

Welcome to



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The aim of this brochure is to provide you with key information about the life and work of our Church of England village primary school. The School joined the Peterborough Diocese Educational Trust in February 2015. May I encourage you to visit the school and experience the atmosphere and activity of our thriving and friendly learning community.

We are a small village primary school with a strong sense of family underpinned by the Christian ethos which characterises our voluntary controlled church status. Our success as a school relies on the flourishing partnership between staff, governors, parents and friends as, together, we strive to ensure the best possible experience for the children in this school.

Prospective parents are very welcome to visit the school by appointment.

Rebecca Osborne
Executive Head Teacher



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Our School Values



Kindness

We think of others and treat them how we would like to be treated
Matthew 7:12 So in everything, do to others what you would have them do to you.

Respect

We value everyone and everything
Titus 2:7 In everything set them an example by doing what is good.

Responsibility

We take ownership of our actions
Galatians 6:4-5 Each one should test their own actions. Then they can take pride in themselves alone, without comparing themselves to someone else, for each one should carry their own load.

Honesty

We tell the truth
2 Corinthians 8:21 For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.

Perseverance

We never give up
Revelations 2:19 I know your deeds, your love and faith, your service and perseverance, and that you are now doing more than you did at first.

Love

We show care towards each other
1 John 3:18 Dear children, let us not love with words or speech but with actions and in truth.

Forgiveness

We learn from our mistakes and we do not remember wrongs
Ephesians 4:32 Be kind and compassionate to one another, forgive each other, just as in Christ God forgave you.

The School and its Community

Milton Parochial Primary School has served the local community for over 150 years. We are a Church of England Voluntary Controlled school situated in the attractive and established village of Milton Malsor, just south of Northampton. The school is an academy and is a member of the Peterborough Diocese Education Trust. Our school provides a happy and friendly environment with a very committed staff and high expectations.

The school can accommodate up to 105 pupils who come mainly from the village and the nearby West and East Hunsbury developments. The school has naturally changed and developed, most significantly during more recent years, with extensions to the original Victorian building, providing additional teaching space, a library, and hall. The school is fortunate to benefit from extensive grounds which comprise a large field with an adventure playground and trim trail, two hard surface play areas including a covered area and a garden.

The school seeks to work in close partnership with parents, the Church of the Holy Cross in the village and the community. The village itself provides a rich and stimulating resource for supporting pupils' learning across the curriculum. The school has its own section within the Milton Malsor Historical Society website. Children are regularly involved in community projects including entertaining elderly people, keeping the village free of litter and monitoring road safety.

Campion School Cluster

The School forms part of the Campion Cluster and staff meet regularly to discuss issues related to continuity and progression and to ensure a smooth transition to secondary education at the age of 11.

The group also works together on special projects, initiatives and activities including:

- ◆ Sports Tournaments
- ◆ Gifted and Talented Days
- ◆ Language Projects

Members of the cluster -

Bliss Charity Primary

Brington Primary

Bugbrooke Primary

Campion Secondary

Flore C of E Primary

Gayton C of E Primary

Harpole VC Primary

Kislingbury Primary

Milton Parochial Primary

Pattishall C of E Primary

Rothersthorpe C of E Primary

Upton Meadows Primary School

PDET Cluster Schools

Members of our PDET academy cluster

Collingtree Primary

Kislingbury Primary

Milton Parochial Primary

St Luke's Primary

St James' Primary

Same as with Campion Cluster schools, our group works together on projects and activities including:

- RE
- Sports Tournaments
- Gifted and Talented Days

Home / School Agreement

The Home /School Agreement is an important document that benefits both teaching and learning.

Parents, pupils and teachers read the agreement and sign it as a commitment to working in partnership.

The agreement is issued when your child begins school for the first time and is renewed at the start of Key Stage 2.

Friends of Milton School

The Friends of Milton School are a registered charity number 1104785. The Friends Committee is an enthusiastic and committed group of parents who seek to encourage all parents to contribute to the life of the school. The Friends Committee not only supports the school by raising substantial funds to help finance school projects, but also organises a whole range of social functions which are intended to help strengthen the bond between parents and school. These include quizzes, discos, fetes and auctions.

The Friends are always happy to welcome new members and can be contacted via the school.

Parent Partnership

Parents are kept involved with what is happening in school through regular newsletters as well as the School website:

www.milton.northants.sch.uk

Specific information about the children's learning is provided through the termly Curriculum newsletter.

