

GEDDINGTON C of E PRIMARY SCHOOL



Northamptonshire's first ECO School



GEDDINGTON C OF E PRIMARY SCHOOL

Wood Street
Geddington
KETTERING
Northamptonshire
NN14 1BG

Telephone 01536 742201

Fax 01536 742201

e-mail: office@geddingtonschool.co.uk

ADMISSIONS POLICY

September intake

The Governors aim to admit twenty eight reception children each year. Northamptonshire County Council are responsible for the admissions procedures.

In Year Admissions

Northamptonshire County Council are responsible for the admissions procedure and families should apply directly to the Local Authority. Admission may be granted if there is a space in the appropriate year group.

OUR MISSION STATEMENT

Recognising its historic foundation, the school will preserve and develop its Christian character in accordance with the principles of the Church of England, which includes respecting other faiths and in partnership with the church in the parish of St Mary Magdalene at Geddington and at diocese level.

The school aims to serve the community of Geddington by providing an education of the highest quality within the context of the Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

We are an ECO School. All children, staff and the community are encouraged to care for the environment.

June 2008

SAFEGUARDING

Geddington C of E Primary School is committed to ensuring the welfare and safety of all children in school. All Northamptonshire schools, including our School, follow the Northamptonshire Local Safeguarding Board Inter-Agency Procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

GEDDINGTON C OF E PRIMARY SCHOOL

SCHOOL GOVERNORS

Mrs P Lockwood	Chairman / Foundation Governor Wisteria Cottage, Malting Lane, Geddington
Mrs V Cole	Vice Chairman / Community Governor
Mr G A Doherty	County Council Governor
Mr J N R Harker	County Council Governor
Mr D Parker	Community Governor
Mr R Paragreen	Foundation Governor
Ms J Busz	Foundation Governor (Ex Officio)
Mrs S Spooner	Head Teacher Governor (Ex Officio)
Mrs J Powell	Teaching Staff Governor
Mrs V Spence	Non Teaching Staff Governor
Mr A Downhill	Parent Governor
Mr M Byers	Parent Governor
Mr A Hammond	Parent Governor
Mr J Harker	Parent Governor
Ms V Williams	Parent Governor

SCHOOL STAFF

Head Teacher	Mrs S Spooner
Deputy Head Teacher	Mrs J Powell (Class Two)
Class Teachers	Mrs T Reid (Class Six) Mrs C Hammond (Class Five) Mrs A Mansfield (Class Four) Mrs J Peat (Class Three) Mrs JA Coe (Class One) Mrs L Hunt (Class Zero)
Part time Teachers	Mrs A Demnitz-King (KS2) Mrs M Findlay (KS1)
Bursar	Mrs B Miles
School Administrator	Mrs J Rowley
Teaching Assistants	Mrs P Pearson (Class Zero) Mrs L Crick (Class One) Mrs V Spence (Class Two) Mrs K Worsdell (Class Two lunchtime only) Mrs S Fisher (Class Two) Miss K Purnell (Class Three) Miss C Keene (Class Four) Mrs F Sweeney (Class Five) Mrs M Bramwell (Class Six)
Lunchtime Supervisors	Mrs D Worsdell Miss L Tarleton Mrs F Knight Mrs K Worsdell Mrs S Pask
Caretaker	Mrs D Worsdell
Cleaner	Mrs V Steele

HOME & SCHOOL

The whole ethos of our school is founded upon mutual confidence and co-operation between home and school. We actively encourage a close partnership between home and school. For those parents who have the time there are many opportunities to help in our classes. We welcome and value this support.

Regular letters, emails and text keep parents informed of school activities. A very active Parents' Association contributes both to the school's financial benefit and by organising social events.

Liaison begins before school age.

Confidential interviews with parents to discuss their children's progress are held three times a year. Parents are always welcome at school to discuss any concerns.

An Open Working Day is held during the Summer Term, when parents have the opportunity to see the School at work and KS1 performances take place.

The School Governors meet at least twice a term to review the administration of the school. The School Profile is issued annually.

Geddington School maintains a close liaison with senior schools to which Geddington children transfer.



