



New Parent Guide



**Welcome to
Elton Church of England
Primary School**

Introduction

We recognise that starting a new school is a big step for you and your child so we do all we can to ensure a smooth transition into the life of our school. Our aim is to ensure that you and your child feel happy and secure with us from the moment you arrive and we encourage open communication which enables this to happen.

We have created a welcoming school community where staff take time to listen to parents and children, responding with empathy to any comments or concerns. We really do have an open door policy and will always make time to see you if you would like to talk to any of us. This booklet has been put together to help answer any initial questions you may have as a parent who is new to the school but please do not hesitate to contact us if you require any further information or would like to discuss a particular issue.



Class Information

The school is currently made up of 6 classes which are often mixed age groups. The class structure is set each year depending on the numbers of children in each year group. This usually takes place early in the Summer Term ready for the next academic year and parents are informed by letter. There is a legal class size limit of 30 in each Key Stage One Class (EYFS to Year 2) but the numbers can often go over this in Key Stage Two (Years 3 to 6). If this happens we ensure that the larger classes are well resourced to ensure excellent provision for all children.

The current structure of the school is as follows:

- EYFS
- Year 1
- Year 2
- Year 3/4
- Year 4/5
- Year 6

Staff

Mrs Rebecca Ford	Head teacher
Mrs Claire Arnold	Deputy Head teacher
Mr Andy Shaw	Class Teacher
Miss Clare Home	Class Teacher (part time)
Mrs Lisa Beasley	Class Teacher (part time)
Mrs Jo Steenkamp	Class Teacher
Mrs Hanna Hannam	Class Teacher
Miss Laura Booden	Class Teacher
Mrs Karen Austin	Higher Level Teaching Assistant
Mrs Laura Swales	Higher Level Teaching Assistant
Mrs Patricia McPartlin	Teaching Assistant
Mrs Nicky Garrod	Teaching Assistant
Mrs Penny Godfree	SEND Teaching Assistant
Mrs Nikki Yassini	SEND Teaching Assistant
Mrs Anne Wass	Secretary
Mrs Jackie Belcher	Midday Supervisor
Mrs Jenny Wiles	Midday Supervisor
Mrs Lindsey Eisler	Cleaner



Times of the Day

8.40am	School gates are opened
8.50am	School begins
10.15am	Whole School Collective Worship
10.35am	KS1 Break
10.55am	KS2 Break
12.00pm	KS1 Lunch
12.30pm	KS2 Lunch
3.15pm	School closes

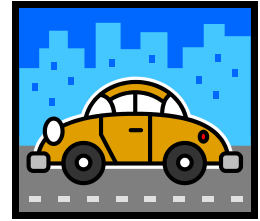
End of the School Day

Children are escorted out of school by members of staff to ensure they reach you safely. Please wait by the school entrance and ensure we have been informed if someone different is collecting your child on any particular day. We will only allow children to go home with authorised adults and if this is not the parent/carer then we must have written permission before we will hand a child over to another adult, even if the other adult is another parent whom we know.

Teachers are available at the end of the day to chat to you unless they have a club or bus duty to attend to. Please make the most of this opportunity to chat to them as this is often a good time to share any significant news and celebrate your child's achievements from the day.

Car Parking

School Lane is very narrow with only just enough parking spaces for the staff cars. For the safety of all children, families and visitors to the school we ask that people do not drive cars up School Lane when dropping off and collecting children between the following times:



- 8.30am—9.10am when children are arriving at school
- 3.10pm—4.30pm when children are leaving school

There are a number of options available to you when considering where to park but as a general rule the further away from the school area you can park the better. This helps to keep the roads around school safer, reduce congestion and provides an opportunity for a short walk which has obvious health benefits.

Some parents park on Overend near the Black Horse pub and then walk through the churchyard to get to school. This is a safe option as long as parents remember not to park on the gravel or the roadside directly in front of the churchyard as this is where the school bus waits at the end of the day and the safety of the children catching the bus may be compromised.