Visits and Admissions to the School

Milton Parochial Primary School caters for children from 4 to 11 years. Parents are warmly invited to visit Milton Parochial Primary School by appointment with the Head Teacher. The school has an admission number of 15 pupils per year group.

Admission is in accordance with the County Council criteria. Following the allocation of places to children who have a statement of Special Educational Needs which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order.

- i) Children in public care
- ii) Children who live in the village of Milton Malsor
- iii) Children who have brothers and sisters continuing at the school at the time of admission
- iv) Other pupils

If the admission number is exceeded within criteria iii) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school.

In the event of a place not being available for your child, parents who wish to appeal or require further information should write to:

The Appeals Administrator
Diocesan Board of Education
Bouverie Court
6 The Lakes
Bedford Road
Northampton NN4 7 YD

Email: Education@peterborough-diocese.org.uk Tel: 01604 887006

Starting School in the Reception Year

In order to make the transition from home to school as smooth as possible, we have thorough pre-school procedures which include:

- ◆ Class teacher receives information from your child's pre-school setting
- ◆ Class teacher visits each child at home (with parental agreement)
- ◆ Induction visits to the school so your child can become familiar with the school and their new teacher
- ◆ An information and workshop evening for parents of reception age children
- ◆ A 'Welcome to School' pack of information including a booklet for children to complete before entry
- ◆ A 'Parents' Play Day' each term for you and your child.

All Reception children attend part-time initially, becoming full time at an agreed date during the first half-term. Before this date they will be invited to stay for lunch and become familiar with the lunchtime routine.

School Organisation

There are seven year groups within the school which are organised into three distinct age related stages:

Foundation Stage

Reception Year: Age 4-5 years

Key Stage 1

Years 1 and 2: Age 5-7 years

Key Stage 2

Years 3 to 6: Age 7-11 years

There are four mixed age and ability classes as follows:

Delapre Class - Reception and Y1

Irchester Class - Y2

Stanwick Class - Y3 and Y4

Brixworth Class - Y5 and Y6



The School Day / Teaching Time

Children may come into their classrooms from 8.45am

Please remember that the school day begins at 8.55am. The registration bell will be rung at 8.55am and all pupils should be in their classrooms by this time.

Morning Sessions		Afternoon Sessions	
8.55am -9.00am	Registration	1.10pm -1.15pm	Registration
9.00am -10.30am	Session 1	1.15pm -2.45pm	Session 3
10.30am -10.45am	Break time	2.45pm -3.00pm	Break time (KS1)
10.45am -12.00pm (KS1) 12.15pm (KS2)	Session 2	3.00pm -3.30pm	Session 4
12.00/12.15 -1.10pm	Lunchtime		



School Curriculum Statement

We aim to provide a broad and balanced curriculum which includes entitlement for all pupils to the National Curriculum, Religious Education and Personal, Social and Health Education in Key Stage 1 and 2, the Foundation Stage Curriculum in the Reception Year and the school agreed wider curriculum provision. We aim to promote each pupil's spiritual, moral, social and cultural development and to help prepare pupils for the opportunities, responsibilities and experiences of life.

The curriculum is underpinned by clearly defined policies and schemes of work for all subjects. Wherever possible, cross curricular links are identified, enabling children to make connections and transfer knowledge, skills and understanding in different contexts. We use a variety of approaches to learning and teaching including whole class teaching, group and individual teaching. Pupils are encouraged to work independently and co-operatively in pairs and in small groups. Teachers work closely together to ensure continuity and progression from year to year. We believe that learning should be interesting and fun. We aim to personalise learning in a variety of ways to suit the specific needs and learning styles of all our pupils.

The National Curriculum - Core Subjects

Milton Parochial Primary School follows the new National Curriculum 2014.

The English curriculum focuses on progress and attainment in:

- ◆ Speaking and Listening
- ◆ Reading
- ◆ Writing

The Mathematics curriculum focuses on progress and attainment in:

- ◆ Using and Applying Mathematics
- ◆ Number and Algebra
- ◆ Shape and Space
- ◆ Handling Data

The Science Curriculum focuses progress and attainment in:

- ◆ Life Processes
- ◆ Materials and their Properties
- ◆ Physical Processes

Science stimulates and excites pupils' curiosity about phenomena and events in the world around them. Through exploring the world of science the children are taught to develop their investigative skills by planning investigations and obtaining, presenting and evaluating evidence.

