. The school will communicate the results of these assessments to parents. The overall purpose of any such process is to monitor progress, diagnose weaknesses, and to give staff an indicator for a pupil's future work.

Pupils in the reception year will be working on the Foundation Stage. Years 1 and 2 will be working on Key Stage 1 of the National Curriculum. Those in Years 3,4,5 and 6 will continue through Key Stage 2.

Different groupings are used for different tasks and subjects. Sometimes children will work with others from the same year group, at other times they will work in mixed age groups. Sometimes the groups will be arranged according to ability and at other times in friendship or teacher engineered groups.

### **What is taught in our school?**

#### Foundation Stage

This is followed in our reception year. It is made up of 6 areas of experience, which develop language and literacy, mathematics, knowledge and understanding of the world, creative and physical development and an understanding of personal, social and moral issues.

#### National Curriculum 2000

This applies to all children from year 1 to year 6 and beyond into the secondary school.

There are 4 core subjects – English, mathematics, science and information and communications technology (ICT). Religious education is important to us because of our Church of England foundation. The 6 other foundation subjects are history, geography, music, P.E. art and design and technology (DT).

In our planning we work hard to develop relevant links between subjects. We try to encourage children to apply the skills learned in one subject to another. We also want to use the resources of our local area. We are keen to emphasise the skills needed to be a good learner. It is easy to know a lot of things but not to be able to apply the learning to find out more.

### **Music Tuition**

We encourage our children to develop their musical ability. We can offer tuition in a variety of instruments. Further details including costs are available from the office.

### **Sport and P.E.**

We are lucky to have a small school hall which houses wall bars and small items or apparatus for balancing and gymnastics. The space is limited for whole class use and much of our PE takes place outside, especially for the older pupils. In addition, we use SSSP (The South Somerset Sports Partnership) coaches to provide some high quality PE across the school.



Football, netball , rugby, rounders and hockey skills are taught and the pupils are taught general ball skills. School teams take part in inter-school matches and local tournaments. The school also makes use of the village cricket pitch.

### **Health Education**

The children are taught to care for themselves and their bodies through topics such as kinds of food to eat, personal hygiene and how the body works.

Sex education is given as part of the teaching on health, personal and social education and in the science element of the core curriculum. The contents of the sex education teaching which is offered to all year groups has been drawn up in accordance with the LA's guidelines and has been approved by both the school governors and parents of children at the school. In Beech class the school nurse visits every year to instruct pupils on hygiene and sex education. Parents have the right to withdraw their children from sex education except that which is apart of the science curriculum.

### **Religious Education**

The school uses the LA syllabus Awareness, Mystery and Values as a core scheme. This is supplemented by additional material provided by the diocese.

The children will study Christianity, Judaism and Islam or Hinduism during their time with us.

### **Collective Worship**

There is an act of worship each day and its pattern and purpose reflect the Christian foundation and character of the school. The arrangements for daily worship are varied. Religious festivals and special occasions may also be celebrated by a service in church. It is also intended that our pupils should gain some awareness and understanding of other world religions.

Teachers, clergy and outside speakers take our daily worship.

Under the provisions of the Education Reform Act 1988 all parents have a right to withdraw their child from the School's daily act of collective worship or from religious education. Any parent wishing to withdraw a child from these elements of the curriculum should make a written request through the headteacher.

### **Extra Curricular Activities**

Sports clubs and other clubs are run throughout the school year. Details of these clubs are sent to parents at the beginning of each term.

### **Equal opportunities and inclusion**

We give equal opportunities for all children to

- access a broad and balanced curriculum
- take part in activities which may be stereotypically labelled

Issues of stereotyping, racism, disability and gender are built into our personal and social curriculum.

The school does not tolerate racism or racist attitudes.

This school supports inclusion.

### **Assessment and Reporting**

Formal testing of children's abilities measured against the attainment targets of the National Curriculum take place at ages 7 (Year 2) and 11 (Year 6). These are often known as SATs. Year 6 SATs are marked externally. The results will be reported to parents. At Buckland St Mary we choose to use optional SATs in Years 3, 4 and 5. This helps us to monitor a child's progress throughout his/her time with us.

