

# Courtney Primary School Prospectus 2016-7



*'Learning together we can achieve great things.'*

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*Using Numicon helps develop our understanding.*

## Section 1: Introduction



June 2016

Dear Parents and Carers,

I am delighted that you have chosen Courtney Primary School for your child.

As a relatively new Headteacher myself, taking up my post at Courtney in September 2015, I am delighted to be able to extend the warm welcome that I received to you. This is the start of a seven year journey together and I will do all that I can to make it a good one for your family.

When you enter the school, you will initially be impressed by our very new building with a modern airy feel; then you will notice our smiling children who are polite, eager to learn and delightfully varied. Academic success is important to us, but equally we want our pupils to leave our school ready for life in the 21<sup>st</sup> Century with confidence, resilience and the ability to be adaptable to the changes ahead.

Our staff team care deeply about their responsible roles within the school - be it pastoral, supervisory or academic - and work extremely hard to get the best from, and for, each individual child. Our school motto 'Learning together we achieve great things' applies to every member of our school community and helps cement this sense of teamwork and togetherness.

I do hope that this prospectus helps to guide you through most of the information you need to be aware of, but you will find a lot more detail on our school website.



*Mrs Deborah Wood,  
Headteacher*

## School Dates 2016 – 17

Term 1: Thursday 1 September 2016 - Friday 21 October 2016

Term 2: Monday 31 October 2016 - Friday 16 December 2016

Term 3: Tuesday 3 January 2017 - Friday 10<sup>th</sup> February 2017

Term 4: Monday 20 February 2017 - Friday 7 April 2017

Term 5: Monday 24 April 2017- Friday 26 May 2017

Term 6: Monday 5 June 2017 – Friday 21 July 2017

### Inset Days

Thursday 1st September 2016

Friday 2<sup>nd</sup> September 2016

Monday 21<sup>st</sup> September 2016

Friday 21<sup>st</sup> October 2016

Tuesday 3<sup>rd</sup> January 2017 TBC

## Section 2: School Organisation

### Our School



We are a modern one-form entry primary school for children aged 4 to 11 based within South Gloucestershire Local Education Authority. The school moved to its brand new building in 2010.

Our capacity is 210 children grouped across seven classes of usually up to 30 children. The grounds of Courtney - much-envied by visiting colleagues - comprise of a woodland area, pond area, field, playground, sand-pit, slides and wonderful views of the Cotswolds.

## School Hours

8:35 - 8:50	Playground supervised
8:40 - 8:50	Children welcomed into classrooms for informal start to the day (1st bell)
8:50	Start of School. Registration Time
12:00 - 1:00	Lunchtime
3:15	End of School

All children have a twenty minute break in the morning.

## Our Classes

All of our classes are named after trees.

Year R	Cherry
Year 1	Oak
Year 2	Ash
Year 3	Lime
Year 4	Maple
Year 5	Sycamore
Year 6	Cedar



## Drop Off and Pick Up Times

- The gates open at 8:30am and again at 3:00pm. All children should come to the back of the school to be dropped off or picked up.
- We always have teaching assistants on each door in the mornings to take any messages you may have for the teachers (who are already in their rooms settling the children and providing early morning work).
- No adults are allowed into school unsupervised; our main responsibility is to keep your child safe and this means that we need to have control of who is in the building. This means that at drop off and pick up times, unless it is in exceptional circumstances, you simply leave a message with one of the teaching assistants.
- Teachers are usually around and about the doors at the end of the day should you need to speak to them.
- If you have anything to hand to the school office, either send it via your child's book bag or hand it in yourself. Unfortunately, due to the design of the building, this will mean a short walk around to the front.

## Drop Off and Pick Up Times Safety Rules

- All scooters and bikes are to be pushed once the school grounds are entered. Our pupils are generally good at respecting this rule but pre-school children are more within parental control so we do need your support with this. Small children scooting around is an accident waiting to happen, and it also makes other people feel uncomfortable as they come to pick up their children.