FACILITIES

Geddington Church of England Primary School is set in a rural situation at the heart of this historical village. The school was established in 1849, but our present building was added to the Victorian hall in 1986 and has had further extensions added since that date. It consists of:

- a hall with safety flooring and wall mounted gymnastic apparatus
- seven fully equipped modern classrooms
- interactive whiteboards and data projectors in all classrooms
- computer suite with 15 PCs and a data projector
- a developing school website
<https://enable.lpplus.net/primary/geddington>
- access to EMBC
- a well stocked library
- 'The Zone' equipped with 6 computers, a quiet study area for group work and individual learning
- refurbished toilet and cloakroom facilities for each teaching area
- locker storage - Classes 3, 4 and 5
- covered safety play area for the Reception Class
- large tarmac playground, one area specially designed for younger children
- a sports field with a football pitch in the winter and an athletics track in the summer
- school garden (including Secret Garden and Wildlife Area)
- CCTV controlled entry to main entrance
- External security cameras and DVD recorder for out of hours surveillance
- gated entry to playground and classrooms
- easy access to St Mary Magdalene Church, Geddington and the centre of the village. The Church plays an important part in the school life and is used regularly.

THE CURRICULUM

All schools must fulfil the demands of the National Curriculum. At Geddington Church of England Primary School children are given many opportunities to learn a wide range of skills, concepts and knowledge. Curriculum policies and schemes of work have been written and are constantly reviewed and re-appraised. Individual teachers take responsibility for the various areas of the curriculum. School policies and schemes of work are available to interested parents on request.

CURRICULUM AIMS

We aim to encourage each child individually to develop his or her understanding, skills and interests through a broad curriculum and flexible teaching methods which include group, individual and whole class activities. Themes are carefully planned to produce a balanced development of the different aspects of the work. Each child's progress is carefully assessed, monitored and recorded and individual and group achievements are recognised.

Children in the reception year follow The Foundation Stage Curriculum (QCA 2000) and will work towards The Early Learning Goals, which establish expectations for most children to achieve by the end of the Foundation Stage (i.e. by the end of the reception year).

Children have the opportunity to become involved in a wide range of first hand experiences leading to the acquisition of knowledge, skills and concepts. Concentration and perseverance are encouraged as the children are introduced to appropriate aspects of the Foundation Stage Curriculum, which seek to foster a real interest in learning and builds on what they already know. Much of the Early Years Curriculum is delivered through structured play, both indoors and outdoors, where learning objectives have been clearly defined. Well planned play is a key way for young children to learn with enjoyment and challenge. Opportunities are given for the children to engage in activities planned by adults and those that they plan or initiate themselves, with appropriate adult intervention to help them make progress in their learning. A balance is sought between direct teaching and child-initiated activities.

The Foundation Stage Curriculum is organised into six areas of learning: -

- **Personal, Social and Emotional Development**
Children are encouraged to develop a positive self-image, respect for others and a positive disposition to learn.
- **Communication, Language and Literacy**
Children develop competence in speaking and listening, and in becoming readers and writers.
- **Mathematical Development**
Children acquire mathematical concepts and develop numeracy skills.
- **Knowledge and Understanding of the World**
Children are developing the knowledge, skills and understanding to help them make sense of the world.
- **Physical Development**
Children develop and improve skills of co-ordination, control, manipulation and movement.
- **Creative Development**
Children develop and expand skills in art, music, dance, role play and imaginative play.

THE CURRICULUM

REPORTS

In July reports are issued for discussion at the final parent teacher consultation. These contain information about the pupil's progress focusing in particular on achievements in the National Curriculum; targets are set for the next term. Relevant details about other subjects and activities during the year are also covered.

The core subjects of the National Curriculum are English, Mathematics, Science, Religious Education and Information and Communication Technology.

ENGLISH

Speaking and Listening

Through a range of experiences children are helped to become good listeners and confident speakers. They are given the opportunity to express themselves and interpret experience through movement, role play and the discipline of more formal productions.



Reading

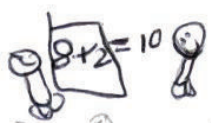
By the use of carefully structured reading and phonic programmes, children are helped to enjoy reading and to develop their ability to read accurately, to respond to all types of writing and to gain information from print.

Writing

Children are given skills to construct and convey meaning with clarity, expressing ideas, information and impressions neatly in a variety of written forms for various purposes. They are taught to develop a neat handwriting style and to use correct spelling and punctuation. Some writing will be word processed. The School uses the Revised Primary Strategy.

MATHEMATICS

Children are helped to work positively in mathematics developing the ability to think clearly and logically, to identify mathematical relationships and to manipulate number, space, shape and dimensions. Each child is helped to acquire the ability to apply mathematical skills in practical situations by the learning of multiplication tables and the application of mental arithmetic, following the Revised Primary Strategy.