In addition, the LA asks us to administer reading tests in Years 3 and 6. Results of these tests are passed to the secondary schools. Parents may request their child's results at any time. From time to time children may be given other formal tests to monitor reading, spelling or mathematical skills.

Children are monitored and assessed on a daily basis by class teachers and records kept of their progress.

In the Autumn term, appointments are arranged for parents to meet their child's teacher to see how they are settling in if they have joined a new class or to discuss progress.

In the Spring term, there is an opportunity for a more in-depth consultation to discuss your child's progress.

In the Summer term, there is an opportunity to discuss your child's report if you so wish.

In addition, parents are given the opportunity to look at their child/children's work

In July reports are sent home to parents. These include information about National Curriculum levels which children have reached in English, mathematics and science and observation of your child's performance across other subjects. SATs results will also be included. You will have the opportunity to discuss this with your child's teacher at a Parents Evening approximately one week after the reports go home.

At all times you are welcome to make an appointment to discuss your child's progress.

### **Ofsted Inspection**

The school was last inspected in July 2007. Copies of this report can be viewed on request, or at the OFSTED website.

### **Special Education Needs (SEN)**

Where appropriate, the school aims to give special help to children with specific or general learning difficulties AND to very able children. Pupils will not be streamed and all children will have access to the whole of the National Curriculum. However, the work set will match individual pupil's needs and abilities and children with severe learning difficulties will also receive intensive personal tuition. Children with particularly severe learning and/or behavioural difficulties may, with their parents' consent, be referred to the Educational Psychologist.

The school follows the SEN Code of Practice (2001) as recommended by the 1994 Code of Practice. Any pupil on the special educational needs staged assessment procedure will have a set of targets that teachers will help to achieve within the time limit set. These targets will address the most urgent of the child's needs and all teachers teaching the child will be expected to help pupils achieve them. The SEN coordinator will review the progress of the pupil with the class teacher. Parents are invited to attend review meetings which take place every term.

The teacher responsible for co-ordinating SEN in the school is Miss R Auton. The Governor with special responsibility for SEN is David Clitheroe.

A copy of the full SEN policy is available for viewing at the school.

### **Home-School Agreement**

On enrolment you will receive a copy of our Home-School Agreement which we hope you will sign. This document makes clear our aims and responsibilities to your child and sets out our expectations of you as parents. We ask you to discuss the agreement with your child.

### **Attendance**

We recognise that parents are legally responsible for ensuring that a child of compulsory school age attends school regularly. We recognise the importance of developing a good working practice with other colleagues to ensure good attendance (for example: the education social worker). We also recognise the importance of including attendance information in our documentation. We recognise the importance of informing all stakeholders of the positive effect that good attendance has on raising standards in our school. We believe that promoting good attendance is the responsibility of the whole school.

A copy of the Attendance Policy is available on request from the school.

### **Behaviour**

Our school expects high standards of behaviour from all our children. We expect all members of our school community to:

- value and respect each other, themselves and the school environment
- be polite to each other
- be careful and sensible
- be fair
- be good ambassadors for the school in the wider community

A copy of the Behaviour Policy is available on request from the school.

### **Child Protection**

There is a designated teacher in our school who is the Child Protection Coordinator. This is currently Mrs s English. In addition, there is also a designated governor for Child Protection issues who is currently Mr David Clitheroe.

We have a clearly defined procedure for dealing with child protection issues. Full details of this procedure and a copy of the Child Protection Policy are available on request from the school.

## **Lunch Time**

There are no cooked meals. Your child should bring a packed lunch in a suitable container. This should be clearly named. Please do not send sweets or chocolate. Drinks must be brought in unbreakable containers. We discourage drinking out of plastic bottles so please include a straw or cup. Alternatively your child may go home for lunch.

## **Break Times**

Children may bring vegetables or fresh or dried fruit, but no sweets or chocolate are permitted. There is a water dispenser for children to have fresh water.

## **Free School Meals**

A free packed lunch is available to children whose parents are in receipt of Income Support/Job Seekers Allowance. If you are eligible please inform the school secretary who will make the necessary arrangements. This information will be kept in the strictest confidence. Even if you do not wish to take advantage of a free meal, please register your eligibility as the school receives funding based on the number of pupils eligible to receive a free meal.

