

INTRODUCTION



Welcome to Capel-le-Ferne School. I hope that your association with our school will be happy and that your child enjoys a stimulating and rewarding time here.

This prospectus is designed to explain the organisation of the school, how the curriculum is delivered and to give parents some understanding of the school philosophy. At Capel-le-Ferne we are committed to delivering a broad and balanced curriculum; to providing the best learning opportunities and learning outcomes for all children.

Our core values are to develop **Independence, Creativity and Confidence** underpinned by respect for others.

We believe that to achieve the best possible education for your child, we need to foster a close relationship between home and school. Your child benefits when parents and teachers work together and there are many ways in which you can support your child at school. I hope you will regularly visit the school, becoming acquainted with your child's teachers and will be willing to join in the school's social activities.

It is our policy to keep an open dialogue with parents, ensuring that through common involvement, interest and information, problems and difficulties for the children are minimised.

Please do not hesitate to contact us if you wish to discuss any aspect of school life and how it affects your child.

Mr D Metcalfe
Head Teacher



ADDRESS

Capel-le-Ferne Primary School
Capel Street
Capel-le-Ferne
Folkestone
Kent
CT18 7HB

TELEPHONE

Folkestone 01303 251353

FAX

Folkestone 01303 246495

Email:

office@capel-le-ferne.kent.sch.uk

Website:

www.capelprimary.org

Head Teacher:

Mr D Metcalfe

Chairman of Governors:

Mr C Andersen

Vice Chairman of Governors

Mrs M Topley

Governors Representing Parents:

Vacancy

Mr M Hale

Mrs M Topley

Mr C Andersen

Governors Representing the LEA:

Mrs S McCrystal

Governors Representing Staff:

Mrs A Todd

Co-opted Governor

Mrs N Fieldwick

Mr D Sabin

Mr D Metcalfe

Community Governors:

Mrs J Young

Clerk to the Governors:

Ms S Elliott - KCC Clerk

Area Education Officer:

Mr David Adams
Kroner House,
Eurogate Business Park, Ashford,
Kent TN24 8XU

Kent County Council, Corporate Director for Education and Young People's Services:

Mr Patrick Leeson
County Hall, Maidstone, Kent
ME14 1XX

SCHOOL STAFF**2014/15 Academic Year**

Head Teacher:	Mr D Metcalfe
Assistant Head Teacher:	Mrs S Beniston
Class Teachers:	Class 6 (Year 6) – Mrs A Todd Class 5 (Year 5) – Miss L Wire Class 4 (Year 4) – Mr R Dowling Class 3 (Year 3) – Miss J Willson Class 2 (Year 2) – Miss N Munday Class 1 (Year 1) – Miss R Allen (Maternity Cover) Class R (Year R) – Mrs E Laslett/Miss K O’Beirne Planning, Preparation and Assessment Cover – Mr N Hunnisett
Additional Educational Needs Co-ordinator:	Mrs M Hogben
Office Manager:	Mrs K Goldsack
Admin Assistant Level 2:	Mrs S Atkins
Teaching Assistants:	Mrs N Addison Mrs S Burgess Mrs B Edmunds Mrs S Greenwood Mrs K Morgan Mrs S Partridge Mrs S Rowland Mrs T Tanton Miss C Wardlaw
Learning Mentor:	Mrs J Smith
Security/Maintenance Officer Cleaners:	Mr D Potts Miss C Onions Mrs M Cairns
Gate Security Officer:	Mrs S Rowland
Mid-day Supervisors:	Mrs S Atkins Mrs M Cairns Mrs B Edmunds Mrs S Greenwood Mrs K Morgan Mrs S Partridge Mrs S Rowland Mrs T Tanton
Catering:	Whole School Meals

THE SCHOOL

Background Information

Capel-le-Ferne Primary School serves the villages of Capel-le-Ferne, Alkham and Hougham. The buildings provide very good facilities, are well equipped and set in attractive and spacious surroundings. There are seven classrooms and the school hall provides ample accommodation for daily use as a work area for physical education, games, movement and drama, and as a meeting place for the whole school for assemblies. There is a computer suite, library and the usual office and staff accommodation. The school grounds are generous and provide the children with large areas for games, with a junior size football pitch and practice areas in the winter, rounders and cricket pitches in the summer, and a surfaced play area with netball court. Other outdoor facilities include a pond and a picnic/quiet area known as the Jubilee Meadow, which the school has further plans to develop as an outdoor classroom.