SCIENCE

Children are encouraged to adopt a scientific approach to learning and to acquire the skills of observation, recording, forming hypotheses, testing, investigating and making conclusions in their explorations of the natural and man-made environment.



THE CURRICULUM

The foundation subjects of the National Curriculum are Design Technology, Geography, History, Art, Music, Physical Education, Personal Social Health Education and Citizenship and at KS2 a modern Foreign Language. The rich local environment is used as a resource for classroom studies. We are fortunate to be close to Newton Field Centre, Boughton House and its Estates, Rockingham Forest and the River Ise. Visits to many places of interest are an integral part of the school's curriculum. Live theatre, artists in residence, visiting experts and members of the community all help to enrich the children's learning experiences.

DESIGN AND TECHNOLOGY

Children are provided with the opportunities to develop their awareness of the different ways in which a problem may be solved. Situations are created which encourage research, selection, design, making and evaluating.

INFORMATION AND COMMUNICATION TECHNOLOGY

All classes use RM computers in the computer suite and in the classroom. Software is available to support and develop concepts and skills associated with many curriculum areas. Children are taught to work confidently with a variety of software and applications involving each term's unit of work. Interactive whiteboards, digital cameras, remote controlled hardware and camcorders are used to enrich teaching and learning in most subjects.



GEOGRAPHY

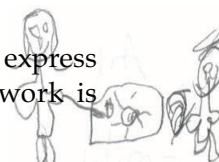
Children are taught to use geographical skills to investigate places including the local environment - and themes involving physical and human geography.

HISTORY

Children are given opportunities to develop an awareness of the past using stories, artefacts and evidence progressing from familiar situations to those in distant time and place. Children study History from a variety of perspectives to help them understand the present in the context of the past.

ART AND DESIGN

Children are given the skills and opportunities to express themselves in a variety of media and forms. Children work is valued and displayed attractively.



MUSIC

Children are provided with opportunities to participate in music making activities which give them experience of performing, composing and listening. A peripatetic violin teacher visits the school each week and Key Stage 2 pupils have the opportunity to learn to play.

THE CURRICULUM

PHYSICAL EDUCATION

Morning and afternoon sessions always begin with brain gym and Active 8. All children participate in more than two hours physical education each week. Children are given a balance of experience across various aspects of the physical curriculum – gymnastics, dance, athletics, games and swimming. They are given the skills to take full advantage of this both as individuals and as members of a group. Opportunities for team competitions are available on a friendly basis at KS2.

RELIGIOUS EDUCATION

The School follows the county's agreed syllabus for Religious Education. Section 25 of the 1944 Education Act applies. Close relationships are enjoyed between school, the parish church and the chapel and special school services are enjoyed at Harvest Festival and Christmas.

Worship Policy: Planned Christian worship is held in school everyday following a thematic programme. Worship is led by teachers, children or our Vicar.

PERSONAL, SOCIAL, HEALTH, EDUCATION AND CITIZENSHIP

Children are helped to gain the knowledge, skills and understanding they need to live confident, healthy, independent lives and to become informed, active, responsible citizens.

Children are given an awareness of the need to care for their own bodies through diet, exercise and healthy personal habits. Children are taught to apply the knowledge and skills of safety education in the home, at play on the road and in school.

Pupils are helped to cope with the physical and emotional challenges of growing up. The school offers a programme of sex education appropriate to the children's age and experience. It is presented with a moral, family orientated and Christian framework alongside other areas of study within a Unit of Work entitled 'Growing Up'. This unit of work is for Year 6 children.

MODERN FOREIGN LANGUAGE

All children in KS2 are given the opportunity to study a foreign language and develop their interest in the culture of other nations.

Within the curriculum we acknowledge the importance of equal opportunities for all children regardless of their gender, race, religion and social and economic background

CHILDREN WITH SPECIAL NEEDS

Children with special needs are provided with experiences and learning activities that are well matched to their capabilities and differences. Individual Education Plans are devised by the Special Needs Co-ordinator for children who have particular learning or behaviour difficulties. These programmes are followed in the classroom in small groups and in a one to one situation. In certain cases, with the parents' prior consent, the programmes are supported by members of - CYPS - Child and Family Services and advised by the Educational Psychologist.

Gifted and talented children are enriched, nurtured and extended.

Key Stage 1 Assessments

2011 KEY STAGE 1 ASSESSMENTS

These tables show the percentage of Year 2 children achieving each level at this School in 2011.