## **Uniform**

School uniform is worn at this school for the following reasons;

- to promote a corporate sense of pride in our school and themselves.
- to have clothes which are practical and appropriate to a school setting.
- to avoid competition between peers.
- to make it easier for parents to make a choice of clothes to wear in the morning.

School sweatshirts can be ordered from Sally Hodges who can be contacted at the school or on 07979 840309.

## **Winter Uniform**

- green sweatshirt with logo or green cardigan
- green/white long sleeved shirt/polo neck or similar
- long grey trousers/grey skirt/pinafore
- white/grey socks
- green tights
- black shoes (no trainers, platforms or heels)

### Summer Uniform

- green or white tee shirt/polo shirt
- grey trousers/shorts/grey skirt
- green checked dress
- black or brown shoes/sandals (no trainers, platforms or heels)
- sweatshirts or cardigan as winter

Please enquire at the office for second-hand uniform.

In all classes an apron or old shirt is required for art and craft.

### PE Kit

- white tee shirt with school logo
- green/black shorts
- black daps for indoors
- trainers for outdoors
- track suit for winter (any colour)

**(Kit should be kept in a named drawstring bag which should be kept in school).** Children are encouraged not to bring large sports holdalls to school. There is no need and we do have problems with very small cloakroom areas. No make up or nail varnish is allowed.

### Valuables

The school cannot accept responsibility for any losses. Children should not wear jewellery (except for ear studs) as, apart from the possibility of loss, such items can cause injury. Watches with alarms are not acceptable unless deactivated.

### Lost Property

Children change for P.E. and swimming and remove sweatshirts regularly. It is important that everything (including pants and socks) is clearly named. Any lost items can be returned promptly. Please check regularly to see that the name has not faded. Any unmarked clothing will be placed in a box in the library.

### Telephoning the School

The office is manned between 8:45am and 1:00pm daily, and on Monday and Tuesday afternoons between 1:00pm and 3:30pm. This is the best time to ring if you want a message passed on. The answer machine is in operation when the office is unmanned. Unfortunately we cannot always guarantee to check messages before school closes. However, if your child fails to be collected, we will try to contact you. On no occasion will your child be left alone.

## **Newsletters**

These are sent to parents fortnightly giving information about the school events taking place, FOBS (Friends of Buckland School) and Church activities. They are consecutively numbered to allow you to see if you have received them all. Copies are available on the notice board by the gate and in the porch.

## **Severe Weather Emergencies**

When school closure is inevitable because of severe weather, every effort will be made to notify parents. Please listen to **Somerset Sound (13.23kh, MW 227 or Orchard FM (102.6mh)** to find out if the school is closed or not.

If weather conditions deteriorate during the day, parents will be contacted. It is therefore important that we have an up to date contact number.

We shall try to stay open unless this would put the staff and children at risk.

## **Transport**

Children living in outlying districts are brought to school by bus. General enquires regarding transport can be made to the School Transport Section at County Hall, Taunton.

Children using school transport will be supervised by staff after school and seen safely to their buses. If you are not eligible for free transport, you will be invoiced directly from County Hall. Payment can be made monthly or termly. Fee-paying places are subject to availability.

## **School Trips**

During the course of the year, educational trips may be arranged. Parents are asked to make a voluntary contribution to the cost and your co-operation is appreciated. Details of the trip will be sent to you beforehand and you will be asked to sign a consent form. We also use the village to enhance our curriculum. We ask you to sign a consent form when your child enrolls which allows him/her to take part in village walks.

We also arrange a residential trip once a year for pupils in Beech class. This takes place in the Autumn term. The children have the opportunity to stay at an educational centre where they undertake various activities. This is an invaluable experience.

## **Charging Policy**

Under the 1988 Education Reform Act schools are unable to charge for the following:

- education wholly or mainly during school hours
- materials and ingredients for things made in school which pupil or parents do not want to keep
- visits outside school hours which are necessary for an examination.

Charges **may** be made for the following:

- individual music tuition which is not part of the syllabus
- excursions where a third party is involved (sometimes)
- board and lodging where a school activity involves a residential element
- the exact cost of "optional extras" i.e. not connected directly with the curriculum.