Aims and Values of the School

The primary aim of the school is to create a stable, ordered and caring community, which will foster each child's intellectual, physical, aesthetic, emotional, moral and social development. We aim to provide each child with the basic skills in literacy and numeracy and to ensure, as far as possible, that a broad, balanced and relevant curriculum, which meets the needs of each individual pupil, is offered. One of our primary aims is to develop independent, creative and confident learners who will thrive in the 21st century world. We hope to develop co-operation between home and school. Also, being part of a community involves conforming to the rules that have been agreed.

We aim to foster a sense of belonging to the school community and so the wearing of school uniform is considered essential - further details can be found later in this booklet.

Safeguarding

Capel-le-Ferne Primary School staff and governors recognise that safeguarding covers more than child protection. It encompasses a range of issues that include pupil health and safety, bullying, arrangements for meeting the medical needs of children – individually and collectively – and school security.

All of our classroom staff and governors have been CRB checked.

At Capel-le-Ferne we ask parents, carers and visitors to behave responsibly by not entering our premises with weapons, substances, animals or anything that may put at risk the health, well-being and safety of children and staff.

For security reasons, we would appreciate it, if when visiting the school, that you enter via the main school office door and not through any other doors.

As well as the Safeguarding Policy itself, the following documents all contribute to safeguarding and are available on the school website: www.capelprimary.org

- E-Safety Policy
- Concerns and Complaints Policy
- Reading Policy
- Behaviour Policy
- Admissions Policy
- Calculations Policy

- Anti-bullying Policy
- Child Protection Policy
- Health & Safety Policy
- Provision for Gifted and Talented Pupils Policy
- Special Needs Policy
- Whole School Attendance Policy

Discipline

As a school we believe that all teachers have the right to teach and that all pupils have the right to learn. Therefore, disruptive behaviour is not tolerated. We operate a system of rewards and punishment based on clear rules, which we expect children to keep. We value parental support, and it is vital that school and home work in partnership to resolve behavioural issues. When a behaviour incident occurs, the school will contact the parents of the children concerned at the earliest opportunity to discuss the issue.

School Organisation

The school is designated as a Community Primary School, and as such is administered by the Kent County Council Education Department within the South Kent area. The children are organised into seven classes for their National Curriculum Year Group. Within the class organisation, children will usually be grouped in order to cater for the stage they have reached and their ability.

The Sapphire Learning Hub

The school is a member of the Sapphire Learning Hub of Schools in Dover, whose aim is to share good practice and work in partnership to continue to raise standards across the group. The other schools in our hub are River Primary School, Lydden Primary, Whitfield and Aspen School, The Colliers Vale Federation and Aycliffe Primary School.

Curriculum

Following the implementation of the Education Reform Act, all children are taught within the framework of the National Curriculum. The National Curriculum covers:

- Literacy, Numeracy, Science and Computing, PE Design Technology, Art and Design, History, Geography, Modern Foreign Languages, and Music.
- There are locally agreed arrangements for the teaching of Religious Education.
- We teach literacy and numeracy in the morning sessions

Delivering the Curriculum

- Literacy - We aim to provide a language rich environment for children in which, they are presented with a variety of language experiences and will learn to communicate effectively through the spoken, printed and written word.
- Mathematics - In maths we ensure that all children follow a broad, balanced and differentiated programme using a variety of resources. We aim to develop children's ability to make use of mathematical skills, especially mental skills, enabling them to cope with the demands of everyday life. We encourage a positive and enthusiastic attitude to mathematical activities.
- Science - Through our science curriculum we aim to give children opportunities to explore, discover and investigate the world around them, to develop enquiring minds and scientific approaches to problems, and to provide them with the necessary skills and concepts to draw their own conclusions and to learn to record their findings effectively.
- Computing- We aim to teach children the relevance of computers in our society by giving them opportunities to become familiar with a range of information technologies and by

developing the skills to use them. We hope that children will appreciate ICT as a tool for learning, communicating, finding information and for controlling and understanding the environment.