Other parents park their cars in Middle Street at the bottom of School Lane however this can present problems if cars are parked on the hill immediately after the junction. It is much safer if parents drive past School Lane and continue further down Middle street; parking along the road towards the Post Office and beyond. We thank you very much for your co-operation in this matter.

School Bus

A school bus service operates between Elton and the surrounding villages of Haddon, Wansford, Water Newton, Stibbington, Alwalton and Chesterton. This service is free to the children who live in the named villages. If you think your child is eligible for a free bus pass you will need to apply for this online by visiting the Cambridgeshire Local Authority website:

www.cambridgeshire.gov.uk/childrenandfamilies/education/primary/transportprimary.htm

This bus is only used by the children from Elton school and there is an escort on the bus to supervise the children who is an additional adult to the driver. The children are always met by a member of school staff when they are dropped off who walks them into school. At the end of the day the children are escorted from the school and onto the bus by a teacher.



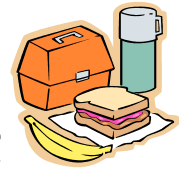
Breaktimes



In Key Stage One the children are provided with a piece of fruit each day but you may provide them with additional fruit if you choose to. Please ensure that if you provide fruit for your child it is appropriately prepared for them so that they are able to eat it easily. It is also helpful if it comes to school separate from their packed lunch so that they are clear about what they are able to eat at break and what needs to be kept for lunchtime.

In Key Stage two the children are not provided with fruit but they may bring in fruit for break if they choose to. As part of our commitment to encouraging healthy eating we do not allow the children to bring in crisps, chocolate or sweets as a snack for break. As a rule we only allow fruit or similar.

Lunchtimes



You have the option to provide your child with a packed lunch or request a hot school dinner. Hot school dinners are provided free of charge to all children in their first 3 years of school. Dinners can be pre-ordered via menus that are sent home each week or ordered flexibly to suit your needs. Many parents use a combination of packed lunches and hot school dinners over a week to suit the varying needs and tastes of their child.

If you are sending a packed lunch into school please use plastic containers which are labelled with your child's name and do not send fizzy drinks. We promote healthy eating in school and therefore packed lunches should not include snacks such as crisps or confectionery such as chocolate bars, chocolate coated biscuits or sweets. Some children do have nut allergies and although we haven't issued a ban on nut products, we do ask you to be mindful of this when preparing packed lunches. Please avoid products that obviously contain nuts or place a note in your child's lunchbox and talk to them so that they alert the midday supervisors that they have nut products. This will enable the midday supervisors to ensure the safety of children with allergies.

Some families are entitled to free school meals and if this is the case then we urge you to apply for them as this has a direct impact on the funding the school receives. You may not necessarily want your child to have their free school meal and you will still have the option to provide them with a packed lunch but if you apply and are eligible then the school receives much needed funds into the school budget to support your child's education. There is also the added bonus that your family will be entitled to claim money towards uniform and school trips including the residential visits in key stage 2. If you think you may be entitled to free school meals then please contact the school office for more information.

You may take your child home at lunchtimes but if you do this then they miss out on important social interaction with their friends during this part of the day.

Adult meals are available at a cost of £3 per day. We have many special lunch promotions throughout the year which you are welcome to attend but you are also very welcome to book in and have lunch with your child on any day. Perhaps you could come in and celebrate their birthday with them or yours!



Attendance

Your child's attendance at school is critical in enabling them to reach their maximum learning potential. You have a legal duty to ensure that your child attends everyday other than in the case of illness or exceptional circumstance and that they arrive at school on time. Please note that the registers close each day at 9.00am and 1.20pm; if your child is registered after these times their lateness will result in an unauthorised absence for the whole morning or afternoon session.



If your child is absent from school please telephone the school office before 9.30am and follow this up with a letter when your child returns to school. The school attendance figures are monitored every half term and reported to the education welfare officer. If your child's attendance falls below 90% you will receive a letter from the school and your child's attendance will continue to be monitored until it improves. In cases where attendance does not improve the education welfare officer will become involved.

