



**Churchstanton Primary School,
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www.churchstantonprimary.co.uk
Headteacher - Mr Simon Mills**

'This popular and improving school provides a good education for its pupils and has some outstanding features.' OfSTED 2008.

Dear Parent

Welcome. Thank you for showing an interest in Churchstanton Primary School. We are immensely proud of our school and our beautiful location and grounds make it quite unique! We are at the heart of a vibrant rural community, providing a happy, secure and challenging environment, which helps our children achieve their highest potential. Churchstanton Primary School is indeed a very special place to begin your child's education.

Our strong caring ethos supports and encourages pupils to mature as confident and responsible people. Happy relationships within and beyond school are important and are used as a basis for our children to explore and develop their own social attitudes.

The Governors, Staff, Pupils and Parents invite you to work closely with us as part of the community, which is Churchstanton School.

I hope you find the information in this prospectus useful. It can however, only provide a snapshot of the life in our school. I invite you to make an appointment so I can show you around the school and answer any questions personally. That way you will be able to meet the staff and the children too!

Yours sincerely

Simon Mills
Headteacher

WHOLE SCHOOL AIMS



*The core purpose of
Churchstanton Primary School
is to educate our children
to reach their full potential
in a positive, happy environment,
rooted in the local community
and in our unique setting.*

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Introduction

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History of the School

Churchstanton Primary School was first established in 1850 when a small schoolroom was built in the grounds of Churchstanton Parish Church. The school moved to its present site in 1878, located in the small hamlet of Cox Hill, 10 miles south west of the county town of Taunton and $1\frac{3}{4}$ miles west of Churchinford village, in the parish of Churchstanton. Surrounded by farmland and woods, we are situated 700 feet high on the Blackdown Hills, an Area of Outstanding Natural Beauty! Our school is a 3-class community primary school, close to the Devon border and one of the most rural in Somerset. With over 150 years of history, Churchstanton Primary is now a County funded school and is not affiliated with any religious body.



The school site consists of the old school house, which has been converted into the school office and Headteacher's room downstairs, with the resources and staff room upstairs. An extension to the original building houses our school hall and dining room. The 3 classrooms are housed within 3 prefabricated units, each with independent cloakroom facilities. Visitors often remark on the beauty of the site - with the school grounds extending to around 2 acres and offering the children a choice of 3 playgrounds, a fenced area of forest, an adventure playground, a traversing wall, grassy areas and an outdoor swimming pool for use in the warmer months. We also have a school pond and wildlife area.

At 82 pupils, the school has a surprisingly large number on roll, considering the scattered nature of population in the Blackdown Hills. Approximately over half of the children on roll live outside the catchment area, many crossing the Devon/Somerset border, which is one mile away. Most children from outside the catchment come from homes in equally rural locations.

School Staff (September 2011)

Head Teacher	Mr Simon Mills
Senior Teacher	Mrs Pam Kinnear
Class 1 Teacher	Mrs Karina Holt
Class 2 Teacher	Mrs Pam Kinnear
Class 3 Teachers	Mr Philip Hyland (Monday to Wednesday) Mr Simon Mills (Thursday to Friday)
School Office (part time job share)	Mrs Debbie Frost Mrs Julie Betteridge ♦
Learning Support Assistants	Mrs Tara Adams (HLTA) ♦ Mrs Gill Mitchell (HLTA) Mrs Julie Betteridge ♦ Mrs Helen Molton ♦ Mrs Jeanette Curran Mrs Maggie Powell ♦ Miss June Richards ♦ Mrs Mandy Winslade ♦ Mrs Tamara Crocco Mrs Adella Leiser
(♦ also Lunchtime Supervisor)	
School Buildings Mr Geoffrey Berry Mrs Marie Pike	(Caretaker) (Cleaner)

School Governors

'The governing body is very supportive and fulfils its statutory responsibilities well. Individual governors bring a wealth of expertise to their role and are actively involved in all aspects of school life.' - OfSTED 2008.

The Governing Body

Mr David Bleloch (Chair)	LA Governor
Mrs Lorraine Woodward (Vice Chair)	Parent Governor
Mr Simon Mills	Head Teacher
Mrs Jackie Rogers	LA Governor
Mrs Joan Griffith	Associate
Mrs Pam Kinnear	Teacher Governor
Mr Yehudi Levine	Co-opted Governor
Mrs Chris Hopcraft	Co-opted Governor
Mr Richard Badman	Co-opted Governor
Mr John Cannon	Parent Governor
Mr Scott Nelmes	Parent Governor
Mrs Julie Betteridge	Staff Governor
Mrs Serena Kerr	Parent Governor
Mrs Patricia Bulpitt	Parent Governor
Miss Grace Tantam	LA Governor
Mrs Debbie Frost	Clerk to the Governors

The Governors have a vital role to play in the running of the school and they meet at least twice each term as a whole. Each Governor also belongs to a sub-committee, namely Education, Business, or Welfare. Members of the Governors are very active and interested in Churchstanton Primary School - they are frequent visitors and help in various ways throughout the year.

Every class has its own 'Link Governor' who actively supports the work of that class. To help parents identify who their Link Governor is, you will find a photo displayed in or around your child's classroom.

Every year, the Governors hold an Annual Meeting for parents, detailing their activities throughout the year. The normal term of office for a Governor is four years and we would very much welcome the involvement of any parent who may be willing to stand for election as Parent Governor when the next vacancy arises. Please feel free to register your interest in supporting the school in this way by having an informal chat with the Head Teacher.

Organisation

'Careful planning ensures that the academic and personal needs of pupils, including Reception-aged children and pupils with learning difficulties, are met fully in mixed age classes.' - OfSTED 2008

Churchstanton School is divided into two Key Stages catering for Infants (Reception and Key Stage 1) 4 - 7 years of age, and Juniors (Key Stage 2) 7 - 11 years of age. Throughout this Prospectus, reference will be made to the terms Foundation Stage, Key Stage 1 (KS1) and Key Stage 2 (KS2):

Foundation Stage	=	pre-school and Reception children
Key Stage 1	=	children in Years 1 & 2 (Infants)
Key Stage 2	=	children in Years 3, 4, 5 & 6 (Juniors).

Children enter Reception in the September prior to their fifth birthday. In order to be sympathetic to the adjustment children face in attending school for the first time, we stagger their entry according to age. Children who become 5 during the Autumn Term (September - December) will generally become full-time by the October half term. Children who become 5 after 1st January will be mornings only until half term and the move to full-time will be made in negotiation with parents, depending upon the needs of the individual child. Further details are given at the annual New Parents Evening in the Summer Term.

'Provision for the Reception-aged children is good and well managed, which ensures that they get off to a good start in their education.' - OFSTED 2008

The school is organized on a class basis, with children spending the majority, if not all of the school day, with their class teachers. In any one class there is more than one age group and this varies each year depending on overall pupil numbers. During a normal week time spent on teaching is within the scales recommended by the DFEE. In addition, time is set aside for registration, a daily assembly and break.



Working alongside class teachers in all the classes are Learning Support Assistants who help individuals or groups of children, some of whom have special needs.