NB The figures for any one task or test may not total 100% either because of absence or because the task or test does not apply at every level.

Teacher Assessment

Percentage at each level

	W	1	2	2c	2b	2a	3	Pupils disapplied
Speaking and Listening	0	0	77				23	0
Reading	0	0		7	30	33	30	0
Writing	0	0		23	17	43	17	0
Mathematics	0	0		13	27	37	23	0
Science	0	0	70				30	0

W represents pupils who are working towards Level 1

* These assessments do not apply at every level and therefore figures may not total 100%.

2010 KEY STAGE 1 - COMPARATIVE NATIONAL ASSESSMENTS

These tables show the percentage of Year 2 children achieving each level at NATIONAL LEVEL in 2010.

Teacher Assessment

	W	1	2	2c	2b	2a	3	Pupils disapplied
Speaking and Listening	2	11	66				21	0
Reading	3	12		12	23	24	26	0
Writing	4	15		21	28	20	12	0
Mathematics	2	9		16	26	26	20	0
Science	2	9	68				21	0

Figures may not total 100% due to rounding.

Key Stage 2 Results

2011 KEY STAGE 2 RESULTS

These tables show the percentage of Year 6 children achieving each level at this School in 2011.

NB The figures may not total 100% because of rounding. 0 = less than 1%.

Teacher Assessment 2011

	W	1	2	3	4	5
English	0	0	8	4	54	33
Reading	-	-	-	-	-	-
Writing	-	-	-	-	-	-
Mathematics	0	0	4	17	29	50
Science	0	0	0	8	33	58

Test Results 2011

	Below Level 3*	3	4	5	Pupils absent
English	4	8	42	38	8
Reading	8	8	33	46	4
Writing	0	8	46	42	4
Mathematics	8	13	38	42	0

2010 KEY STAGE 2 - COMPARATIVE NATIONAL RESULTS

This tables show the percentage of Year 6 children achieving each level at NATIONAL LEVEL in 2010.

Tests

	Below Level 3	3	4	5	Pupils Absent
English	6	13	48	33	1
Reading	8	8	33	51	1
Writing	5	23	50	21	1
Mathematics	5	14	46	35	1

SCHOOL ORGANISATION

THE SCHOOL DAY SESSIONS

Bell rings	8.55am
School begins	9.00am
Lunchtime	12.30pm - 1.30pm
School ends	3.15pm

Half day sessions for our new Reception children will be for the first 3 weeks	9.00am - 12 noon 1.00pm - 3.15pm
--	-------------------------------------

- The school bell rings at 8.55am; children should be in school by 9.00am.
- Parents are asked to respect these times and see that their children arrive and leave punctually. All Key Stage 1 pupils should be brought to school and collected from school by an adult.
- So that we can maintain security during the lunch hour, children going home for lunch will leave the building from the main entrance. Please meet your KS1 child in the foyer. Children should return to school at 1.25pm using the same door.
- Children are organised into seven classes corresponding to the seven primary age groups. Every effort is made to ensure that there are no more than thirty children in each class. All teachers are supported by Teaching Assistants.

EQUIPMENT FOR SCHOOL

KS1-Year 1 and Year 2

- Book Bag -provided by school
- PE kit Yr 1 and Yr 2:
- T-shirt
- shorts
- plimsolls
- drinking bottle with non-spill lid

KS2-Years 3, 4, 5 and 6

- Pencil case containing pencil, small ruler, rubber, coloured pencils, A4 homework wallet, highlighter, round ended safety scissors
- PE kit T shirt, shorts, plimsolls/ trainers
- drinking bottle with non-spill lid
- old shirt to protect clothing in Art and Design Technology

Uniform

- white shirt, polo shirt or blouse
- navy school sweatshirt or cardigan
- school tie (optional)
- grey/navy trousers, skirt or pinafore
- grey/navy/white socks. Grey/navy tights
- **plain**, dark, flat-heeled footwear

Optional summer uniform:

- Grey/navy shorts
- Blue gingham summer dress

Polo shirts, school sweatshirts and cardigans – new and second hand, are available from the Parents' Association at school. Please ask at the school office for an order form.

SCHOOL ORGANISATION

For Safety and To Promote a Sense of Belonging: please ensure your child does not wear or bring the following:

- High heeled boots.
- High heeled shoes.
- Tracksuits.
- Logos or stripes
- Jewellery except watches, sleepers and studs.
- Knee high boots.
- White or coloured footwear
- Jeans.
- Mobile phones.