Requests for Leave

Term dates are published well in advance on the school and Cambridgeshire County Council website. Your child receives 12 weeks holiday each year so we do not encourage or support any requests for children to miss school during term time. Requests for leave from school will not be authorised except in 'exceptional circumstances'. If you are forced to request leave for your child during term time this must be done 2 weeks in advance by filling in a form from the school office. If you take your child out of school following a request that has not been authorised the Local Authority may issue you with a fine equal to £60 per parent per child.

If you are considering taking your child out of school for any period, please try to remember that every day in school is vital to your child's progress, stability and continuity of learning and try to consider alternative action.

Bedtime

For your child to prosper in school they need to arrive awake, fresh and raring to go every single day. It is therefore essential that they go to bed at a reasonable time and get a good nights sleep to recharge their batteries.



If you are worried because your child is not getting enough sleep or you are having difficulty establishing a good bedtime routine with your child then please do not hesitate to contact us for additional support. We have access to a wide range of resources and professionals who would be very happy to discuss this with you and offer some help. It is a common problem and can be very distressing for you and your child. The sooner you get help the sooner you and your child can start to benefit from a good night's sleep.

Uniform

We take pride in the fact that all pupils wear school uniform. Arriving at school well presented and in uniform is an indication that children are ready to achieve high standards of self-discipline and behaviour, which will help them be successful in their learning. It also unites the school community and gives everyone a sense of pride in belonging to our school. The uniform is as follows:

Girls

Grey tailored trousers
Grey skirt
Red/maroon checked dress (summer)
White blouse or polo shirt
Maroon jumper/cardigan or school sweatshirt
Black/grey/maroon tights
White/maroon socks
Black shoes

Boys

Grey trousers
Grey shorts
White shirt or polo shirt
Maroon jumper or school sweatshirt
Black/grey socks
Black shoes

PE Kit:

Maroon T-shirt / school T-shirt
Black shorts
Long black socks (football socks)
Trainers/plimsolls
Maroon hoodie/sweatshirt OR school hoodie/sweatshirt
Black jogging bottoms for winter

We do not consider any variants to the uniform to be acceptable. Should there be any mitigating circumstances which require your child to wear something other than the expected uniform then prior permission for this must be obtained from the head teacher. All school uniform can be purchased online from PMG Schoolwear:

www.pmg-schoolwear.co.uk

Please help us by ensuring:

- **ALL** clothing is named—including coats and PE kits. We do not keep any lost property in school and the only way we can ensure children's clothing is returned is if it is clearly labelled
- all footwear is sensible and appropriate for running around and playing at break times
- your child always brings a coat. It may be warm when you bring them in the car in the morning but we all know the variability of the British weather!
- P.E. kits are in school everyday: both indoor and outdoor including plimsolls or trainers.

Jewellery

In the interest of health and safety items of jewellery such as necklaces, bracelets and rings are not permitted in school. If your child has pierced ears they may only wear small studs which must be removed or covered for PE. Watches are permitted as these form a vital part of your child's learning and encourage independence.



Long Hair

If your child (boy or girl) has long hair this must always be tied back. For health and safety reasons we ask that hair accessories are restricted to simple slides, bobbles or thin alicebands. Keeping long hair tied up reduces the risk of head lice infestations. We do all we can to keep this problem to a minimum but loose long hair is the main source of cross infection. It is not the responsibility of the school to check hair for head lice. It is a good idea to purchase a scalp comb and use this regularly.



Medical Information

We must be notified of any medical condition your child may suffer from, no matter how big or small. Please complete the medical consent form so that we understand your child's condition and the medication they need.

In accordance with the school's Medicine Policy the only medication in school should be for ongoing medical conditions such as asthma or eczema. We are aware that other medicines may be required in exceptional circumstances so parents must discuss this with the Head teacher.