Children experiencing learning difficulties, or alternatively any child showing special ability, will have work programmed for them in those areas where it is appropriate. Should this be the case, individual

parents will be informed and invited to school to discuss their child's programme with our teacher responsible for Special Educational Needs and class teacher.

As of May 2011, we have 82 children on our roll, organized as follows:

Class 1 Reception, Year 1 and Year 2

Class 2 Year 3 and Year 4

Class 3 Year 5 and Year 6

Information Sources for Parents

Education is best provided by a good partnership between home, school and pupils and we are committed to working closely with parents to ensure that your child benefits as much as possible from all we have to offer.

Availability of Information

DCFS regulations require us to make certain items of information available to parents and the public. At school we hold the following:

- The LA's statement of curriculum policy and the Governing Body's statement of curricular aims.
- Copies of the Prospectus and of the Governing Body's School Profile - available free to parents on request.
- Copies of all Minutes of meetings of the Governing Body, which are available to view on request.
- The LA's statement of curriculum policy and the school's statement of curricular aims.
- Statutory instruments (including those for the National Curriculum subjects), circulars and administrative memoranda relating to the powers and duties under the 'Curriculum' Section of the Education Reform Act.

- The last report from the Office for Standards in Education 2008 (OfSTED) and Subject Report (2007).
- Policy and procedure documents prepared by the Governing Body.
- Schemes of work currently used by teachers.
- A full copy of the arrangement for the consideration of complaints about school made by the LA.

Letters

These will often come home for parents from the Headteacher, Class Teachers, School Office and from the 'Friends'. As far as possible, letters will be sent home via the youngest child in the family on a Friday unless there is something more urgent. On request the school office will send the weekly letter by e-mail.

At the request of parents, the following colour code has been adopted for letters:

- | | | |
|-------------------------|---|--|
| White | - | General correspondence |
| Any other colour | - | Action required by parents such as filling in and returning reply slips. |

At the beginning of every term, you will be given a list of diary dates for events being held that term. Parents are always most welcome to attend the Infant Nativity, Junior Musical Production, Harvest Festival, Christmas Carol Service and Annual Garden Party to name but a few!



Parents' Evening

These are held twice a year, during the Autumn Term and the Spring Term. Two evenings are set aside each time so that you can choose a day that best suits. As well as seeing your child's teacher, there will be the opportunity to talk to our SENCO.

During the Autumn Term, teachers, parents and children meet together for 10 minutes to discuss progress. At the end of the meeting, targets will be set for your child. Once set, the child will work towards them with the support of both parents and teacher and in due course, you will be informed of the progress your child has made.

During the second half of Spring Term, parents and teachers meet without the children for a more in-depth discussion of progress.

Annual Reports

These are sent out 2/3 weeks before the end of Summer Term. Each child's report from Year 1 upwards will comment on all National Curriculum subjects, together with their personal and study skills development, plus a record of their yearly attendance, broken down into the three terms. Those children receiving extra support for SEN will also have specific comments relating to their progress. A report on both Teacher and National Curriculum assessments will be included for Year 2 and Year 6 children.

Reports for Reception children will not follow the same format because the National Curriculum does not begin until Year 1. Instead, the report will cover the progress your child has made towards standardized '**desirable learning outcomes**'. These cover such areas as Personal and Social Development, Language and Literacy, Mathematics, Knowledge and Understanding of the World, Physical Development and Creative Development.

An evening is set aside after the reports have gone out for parents wishing to see their child's Class Teacher or the Headteacher to discuss the contents of the report.

Please note that in addition to these formal arrangements, we are always willing to discuss any matters concerning your child with you. It would be most appreciated if you could avoid the time before start of school in the morning, as this is always very busy for the teachers.

Any matters that require more than just a brief chat would probably be best discussed by making an appointment. Obviously, however, we would always do our best to respond to urgent issues immediately, so please feel free to approach the relevant member of staff.



Governors' Annual Report to Parents

The Governors issue an Annual Report to parents early in the Spring Term, which contains information on the management and finances of the school. This is known as the School Profile and can also be accessed online at:
<http://schoolsfinder.direct.gov.uk/>

This report forms the basis for the *Governors Annual Meeting* that is held at school in October every year. As well as outlining the main details of the report, it offers a forum for parents to question the *Governors* about the running of the school or to raise any matters of concern.

Notice Boards

Daily events, community posters and events organised by the 'Friends' are displayed on the notice boards situated outside Class 1 and to the front of the School Office to keep you informed.



*'Churchstanton is a fantastic school. My children are getting an excellent education.
I cannot rate this school high enough.'*

*'My child has had the best primary school care in the world. He has been helped to
become a well rounded and happy little boy.'*

Our School Ethos

Our Philosophy and Ethos
The Aims of our School



Our Philosophy and Ethos

'All pupils show exceptionally high levels of care for themselves, for others and for the environment and have a very good understanding of how their own decisions can have an impact on other people' - OfSTED 2008.

Children learn at different rates and have different abilities. At Churchstanton Primary, we believe that we have a happy school atmosphere in which each pupil can develop and make best use of his or her talents and qualities.

As a small village school, each child is an individual who is well known to the teachers, so it is impossible for any child to be "overlooked". Each child's efforts are valued by both staff and other children and we aim to ensure that every child is genuinely able to contribute in some way.

Development of self-esteem is crucial, but it has to be based on true achievement



rather than false praise. We strongly believe that happy and confident children learn more effectively and get the most from their education.

Our genuinely caring ethos is reflected both in the dedication of our staff and in the concern shown by pupils towards each other.

Aims of the School

'We want children to value learning as a life-long activity.'

With this in mind, we aim to:-

Children

- provide a safe, happy, caring and well ordered environment in which learning can take place and where each child is valued as an individual
- help pupils develop lively, enquiring minds with the ability to question and discuss rationally, whilst appreciating others' right to have a different point of view and to be prepared to modify their own views if necessary, with good grace
- prepare each child for their life beyond school, by encouraging amongst other things - independence, co-operation, perseverance, responsibility, respect, originality, constructive self-criticism and a willingness to participate
- ensure that pupils acquire knowledge and skills that are also relevant to adult life and future employment
- help foster a sense of pride in the work that each child produces, by encouraging pupils to attain the highest standards in everything they do
- help children learn the skills necessary to evaluate their own work
- instil respect for religious and moral values together with tolerance of other races, religions and ways of life
- help children to understand and care for other people
- help children to develop skills to form 'good relationships' in school life and in the outside world

Parents

- foster a real sense of partnership in the education of our children by creating informed links between school, parents and children
- ensure that our partnership is based on honesty, trust and mutual respect
- be welcoming, helpful and informative at all times
- actively involve parents in the life of the school

Staff

- support, challenge and develop every member of staff, thereby enabling them to give their very best to, and gain the very best from, the children in their care.

Governors

- promote equality of opportunity in respect of all staff and students
- maintain quality of pastoral care for students throughout the school and to encourage parents' involvement in their child's progress and in the school in general.
- support the Head and staff in the monitoring of achievement with the aim that each child should generally make continuous improvement.