LUNCH TIME

Children may bring healthy packed lunches, which should be brought in named, secure containers. Glass bottles and breakable vacuum flasks should not be used. A working party of School Council, Parents, Governors and staff decided that sweets and fizzy drinks should not be included in lunchboxes. They thought that other unhealthy foods should not be 'banned' but could be included now and then as a treat.

A healthy lunchbox should always contain:

- **1-2 portions of starch** – bread, wraps, pasta, rice etc. A second item could be an additional lunch item such as bread sticks, flap jack, crisp bread or a small muffin.
- **2-3 portions of vegetables and fruit** – an apple, carrot sticks, salad in a sandwich, vegetables in pasta, fruit juice etc.
- **1 portion of protein** – lean meat, eggs, tuna, mackerel, pulses or beans etc.
- **1 portion of dairy** – a small piece of cheese, yoghurt, milk etc.
- **A healthy drink** – water, skimmed or semi skimmed milk, pure fruit juice, smoothies etc.

Free packed lunches are available for your child if you are in receipt of Family Income Support. Please see the school Bursar who will deal with your request in the strictest confidence. Lunches are supervised in the Hall in two sittings.

FRUIT

KS2 pupils are encouraged to bring fruit to eat at morning playtime.

KS1 pupils are provided with fruit, free of charge, at morning playtime.

MILK

Parents may participate in the 'Milk at School' scheme for their children.

PLAYGROUND

Key Stage 1 and Key Stage 2 children have separate playtimes of fifteen minutes in the morning and KS1 children have a playtime of fifteen minutes in the afternoon. Three lunchtime supervisors look after the children from 12.30pm - 1.30pm.

HEALTH

Medical inspections are held annually for new admissions. The school nurse gives sight and hearing checks when requested by parents.

HOME LEARNING

As with all school activities, we expect parents to support and encourage their children. At Geddington School, all pupils are asked to complete a regular programme of home learning. Parents are provided with information at the beginning of each term so they know what to expect.

SCHOOL ORGANISATION

ILLNESS

Parents are required to complete an information sheet giving details of home telephone numbers and friends able to look after children in an emergency. In the event of a child developing an illness, suffering a playground accident or becoming unusually distressed, it is the school's policy to inform parents and either return the child home or await collection. Where urgent hospital treatment is considered necessary a member of staff transports the child to Kettering General Hospital and the parent is required to meet their child there.

The Head Teacher is always grateful to receive information from parents on matters likely to affect their child's progress at school and confidentiality is always safeguarded.

SAFETY

Parents are requested not to park in Wood Street creating dangers when children are walking to and from school. Parents of all infant children are requested to meet their children at school by the covered play area.

Children are encouraged to wear high visibility clothing when walking between home and school.

ATTENDANCE AND ABSENCE

Please notify school as soon as your child is absent to ensure the absence is recorded in the register. If you fail to do so, the absence will be recorded as unauthorised in the register.

The percentage of half days (sessions) missed through authorised absence at this school during the past year is equal to 3.54% of total sessions.

The percentage of half days (sessions) missed through unauthorised absence at this school during the past year is equal to less than 0.62% of total sessions.

HOLIDAYS

Parents are encouraged to take their annual family holiday during our school holidays to avoid disruption to their child's schooling. Any time taken out of school must be authorised by the Head Teacher. Holiday permission forms can be obtained from the school office.

PUFFIN BOOK CLUB

The Parents' Association organises this on a half termly basis providing books for the pupils and free books for school.

GENERAL NOTE

The information provided describes the school and its policy at the time of going to print, and will apply also the next academic year unless indicated to the contrary. Further details on specific points can be obtained from the school.

SCHOOL ORGANISATION

EXTRA - CURRICULAR ACTIVITIES

Football, high fives, athletics and cricket teams compete on a friendly basis against other schools of comparable size.

Parents are informed of activities which entail late arrival home. Should this be at all unexpected, parents are contacted by telephone where possible and necessary warning given.

No child is permitted to stay for after school activities unless parents have given their permission.

All Year 6 children have the opportunity to spend an activity week away from home to enable them to develop confidence, live and work together as a team and gain a sense of achievement.

AFTER SCHOOL ACTIVITIES

A regular programme of after school activities, for KS2 children, takes place throughout the year including:

- Homework club
- Drama
- Football
- Funded French
- ICT
- Writers Inc
- Sketching
- Sewing
- Strictly Come Dancing
- Boards and Cards
- Recorders
- Volleyball
- Funded Basketball

PARENTS' ASSOCIATION

“The purpose of the Parents’ Association is to raise money to assist in the purchase of additional equipment, to provide all children within the school with the best possible educational learning environment.