- Please note that we cannot be responsible for administering any antibiotics or penicillin prescribed by your doctor. If your child is taking any such medication please ensure it can be taken out of school hours. Alternatively you are more than welcome to visit school during the day to administer your child's medication yourself
- Children with asthma must be able to self-administer their inhalers under supervision from an adult
- Children must not bring in cough sweets or lip balm
- If we cannot contact a parent in the event of an accident the Head teacher will act in 'Loco Parentis'.
- Any child needing hospital attention which does not require an ambulance is taken to the hospital by two members of staff, one of whom is the Head teacher whenever possible. Parents/carers will be met at the hospital
- All accidents in school are recorded in an accident book and notification is sent home with the child. The teacher is informed if an accident occurs at lunchtime and children who have bumped their head wear a sticker so that everyone is aware of the incident
- Any significant accident is recorded on an 'Incident Report Form' and the parent is asked to sign that report.
- All staff are fully qualified first-aiders and there is always at least one of these in school at all times
- Children may bring in sun cream to self administer as required but this must not be shared between children and must be labelled with their name

School Records

In the event of your child having an accident or being unwell it is essential that we have up to date contact numbers for **THREE** different people. There is nothing more distressing for a child than being stuck at school needing the care of a parent/carers and the office not being able to contact someone. Please ensure that the secretary is kept informed of any changes to contact information at the earliest opportunity.

Splats 'n' Splodges

If you are a working parent, you may like to take advantage of the before and after school care which is offered on the school site. There is a breakfast club from 8.00am to 8.40am and an after school club from 3.15pm to 6.00pm. The staff who are employed to manage the club are very highly qualified in childcare. They plan a wide range of fun activities for the children and provide them with snacks and meals. Naturally there is a charge for this service and although the club operates on the school site the school is not responsible for the administration or organisation of this club. The club is run by a volunteer committee of parents and further information can be obtained by contacting one of the after school club managers; Mrs Kati Dalgliesh; 07714 324888 Mrs Pat Walton; 07752 741165.

Extra Curricular Activities

Each term we offer a variety of clubs which take place at lunchtimes or after school. Many of these are planned and organised by staff but some are led by external agencies and therefore incur a small charge. The club list is sent home at the start of each term and then returned to indicate which, if any, of the clubs your child would like to attend. It is important that your child shows their commitment to the club they sign up for and attend every week. We do not offer clubs to EYFS children in their first year of school but there is a lot for them to look forward to in Year One. The clubs do have age groups assigned to them to assist you in selecting appropriate activities.

If you have a particular skill or talent you'd like to share with the children and would like to offer your own extra curricular club then please do not hesitate to let us know!

There are opportunities for children to learn to play an instrument with a one to one or small group tutor. This service is provided by external agencies and will be charged. Please ask at the office for more details.





Smoke Free Policy

In order to promote healthy life styles and ensure we are working within current legislation we have a very clear policy on ensuring a smoke free environment. The policy states that:

‘Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the school’

The entrances and grounds in our case also include School Lane due to its close proximity to our field and buildings. We ask that you respect this policy and encourage others to do so too. If you do see someone smoking in any areas around school please let us know in the office. Thank you.

School Policies

There are a large number of policies in school which provide further information about how we operate and guide our everyday practice. These are available on the school website but you can also request copies from the school office; if you would like to discuss any of them in detail please make an appointment to see the head teacher. The following is a list of some of the policies we hold which may be of interest to you:

- Anti-bullying
- Attendance
- Behaviour
- Safeguarding
- Collective Worship
- Equality
- Homework
- Home/School Agreement
- Internet Rules KS1
- Internet Rules KS2
- Educational Visits
- Administration of Medicine
- Charging and Remissions
- SEND
- Complaints
- Persistent harassment and complaints
- RE

This is by no means an exhaustive list so if there is anything you are interested in finding out about and you can't see it here then please do not hesitate to ask.