'Personal development is outstanding.' OfSTED 2008

The Curriculum

Areas of Responsibility

Governors' Statement of Curriculum Aims

The National Curriculum

English

Maths

Science

Information Curriculum Technology

RE

Collective Worship

Geography

History

Music

Physical Education

Design Technology

Art

Forest School

Sex and Relationship Education

PSHE

Additional Educational Needs

Forest School

Homework

Assessment Procedures

Areas of Responsibility

Mr Simon Mills

Curriculum
Science
ICT
SEN
Equal Opportunities
Child Protection Officer
Recording and Assessment

Mrs Debbie Frost

School Finance Officer

Mrs Julie Betteridge

School Administrator

Mr Philip Hyland

RE/Multi Cultural Education
Mathematics (Key Stage 2)
Art and Design
Design & Technology
Community Cohesion

Mrs Karina Holt

Early Years
Mathematics (Key Stage 1)
Geography
History
Home/School Links
Pre-school Liaison

Mrs Pam Kinnear

English/Library
PE
Health/Personal & Social Education (PSE)
Citizenship
Music

Governors' Statement of Curriculum Aims

The Primary curriculum is generally intended to encourage the development of children intellectually, socially, emotionally, physically and morally, as well as providing children with the basic skills they will need for life and work.

In particular, the Governors aim to:

- encourage children to widen their use of language in both spoken and written forms
- help children to develop their mathematical skills and to apply those skills effectively
- help children to develop an interest in science, technology and the natural world
- encourage children to express themselves through music, drama, a variety of arts & crafts and to develop concepts and skills in this area of the curriculum
- impart to children an understanding of both the history and geography of the environment in which they live
- help children develop a respect for religious and moral values, as well as a tolerance of other races, religions and ways of life
- help children develop their physical co-ordination and confidence
- offer the best possible delivery of the National Curriculum to all children at Churchstanton Primary School and to monitor, evaluate and modify our collective approach as deemed necessary
- provide a broad, balanced, relevant and differentiated curriculum
- ensure equality of opportunity for all children
- promote partnership between children, parents, teachers and other adults in school and the wider community in order to engender positive relationships
- promote positive attitudes in the child towards themselves, their learning and others
- ensure continuity and progression of learning within the school and at times of transfer from class to class and from one school to another
- develop teaching styles which will offer and encourage a variety of relevant learning opportunities
- provide a positive learning environment which nurtures individual children and fosters lively and enquiring minds whilst enabling children to experience fun in their learning
- ensure that the time requirements laid down in the Dearing Report for National Curriculum subjects are adhered to

- encourage all children to do their best in terms of presentation, handwriting, punctuation, content and grammar
- help children learn the skills necessary to evaluate their own work
- offer children Additional Educational Needs support as and when they require it.

The Curriculum

Churchstanton Primary School follows the National Curriculum. The school uses the programmes of study and methodology of the Literacy and Numeracy Strategies. The school RE programme is based upon the Somerset Agreed Syllabus.

Core Subjects:

English (Literacy)
Mathematics (Numeracy)
Science

Foundation Subjects:

Information Communication Technology (ICT)
Religious Education (RE)
Geography
History
Music
Physical Education (PE)
Design & Technology (DT)
Art

In addition to the subjects specific to the National Curriculum, we also address cross-curricular issues such as Personal, Social and Health Education (PSHE), Environmental Education, Global Education, Citizenship, Equal Opportunities and Multi-Cultural Education. At all times, the needs of each individual child will reflect the way in which the curriculum as a whole is delivered. For this reason, we organize our teaching groups accordingly.

Although the National Curriculum is set out in subject areas, we aim to, where appropriate, teach in a more integrated and thematic way in line with the Excellence and Enjoyment initiative.

Geography, History and Science are generally taught as topics, which also include relevant elements from other curriculum areas. The lessons are carefully planned to ensure the key skills and knowledge from each subject is taught at a level that is appropriate for the ages of the pupils. Taking into account the fact that we have mixed age classes, we teach these topics using a rolling programme that ensures the children do not repeat earlier work.

Please note that the majority of the requirements of the National Curriculum do not apply to children who are not of statutory school age i.e. the "rising fives". These children follow the separate but related Foundation Stage Curriculum and will gradually take on the programmes of study of the Literacy and Numeracy Strategies. Our overall emphasis in the teaching of Reception age children is to prepare them for their future years at the school whilst at the same time ensuring that their individual developmental needs are met.



English (Literacy)

All children receive a timetabled "Literacy Hour" every day. During this hour, they are taught the skills of Reading, Writing, Spelling, Grammar and Punctuation. Jolly Phonics are taught in Key Stage 1. Handwriting is also incorporated into the school week along with timetabled guided reading sessions.

We aim to help children develop the ability to read with fluency and understanding, both for pleasure and for information. Core reading schemes are used, supplemented by a wide range of other materials. Books are taken home so that parents can share in their child's reading development. In addition, we organize Book Fairs and have a well-stocked Library in an effort to promote to the children a love of books.

Children are taught to write with purpose and audience in mind. For this reason, other subjects, such as Geography and Science, are sometimes combined with Literacy in a joint lesson. They learn to plan, draft and edit their work before final presentation. Spelling and Grammar are taught at every stage of the process. We encourage the children to listen attentively and express their thoughts and ideas clearly and confidently. A wide range of opportunities are offered to demonstrate these skills - working together in a group, making a presentation to an audience (such as in Assembly) and through drama and school productions such as the Infant Nativity or Junior Musical Production.

Mathematics (Numeracy)

All children receive a timetabled Numeracy lesson each day, with particular emphasis on improving their mental calculation skills through a sound knowledge of number bonds and multiplication tables.

We aim for all pupils to develop a positive attitude towards mathematics, finding enjoyment and pleasure within the subject and leading to confident mathematicians who delight in manipulating numbers.

With older pupils, we emphasize the practical application of numeracy skills in subjects across the curriculum, such as data handling in scientific investigations.

Science

Science for young children means investigating and making sense of the complex world in which we live. We hope to raise a curiosity and excitement that will stay with the child for the rest of their life and form a strong basis for their work at Secondary school. Our aim is to provide a learning environment that gives all children the opportunity to observe, question, investigate and draw conclusions about their findings.

Science topics are taught in a systematic rolling programme that develops the children's investigative skills and knowledge of the world around them. Each year we

cover work on Materials and their properties, Physical Processes and Life Processes & Living Things. Where possible, fieldwork takes place in the school grounds and surrounding area.

We are also developing the Science Curriculum along with our ambition to become a 'Forest School', which will involve specialist opportunities for learning in an outside environment.

'Standards in science, which were a key issue at the time of the last inspection, are now a particular strength.' OfSTED 2008

Information Communication Technology (ICT)

Being familiar and confident with ICT is no longer just a useful skill. The computer age means that ICT has entered almost all areas of life. Programming the video; producing a letter; processing information; researching a project; taking digital photographs; sending an e-mail to friends abroad, or even researching holiday destinations on the Internet - ICT is everywhere and to fully participate in the world, you need to be technologically literate.

At Churchstanton Primary School, we teach ICT skills in two ways - as a distinct subject on its own and as part of the curriculum in all other subjects - including Art and Music.