We have provided funds for many extra teaching aids from a cooker to playground equipment, books to interactive whiteboards.

We are a registered charity with nominated officers, but we are also parents looking to support our school in providing the best possible education for our children.”

SCHOOL ORGANISATION

GETTING READY FOR SCHOOL

In the term before a child begins school -

- The Reception Class Teacher conducts home visits to get to know the child and parents in familiar surroundings.
- parents and the child come to the 'pop in' afternoon to see the reception class in action
- in July, parents come to the induction evening at 7.00pm in the School Hall to find out important information.

For the first three weeks in September, children attend school on a part time basis to facilitate assessment. The older children will attend 2 weeks of mornings (9.00am-12.00pm) and 1 week of afternoons (1.00pm - 3.15pm) The younger children will attend 2 weeks of afternoons (1.00pm-3.15pm) and 1 week of mornings (9.00am-12.00pm)

The children attend full time during the fourth week, and may stay for packed lunch, as long as parents and teachers consider the child is ready. (9.00am - 12.30pm, 1.30pm-3.15pm)

SCHOOL ORGANISATION

SCHOOL TERM DATES

GEDDINGTON C of E PRIMARY SCHOOL

Term dates

Academic Year 2011/2012

<u>Term 1</u> Teacher training Day School re-opens to pupils School closes	Monday 5 th September 2011 Tuesday 6 th September 2011 Friday 21 st October 2011
<u>Term 2</u> Teacher training Day School re-opens to pupils School closes	Monday 31 st October 2011 Tuesday 1 st November 2011 Friday 16 th December 2011
<u>Term 3</u> Teacher Training Day School re-opens to pupils School closes	Tuesday 3 rd January 2012 Wednesday 4 th January 2012 Friday 10 th February 2012
<u>Term 4</u> School re-opens to pupils School closes	Monday 20 th February 2012 Friday 30 th March 2012
<u>Term 5</u> Teacher Training Day School re-opens to pupils Bank Holiday (School closed) School closes	Monday 16 th April 2012 Tuesday 17 th April 2012 Monday 7 th May 2012 Friday 1 st June 2012
<u>Term 6</u> School re-opens to pupils School closes	Monday 11 th June 2012 Friday 20 th July 2012

There are no further teacher training days to be added.

RECORDS, COMPLAINTS, INSURANCE, CHARGING

OPEN ACCESS TO RECORDS

Children's records, which are reviewed annually, contain the following information:

- Name, Address, Date of Birth, Doctor, etc.
- Information concerning the child's personal circumstances
- Reports and records of the child's achievements
- Parents may, if they wish, ask to see their children's records by appointment with the Head Teacher. The school has a computerised administration system which is registered under the Data Protection Act. Records will be confidential to all except those who have a rightful access to them.

Public access to documents and information in LEA Maintained Schools

Regulation 5 (5) and 6 of the 1981 Information Regulations require Head Teachers to make available information about the items listed below:

- The LEA's statement of curriculum aims
- Any statutory instruments
- Schemes of work currently used by teachers in the school
- A copy of the arrangements made for the consideration of complaints

COMPLAINTS PROCEDURE

Under the Education Reform Act, there is a scheme which describes a number of ways in which parents make a complaint if they are not satisfied with the arrangements which the school makes for their child's teaching, learning or for Worship and Religious Education.

The scheme has four main stages. The most important is Stage One which asks parents and schools to do everything possible to settle complaints in an informal way and thus avoid the need for more formal steps.

Parents who wish to examine the document which describes the procedures in detail may do so at the school, at the Education Department or local libraries.

INSURANCE - PERSONAL ACCIDENT

Parents should be aware that there is no universal personal accident cover for school children. Independent advice on insurance cover is recommended.

GOVERNORS' POLICY ON CHARGING

The Governors reserve the right to invite parents to make voluntary contributions towards additional optional activities. For example, parents will be asked for a voluntary contribution towards costs for educational visits.

SOCIAL NETWORKS

Governors would like to draw parent's attention to a guideline from the School's Confidentiality Policy.

1. *Photographs of children should not be used without the permission of parents/carers, especially in the press and on the internet. At no time should the child's name be used with a photograph so that they can be identified unless parental permission has been obtained.*

They would like to recommend that photographs of children at school should not be shared on social network sites such as Facebook.