Computing as a skill is very important to us at Milton. The Computing curriculum incorporates a range of technology, digital cameras, programmable toys, digital video, internet as well as interactive whiteboards and networked computers throughout the school.

Computing focuses on progress and attainment in:

- ◆ Finding things out
- ◆ Developing ideas and making things happen
- ◆ Exchanging and sharing information
- ◆ Reviewing, modifying and evaluating work as it happens.

Children also have access to a range of desktop PCs, laptops and tablets. Computing is a powerful tool which is developed as a subject in its own right and used to support and enhance teaching and learning across the whole curriculum. Each classroom is equipped with a projector and interactive whiteboard.



The National Curriculum - Foundation Subjects

The foundation subjects are taught through units of work or topics planned over a two year cycle, to ensure continuity and progression in teaching and learning from year to year. Wherever possible, first hand experiences are planned, through visits and visitors to help bring the learning to life.

History & Geography

In History the children develop their knowledge, understanding and skills of chronology and significant events, people and changes in the past. The children learn that the past is represented in different ways and how to find out about the past from an appropriate range of sources of information. The children are encouraged to ask and answer questions and organise and communicate their findings in a variety of ways. The breadth of study includes local, British, European and world wide history.

The Geography curriculum enables the children to study the local environment, in particular the village of Milton Malsor, a locality in the United Kingdom and a locality in an economically developing country. The children develop their geographical knowledge, understanding and skills through practical field work and the use of class based sources of information.

Art, Design & Technology

Design and Technology aims to develop both practical and creative skills. This subject combines elements of art and craft, science and technology and challenges the children to find a solution to a design problem. Children are taught a range of skills through focused practical tasks which are then put to use in a variety of 'Design and Make' assignments including puppets, sandwiches, fairground rides and wheeled vehicles.

Art and design work aims to stimulate creativity and imagination. Pupils use colour, form, texture, pattern and different materials and processes to communicate what they see, feel and think. Pupils are encouraged to identify different kinds of art through the work of artists, craftspeople and designers in contemporary life, and in different times and cultures. We believe the stimulation of an aesthetically pleasing environment for learning encourages children to value their own work and the work of others.

Physical Education

Physical Education develops pupils' physical competence and confidence. The PE curriculum provides opportunities for pupils to be creative, competitive and to face up to different challenges as individuals and in groups and teams. The curriculum aims to promote positive attitudes towards active and healthy lifestyles through the provision of gymnastics, dance, games and the school regularly take part in both Champion and national sporting tournaments, initiatives and athletic activities. We also offer an extensive high quality 5 year swimming programme to all children from year 2 onwards.

The PE curriculum is enriched through the provision of additional activities which include after school clubs and visits from outside sporting professionals, such as members of the Northampton Football, Rugby and Cricket. Other outdoor and adventurous activities are provided for through the Key Stage 2 one day off-site activities and two residential experiences in Key Stage 2.

Music and Drama

The music curriculum aims to develop pupils' ability to listen and appreciate a wide variety of music and encourages active involvement in performing and creating music, both individually and in groups. We believe that music plays an important role in the spiritual and emotional development of young minds and each day, through our acts of collective worship and assemblies, children listen to a variety of musical styles and take part in communal singing.

The music curriculum is enriched through the provision of extra curricular activities including the school choir and band. We also enjoy performances from visiting professional musicians and peripatetic music teachers provide opportunities of instrumental tuition in strings, woodwind and guitar. Peripatetic music lessons take place during the school day and incur an extra charge.

We believe that drama is a powerful tool for supporting and enriching learning across the curriculum. Planned drama activities teach drama skills and conventions which children use to explore issues and solve problems together, in a safe and supportive environment. Through drama we aim to develop self expression and the ability to empathise with the thoughts and feelings of others.



Personal, social and Health Education (PSHE) and Citizenship

Personal, social and health education and citizenship help to give the pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens, which is taught through our JIGSAW scheme of work.

Year 5 pupils follow a course in 'Drug Education' and Year 6 Pupils are involved in our 'Sex and Relationships' programme of study. Parents wishing to exercise their right to withdraw their child from the Sex Education Programme should contact the Head Teacher. Parents are kept fully informed of these aspects of the curriculum. The curriculum is supported by the provision of regular 'Circle Time' and the School Council.