Our 16-computer suite allows for high quality ICT experiences in addition to the work completed on individual classroom computers. ICT isn't just computers though - the children use sound recorders, video and digital cameras, TV and measuring equipment. ICT is an important learning tool that enhances and supports the whole curriculum.

Religious Education (RE)

In our RE lessons, we aim to foster an understanding of the role played by religious beliefs in the daily lives of individuals and in society as a whole. We work using the Somerset Agreed Syllabus "Awareness, Mystery and Value", aiming to focus our pupils' attention on their moral responsibilities and their role in the world.

We offer a non-denominational Christian approach, but ensure the children also have a good understanding of the main tenets of the major world faiths. Our aim is to equip the children for life in a multi-faith world, whilst giving them a strong

grounding in the beliefs of Christianity. As part of our lessons, we visit the local churches and when possible, other places of worship.



Collective Worship

Through our Assemblies, we aim to develop spiritual values and spiritual awareness by sharing with the children knowledge of (non-denominational) Christian values, beliefs, celebrations and patterns of worship. We also ensure that children are made aware of other beliefs, traditions, cultures and patterns of worship. Emphasis is placed on focusing the children's attention on their moral responsibilities and their role in the world. Assemblies and special occasions are sometimes led by the parish vicar.

Under the provisions of the Education Reform Act 1988, all parents have the right to withdraw their child from our daily act of Collective Worship, or from Religious Education. Requests for withdrawal from these elements of the curriculum should be made in writing please to the Head Teacher.

Our Assemblies follow a varying pattern each day, with children joining a class assembly, Key Stage or whole school as appropriate. They provide a time which:

- encourages children to learn how to be part of both large and small gatherings, as well as offering opportunities to perform and respond to a presentation.
- facilitates the development of a sense of community, of belonging and sharing.
- allows for celebration and reflection on things held to be of worth.
- provides a rhythm to the life of our school by marking and celebrating special occasions and achievements such as birthdays, team and individual successes, Head Teacher Awards etc.

- allows a pause for reflection and stillness in the midst of the pressure of the school day.

Geography

With our school's wonderful grounds and beautiful situation in the Blackdown Hills, we are ideally placed to teach the skills and ideas of *Geography* in a "hands on" way. As well as studying the local area, we also look at contrasting areas in the UK, Europe and the world. Fieldwork takes place in the school grounds and nearby woods, as well as on day trips and during our Year 5/6 residential week at Kilve or Treyarnon Bay.

'A very good number of out-of-lesson activities such as visits, visitors and a wide range of after-school clubs enrich the curriculum well and further support pupils' learning' - OfSTED 2008



We aim to help children develop an understanding of environmental issues, both in our local area and in the wider world, as well as being aware of the importance of a global viewpoint.

History

In *History*, the children study important episodes and developments from Britain's past, from Roman to modern times and with a particular emphasis on the local area. They also study ancient civilizations and the history of other parts of the world.

The children are encouraged to develop a range of historical skills and concepts. Chronology, change and continuity, the importance of historical sources and of differing interpretations and viewpoints are all important themes in this subject.

Music

In Music, we encourage the children to sing, to perform and, using their own notation, to record the musical ideas they have developed. We focus on listening skills and how to communicate ideas and feelings through music. A wide range of music is studied, from different times, styles and cultures.



As a school, we are extremely grateful to the Blackdown Hills Beer and Music Festival Committee who provide substantial funding which enables us to employ the services of a specialist music teacher for up to three afternoons a week, teaching the children to play the recorder (from age 7) and also helping to develop our singing.

Other musical activities include a Music Club, individual instrument tuition, performing in school at our annual Music Concert and taking music to the local community. A number of our pupils play in the local Steel and Samba bands.

Physical Education (PE)

We encourage the children to enjoy their PE and the challenge of physical exercise when participating in both competitive and non-competitive sports and activities.

At all times, good sportsmanship and teamwork are encouraged.

Every class has a timetabled session for PE in the school hall or on the playing field. Activities vary according to age - ball and games skills are taught in KS1 and these are refined in KS2 when the children play Football, Netball, Tennis, Rounders, and Kwik Cricket as well as participating in athletics. Movement, Gym and Expressive Dance are taught throughout the school. Pupils also have the opportunity to play in school teams against other local schools.



Sports Day is held in the Summer Term and parents are invited to attend and indeed to participate!

Swimming takes place after school on a Tuesday at St. James' Pool in Taunton. Parents run these sessions and we are most grateful for their time and energy. During the Summer Term (and weather permitting!), water confidence and swimming skills are taught in our own outdoor pool. Various after school sports clubs take place throughout the year for KS2 children. Year 2 children are welcome to join in during the Summer Term.

It would be most appreciated if you could help us by ensuring that your child always has the correct kit for PE as this is essential. All apparatus is regularly checked and the children are closely supervised at all times.

Design Technology (DT)

The DT curriculum helps pupils to develop the skills of designing, making and evaluating products. Children work with food, paper, fabric, wood, card and electrical control. This subject is mainly practical - as well as teaching tool use, planning and analysing skills, it is also a useful subject for encouraging group collaboration and cooperative work.



Art

In Art, we help the children to develop their creative ideas and feelings in a visual form. We start from what they observe, remember and imagine and teach them to use different techniques and materials.

The children study the work of famous and local artists, looking at the different techniques they use to communicate their ideas. Again, extensive use is made of the school grounds and surrounding area.

Forest School

Forest Schools has developed from the Scandinavian education system and is about children and young people building self esteem and independence through exploring and experiencing the natural world. The ethos of Forest Schools allows learners the time and space to develop skills, interests and understanding through practical, hands-on experiences. Possible activities may include making collages from natural materials, weaving with long grasses, tree climbing, using tools for a purpose - such as peeling bark from sticks with potato peelers to make toasting forks, fire building then cooking on a camp fire!

Sex and Relationship Education

Sex and Relationship Education is not dealt with in isolation from the rest of the curriculum, but is integrated into the school's Personal, Social and Health Education policy and Science Curriculum.

Whilst at Churchstanton Primary School, the children are prepared both emotionally and sensitively through various topics and class discussions before the Sex and Relationship Education programme in Years 5 and 6. The main stages of the human life cycle will already have been covered as part of the statutory science curriculum. They are by this stage fully aware of their own body, its organs, their functions, their development physically and the scientific names of the parts of their body.

Sex and Relationship Education is conducted in a sensitive and thoughtful manner, within the context of family values of love and responsibility. Parents and carers are the key people in teaching their children about sex and relationships and the lessons delivered at school should be viewed as source of additional support.

Appropriate resources are used in the delivery of the sessions under the guidance of the Headteacher and the School Health Advisor. It is important to note that the physical and emotional maturity of the pupils will have been considered when deciding on the content of the resources. The resources will also be checked and viewed beforehand by the link governor against specific guidelines.



The sessions usually take place during the course of the Summer Term and are delivered as appropriate, either to the whole class, separate year groups or single sex groups. Parents will be notified when these are due to take place so that they can be ready at home to discuss any matters with their children that may be brought up. In addition, a meeting is held beforehand to give parents the opportunity to see the teaching materials that are to be used and to hear what will be taught.