- Creative Curriculum - We follow a themed based creative curriculum during the afternoon at Capel-le-Ferne. The aim of this approach is to enhance children's learning and thinking, by providing a range of interesting topics. These topics are based on areas that the children are interested in, and the main method we use for teaching key skills in History, Geography, Art and Design, Music, Design Technology. Elements of ICT and Science can also be very effectively taught through our topics, and some excellent writing is also developed through this approach. We are currently undertaking a full review of our approaches to the Creative Curriculum with the aim of enhancing children's deeper skills for learning.
- PE – We value the role of sport and PE very highly in a child's education and employ a specialist coach to coordinate our sporting provision. We aim to introduce children to a wide variety of sporting activities, both in curriculum time and through extra curricular clubs and sports teams. It is hoped that the children will find an interest in sport that will be long lasting and rewarding.

Assessment and Pupil Tracking

The progress and well-being of every one of our pupils is of prime importance to us. We regularly check on how well the pupils are doing and respond quickly to any problems.

- 1) The child's progress is "tracked". Teachers carry out weekly and termly assessments and will put plans in place to assist any child who may be falling behind. This may be "catch up" time with a teaching assistant, reinforcement work with a teacher or a specific programme of work.
- 2) Every term the teacher will meet with the Head Teacher to discuss the progress of each pupil. They will also focus on the performance of groups of children (for example boys and girls) within the class to see whether any of these groups are outperforming others, and what action needs to be taken to address these issues.
- 3) Pupils are set targets based on the teachers' assessments. They are encouraged to refer to these regularly when working and discuss them with their teachers to help move them to the next steps.
- 4) Parents will be given a summary of progress and attainment at each parents' evening, and are welcome to make an appointment to discuss their child's progress with the class teacher at any time. Parents will also be made aware of their child's targets.

The National Curriculum Orders are available at the school should parents wish to view them. Please note that a new national curriculum comes into force on September 1st.

The Governors have agreed that a programme of sex education should be followed. The course aims to emphasise the importance of a secure, loving relationship and family life, to foster respect for self and others and to give children knowledge and understanding about how their bodies work. The School Nurse visits annually to assist staff with this work. You are able to withdraw your child from all or part of the sex education provided.

Religious Education and Collective Worship

In addition to the National Curriculum, all children receive a programme of Religious Education, which follows the Kent Agreed Syllabus. School or group assemblies take place daily where staff and children play a full part in presenting and sharing ideas. Should

parents particularly wish a child to be excluded from these activities, notification should be made in writing.

Methods of Teaching Used

According to the activity, age range and ability of the children concerned, teachers will use one of three appropriate methods. Whole class teaching will take place. On other occasions children will be grouped according to their ability and learn as a group. Individual tuition also takes place in some subjects, particularly areas of mathematical understanding and some language activities.

Homework and Target Setting

Tables and Reading

In the early years of school, daily reading, along with basic number understanding will be the absolute priority for homework. We ask that parents spend at least ten minutes each evening helping to develop their child's reading, by listening to them read and discussing the text. We would also like children to know all their multiplication tables by the end of year 4, and your support with these two crucial areas is vital. Please ask your child's class teacher or the Head Teacher for how you can help in these areas if unsure.

Children may often be asked to learn spellings or number facts as part of the normal class routine and most children will regularly bring home reading books. Children may be able to take home tasks, which could usefully be completed outside school hours. Children may also be asked to bring home any uncompleted work. Since they are also able to bring home school library books, they should have a waterproof bag or carrier. Because homework is used to reinforce important areas of learning, pupils who do not complete their homework in the allotted time, will be expected to finish it at break or lunchtime.