- For safety, supervision and insurance reasons, the top playground, the sand-pits, slide and woodland are all to be used only within school time. Please wait with any pre-school children on the bottom playground only.
- Please do not bring dogs onto the school grounds nor leave them tied up at the gates.
- Cigarette smoking is not allowed. This includes e-cigarettes.
- We do allow smiling and talking.

## Staff

You will find details of our staff members on our website but, apart from your child's class teacher, teaching assistant and reading assistant, the people you are likely to come into contact with other than that are:

Mrs Deborah Wood	Headteacher
Mrs Theresa Gee	Deputy Headteacher and Special Needs Co-ordinator (SENDCo)
Mr Jon Cant	Member of the Senior Leadership Team
Mrs Becky Westcott	Member of the Senior Leadership Team
Mrs Sue Matthews	Family Link Worker

### **In our school office:**

Mrs Tamsin Griffiths	School Business Manager
Mrs Louise Belton	Administration Assistant
Mrs Claire Hall	Clerical Assistant

You may also see Mr Geoff Smith, our school site manager, round and about.

## Governing Body

The Board of Governors is made up of the Headteacher and a combination of Local Authority, Parent, Staff and Co-opted members who are all volunteers and work very hard for the good of the school. Their role is to make sure that all of the legal responsibilities are met, to hold the Headteacher to account and to support the school in its improvement. Governors regularly visit the school to monitor the actions in our School Development Plan.

From time to time we have vacancies for Parent Governors. Where more than one candidate puts themselves forward, then a vote is carried out. If you are interested in being a governor, please let us know and we will be able to tell you what the role involves.

Our Chair of Governors is Mrs Janet Hinchliffe. If you need to contact her then she can either be found as she drops her children off or via the school Office.

## Section 3: School Dinners and Snacks

### Nut Allergies

As there are more and more children with nut allergies, we endeavour to be as 'nut free' as we can possibly be. Whilst we cannot guarantee this, we do ask for parents/carers not to send in any nut products in snacks or packed lunches.

### School Meals

We are fortunate to have our own school cook: Mrs Jacqui Godwin, ably supported by Mrs Donna Murphy.



*Keeping our toys healthy with a quick check up*

A three-week rota of menus is prepared; these have been adapted to suit the general preferences of our children. The school kitchen also provides the option of jacket potatoes, salad bar and a vegetarian dish. Photographs of children with allergies and special diets are displayed in the kitchen.

All of Reception and KS1 children are entitled to a school dinner free of charge; if a packed lunch is preferred, then parents must provide it from home.

For the rest of the school, the same lunches can be purchased at a cost of £2 per day.

Dinner money should be brought in on Mondays in a sealed envelope marked with your child's name, class, the amount enclosed and the days on which s/he is having dinner. If your child is then absent on any of the days for which money has been paid, a credit will be held until their return.

If dinner money is not paid promptly, we will contact you asking for the debt to be paid as soon as is practicable. If it remains unpaid, then you will be asked to bring in a packed lunch for your child until it is.

Any queries about payments for school dinners should be addressed to Mrs Nicky Crossley who is the school's dinner money collector.

## Free School Meals Application

The school receives extra funding depending on the number of pupils registered for free school meals (even those in Reception and KS1; this can add up to a substantial amount. It is really important to us that you apply if you think you may be eligible or if your circumstances change. If you think that you may qualify, or that your circumstances have changed, please contact the Office staff who will advise you how to claim and help you to fill in the form online.

## Packed Lunches

If you are choosing to send your child in with a packed lunch, please can we ask you to keep it as healthy as possible. A suggested lunchbox would include sandwiches, a yoghurt, a piece of fruit and a piece of cake. Please avoid overloading with sugary and fatty snacks such as chocolate and crisps. Try not to send more than your child can eat. The children will bring home any uneaten food so you can see what they have had.