Any parent has the right to withdraw their child from the Sex Education programme of work covered in Years 5 and 6 by writing to the Headteacher. This does, however, lead to children receiving 'second-hand news' from their friends who have taken part in the lessons, so please think very carefully before you decide to withdraw your child. Any fears or concerns that you may have can be talked over in confidence with the Headteacher - please feel free to telephone the School Office for an appointment.

Personal, Social and Health Education (PSHE)

PSHE is about what it is to be a person. Fundamentally, this is concerned with the exploration of values and attitudes, with the development of skills, and with the acquisition of relevant knowledge and understanding. This should enable pupils to lead confident, healthy, responsible lives as individuals and members of society.

Additional Educational Needs

Some pupils, for part or all of their school lives, have a need for a greater level of support than others. Where appropriate, we aim to give special help to children with specific or general learning difficulties **and** to very able children.

Courses for exceptionally able children are offered throughout the year and are held at Kilve Court Residential Centre. Parents, who have the final decision as to whether their child attends, meet the costs of these courses. Please remember, however, that the school uses flexible groupings and booster classes to ensure that the most able are fully stretched within the school curriculum.

'The attention, care and support for individual pupils and the care shown by pupils for each other are outstanding. The school makes excellent use of the diversity within the school to promote inclusion.' OfSTED 2007

Class Teachers monitor the learning needs of all children at Churchstanton Primary through on-going assessments. Pupils who are thought to be in need of additional help because of learning or behavioural difficulties will be identified by the Class Teacher, who will then discuss the issues with the child's parents, together with the Special Educational Needs Coordinator (SENCO), who will work closely with the Class Teacher and parents to ensure a suitable programme is put in place to help the individual child.

Homework

At Churchstanton Primary School, we believe that homework is very important. It supports your child's learning, fosters links between home and school, helps to promote your child's self-discipline and independence in learning, as well as helping to establish good working habits.

In the Infants, homework consists mainly of reading activities and bringing things from home to support the work of the class. The Juniors have a much more structured programme including reading, learning spellings and tables, mental arithmetic and various set tasks arising from class or group lessons.

In Years 5 and 6, homework is particularly important as the children need to gradually become accustomed to the demands of the next stage of their education at Secondary school.

As parents, you can help us greatly by ensuring that homework is completed and returned on time and by talking to your child about the work that they bring home.



Assessment Procedures

Assessment is a vital, integral part of classroom practice. At Churchstanton Primary School, it forms the basis for gathering information about each child's progress through our school and enables curriculum goals and targets to be set and planning to be appropriate. Throughout their time with us, teachers will be continually observing and recording your child's progress during normal everyday lessons. These 'Teacher Assessments' are carried out in all subjects and enable the teacher to see how well individual children are coping.

In addition to this, your child will undergo formal tests:

- Years 2 and 6 undergo the Statutory Assessment Tests (SATs) during May.
- Years 3, 4 and 5 undertake the non-statutory assessment tests during the Summer Term.
- From Year 2 onwards, children will be assessed in spelling twice a year using a standardized test so we can track their progress
- All children (except Reception) will be given a reading test twice a year. The first will be at the beginning of the Autumn Term and the second, to check progress, will be just before the Summer Term open evening.
- All other subjects are assessed during marking of individual pieces of work and end of unit assessments.



'Care, guidance and support are outstanding and contribute very well to pupils' personal development.' OfSTED 2008

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The School Office

Our two part time staff in the School Office will be happy to assist in general administrative matters such as school payments, absence and illness and the making of appointments to see teachers and the Headteacher.

The Office is open for most of the school day (usually 8.30am - 12.15pm and 1.15pm - 3.15pm) and the answer phone will be on at all other times.

All visitors to the school during school time must report to the school office so Staff are aware who is on the premises at all times. This is for the protection of the children.

If the answer phone is on, please leave a message and your call will be returned at the earliest opportunity.

If you wish to collect your child from school, or deliver your child to school once sessions have started, please report to the School Office.

It is very important that we have an emergency daytime contact telephone number for all children and that we are notified of any changes to the home situation, or any medical problems. Please help us to keep our records up to date at all times.

Post Box

At the bottom of the stairs in the main school building we have a lockable post box that may be used for parents' correspondence when the School Office is not open. Where possible, could you please use this post box to minimize the chance of your letters being accidentally misplaced. **Envelopes containing money** for school trips, sponsored events and so on **should not be put into this box**, but instead should be given to your child's Class Teacher marked clearly with full details of what the money is for.



Admission Arrangements

Children start with us in the academic year that they become 5.

The LA (Local Authority) is responsible for the admission of children to our school and places are allocated in accordance with their published policy. A copy of this policy may be obtained by telephoning School Admissions on (0845) 355 753. All calls will be charged at local rates.

Preparing for School

Our booklet entitled "Getting Ready for School" contains a number of suggestions as to how parents can help to prepare their child for school.

Your child will have a head start if he or she is used to being with other children. There is an excellent Pre-School in Churchinford, which helps children to experience sharing with others, as well as how to accept authority from adults other than parents. For further information contact the Churchinford Pre-School leader on 07815 440757 or visit them at the Pre-School next to the Village Hall in Churchinford.

During the Summer Term prior to starting in September, pre-school children are welcome to borrow books from our pre-school library which is open twice a month, from 2.30 - 3.10pm. They are also invited to join Class 1 for 'storytime' at about 2.45pm. Further details can be obtained from Mrs Holt.

A "Play to Learn" morning organized by Mrs Holt, is held in June for September intake children and their parents, where fun and messy activities are available for all to enjoy. This session highlights the importance of learning through play. In addition, Mrs Holt visits Churchinford Pre-School to meet the children there and also undertakes a programme of home visits to help children prepare for school in September.

Transfer to Secondary Education



At the end of Year 6, pupils transfer to the Secondary phase of education. The majority of children from Churchstanton Primary School transfer to The Castle School, Taunton, which is the designated Secondary school for our catchment area.

In the Autumn before a child is due to transfer, Somerset LA will send parents details of all the schools available in Taunton. To ensure a smooth transition from Primary to Secondary education, each child's abilities and likely progress are discussed with the Secondary schools concerned. Teachers from The Castle School will talk to the leavers and their Class Teachers and the children will visit their new school in the Summer Term before the transfer takes place.

The liaison we have with The Castle School and its other feeder Primaries is excellent and we meet together each term. This is an effective way of ensuring that your child's transition from Primary to Secondary education is a smooth one. Liaison with the Devon Secondary schools at Honiton and Uffculme is not quite to the same level as The Castle School, since we are a Somerset school. However, every effort is made to keep them as well informed as possible - the school records that are passed on are the same as the ones that go to The Castle School.

The School Day

With the exception of those children travelling to school by bus, please ensure that your child does not arrive at school before 8.40am. We are not legally responsible for them until this time and teachers will be busy preparing for the day's activities. If they arrive before 8.40am they **will not** be supervised and we are sure you will appreciate the implication should accidents occur.