Children with Special Educational Needs

As a school we are aware that each child has an individual range of abilities and rates of progress in each area of work to which they are introduced. Children with special aptitudes or learning difficulties will in the first instance be catered for by ability grouping within each class, and be given suitable learning materials and teaching. A member of staff co-ordinates the provision of work for children who have special needs throughout the school. We liaise with the Learning and Behaviour Support Services and children with difficulties may be given specialist help if appropriate.

The Educational Psychologist may be asked to make assessments of certain children who may need an Education and Healthcare Plan. This states what is needed for the child in terms of extra resources and specialist tuition.

Arrangements for disabled pupils

Parents of disabled children are asked to give the Head Teacher details of the disability as soon as they are offered a place at the school. The Head Teacher will arrange a meeting at a mutually convenient time to discuss the ways in which the child's disability might hinder him or her from taking a full part in the life of the school and the ways in which such difficulties will be overcome. The Head Teacher will then make any arrangements necessary to enable the child to participate fully in all lessons and activities. These arrangements may include briefing staff, obtaining special equipment, making minor

adaptations to the building, rearranging classroom furniture and/or employing support staff. These may take time to put into place and may require advice and assistance from the local Area Education Officers or specialist agencies, so parents are urged to see the Head Teacher as soon as possible in order that everything can be ready for the child's first day at school.

Extra Curricular Activities

We offer a range of activities, which are organised in addition to those that take place as part of the normal school day. These extra activities can include: Football, badminton, Growing Club, art/craft, knitting, ICT, rugby, table tennis, athletics, gymnastics and cricket. We value sport very highly, and the school participates regularly in inter-schools competitions. Teachers from "Music for Schools" offer lessons in various orchestral instruments, details on request. Where a child wishes to take part in an activity after school, the written permission of parents is requested. Parents and children are asked to show full commitment to the club, and to ensure that any child allocated a place will attend each session, unless there is good reason not to. If a child is unable to attend a club the parent should notify the school in writing.

What should I do if I am not happy with something going on at school?

In the first instance, it is best to discuss the problem or difficulty with your child's class teacher. Many niggles or misunderstandings can be resolved at this stage. If there is still no satisfactory conclusion, then please discuss the complaint with the Head Teacher. Most concerns can be dealt with in this way. You may wish to record your complaint formally in writing at this stage. If this is the case, then the Head Teacher will inform the Chairman of Governors that an official complaint has been made and is under investigation. If after the Head Teacher's investigation and response to you, you are still dissatisfied, the complaint can be referred to a panel of the Governing Body. Beyond that, it is possible to have the issue referred to the Local Education Authority and the Secretary of State for Education.

A copy of our complaints procedure is available on the school website.

Admissions

In line with County policy we aim to offer every child 18 terms infant education. Therefore, for the academic year 2014/2015, places will be offered from September. Your child is not legally required to start school until the beginning of the term after their fifth birthday.

Prospective parents are invited to see the school in action, by prior arrangement with the Head Teacher. Parents who wish their child to be admitted to the school will be asked to complete an admission form and to produce a birth certificate, along with proof of the child's and parents address. This can be the child's NHS medical card or letter from a medical centre, hospital or GP, a letter from the child's nursery or playgroup or a bank statement or a savings account in the child's name. Alternatively Child Tax and Working Tax Credit letter (TC602) or child benefit letter, to show proof of parents' and pupil address. Parental address verification can be a utility bill and bank or credit card statement (with personal financial details blacked out). Documents should not be more than three months old (depending on circumstances) and preferably show that the child was resident at the time that the parent had signed the application when applying for a school place.

Arrangements are normally made for a visit to the reception class for children during the term preceding entry.

The teaching in the foundation stage (reception year) will be through the Early Years Foundation Stage activities initially, working towards the Early Learning Goals. As they progress, more emphasis will be placed on formal teaching methods and working at a table. There will be opportunities for constructive play, sand and water play, a home corner with shop and dressing up facilities for role-play. By the end of the year, children will be well prepared for the onset of the National Curriculum.