Communication from School

Letters from school are sent home on Thursday of each week. We ask that you provide us with an email address in order that communication can be sent electronically. If this is not possible then we will send paper copies of letters however we are keen to show our commitment to the environment by reducing paper consumption and hope that most parents can provide us with an email address. There are still some items sent home on paper and we ask children to put these in their book bags to bring home. Please ensure that you check your child's book bag for communication from school as they don't always remember to pass it on.

We also use a text messaging service as an efficient way of sending short or urgent pieces of information such as the cancellation of an event or club. Please ensure that the office has a mobile phone number which is up to date and checked regularly to ensure you receive these messages.



Helping Hands

We like to involve parents and visitors as much as possible in the life of our school and therefore invite you to volunteer as a 'Helping Hand'. There are a wide range of classroom activities that you can get involved with so if you have a couple of hours in the week to spare then why not volunteer to come in? You could help out in any of the classes by hearing readers; supporting with specific tasks or maybe you have a particular area of expertise you'd like to share with us.



You can volunteer on a regular or occasional basis to suit you. All we ask is that you complete a DBS check for safeguarding purposes and pass on your interest to a member of staff. It can be very rewarding volunteering in the classroom and can give you a really interesting insight into what the children are learning at school.

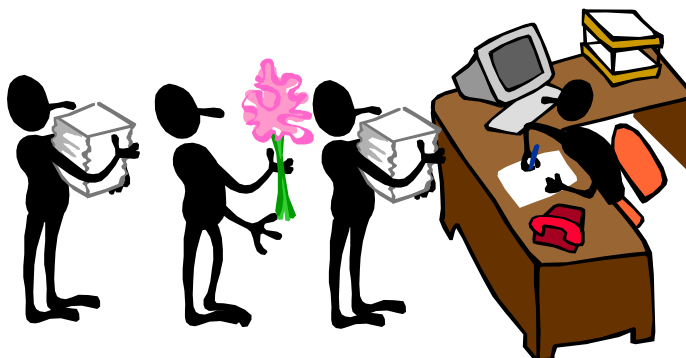
There will also be lots of opportunities to help out on trips which is really important to us as so we can ensure there is an appropriate adult to child ratio. When letters come home about trips please try to support events by volunteering to attend. This ensures that trips can take place safely. It can be very disappointing if trips have to be cancelled due to a lack of support.

Trips / Dinner Money / Letters to School

Where possible parents are encouraged to make payments for school events and dinners online to reduce the amount of money coming in to the school office. This is done through the website www.payyourschool.co.uk and all families are provided with usernames and passwords so they can log in. There may be occasions when you do need to send money, reply slips or letters into school and we politely request that when you do so these guidelines are followed:

- All money must be placed in a sealed envelope which has your child's name on and a brief note to say what the money is for
- All communication coming into school should be sent in your child's book bag and handed in to the class teacher, it should **not be taken directly to the office**. The class teachers will ask the children each day if they have anything in their book bags from home and children will be encouraged to check.

Following these simple guidelines will ensure that all relevant communication and money will get to where it needs to without the office being overwhelmed by visitors who are simply handing things in. This will help to keep office staff free to deal with urgent enquiries.



Celebration Assembly

Celebration Assembly takes place *every Friday afternoon at 2.50pm in the school hall and all parents and visitors are welcome. At celebration assembly we share the children's achievements and celebrate any special events. Here are some examples of the things we do:

- Birthdays
- Star of the week awards
- Achievement awards
- Attendance awards
- Tidy Ted
- FOES 100 club draw (at the end of each month)

Please remember to send information into school about any out of school achievements your child might like to share at their key stage assembly each Thursday.

**Please note that celebration assembly does not take place on the last day of term if that happens to fall on a Friday. This only affects the end of a full term—not a half term.*

Behaviour Policy

In accordance with our Christian ethos we set high expectations for behaviour and aim to equip every child with the social skills and attitudes that will remain with them for life. We provide a safe, caring and stimulating environment where children achieve high standards of attainment and develop their social conscience. Our behaviour policy supports our commitment to the development of the 'whole' child as an integral member of the school community. It is based on a set of core values agreed in consultation with all members of the school community.