Times of School Sessions

Children should arrive between 8.40 and 8.50am

School begins	:	8.50am
Session 1	:	8.50 - 10.40am
Assembly	:	10.40 - 10.55am
Playtime	:	10.55 - 11.15am
Session 2	:	11.15 - 12.00pm (Infants) 11.15 - 12.15pm (Juniors)
Lunch	:	12.00 - 1.15pm (Infants) 12.15 - 1.15pm (Juniors)
Session 3	:	1.15 - 3.15pm
School ends	:	3.15pm

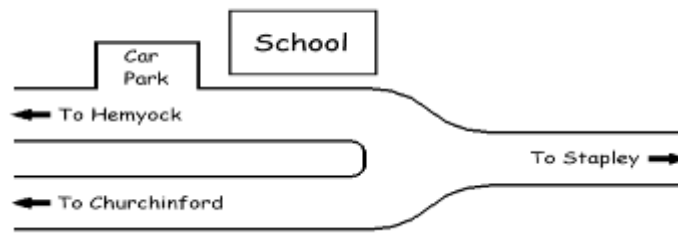
(NB Infants have an afternoon playtime from 2.30 - 2.45pm)



**Please be in line -
At 10 to 9!**

Please collect your child from the main playground promptly at 3.15pm. A member of staff is always on duty to ensure that everyone is sent home with the "right person" - if for any reason you are unable to collect in person, please ensure that you telephone the School Office in advance to explain the change in normal arrangements.

Dropping Off and Collection Procedure



Many children in school arrive by car and whilst the school encourages car sharing, the traffic situation at 8.50am and 3.15pm can sometimes prove to be a problem. Parents have found the following 'one-way' system to be the simplest way to ease the flow of traffic:-

Come to school by any of the three routes shown, **BUT please do not leave school using the Churchinford road.**

School Transport

Free school transport is available for children under the age of 8 years who live more than two miles from the school and for children over the age of 8 years who live more than 3 miles from the school. Please note that this only applies to children living within our catchment area and not in Devon. Further information is available from the School Office.

If there are any spare places on the mini-bus, parents of children that do not fall into the above categories can apply to the School Transport Officer at County Hall, who will provide information regarding charges etc.

Travel Plan

In response to Government policy we aim to reduce the need to use cars and increase walking, cycling and bus use for school journeys. Our site, including all our pupils, staff and the wider community will gain from the health and environmental benefits of non-car travel.

We will:

- Encourage and assist pupils to walk and cycle whenever possible
- Encourage public transport and car sharing for longer more arduous journeys

- Create a healthy, safe and happy school environment with improved life styles and air quality

How we plan to address our travel problems:

- Churchstanton Primary School will encourage car sharing.
- Encourage cycling to school during certain times of year.
- Improve safety features on the road outside school, including street lighting and speed reduction signs.
- Promote the positive effects of healthy living linked to decreased car use and increased walking and cycling.
- Increase pupil input to School Travel Plan through the curriculum, discussion and meetings.



School Lunches

There is currently no provision for hot meals for the children at lunchtime, although this is being reviewed during the Summer Term. Children should bring in a packed lunch. Please ensure that drinks are only sent in plastic containers (no glass bottles or cans and no fizzy drinks). We will endeavour to keep lunch boxes as cool as possible in the dining room. We also strongly discourage chocolates and sweets as part of our Healthy Schools Policy. Since there is no fridge available, could you please ensure that the contents have been refrigerated the night before and are as fresh as possible. All plastic lunch boxes and drinks containers should be clearly labelled with your child's name.

Children may also bring in a healthy mid-morning snack, such as a piece of fruit - **but PLEASE** no sweets, crisps or chocolate bars/biscuits at playtime. We take part in the fruit and vegetable scheme which is available free to Key Stage 1 and for a small fee to Key Stage 2. Fresh cold milk is also available at school.

Playtimes

There are many ways for children to entertain themselves at playtimes as they have access to the forest area, adventure trail, Huff and Puff playground equipment and playground markings. However, we do allow children to bring in a small toy to play with (not valuable, please) - Infants every Monday and Juniors every Friday. Whatever children choose to bring in, it is their responsibility to look after and must go home with them at the end of the day. Please ensure that it is small enough to fit into their drawer.



Code of Conduct

We are committed to supporting and encouraging children to develop good behaviour so that they may learn to play a responsible role both in school and the wider world. We believe that good behaviour means that everyone in school is:-

- Careful and kind
- Polite and friendly
- Helpful to each other
- Quiet and hardworking
- Respectful and tolerant

When they start school, children will be made aware of a few basic rules that have been already drawn up by staff and children and are displayed around the school. Where school rules are broken, a variety of consequences may be used including the loss of free time, playtime or being sent to work with the Headteacher.

The school has a zero tolerance policy with regard to bullying. This is laid out in the School's bullying policy.

Each class also draws up negotiated rules at the beginning of the year, which are signed by all the class and the teacher and are pinned up in the classroom for all to see. These rules are based on safety and the smooth running of the classroom.

A 'Home School Agreement' is issued to every child, outlining the various responsibilities that parents, children and the school have in working together within the education process. All parents and children are invited to sign this agreement, which will have also been signed by the Head Teacher and your child's Class Teacher.

The Headteacher has the right to take any disciplinary action necessary if any behaviour, conduct or dress undermines the standards expected by the School.

School Uniform

We are very proud of the appearance of our children and are most grateful for the co-operation of parents in sending children to school in the correct uniform, which is as follows:

BOYS

- White shirt/polo shirt
- Navy school sweatshirt (available through the School Office)
- Black or grey trousers/shorts
- Black shoes (no trainers please)

GIRLS

- White shirt/polo shirt
- Navy school sweatshirt (as above)
- Black or grey skirt/pinafore dress/trousers
- Light blue & white checked dress (summer)
- Black shoes (no trainers please)

Optional navy blue school fleece jackets and shower-proof coats may be ordered from the School Office.



PLEASE ensure that all items are clearly marked with your child's name.

SPORTS KIT

All children should have the following sports kit:

- One white T-shirt
- One pair of blue or black gym shorts
- Daps
- Swimming costume/trunks
- Tracksuit or joggers/sweatshirt & trainers for outdoor PE in the Autumn Term.

Sports clothes should be kept in a drawstring bag (available if required from the School Office). Please note that children will only be allowed to participate in PE and games lessons if they have their full kit in school. Also, please remind your child to bring the kit home regularly for washing.

Jewellery, Make-up and Personal Possessions

Jewellery and make up are not permitted in school. In particular, the danger of ears being torn means that earrings should not be worn and no responsibility will be accepted by the school for accidents caused by the wearing of earrings.

NOTE: If your child already has pierced ears, only plain studs are allowed and these must be removed or taped over before taking part in PE activities.

Money and other valuables should not be brought into school as they can easily be lost and we cannot accept responsibility for them. However, essential money for school trips or school lunches should be sent into school in an envelope marked clearly with your child's name, together with full details of what the money is for and how much you are sending in.

Lost Property

The number of unclaimed items soon mounts up. If an item is clearly marked with the owner's name, the task of returning it is made easy for us. Your assistance with this is most appreciated. For items that may slip through the net, the lost property box is situated in the School Office - please feel free to come in and look or alternatively, children may search for lost items at break time.