## Water

It is very important that the children drink plenty of water during the day as research has shown that this increases the brain's ability to learn new information. To help the children have access to water we allow each child to bring a small plastic bottle of water that they can have with them in class. When they first start at school, we provide them with their first water bottle for free.



## Healthy Snacks

Our kitchen staff sell toast, juice and fruit every morning during playtime which cost between 10p and 20p. Children are allowed to bring in fruit from home to eat at morning playtime.

As we are a healthy school crisps, sweets and biscuits that are coated in chocolate are not permitted.

On top of this, all children in Reception, Year 1 and Year 2 receive a free piece of fruit each day which is normally eaten in the afternoon.

## Milk

All children under 5 years of age are provided with a free carton of milk each day. Those children over 5 can also pay for milk but this must be ordered in advance. Please speak to the Office staff if you need more details.

## Section 4: Uniform and Routines

### School Uniform

Children who are smartly dressed in their school uniform have a sense of pride in their community. It also provides a clear signal that they are in their 'work clothes'. We will initially question the children if they are not wearing uniform and may contact home if this needs following up. Most uniform can be bought online from School Trends which can be found via the link on our website. Currently, the school office stocks and sells polo shirts and book bags.



### **Girls** (please make sure all items are named)

- yellow polo-shirt
- grey skirt or pinafore, or
- grey or black trousers
- royal blue fleece or cardigan
- white, grey or black socks
- blue and white or yellow and white summer dress
- plain black flat shoes
- long hair tied up
- scrunches etc in school colours
- plain studs only if ears pierced

### **Boys** (please make sure all items are named)

- yellow polo-shirt
- grey or black trousers
- royal blue fleece or jumper
- white, grey or black socks
- plain black flat shoes (no logos)
- hair not extreme eg no Mohicans
- plain studs only if ears pierced



### **PE Kit** (please make sure all items are named)

Unless medically unfit, all children must do P.E. and should wear suitable clothes. These should be different to the clothes worn to school that day.

- white T-shirt (No T-shirts with logos on are allowed.)
- change of socks
- black shorts
- training shoes or daps
- a draw-string bag
- black tracksuit trousers when cold

PE Kits will be sent home each term for washing.

### **Hats**

In the hottest weather children are encouraged to wear hats, cover their arms and seek shade to avoid the problems of over-exposure to the sun. On hot days we recommend that children come to school wearing sunscreen which will last for the day as teachers will not apply it.

### **Jewellery**

Jewellery is not allowed in school. The exceptions are watches and ear studs. Children doing P.E. or swimming are not allowed to wear any jewellery. Children wearing ear studs must be able to remove them themselves before doing P.E. and are responsible for looking after their own ear studs during the activity.

## Section 5: Values, Behaviour and Pupil Voice

### SCHOOL BEHAVIOUR

We have worked hard to develop a consistent approach to behaviour management across the school in order to create the climate which allows teachers to teach and children to learn. We very much emphasise and reward positive behaviour and talk to the children using the language of 'choices' – so a child either makes the right or the wrong choice. These discussions are backed up with our Crown Values.

Each class has a system of rewards known to children and displayed on the wall at all times; these are agreed within the year group at the start of the year. Praise is high on the list. There are also more tangible rewards such as stickers, house points, stars, certificates etc.

Class sanctions are sequential, starting with a warning and are clearly understood. Children may be asked to complete a 'Reflection Sheet' to help them understand the consequences of their actions. Any serious incident would bypass the stages and a member of the leadership team would become involved.

We try to speak to parents if there has been a serious incident or a consistent run of poor choices. We are grateful for the positive support we receive from parents in these situations.

A copy of our Behaviour Policy can be found on the school website.

### Crown Values

At Courtney Primary, we have a well-embedded set of shared values called our 'Crown Values'. Each one of the six Crown Values is explicitly taught as part of our Personal, Social and Health Education (PSHE) curriculum and is, at some point of each year, a focus for our Collective Worship.