Circle Time meetings in each class promote self-esteem, self discipline and responsibility towards others. The School Council is a representative group of pupils from each year group, guided and advised by a member of the teaching staff. The School Council meets regularly to discuss and present ideas and suggestions which the pupils feel would benefit the school. Circle Time and School Council suggestions have resulted in improvements to the school such as the achievement system, the toilet facilities and mid-morning snacks. The School Council works closely with the Parish Council on such issues as road safety and village play amenities.

The Foundation Stage Curriculum in the Reception Year

The Early Years Foundation Stage encompasses all children in educational settings from birth to five. It is based around four themes:

- ◆ *A Unique Child*: every child is a competent learner from birth.
- ◆ *Positive Relationships*: children learn to be strong and independent from a base of secure relationships with adults.
- ◆ *Enabling Environments*: the environment plays a key role in extending children's development and learning.
- ◆ *Learning and Development*: children develop and learn in different ways and at different rates and all areas of learning and development are equally important.

The Foundation Stage curriculum is organised into seven areas of learning:

- ◆ Personal, Social & Emotional Development
- ◆ Communication and Language
- ◆ Physical Development
- ◆ Literacy
- ◆ Mathematics
- ◆ Understanding the World
- ◆ Expressive Arts and Design

Learning takes place in both the indoor and outdoor classrooms. The learning environment provides activities that are active, practical, engaging and fun. Parents are their child's first educators and we build on the skills and knowledge that your child has already developed at home and in their pre-school setting.

The 'Welcome to School' booklet provides detailed information for parents of children starting in Year R and is available as part of the induction pack.



Home Learning

We aim for work to be manageable for children, parents and teachers. In a packed primary school curriculum the children work hard all day in school and are naturally tired at the end of the day, particularly in the Early Years. It is important to remember that the precise amount of time spent on work at home is much less important than the quality of the work completed.

Tasks are designed to support the learning that takes place in school and emphasis is placed on Literacy and Numeracy. Activities may range from bringing in items from home and finding things out to completing more formal written tasks. Regular homework includes reading, spelling and learning number facts. In Key Stage 2 pupils have a "Planner" where children are encouraged to keep a diary of their learning and record topics of personal interest and to use the planner to assist them with developing their own organisational skills.

At the beginning of each term a Curriculum newsletter provides parents with information about what their child will be learning during the term. All newsletters are sent via email to a nominated parent email address.



Pupil Progress and Assessment

We believe that the core purpose of assessment is to raise standards, not merely to measure them. Promoting and improving children's learning is a principal aim of Milton Primary School and staff are continually assessing children's learning, using a variety of techniques and tools, from simple questioning to more formal written tests.

There are three statutory assessments that schools have to use. These are the Foundation Stage Profile, KS1 Teacher Assessment and KS2 SATS in year 6. Parents are invited to attend an information evening to find out about the purpose, content and administration of these statutory tests. Information about the school's annual performance in these tests can be found in on the school website.

There are formal occasions during the school year when 'Parents Evenings' are held. During their consultation parents have the opportunity to meet with the teacher to discuss their child's progress. Other parent workshops are also held during the year. Parents are, of course, welcome to make appointments, at any time, to see their child's teacher, if they wish, to discuss any aspect of their child's progress. The class teacher has pastoral responsibility for your child and it is important that you discuss with them any concerns or worries you may have regarding your child's general wellbeing in school.

All pupils in Years 1-6 take home an interim report in the spring term and an 'Annual Report' at the end of each academic year detailing information on progress and attainment in all aspects of National Curriculum and other aspects of the school curriculum. Parents of children in the Reception Year will receive a similar report based on attainment and progress in the Foundation Stage Curriculum. Parents have an opportunity to discuss their child's report, if they wish, by appointment with the child's class teacher.

Equal Opportunities

At Milton Primary School we are committed to equality of opportunity within which all adults and children can realise their potential and make maximum contribution to the school and wider community. These principles are expressed in all school policies so that equality of opportunity should be experienced by everyone.

Multicultural Education & Racial Harmony

We believe that children need to develop an racial society in which we live. We aim to promote racial harmony through creating a positive atmosphere, where there is a shared commitment to value diversity and respect difference. Multicultural education is supported through opportunities such as visitors from other cultures e.g. artists in residence and through the use of quality resources which reflect and promote our multi-racial society.