Some school activities will only be possible if parents make a voluntary contribution and where this is the case parents will always be informed at the outset. The above represents a brief summary of complex issues and the school will always guarantee that parents are fully informed of the conditions relating to request for financial outlay in individual cases.

### **Charities**

Each year the school helps one charity which the children vote for. Through such fund raising, the children are made more aware of the plight of people in the world less fortunate than themselves. We aim to have 3 fundraising events for our charity, one each term.

### **Twinning**

The school is twinned with Nakatindi Community School in Zambia. This connection has been made fairly recently, and all children are involved in communication with them.

### **Money**

Children should not bring spending money to school. From time to time it is necessary to send money into school for such things as photographs, trips, swimming contributions. **All money should be in a sealed envelope, marked with your child's name, class and details of what it is for.** Cheques for transport or music tuition should be made payable to Somerset County Council. Any swimming contributions should be made payable to Buckland St Mary School Fund.

## **Insurance**

Parents should be aware that:

- The LA only provides cover against proven or agreed negligence by the Authority and its employees.
- Parents should consider making their own insurance arrangements for personal accident cover for their own children for school activities in the UK, although we do pay into a county run scheme which offers insurance cover outside of the school premises for all children. Further information about this can be obtained by contacting the school.

## **Pentagon Group**

The five schools – Ashill, Buckland St Mary, Combe St Nicholas, Neroche and Winsham form this group . We meet regularly and share expertise, INSET (In-Service Training), sports matches and tournaments.

## **Transfer to Secondary School**

At the age of eleven children will transfer to secondary education, usually to Holyrood School, Chard. In the autumn before a child is due to transfer, the LA will send parents particulars of all the schools available. To ensure that the transfer from primary to secondary education is an easy one, each child's abilities and likely progress are discussed with the secondary schools concerned. Secondary school teachers will meet the leavers and their class teachers and the children will visit their new school in the summer term before the transfer takes place. A well-established liaison and transfer process exists between our school and the local secondary schools.

## **Security**

We are keen to ensure that all members of our school are safe. The outer doors are closed at 9.00a.m. These have security locks. All visitors including parents must use the main door after this time. It may take a few minutes for someone to reach the door, as it is a long way from the office.

At the end of the day, children stay behind the blue line in the playground until they are collected. Teachers are outside to ensure children go with the right person.

Please inform us of collection arrangements and any changes to these.

All personnel who work with children have CRB clearance.

We have an advanced security alarm system which is directly linked to the emergency services.

The gates are closed during playtimes.

### **Parking**

Parking on site is for staff only. Cars may be parked alongside the church wall, but please do not park opposite the school gates as this may impede the entry of emergency vehicles.

### **Community Links**

We welcome community involvement in the life of our school. Members of the community come into the school and into classes to share their experience and knowledge with the children, lead groups in various skills, to show slides, share memories or talk about a particular subject on a one-off basis.

Our children go out into the community for activities such as environmental studies, studying the village, or church services. The community is made aware of school activities through the CBO News, our community notice board (if space allows).

Our community involvement is an important and well-established part of school life and we like to think our community programme is flexible, changing and responsive to new ideas.

### **Church Links**

The Rector of The Blackdown Benefice visits the school regularly to participate in acts of worship and teach religious education. Groups of children visit the church on occasions for specific projects and the whole school takes part in regular services to celebrate some of the Christian festivals.



### **Friends of Buckland School (FOBS)**

You are automatically a member of FOBS when your child joins our school. Membership is also open to other people in the village who wish to be associated with us.

FOBS arrange social and fundraising events throughout the year.

Termly cake sales are held. Each term a different class is responsible for providing the cakes.

Each September a committee is elected at the A.G.M.

### **CAFOS**

This is the acronym for the Chard Area Family of Schools. This consists of Holyrood and all the feeder primary schools. Many joint activities are planned during the school year.

### **Medical Information**

Please let us know if your child has any medical problems e.g. asthma, diabetes, allergies etc. It is important that we know what to do and how to administer any medication. A form must be filled in if your child needs to take medication in school. This is available from the school office. This includes children who require asthma inhalers. Please refer to the school's Medical care policy.