We set ourselves ambitious targets and dare to have big dreams.



We are resourceful and resilient in the challenges we face.



We take responsibility for our own thoughts, words and actions, doing the right thing even when it's difficult.



We take pride in our diverse, creative school family.



We work together and celebrate each other's achievements.

Each week, in our celebration assembly, Crown Certificates are awarded to children displaying our Crown values.

## Houses

When the children start at Courtney, they are put into one of our 6 houses.

Each year the children:

- vote for a new Captain and Deputy Captain for their House
- have the opportunity to work in House groups in different subjects
- earn House points for good work or helpful behaviour
- compete against each other in events such as Sports Day
- earn ribbons for the House cup
- 



Squirrel



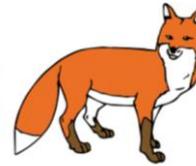
Deer



Badger



Otter



Fox



Hedgehog

We make sure that all siblings are in the same House so that parents/carers don't have conflicting loyalties on Sports Day! Your child will need a T-shirt in their House colour to wear on special House days.

## School Council

The school council is made up of children from Year 1 to Year 6 who have been elected by their peers. These council members meet regularly with one member of staff, Mrs Morch, to raise issues that the children feel are important. These might vary from having a buddy bench, to wanting to organise a tuck shop in the playground. This is an important part of the school's decision making processes.

Each year, the school council decides any charities they would like to support.

## Prefects and Monitors

As children enter Year 6, they take on a greater range of responsibilities. Children may apply to be a prefect or a monitor. These opportunities help to develop their commitment, reliability and leadership skills.

## Section 6: Health and Wellbeing

### Child Protection

As a school, we have clear expectations about the absolute right of children to feel safe and to be safe both inside and outside this school environment. We believe that to do this, agencies and professionals must work together to safeguard and promote the welfare of children at all times. In the event of any welfare or safeguarding concern, we will always involve the appropriate agencies. We have a comprehensive Child Protection Policy and our staff are regularly trained on a range of Safeguarding procedures.

If any member of staff raises a cause for concern, we have a duty to take it seriously and follow it up with a phone call by either Mrs Matthews (Family Link Worker) or Mrs Wood.

### **Family Link Worker**

We are really fortunate to have Mrs Sue Matthews working with our local community to provide support and guidance. She has a good number of years' experience working with individual children and families. If we identify a family who may benefit from either some physical help or some emotional support, we may ask her to contact you.

Please do bear in mind that she is a teaching assistant in the mornings so, unless in exceptional circumstances, she will contact you after school or in the afternoons.

### **Illness and Accidents**

Many of our staff have first aid training and so will administer treatment in the case of a minor injury. It is not always necessary to inform you of minor cuts and bruises but we will let you know if there is anything to keep an eye on especially bumps to the head.

If a child becomes ill or has an accident, we will call the adults listed on the contact details you have provided (so please always let us know if there has been a change). An ambulance will always be called as a precautionary measure if we suspect something more serious.

### **Medicine at School**

With the exception of inhalers, no child should have any medicines in their school bag unless it is part of a Health Care Plan.

Our school Office staff will usually administer medication on a short-term basis. A permission form MUST be completed in order for this to happen.

Inhalers are kept in boxes in each classroom. All other medication is kept centrally.

### **Infections**

Children who have experienced vomiting or diarrhoea due to a bug or virus must stay at home for the next 48 hours to prevent the spread of sickness.

### **Pupil Welfare**

We pride ourselves on caring for each child and looking after the welfare of all.

The school works closely with a number of external agencies:

- **The School Nurse**  
The school nurse visits regularly and tests weight, height, vision and checks the children's general health.
- **The Educational Psychologist**  
We call on these professionals when there are severe learning difficulties or behavioural problems. This is only done with the consent of the child's parents.
- **The Speech Therapist**  
The speech therapist is called upon when a child has speech problems. This is only done with the consent of the child's parents.
- **The Education Welfare Officer (EWO)**  
Our EWO will follow up concerns if attendance or punctuality are a concern

## Section 7: Enjoyment and Achievement

### The Curriculum

There are three phases within the school.