Collective Worship

Collective Worship (or 'Assembly' as the children call it) has a central position in our Church school and aims to convey Christian understanding and belief in a relevant and joyful style.

Our Collective Worship Policy reflects the expectations of the Peterborough Diocese. Collective Worship is held daily, as a whole school. Children are encouraged to see assembly as a special time in the day. On occasions collective worship is held in the village Church. Collective Worship is carefully planned through half termly themes which provide valuable opportunities for spiritual, cultural, moral and social development.

We aim to provide high quality worship which is stimulating and enjoyable for all participants. Worship sessions include opportunities for using simple liturgy, sharing experiences, singing, prayer and quiet reflection. Our worship times are enhanced by regular visits from representatives from the local churches and the Diocese.

Parents are entitled to withdraw their children from Collective Worship and should contact the Head Teacher if they wish to exercise this right.

Religious Education

Religious Education is a statutory requirement in the curriculum for all schools. At Milton Primary School the RE curriculum follows the Agreed Syllabus for Northamptonshire.

The RE curriculum enables the children to develop their knowledge and understanding of the main features and teachings of Christianity and other principal religions and starts the children on their own spiritual journey through life.

The curriculum is supported and enriched by visits to places of worship such as Holy Cross Church in Milton Malsor. Representatives of different faith groups are also invited into school to deepen the children's understanding of the lives of believers within other faiths and traditions.

Children in Year 5 have the opportunity to explore their own spiritual 'Lifepath' with churches and schools from around the region.

Parents are entitled to withdraw their children from Religious Education and should contact the Head Teacher if they wish to exercise this right.



Enriching the Curriculum

Clubs

Although Milton is a small school we offer a wide range of clubs and activities open to the children during the course of the school year. Clubs are organised by members of staff and parent volunteers. Some of the clubs are seasonal while others continue throughout the year. Clubs and activities may include: basketball, football, netball, cricket, rounder's, choir, drama, crafts, dance, and band. Full details of current clubs are available on request.

Additional Activities

Children in Key Stage 2 have the opportunity to participate in activities as part of the Citizenship curriculum. Year 5 courses in Safe Cycling and Personal Safety are provided. All the children are involved in presentations for parents. Each year two Junior Road Safety Officers are appointed whose role is to encourage road safety in our school. First Aid training takes place in Key Stage 2.

School Visits and Residential Experiences

We are keen to enrich the curriculum by offering first hand opportunities for learning wherever possible. Each year classes are involved in a variety of visits to support their learning in different areas of the curriculum. Our school minibus is used weekly. These experiences vary from year to year have included: Black Country Museum, Holdenby House, Stibbington Park, The Frontier Centre, local theatres and Sywell Country Park as well as the village of Milton Malsor and Holy Cross Church.

Residential experiences are offered to Key Stage 2 pupils. In previous years, children in Year 3 and 4 have taken part in a local one night residential visit whilst those in Year 5 and 6 have spent four days at Hilltop Outdoor Centre in Norfolk.



Special Educational Needs, Gifted and Talented and Inclusion

The school supports the principles, practices and procedures of the Statutory Code of Practice under the terms of the Special Educational Needs and Disability Act 2014. We are committed to providing a broad, balanced and relevant curriculum that is appropriate to the individual pupil. A pupil with special needs may be any child who has a barrier to learning whether emotional, behavioural or physical. These difficulties may be of a long or short-term nature and may require extra provision within the school to facilitate the child's access to a broadly based curriculum.

At Milton Primary School we aim to provide an inclusive curriculum and ensure that the teaching and learning, achievements, attitudes and well-being of every pupil with special educational needs matter. Children regularly take part in gifted and talented days with others in the Champion Cluster.

Behaviour and Discipline

The school has a clear, consistent and positive approach to behaviour management based on our school values of:

Kindness, Honesty, Respect, Responsibility, Perseverance, underpinned by
Love and Forgiveness

At Milton Primary School we believe that the most effective form of discipline is 'self discipline' and through our approach we aim to enable all the children to make the correct choices about how to behave appropriately. If children choose to behave inappropriately there are agreed consequences to remind the children of our expectations. On the rare occasion of a serious infringement of the rules, parents are contacted by the Head Teacher and appropriate action is taken.

Achievements System

Children's achievements are recognised and rewarded in a variety of ways from verbal praise to the award of special certificates.