Core Values

- Friendship - we are kind and considerate, we listen to each other
- Endurance - we try our best and persevere even when we find things difficult
- Compassion - we treat others as we would like to be treated, we are thankful
- Justice - we treat others with respect and act fairly
- Trust - we have faith in our friends and the people who help us
- Koinonia - we are all needed, valued and important members of our community



Curriculum

We place a high emphasis on learning key skills in English and Maths and ensure these are taught explicitly whilst providing opportunities for the skills to be applied across a wide range of cross curricular contexts. Our curriculum is carefully designed to ensure rigorous coverage of the statutory national curriculum but is delivered in a creative and engaging way within a topic or theme. Certain aspects of the curriculum do not lend themselves to our topics and therefore some units of work are delivered discretely. A typical day in school would look like this in years 1-6:

8.40am	School Opens
8.50am	Registration
9.00am	Phonics / Spelling
9.15am	Maths
10.15am	Collective Worship
10.35am	KS1 Break followed by guided writing
10.55am	KS2 Break followed by guided writing
11.15/11.35am	Creative Curriculum
12.00—1.00pm	KS1 lunch
12.30—1.15pm	KS2 lunch
1.00/1.15pm	Guided reading
1.20/1.35pm	Creative Curriculum
3.15pm	School ends

(KS1 children receive an additional 15 minute break time in the afternoon.)

EYFS

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential.'

Statutory Framework for the Early Years Foundation Stage

This opening statement of the Statutory Framework reflects the ethos and commitment of all the EYFS staff at Elton. We pride ourselves on recognising the strengths and abilities of every child and on giving them the opportunities they need to develop life-long learning skills in a safe, supportive and inspiring environment.

The first few weeks in EYFS focus on making every child feel comfortable, happy and secure with their new daily routines and in their new environment. Once the children are settled we begin a fun, practical and inspiring curriculum that follows the Early Years Framework.

Whole Class sessions, group activities, 1:1 adult-led tasks along with time to play and use their newly acquired skills, enable us to assess the learning of every child and plan their next steps, and whilst the skills of the seven areas are taught explicitly, we believe in making every learning experience fun so they'll want to share them with you for days at home.

Religious Education and Collective Worship

As a Church of England Primary School we have strong and committed links to the church. Daily acts of worship are an integral part of the school day. Each week there is a varied programme of acts of worship led by members of the staff, the parish priest, visitors from the church community and pupils.



Religious Education is taught using the Cambridgeshire Agreed Syllabus. This scheme of work reflects principally the teaching of the Anglican Church but also provides opportunities for children to explore the basic principles behind the five other major faiths from around the world.

Parents have the right to withdraw their children from acts of worship and Religious Education on the grounds of their own religious beliefs. Parents must contact the Head teacher to discuss this matter and alternative arrangements can be made for the children during these times of the day.

Sex and Relationship Education

We believe Sex and Relationship Education (SRE) is lifelong learning about physical, moral and emotional development. We aim to develop children's understanding of; the importance of marriage, stable and loving relationships, family life, love and care. SRE is progressive from EYFS to Year 6 and is taught throughout the curriculum at age appropriate stages, often linking in with Science lessons. In year 6 the children are taught a specific SRE unit of work through the Personal, Social and Health Education curriculum which links closely with our Christian values and the ethos underpinning our school. Parents do have a right to withdraw children from these lessons in year 6.

Homework

All children from EYFS to year 6 receive homework on a regular basis. Learning at home is an essential part of children's educational development and promotes positive links between home and school. The aim of our policy is to give children the opportunity to consolidate and reinforce the skills they are developing and foster a positive attitude to independent learning which will support them throughout their lives.