(Early Years) Foundation Stage (Reception) is for children aged 4-5 years old.

Key Stage One (Year 1 & Year 2) is for children aged 5 to 7.

We sometimes refer to Reception and KS1 together as 'Infants'.

Key Stage Two (Year 3 to Year 6) is for children aged 7 to 11.

### Early Years Foundation Stage Curriculum

The EYFS have their own curriculum which was changed by the DfE for the start of 2012. It is partly teacher-led and partly child-initiated. The framework is divided into different sections

<p><b>Playing and exploring – engagement</b>  <b>Finding out and exploring</b>  <b>Playing with what they know</b>  <b>Being willing to 'have a go'</b></p>
<p><b>Active learning – motivation</b>  <b>Being involved and concentrating</b>  <b>Keeping trying</b>  <b>Enjoying achieving what they set out to do</b></p>
<p><b>Creating and thinking critically – thinking</b>  <b>Having their own ideas</b>  <b>Making links</b>  <b>Choosing ways to do things</b></p>

Prime Areas	
<b>Personal, Social and Emotional Development</b>	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
<b>Physical Development</b>	Moving and handling
	Health and self-care
<b>Communication and Language</b>	Listening and attention
	Understanding
	Speaking

Specific Areas	
<b>Literacy</b>	Reading
	Writing
<b>Mathematics</b>	Numbers
	Space, shape and measure
<b>Understanding the World</b>	People and communities
	The world
	Technology

## Curriculum Year 1- Year 6



We are committed to providing the best education we can in order that each of our children achieves their full potential and makes at least good progress in reading, writing and mathematics.

From Year 1, all pupils follow nationally agreed statutory programmes of study in English, Maths, Science, Computing, Art & Design, Music, PE, French, History, Geography and Design & Technology.

We use the Mastery approach in Maths and English, where all children are taught at Age Related Expectations with chances to deepen and broaden their understanding.

RE is taught according to the South Gloucestershire Agreed Syllabus and we also use the non-statutory guidance to teach Citizenship and Personal, Social & Health Education.

Each class produces a curriculum map for the year and each term a topic plan is published on the class pages on our website.



*Some very hungry goats at Windmill Farm*

### Phonics

At Courtney, we use Jolly Phonics to introduce the children to their initial sounds. We continue with 'Letters and Sounds' as the phonic awareness develops. At the end of Year 1, the children's phonics is assessed using a statutory screener.

### Reading

Our mantra is 'Learning to Read' so that we can quickly 'Read to Learn'. The children move through our reading scheme which is Pearson Bug Club. It is very important that the children not only read the text but can also understand what they have been reading.

Reading Assistants are employed throughout the school to help support the reading.



We expect all of our children to read **five times a week** and have reward systems geared around this.

### *A visit to our local Holy Trinity Church*

#### **The Whole Child**

As well as fulfilling academic needs, we aim to provide a varied and stimulating education that takes into account the individual needs and strengths of all pupils.

For the start of September 2016 we have redesigned our curriculum to make best use of our marvellous grounds, the Kingswood locality and to help the children develop a greater range of life skills.

We encourage our children to take responsibility for their own performance and to measure their successes against their own baseline whether that is in academic, sporting, musical or other areas.



*Selling cakes to raise money for charity*

#### **Swimming**

Our children have swimming lessons when they reach Year 4. A coach takes them to Longwell Green Swimming Pool.

#### **PE**

Classes are timetabled to have two PE sessions during the school week. In September 2016 we are planning to introduce REAL PE which combines generic sporting skills with learning to learn skills, helping to develop sporting characteristics in every subject. Mr Smith, who is our sports coach, teaches Y1-6 once a week.