The children are organised into four teams - Red, Blue, Green and Yellow. Each child from Year 1 to Year 6 has a personal 'Values Credit Card' and works toward gaining personal credits leading towards a bronze, silver or gold certificate of achievement. When a child gains a personal credit they also gain a credit for their team.

The achievements of children in the Reception Year are rewarded in a variety of ways appropriate to their stage of development. Postcards will be sent home to parents of children who have made special efforts on achievements. For exceptional service to the school, the children can gain a Head Teacher's Award.

Every Friday we hold an Achievements Assembly where children are encouraged to share certificates etc. that they have gained out of school. Parents are invited to join us for this weekly event.

School Uniform and PE Kit

Our school colour is dark green and at Milton Primary School we believe that when we look and feel smart it helps us to be smart in all aspects of our learning.

Uniform with the school logo can be purchased online direct from the supplier. Other items of uniform can be purchased from any major store.

School uniform consists of:

- Grey trousers / skirts / pinafore
- White polo shirt
- Dark green V neck jumper / V neck sweatshirt/ cardigan
- Green checked dresses or smart tailored grey shorts may be worn in the summer.
- Years 5 and 6 pupils only white shirt/ blouse and school tie.
- Shoes should be black, low and supportive in style. Trainers should not be worn.
- Whilst we do not specify the colour of tights and socks, we ask that they are in keeping with the uniform.

PE Kit consists of:

- Drawstring bag (no back packs please)
- Black or dark green jogging bottoms and black PE shorts.
- House colour t-shirt (red, blue, green or yellow)
- Gold / yellow sweatshirt
- Plimsolls for indoor and trainers for outdoor PE

Your child will also require a school book bag.

For reasons of safety, no jewellery of any sort should be worn, except for watches, stud/ sleeper earrings and medical alert bracelets etc. Earrings must be removed for P.E. and so we request that ear piercing is left to the long summer break to avoid problems.

If a child cannot remove their earrings, they cannot do PE.

Mid-Morning Snacks

Milton Primary School is involved in the national Healthy Schools programme which monitors healthy eating in school. Children in Years 1 and 2 have fruit provided. Reception children have their own snack provided as part of their morning sessions in class. 'Cool Milk' may be purchased and water is always available. Children in Years 3 - 6 are encouraged to bring a piece of fruit for mid-morning snack.

Children need lots of water so we recommend parents provide a water bottle for children from Year 1 which children can refill during the day. A drinking fountain is available on the playground.

Lunchtime Arrangements

Lunchtime begins with the Reception and Key Stage 1 children at midday and Key stage 2 children join at 12.15 p.m. The children eat their lunch in the school hall.

Hot school lunches are provided by the ABM Catering and are cooked from fresh, on site under the National Food Standards and ordered through the ParentPay system.

Parents may provide their child with a packed lunch, in a named container. We request that parents do not send in glass bottles or cans containing fizzy drink and chocolate and sweets should not be part of your child's lunch. It would be very helpful if the drinks container could be stored inside your child's lunchbox. Please note we have no facilities for cold storage. An ice pack in the lunchbox would help keep food at the right temperature. All food not eaten is sent home, so parents can monitor what their child is eating.

Parents in receipt of 'Income Support' may apply for free school meals. Please ask at the office if you wish to take advantage of this facility.

Parents of children in Reception, years 1 and 2 are eligible for Universal Infant Free School Meals which must be ordered through ParentPay.

The children are looked after by lunchtime supervisors in the school hall. We aim for lunch time to be a pleasant social occasion for everyone. Trained Play Leaders look after the children when they have finished eating.

Pupil Welfare, Health and Safety

We aim to care for our pupils in aspects of their safety and well-being whilst at school. The Governors have an agreed policy for Health and Safety which covers First Aid, Fire Precautions, Buildings, Equipment and Curriculum activities.

If your child requires medicine, it should be brought to the school office. Parents are required to complete a form giving permission for a qualified first-aider to administer the medication. Inhalers are the exception and may be kept by the child or teacher as appropriate.

If your child is poorly, please do not send them to school. Poorly children cannot concentrate on their work and should be resting at home. In cases where your child has been sick or has had diarrhoea, please keep them at home for 48 hours after the last bout of sickness, even if they appear to have recovered. It is so easy in school for infection to spread unless we are all prepared to take care.

The school nurse visits regularly and is available to advise on any medical problems your child may have. The nurse also carries out routine hearing and vision checks and organises medical examinations as necessary.