Special Educational Needs

Some children in school may be identified as having a special educational need if they are struggling to access one or more areas of the curriculum or are not making sufficient progress in school. If this happens the class teacher will contact you to discuss your child's area of difficulty and steps that can be taken to support them. The class teacher will liaise with the special educational needs co-ordinator and write an individual education plan (IEP) for your child containing targets and actions to address their specific needs. You will be invited to contribute to the IEP and termly review meetings will be held which parents are expected to attend. Some children only have an IEP as a temporary measure to address a specific need and once the targets have been met they are removed from the SEN register and no longer require an IEP.

In some cases children may have more complex needs that require specialist support over a longer period. In these cases the school staff work closely with external agencies to seek professional support and ensure the continued progress and development of every child.

Specific needs of individual pupils are picked up very quickly as a result of ongoing and frequent assessment in school and teachers always contact parents early if they feel there is the need for some additional intervention. If you are concerned about your child's progress you are encouraged to come into school at the earliest opportunity and discuss this with the class teacher.

More Able Pupils

The school identifies pupils who demonstrate that they are more able in one or more areas of the curriculum. This usually means that they are working at a level that is *significantly* above the level of their peers. Where children have been identified as having a particular gift or talent then additional enrichment activities are provided for them to ensure that they continue to be stretched and challenged in school and importantly that they make good progress relative to their ability. As with the special educational needs children can move on and off specialist provision according to the assessment information held by the class teacher.

Charging and Remissions

Children are offered the opportunity to take part in educational visits to support and extend the work carried out in school. Unfortunately the school does not have funds to support such activities and therefore requests voluntary contributions from parents to meet the costs involved. If sufficient funds are not forthcoming, educational visits may face cancellation.

From time to time the school arranges for theatre groups, musicians and external providers to visit the school. This can be a valuable extension to the children's exposure to and appreciation of expertise in a variety of curriculum contexts. Parents are asked to make a voluntary contribution towards the cost. Due to the high cost of some activities the children may be encouraged to organise fundraising activities to subsidise the cost.

No child is excluded from any activity where families can not make financial contributions. If you are facing financial difficulty you are encouraged to discuss this with the head teacher in the strictest of confidence. If your child is entitled to free school meals (FSM) you will automatically be entitled to help with meeting other school associated costs through the pupil premium.

Child Protection

We will endeavour to provide a safe and welcoming environment where children are respected and valued.

The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The school should make parents/carers aware that records of welfare concerns may be kept about their child. They should be informed that school staff will seek, in general, to discuss any concerns with them including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers.

In accordance with local Information Sharing Protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

School will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Person for Child Protection) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child "may...do what is reasonable in all the circumstances of case for the purpose of safeguarding or promoting the child's welfare". This means that on rare occasions, a school may need to "hold" a child in school whilst Social Care and the police investigate any concerns further.

The Designated Child Protection Officers in school are Mrs Rebecca Ford and Mrs Claire Arnold.

Photographs and Videos

The school has a strict policy relating to the use of digital images and videos of children and works closely with parents to ensure that safeguarding of children is a high priority in relation to this.

We ask all parents to complete a photo/video permission form to guide the school's use of images. This form is used to assist the school in deciding whether or not children's photos may be used in press releases or on the school website.

Parents attending events at school may take photos and videos of their own children and inevitably on occasions other children may appear in the images. In order to safeguard the identity of all our pupils we ask that parents do not post photographs or videos on social networking sites or anywhere in the public domain without parental consent as this could compromise the safety of our children. It is not good practise to post photos or videos of any child on social networking sites but this is particularly true if the pictures are not of our own child.

Complaints Procedure

Should you wish to discuss any matter regarding your child's education please do not hesitate to make an appointment with their class teacher. If any matter is not resolved at this stage please make an appointment to see the Head teacher.

Following this discussion any grievances should be addressed to the Chair of Governors; Mr Tim Hitch. A full copy of our complaints procedure is available on the school website or on request from the office.