#### **Relationships and Sex Education**

If we intend to teach something that may be of a sensitive nature, we inform parents/carers beforehand. In such cases, opportunities are given to view materials used and give consent before participation in lessons.

#### **Residential Visits**

Older pupils are given the opportunity to spend a few days away on a residential trip. Every other year, Year 5 and Year 6 pupils have been to the Isle of Wight for an activity holiday.

## **Inclusion**

At Courtney Primary School we pride ourselves on our inclusive culture and are committed to providing access to the life of the school for all. Our building is relatively new and we are extremely fortunate to have disabled toilets, a wheelchair-accessible shower and level access to the building.

## **Special Educational Needs and Disabilities (SEND)**

Children who are working outside the expected range for their age group are designated as having special educational needs and placed on the school's special needs register.

We aim to promote understanding and break down barriers to participation and belonging through working to:

- Promote equality of opportunity for all
- Promote positive attitudes towards all people
- Encourage participation by all pupils in all aspects of school life

Extra provision will be made for any child on our register and the support of external specialists may be sought. See our Special Education Needs Policy for more details.

## **Extra-Curricular Activities**

We offer a range of extra-curricular activities, which vary from term to term made possible due to the great generosity of staff and other adults giving up their time to offer the children opportunities that they might otherwise not get. A list of all clubs and joining arrangements is printed in the school newsletter ready for the start of each long term (September, January and April).



### **Choir**

The school has a KS2 choir. These children give performances in school and in the local community.

*Performing in front of a live audience*

## **Sports Clubs**

We give children the opportunity to experience a variety of sports that use different skills. These sports clubs are open to both boys and girls and take place after school or at lunchtimes. We try to



organise games against other schools. Mr Smith, our sports coach, offers free afterschool sports clubs.

*Our football team at their away game.*

### **Eco Club**

Our Eco Club is very successful and very popular. The children are outside in all weathers planting and growing vegetables which they regularly sell on Wednesday home times.

Other clubs that are run at various times of the year are maypole dancing, knitting, coding, board games and maths Ninjas.

### **Instrumental Tuition**

Children have the opportunity to learn the clarinet, guitar, violin, trombone, keyboard or drums. These lessons are provided by private tutors and are paid for by parents. Please contact Mrs Julie Castle, our Music teacher, if you are interested.

Currently, we also run a Beginners' Recorder Group.



*The trombone is one of the instruments we offer lessons in.*

### **Charging & Remissions**

We try to organise visits and visitors which enrich our curriculum and provide the children with learning at greater depth. Although all education during school hours is free, our budget would not stretch to these experiences so our policy asks that parents support them by making the voluntary contribution suggested on any trip letter. If we do not get enough money, the activity is likely to be cancelled.

If you are currently in receipt of free school meals or experiencing hardship, please discuss your situation with the Headteacher, Mrs Wood, and we may be able to come to a special arrangement. We do not currently charge for swimming lessons.

## **Section 8: Working with Parents and our Local Community**

### **Induction**

As the children enter the Reception classes, our aim is to ensure that the induction process meets the needs of both the parents/carers and of the children. We are aware that this is the first part of a seven year journey together and we do all that we can to make the process as smooth as possible. In June or July, we hold an Induction Evening for parents and provide opportunities for

children to come to school for 'stay and play'. Home visits are also offered to all of the new families so that the teachers can get to know the whole child.

Before they start, each child will be paired with one of our older children who will become their 'buddy' around school.

In September, we have a staggered entry. The children begin by completing half days (either afternoons or mornings) and then extend to half days plus dinnertimes.



We often have children starting school post-Reception. Any family who arrives midway through their primary schooling is made to feel very welcome and we work hard with families to ensure initial teething troubles are minimised.

## **Parents'/Carers' Role**

Educating children is a partnership between home and school. With the active support of parents, a child is much more likely to achieve his or her full potential. You can help in the following ways:

### **Sleep**

Ensure your child gets plenty of sleep so that they can function at their best.