Secondary Allocation

Children normally begin their courses in secondary education in the September following their eleventh birthday. Primary schools maintain records of children's progress throughout their school career and during the end of Year 5 and 6 there is a process of consultation between parents, the Head Teacher and class teacher. All parents are invited to a personal interview with the Head when a preferred type of school is discussed.

Full details of this procedure are given in the online booklet "Admission to Secondary School in Kent", which can be viewed online at <http://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places>

School Meals

Children have the choice of a school meal cooked on site by staff appointed by Whole School Meals or they may bring a packed lunch from home. The lunch should be in a clearly labelled box please. No glass containers should be brought to school. The cook provides healthy, well-balanced meals – menus are available on request. Water is provided, but warm drinks may be brought in an all-plastic flask of the type that is now generally available. If a child wishes to change from school meals to packed lunches, or vice versa, please let the school office know by giving at least 10 days notice in writing.

Dinner money

The Office Staff will deal with all dinner money. To help with the administration and accounting of all dinner money we would appreciate it if the following points are noted:

- Dinner money to be brought to school on the first day of any school week, on a Monday - occasionally after a holiday it should be brought in on the first day back in school.
- The current charge is £2.30 per child, per day. Payment Methods: by either cash (sent into school with child's name, class and amount enclosed on the envelope), or cheques (made payable to Kent County Council).
- Parents receiving Income Support or Job-Seekers Allowance may claim free meals. Information and forms are available from the school office.

Water in School

The school has a policy, based on a worldwide research, on children being able to drink water throughout the day. A practice that is central to the effectiveness of this policy is that every child should bring a NAMED 500ml plastic bottle filled with water each day. *No squash, flavoured water or juice, unless it is part of your child's packed lunch.* The children are then able to drink regularly and avoid dehydration. The school has a water machine that dispenses cooled and filtered mains water and the children can top up their bottles from this. Drinking water regularly has been shown to have marked benefits on a child's ability to concentrate and learn.

Additional foods: sweets etc.

Sweets, crisps, biscuits and chocolate bars should not be brought to school, except to be eaten as part of a packed lunch. At present, all children in Key Stage One are provided with a piece of fruit as an ongoing scheme to encourage healthy eating.

Please ensure children eat a nutritious breakfast before they come to school, as they will concentrate much better!

Medicines in school

Please note that the school is currently reviewing its procedures for September in line with the recent publication of national guidance from government on management of health conditions at school.

Children needing to take a dose of medicine in school time should have this administered by their parent. Where long-term administration of medicine is needed during school hours and parents are unable to attend to administer, then consideration to the individual case may be given. In such cases, a "Request Form for Medication to be administered by a member of Staff" will need to be completed and handed to the Office staff. Medicines are to be brought in to school and collected by the parent, not the child. These medicines should be in a container or bottle clearly marked with the child's name and dosage instructions.

Illness at School

There are members of staff in school who are qualified to provide first aid treatment for pupils. Parents may be contacted to take the child home or to a doctor. If we are unable to contact a parent, relative or emergency contact, a senior member of staff will take the child to hospital. It is essential therefore, the school keeps up to date records of emergency telephone numbers. Please ensure you notify the office of any contact telephone number and address changes. If a child has been suffering from a sickness bug, we ask that the parent keeps the child at home for at least 48 hours following the last symptoms to help prevent the infection from spreading.

Uniform

The Governors and the staff and indeed parents, consider the wearing of school uniform to be desirable and it would be appreciated if your child could wear the uniform of green and grey. Boys wear a white shirt, and green jumper/sweatshirt with grey trousers. Girls wear a white blouse or short-sleeved polo shirt, green jumper/sweatshirt or cardigan and grey skirt or dress. Summer dresses are in green/white check. A school embroidered sweatshirt, coat, fleece, shorts, hats, PE/Swim bag and Book Bag are available to purchase from Channel Uniforms: www.channeluniforms.co.uk . Shop 1, Radnor Chambers, Cheriton Place, Folkestone CT20 2BB. Opening hours: Monday (Closed), Tuesday to Friday 9.30am - 5.00pm and Saturday 10.00am - 4.00pm. Tel: 01303 487075 or 01303 847185. E-mail: channeluniforms@live.co.uk

For gymnastics and movement each child should work in bare feet, or plimsolls for indoor work. These should preferably be of the slip on type for younger children. Children will also need trainers for work on the field and playground, a pair of bottle green shorts, a white tee shirt and a drawstring bag in which to keep belongings.