Head lice are a problem in all schools. The only effective means of preventing head lice, is for every parent in the school to thoroughly check their child's/children's hair and scalp regularly and to treat immediately when live lice are found. (A head louse detection comb used on wet hair is recommended). Staff are not allowed to check for head lice.

Absence From School

If your child is prevented for any reason from attending school, then parents are requested to notify the school first thing on the morning or afternoon of absence, either by phone call, personal call at the office or by e-mail. A pupil's absence from school has to be considered unauthorised until an explanation is received from parents and accepted by the school.

Due to changes in the law schools can no longer authorise any leave of absence during term-time unless there are exceptional circumstances. Parents should still inform the school prior to any such absences during term time.

Any term time holidays or unauthorised absence could incur a fixed penalty fine from the local authority.

Child Protection

The school is committed to the safeguarding of children and all adults who work in the school (including governors and Friends) have been properly police checked.

It may be helpful to parents to know that Head Teachers and senior staff are required to report any obvious or suspected case of child abuse - which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse.

This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that Head Teachers risk upsetting some parents by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is for Head Teachers to carry out this delicate responsibility, would accept that the Head Teacher was acting in the child's best interests.



Insurance/Personal Accidents

Parents should be aware that there is no universal personal accident cover for school children.

Because it has no insurable interest, the Peterborough Diocese Education Trust's policies cannot extend to children engaged on educational visits, school journeys etc. although the general liability policy protects the Trust against consequences of action brought against it on behalf of pupils.

Whilst Injury and Travel Insurance is covered by the Trust's Policy, insurance is not taken out by the school for residential visits. Parents are, of course, at liberty to take out insurance on an individual basis should they want additional cover for their child/children.

Parking & Access to School

Access to the school is through the front gate on Green Street or via the car park from 9.00am - 3.20pm. In the interest of road safety, parents must not park outside the gate, adjacent to the roundabout or on the dangerous bend in Green Street. The Greyhound and Village Hall welcome parking and would encourage the use of their car parks. We aim to keep Green Street free from traffic when children are arriving at or leaving school.

The school operates a security system and parents wishing to gain access to the building during the school day should press the buzzer by the car park entrance and report to the school office.

At the beginning of the school day children are welcome into classrooms from 8.45 a.m.

Parents should collect their child from the small playground at the end of the school day. Parents must keep the school informed of any changes to child care arrangements.

Children will not be permitted to leave the school with any adult whose identity is unknown to the school staff.

The school has in place a School Travel Plan and actively encourages children to walk or cycle to school promoting 'Walk to School' weeks and cycle training in years 5.

Charging Policy

We are keen to provide activities and experiences to enhance and enrich the curriculum wherever possible. For certain activities we may request a voluntary contribution. No child will be excluded from such an opportunity for financial reasons.

The school may request a contribution towards the cost of ingredients or materials where the finished article is to be taken home, such as products made in art, design and technology lessons.

Peripatetic music tuition is subsidised by the school. However, in order to increase the range of instrument tuition available to pupils, parents are required to meet the additional cost of lessons. It is the school's intention to support parents in this financial commitment, depending on individual family circumstances.

For residential visits, parents are expected to pay for transport, accommodation and food. Any difficulties with these arrangements should be discussed with the Executive Head Teacher.

Activities organised by a third party or those taking place outside of school hours may incur costs to be met by parents. Payments for extracurricular activities are required prior to the start each term.

Where a pupil has caused 'wilful damage' to school property or have lost items of school property, parents are required to meet the costs of repair or replacement of small items, as appropriate.

Complaints Procedure

We trust that parents feel able to raise concerns about any aspect of their child's education with staff, without any undue formality. Any concerns can usually be resolved through an initial informal approach to the class teacher or Head Teacher, as appropriate.

Parents wishing to make a formal complaint should put the complaint in writing to the Executive Head Teacher, who will investigate the complaint. If necessary the complaint will be heard by a panel of school governors. A copy of the school's complaints procedure is available on the school website.

Personal Property in School

From time to time children may be asked to bring items from home to support their work in school. Please ensure all items of personal property are clearly named.

At other times we ask that children do not bring toys or other items of personal property to school.

Access to Information

Parents have the right, by law, to request any information regarding the curriculum, school policies and organisation. They also have right of access to their child's records. Reasonable written notice should be given when access is requested.