### **Communication**

Keep the lines of communication open with us. Let us know if there are circumstances outside school of which we need to be aware. If you are worried about something, come in and discuss it with us. We will always contact you if we have any concerns whether it be related to work, emotions or behaviour.

Please make sure that you read our weekly Newsletter – it always contains important dates, reminders and information of which you need to be aware.

### **Reading**

Parents play a crucial part in the reading process and we ask that you wholeheartedly support our high expectations by finding the time and space to read at home at least five times a week.

### **Homework**

Working independently is an important skill which not only encourages self-discipline, but also complements work done in class. We set homework for all year groups to not only complement work done in class but also to encourage self-discipline as the children get older. Please could you

provide a quiet work area, a lot of encouragement and enough time so that homework can be completed well.

### **Uniform**

We request your support in ensuring that your son or daughter is always correctly dressed.

### **Home School Agreement**

Parents are asked to sign our Home School Agreement. This means that you agree to play your part in the schooling process.

### **Labelling**

Please name everything that your child wears to school including socks. Every school suffers from the nightmare of lost property. We are no different. It is very costly in terms of replacing lost items as well as staff time spent trying to find owners for unclaimed clothing. So that our lost property pile does not become a mountain, property unclaimed after a suitable time is donated to charity.

### **Keeping Children Safe**

In order to keep the children safe, we ask that you do not enter the school building other than via the main school office. Please could you respect this rule. All adults are asked to wear a school lanyard to show their presence has been authorised.

Although we allow photography at special events, we do so on the proviso that you focus your attention on your child and that you never post any images of any children, other than your own, on social network sites. We ask every parent to sign this agreement when their child starts here.



*Visiting SS Great Britain*

### **Volunteering**

We always welcome parents (and grandparents) who have a few hours to spare and would like to help with reading, photocopying, filing etc. Our home and school association, Courtney PTA, would also be grateful for any support offered.

### **Text-Messaging**

As well as the weekly Newsletters, we also use a text-messaging service. If we have an important message or reminder that is applicable to your child, we will send a text to the number registered.

### **WOW Events**

Every term, each class organises a WOW event to which you are invited. It might be a poetry recital, joining in some food tasting or looking at some art.

### **Class Assemblies**

In 2006-7 we are going to re-introduce the class assemblies. This means that once a year you will be able to come and see your child performing in front of the whole school.

### **Visiting School**

Parents' evenings are currently held in the Autumn and Spring terms and throughout the year we hold a variety of curriculum evenings designed to allow you to support your child's learning at home. Parents' Evenings are formal opportunities for parents to discuss their child's progress. We also hold a more informal chance for you to share any issues which may have arisen once you have received your child's end of year report in July.

### **Attendance**

In order to learn, children need to be in school so we ask for your support in making sure your child is in school as much as is possible. Please telephone the school office if your child is not coming to school. As part of our safeguarding policy, one of our secretaries will call you if any absence is unexplained.

Please try to make appointments with doctors and dentists at times which minimise the learning your child misses.

### **Holidays**

Holidays should be taken in holiday times – we never authorise term time holidays unless there are really exceptional circumstances. Although 90% attendance may sound alright, it actually equates to a child missing 1/2 a day's school **every** week. See our Attendance Policy on our school website.

### **Broken Weeks**

It is really important that your child attends school regularly. Odd days missed add up. It is very noticeable to us if a child who has a lot of 'broken weeks'. Wide gaps soon start appearing in learning. Unless your child is genuinely too ill to concentrate, send them in.



*Superheroes making their costumes*

### **Complaints**

Any complaints should be brought to the attention of Mrs Wood, the Headteacher, in the first instance, or to Mrs Hinchliffe, the Chair of Governors. A copy of the LA's complaint procedure is available at [www.southglos.gov.uk](http://www.southglos.gov.uk) if there are still any unresolved issues.

### **School Documents and Information**

Many of our documents and policies can be found on the school website. Please contact the school Office if there is anything you cannot find.