### **Asthma**

If your child is asthmatic, please ensure the school has an inhaler, clearly labelled with his/her name.

### **Headlice**

The school nurse no longer carries out inspections. We recommend you check your child's hair every week. If you do find lice or eggs, please treat the whole family before your child returns to school. Please inform the class teacher of any infestation so that we may take the necessary action. We have a policy by which we do not send out general letters about Headlice. This information will be kept in the strictest confidence. Unfortunately headlice thrive in clean hair.

### **Hearing Tests, Eye Tests and Dental Inspections**

These are carried out periodically during your child's time at the primary school. You will be notified of any problems.

### **Hospital and Clinic Appointments**

Advance notice must be given and pupils collected from the classroom. We are sorry it is not possible for a child to leave the school alone.

### **Illness in School**

Please do not send your child to school if he/she is unwell. We do not have the facilities to deal with sick children. School is a miserable place for a child who is feeling ill. In cases where we suspect illness, we will contact you by telephone. Cuts, grazes etc. are dealt with by the adult on duty. All head injuries are recorded and parents will receive a letter or phone call informing them of this.

### **Medicines**

We cannot give medicine without your written instructions. Please see Medical Information section above

### **Emergency Telephone Numbers**

An emergency contact number must be provided for every child. Hospitals are unwilling to treat a child without a parent present. Teachers are not able to transport children to hospital. In such cases we will always phone parents for their assistance.

### **Bullying**

We treat all cases of bullying seriously. All children fall out from time to time but if this appears to be an ongoing problem all parties are invited to discuss the issue and a joint plan of action is established. This will be regularly reviewed and if the problem persists other outside agencies will be contacted to support. A copy of the full behaviour policy is available on request.

### **School Council**

Two pupils from each class are elected to serve on the School Council. Regular meetings are held half termly with the headteacher at which issues are raised and debated. The members help to support positive behaviour.

## **Complaints Procedure**

We hope that you won't have any complaints, but if you do, these should normally be made to the child's teacher or headteacher. Should this local level fail to resolve the problem, there is an agreed LA Complaints Procedure that should be followed.

The parent should submit his/her complaint in writing to the Clerk to the Governors (who will acknowledge receipt of the complaint and inform the LA that a complaint has been received). If the Governing Body cannot resolve the matter, the complaint can be referred in writing to the LA who will arrange for an investigation to take place.

If you require any detailed information on the complaints procedure, full details are available on request from the school.

### Who's who in our school

Headteacher	Mrs S English	Beech
Teacher	Mrs L Rundle Miss K Rosewarne (maternity cover)	Ash
Teacher SENCo	Miss R Auton	Oak
Teacher	Mrs Kay Archer	Ash
School Secretary	Mrs E Lupton	
Teaching Assistants	Mrs S Hodges Mrs K Burnside Mrs K Parker Mrs J Every	
Cleaner/Caretaker	<i>Liz Wallis</i>	
Lunchtime Supervisors	Mrs S Hodges Mrs K Burnside Mrs K Parker Mrs J Every	

## **School Governors**

The governors maintain a general oversight of such matters as finance, school premises, staffing and the general conduct of the school. They meet at least once a term and produce a School Profile which is available to view online on the Parents Centre website. At present there are certain governors' committees which deal in more detail with specific areas of the governors' responsibilities. The current governing body consists of:

Name

Mrs S English	Headteacher
Ms R Auton	ET
Mrs W Colvin ( Chair)	DBE
Mr O Gigg	Associate governor
Mr D Clitheroe (Vice Chair)	LA
Mrs V Bell	PCC
Mr N Rixon	EP
Rev Sue Green	Ex Officio (Incumbent)
Position vacant	DBE
Mr R Pitcher	DBE
Mr J Duffield	EP
Mrs S Burton	PCC

Clerk to the                Mrs S Morley  
Governors                (Contact through the school)

\*\*     LA – Local Authority  
       PCC – Parochial Church Council  
       DBE – Diocesan Board of Education (Foundation)  
       EP – Elected Parent  
       ET – Elected Teacher