Each item of clothing and property should be clearly marked with the child's name.

Please ensure that long or shoulder length hair should be tied up.

Personal Property

Please do not allow your child to bring expensive toys, collection cards, jewellery or money in excess of immediate needs, to school. Watches may be worn but the school cannot be responsible for their safety. All personal property is brought to school at your own risk. We do ask that if earrings must be worn, that they be of the stud type only please. **For reasons of safety these must be removed for P E lessons.** Please refrain from having your child's ears pierced until the **beginning of the summer holiday**, to avoid them having to miss PE lessons.

The County Council cannot accept responsibility for loss or damage to the personal property of pupils.

Parents and School

We seek to establish a sound, friendly yet professional working relationship between home and school in which parents and teachers can feel able to discuss frankly each child's progress, and build a partnership in order to maximise learning.

With this in mind, termly consultation evenings are held to enable parents to discuss their children's progress with the class teachers and where necessary, with the Head Teacher. However, parents are welcome to make appointments to discuss specific matters with their child's teacher whenever the need arises. The Head Teacher is also available to discuss any matters relating to the academic or social welfare of pupils.

The teaching staff would be pleased to hear of any particular circumstances, which may affect children's well being from time to time. We hope that parents will feel able to discuss with the school any matter, which concerns the progress, behaviour or happiness of their child.

Parents are informed about general activities in school through a newsletter issued at least twice a term on the school website. Hard copy Newsletters are available from the office for parents without access to the internet. Copies of the Newsletter are displayed round the school and are visible from the playground.

Reports

Towards the end of Term 6, class teachers give a written report on each child's progress. There is an opportunity to discuss this report at the annual open evening or by private appointment.

The Parents' and Friends' Association

Every parent is automatically a member of this Association and eligible to serve on the committee which is elected at the Annual General Meeting each September. We are grateful for the practical assistance received from parents and friends through fund raising and provision of additional equipment. Notice of meetings and events are in newsletters.

Parents as Governors

From September 2013, following a change to the governing body's constitution, 2 elected parents will serve on the Governing Body. The Parent Governors can help the Governing Body keep in touch with the views of parents and offer a parental viewpoint at the meetings of the Governing Body. Their term of office lasts for four years.

The Education Act 2005 includes a requirement for the governing bodies of all maintained schools in England to prepare and publish a school profile annually. The profile is a mechanism for schools to communicate with parents about the school's progress, priorities and performance. The profile is intended to be a new and more effective way of conveying key information to all parents.

Parents as Helpers

Parents help in school in many different ways. Teachers may ask for help with practical activities, listening to children reading, assisting in the library or with travel arrangements for sporting activities. Volunteers can be subject to the necessary Disclosure and Barring Service checks (previously CRB checks). We greatly appreciate the time given by those who offer their time to help.

Charging Policy

The school cannot by law make a charge for activities and visits that take place in school time and contribute to the school curriculum. For certain activities the school may ask for a financial contribution from parents to meet the costs. However, the school reserves the right to cancel or postpone an activity if insufficient funds have been raised. Please see the school's charging policy for more details.

Safety

Inconsiderate parking of cars outside the school entrance can cause potential road accident situations. Please park away from the school entrance and walk to the gate when delivering your child and do not use the entrance to the school as a turning circle. **Parking or waiting is not allowed on the yellow zig-zag lines, or blocking drives of local residents in Capel Street.**

Parents are also requested *not* to bring dogs into the school premises or grounds, with the exception of guide dogs.

For reasons of Health and Safety, we ask that parents drop their children at the school gate, no earlier than 8.35am. Parents of children in years 1-6, should not stand on the playground before school, as we have limited space and the children are supervised by school staff. Parents of reception children are permitted to bring their children into school, as these children may require more reassurance and supervision. Any messages can be given to the office staff or member of staff on duty at the gate.