After School Clubs

Churchstanton Primary School offers a variety of extra-curricular activities:

- Swimming lessons for all ages are held weekly at St. James' Pool in Taunton, every Tuesday from 3.30pm - 4.00pm, organized by parents. Further information is available from the School Office.

At various times through the year we have offered after-school clubs in Football, Netball and Rounders,, Dance, Martial Arts, Gymnastics, Art, Computers, Country Dancing, and Drama.



Drama

Each Christmas, the Infants perform a traditional Nativity play, with one afternoon and one evening performance. For two evenings during the Summer Term, the Juniors perform a musical play. In recent years, Class 3 has taken part in a production at the Brewhouse Theatre in Taunton, alongside children from other local Primary and Secondary schools. These events have been a marvellous experience for our children, as well as being an unqualified success.



Extra Curricular Music

National Curriculum music is covered by Class Teachers and Staff from Somerset Music throughout the year. In addition to this, all children from Year 2 upwards can learn the Recorder. Keyboard and Violin lessons are available in school on a private basis, at a charge per term. We are also very lucky to be supported by the Blackdown Festival Committee who support some of our music provision.

Safeguarding Children Statement

At Churchstanton Primary the health and safety of all children is of paramount importance. Parents send their children to school every day with the expectation that school provides a safe environment in which their children can flourish. Churchstanton therefore has to ensure that this expectation becomes reality. In order to do this, a wide range of measures and policies are put in place by the school and approved by the Governing Body. Further information is available from the school office.

Health and Welfare:

Attendance

It is very important that children attend school regularly and arrive on time. The start of each session is generally when instructions for the day's work are given. Parents are reminded that arriving ten minutes after the start of a school session (i.e. 9.00 am or 1.25 pm) is an unauthorized absence unless a sound reason in writing is given.

Current legislation requires us to record all authorized and unauthorized absences and to submit absence returns each year to the DFEE. The figures we submitted last year were as follows:

Number of pupils of compulsory school age at May 2011	81
Percentage of authorized absence	5.4%
Percentage of unauthorized absence	0.1%

Family Holidays

In deciding whether to authorise a holiday, the Headteacher will consider carefully the following questions:

- Does the holiday have to be taken in term time?
- Are there compassionate grounds? (eg family wedding, funeral)
- Has the child been excluded during the course of the year?
- What will be the effect of the timing of the holiday on the child's education? (eg beginning of school year, run up to tests or exams)
- Is the pupil taking part in an educational activity. (eg county or national sporting event)



When we receive a request for a term time holiday, our decision to authorise it or not will also be based upon the child's attendance record over the past year. It is unlikely that a holiday will be authorised if the level of attendance is below the Government target of 90%. Equally, an attendance level above this target is no guarantee that the holiday request will be automatically authorised.

The government and the school feel taking holidays during term time should only be considered in exceptional circumstances, and avoided if possible. It would be appreciated if parents of Year 2 and Year 6 children could avoid taking holidays during the period when SATs are being prepared for and taken (April/May), since this is an important time in the school calendar. Please make your application well in advance - holiday forms are available from the School Office.

Illness

Please do not send your child in if he/she is obviously unwell. If your child is unable to attend school due to illness, please inform us on the first day of absence by telephone, e-mail or fax **before 9.30am**. If we have not heard from you by 9.30am we will try and contact you. It is important that children are given adequate time to recover from any illness before being sent back to school. If a child has been suffering from sickness and/or diarrhoea we ask that they have been free from illness for at least 48 hours prior to being sent back to school. This is to prevent the spread of any illness amongst the children. A letter to the Class Teacher giving the reason for the absence should accompany your child's return to school.

If your child is taken ill whilst at school, we will phone you. It is therefore essential that we have a daytime contact telephone number where you can be reached in case of emergency.

Please notify us in writing if you feel your child is not fit enough to participate in PE on the odd occasion. If they are in the Infants, they will sit and watch, whilst Juniors will be provided with other work.

Accidents

Accidents at school do unfortunately happen from time to time. Minor injuries will be treated in school by a member of staff who is trained in First Aid. Parents of any child who has had a head bump will be notified by telephone in the first instance as a matter of procedure and then sent home with a note.

In the case of some injuries, we may contact you to arrange for you to take your child to the local surgery or to A and E at Musgrove Park Hospital. Our school has an Accident Book where full details of the nature of the accident, treatment given and advice given to parents are recorded. When collecting your child, we would ask that you read and sign the Accident Book before leaving.

In the event of a more serious injury, we will take your child to the doctor's surgery or hospital ourselves, or telephone promptly for an ambulance if necessary. Every attempt will be made to contact parents as soon as possible.

It is essential that we have accurate and up to date daytime contact telephone numbers for you and other close family, together with the name of your child's doctor. Any changes to this information should be notified to the School immediately.

Medical Details

Please ensure we have full written details of any ongoing medical condition that your child may have.

Medication

Requests for teachers to administer medicine to children during the school day should only be made when absolutely necessary. If possible, please see the teacher personally, but in any event you **MUST** send a letter giving full details of what is required. Staff will not administer any medication unless written permission is given.

Children who are asthmatic and use inhalers must have them in school permanently please (fully named). Infants should let their Class Teacher keep their inhalers, whilst Juniors may be responsible for them themselves.

Health Screening

In addition to the medical checks that should be given by your child's doctor prior to their first year in school, children at Churchstanton Primary will have their vision checked in Reception and Year 6. Dental checks will also take place in Years 1 and 3.

Head Lice

These are something of an occupational hazard within schools and are in no way a reflection on the cleanliness of a particular child's hair. It is most important that all parents check on a regular basis for head lice and take appropriate action immediately if any are found. Full details of the simple 'bug busting routine' can be obtained from the School Office. Please notify the school **in confidence** if you do find any head lice, so that we can send a letter informing everyone that there has been an outbreak. This will often help to remind other parents to check.

Verrucas

Verrucas can be a nuisance and if your child finds them painful you should consult your doctor. We are informed by County that they are caused by a virus entering feet that have minor injuries to the skin and that there is a very low incidence of cross-infection. They tell us that there is no need to exclude a child from bare foot activities.

Infectious Diseases

If your child develops Chicken Pox, Measles, Mumps, German Measles or any other infectious disease, please ensure that they are kept away from school for the full period of likely infection. Your doctor will be able to advise you and we would be grateful if you could keep the school informed at all times.

Pastoral Care



We are here to ensure that your child is happy at school, so if at any time they are worried or upset about anything, no matter how small you may think it is, please let us know. Similarly, if any changes occur to your child's home life that we may need to be aware of, please do not hesitate to contact the Headteacher in confidence.

Benefits for Families on Income Support

Forms are available from the School Office to claim for free school meals or for help with the cost of school visits.

Inset days

Five days of your child's holiday have been reserved for use as professional development days for staff - referred to as 'in-service training' or INSET days. Precise dates will be notified as far as possible in advance so that you can plan ahead, since children will not be able to attend school on these days.