Arrangements for collection at the end of the day

Parents will be asked at the start of each year to fill out a form indicating how their child will normally leave school at 3pm each day, (e.g. collected by parent/walking bus/school bus.) Any *permanent changes* to this routine *should be notified in writing* to the school office. In the event of a temporary change to the child's collection arrangements, for example for that day only, then parents should notify the school office as soon as possible by telephone before 12noon, or in a letter addressed to the office, but not via email.

Walking Bus

We operate a school walking bus which is popular with the children who use it. It is helping to give children a healthy start and end to the school day, and is part of our role in the community. Importantly, it helps to reduce congestion around the school entrance and provides an option for parents who may have to drive to Capel, or for those who live in the village and want their children to have a safe walk to school. Children are collected from the Village Hall at 8.30am and accompanied to school by a designated member of staff and volunteer helpers. At the end of the school day, children are escorted back to the Village

Hall for 3.20pm. Should you wish your child to join the walking bus, an application form is downloadable from the school website or available from the school office.

School Hours, Holidays and Absence

Mornings	8.45am - 12.00 noon
Afternoons	1.00pm - 3.00pm

A break of 15 minutes is taken during the morning session, ensuring a teaching time of 23½ hours per week for junior children. Infant children also have a 10 minute break each afternoon.

Parents are requested to send their children to school so that they arrive no earlier than ten minutes before each session. From 8.35am, children arrive at school and should go straight to their class, where their class teacher will be on duty. They should not stay in the playground after arriving. Parents of younger children who wish to accompany their child to the door may do so. There will be a senior member of staff on duty between these times on the playground, to ensure children get safely to their classes and our Gate Safety Officer is on duty at the school gate.

Children are sent to school earlier at parents' own risk. Children who arrive late should go to the school office. Persistent lateness will be noted and followed up.

Messages relating to appointments or other issues should be given to the office, rather than the class teacher.

Whenever a pupil is absent, a telephone call to the school office on the first day of absence should be made and also a dated note of explanation should be brought on return to school. If a child is going to be absent in the morning but will be returning to school for a mid-day meal, a telephone call to the School Office before 9.30am, would be appreciated so that a school meal may be saved.

If at all possible, dental and other appointments should be made after school. When the necessity arises for children to be withdrawn during the day for an appointment, please contact the school in advance. In such cases parents should normally arrange to collect children directly from school.

At times of minor ailments, a child may be excused physical education and games, and if necessary remain indoors during playtime, if a note is sent to school.

Schools **no longer have the power to grant leave of absence for family holidays in term time**. From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent for a valid reason.

Please refer to the 'A Whole School Policy for Attendance' available on the school website.

Important Notes:

The attached calendar covers 195 days in each school year. Each school decides which 190 days within that period, children must attend. Five days will be non-contact days for teachers, when school will be closed for pupils.

When the Easter weekend falls before or after the two-week break at the beginning of April, Good Friday and Easter Monday will always be holiday days, and schools will not open. This happens approximately every five years.

SCHOOL TERM DATES FOR YOUR INFORMATION

Staff Development Days - when the school will be closed to pupils

Wednesday 3 September 2014
Thursday 4 September 2014
Friday 5 September 2014
Friday 24 October 2014
Monday 12 January 2015

<u>2014-2015</u> Standard School Year based on 6 Terms (with additional INSET days) <u>For Approval</u>	Term	
	1	03/09/14 to 24/10/14
	2	03/11/14 to 19/12/14
	3	05/01/15 to 13/02/15
	4	23/02/15 to 01/04/15
	5	20/04/15 to 22/05/15
	6	01/06/15 to 24/07/15
<u>2015-2016</u> Standard School Year based on 6 Terms (with additional INSET days) <u>For Approval</u>	Term	
	1	03/09/15 to 23/10/15
	2	02/11/15 to 18/12/15
	3	04/01/16 to 12/02/16
	4	22/02/16 to 24/03/16
	5	11/04/16 to 27/05/16
	6	06/06/16 to 22/07/16