Our Links with the Local Community

We are very proud of our links with the local community and see ourselves as a true community school. The links we have with local people and institutions are a key strength that greatly benefits our pupils. There are regular visits from the local Police and Fire Brigade and numerous local people help in school on a voluntary basis.

Most 'Friends' events and some school events are open to, and advertised in the local community.

The school hall is available for use by the community for children's birthday parties etc. Full information regarding the Governors' Letting Policy for the hall is available from the School Office.

Parental Help in the Classroom

We welcome and encourage parental involvement in the life and work of the school and are always very grateful to any parents and other members of our local community who are able to share their skills and experience with the children. If you would like to get involved in a particular area of school life such as Reading, Cookery, Needlework, Arts and Crafts, Sport, or indeed general help within the classroom,



please see your child's Class Teacher. All volunteers will need to complete the "Disclosure" police check form, for the safety of all concerned.

Friends of Churchstanton School

We are most fortunate to have a very active and supportive organization known as the 'Friends of Churchstanton School' who arrange a number of fundraising and social events throughout the year. Revenue from these events provides many excellent resources for the school, such as extra equipment and activities that cannot be funded from the school budget.

Anyone can be a 'Friend' - unlike a PTA it is open to anyone within the community and fresh fundraising ideas are always most welcome. Informal meetings are held either after school or in the evening and are an ideal way for new parents to meet other parents and make new friends. Every year at the Friends' AGM in the Autumn term, committee members are appointed.

Last year, over £3000 was raised through a varied programme of events including a Christmas Bazaar, Cake Stalls, Halloween Disco, Quiz Night, and Summer fete to name but a few!

Charities

At the request of parents, we try to support one charity per year and have raised money through sponsored events for the NSPCC, Barnardos and Shelter.

We do, however support various one-off fundraising days such as Comic Relief and Jeans for Genes, usually with non-uniform days.



In addition to this after the Infant Nativity, Carol Service and the Junior Musical Production, we hold retiring collections. Please note that these collections are entirely voluntary.

Additional Information

Charging Policy

Complaints Procedure

School Closure due to Severe Weather

School Security

Insurance

SAT Results



Other Important Information

Charging Policy

From time to time, parents will be asked to pay for certain activities that take place during school hours, such as individual music tuition, board and lodging on residential stays and cookery ingredients. Parents will also be asked to make voluntary contributions towards the cost of school trips and visits.



Every school trip is organized for educational reasons - to enrich your child's education and to make their schooling so much more interesting, relevant and enjoyable. Although we ask for voluntary contributions from parents to meet the cost of these trips, you are not obliged to pay at all. However, if a number of parents did not contribute then the school would not be able to meet these costs and this could result in the planned visit having to be cancelled.

The Governors and Staff of Churchstanton Primary School very much hope that parents will continue to contribute when requested, so that these activities can continue.

Please be assured that no child will be excluded from any school outing or class activity on the grounds of being unable to pay. If any parent finds it difficult to pay the full amount, please feel free to discuss the matter in full confidence with the Head Teacher.

Complaints Procedure

As required by law, the Local Authority (LA) has a formal complaints procedure in existence to allow parents to make a complaint about the school curriculum and related matters. A copy of the full procedure produced by Somerset Education Services is available from the School Office.

If a parent has any concerns relating to their child, the school or its administration, please feel free to raise the matter with the Class Teacher at the earliest

opportunity. Any problems that cannot be immediately resolved should then be referred to the Head Teacher. Generally, 99% of all concerns can be dealt with at these two levels and please be assured that every effort will be made to ensure that this is the case.

If for any reason the matter cannot be resolved, please contact the School Governors in writing within 4 weeks of your meeting with the Head Teacher. Your complaint will normally be fully investigated within 20 school days. Within 7 days of the completion of the investigation, you will receive a letter from the Governors informing you of the results of their investigations and the outcome decided upon. At this stage, should you wish to take the matter further, you should write to the Assistant Principal Education Officer at County Hall, Taunton, giving full details and attaching all relevant papers.

School Closure due to Severe Weather Conditions



If severe weather is experienced during the night, a call will be made to our Caretaker, Geoffrey Berry, who lives next door to the school and will be best placed to assess conditions locally. If it is felt that conditions are bad enough, the decision will be taken by the Head Teacher to close the school.

This decision will not be taken lightly, because the guidelines laid down by the LEA are quite clear - 'efforts must be made by all means to keep the school open for as many children to get there as possible'. That said, it would probably be more difficult for staff to reach school than the pupils, since none of the teaching staff

live particularly close to the school. If only one member of staff could get in, then we would have to close the school.

Once the decision to close has been made, a message would be telephoned to Orchard FM (102.6 FM) and Somerset Sound (95.5 FM & 1566 AM) who will then broadcast this news. It will also be posted onto the school website and a recorded message will be available on the following snowline 01823 478267.

If the school is not closed, every effort must be made to get your child here since under new regulations an absence would be classed as unauthorized and would be reported as such in our annual returns to the Department of Education. If you can't get in by 8.50am, then as conditions hopefully improve, please bring your child in at the earliest opportunity. Under these circumstances, a late arrival would not be classed as unauthorized.

Occasionally, in the event of severe weather occurring during the day, it may be necessary to close the school. Obviously, phoning every parent would take a great deal of time - even assuming everyone was at home. Please therefore have a contingency arrangement made in advance among your friends/family for such a situation, so that they can collect your child if you are unable to. Also, please ensure that the school has up to date contact details for you during the day.

School Security

Every effort is made to provide a safe and secure environment for both children and staff. The Governors have carried out a formal security appraisal of the school premises and regularly review our arrangements. We have taken professional advice on Health and Safety matters and the resulting recommendations have been implemented. Every visitor to the school is asked to report to the School Office to sign in, whereupon a Visitors badge is issued. This must be worn for the duration of the visit and returned to the Office before leaving.



Insurance

Please note that there is no insurance for pupils or staff in respect of private property on school premises.

Helping us to Help Your Child

Listed below are some of the best ways that you can help us to help your child:

- Make sure your child arrives at school between 8.40 and 8.50am
- See that he/she is wearing suitable clothing and footwear
- Check that he/she has all the necessary equipment, books, kit and homework
- Support the school's policies
- Clearly label all clothing, lunchboxes, drinks flasks and other items
- Provide explanations for all absences
- Talk regularly with your child about what he/she does at school
- Let us know of any changes to your circumstances or things which might affect your child at school
- Support the Friends of Churchstanton School (last, but not least!)



Changes to this Prospectus

The information contained in this Prospectus was correct at the time of going to press, but changes in Government legislation, County Council policy and the particular circumstances of the school might create the need for some organizational changes and adjustments of policy.

Any alterations that are made to the School Prospectus will be reported to parents through the Governors' Annual Report, in newsletters and via amendment sheets.

The National Curriculum lays down what children should know or be able to do as a series of targets. At the ages of 7 (Key Stage 1) and 11 (Key Stage 2), all children are formally tested during the Summer Term, Year 2 in Maths and English and Year 6 in Maths, English and Science. These Standard Assessment Tests (SATs) are undertaken within an atmosphere of support and encouragement so as to ease any pressures and anxieties that the children may feel and to ensure that each child is able to do their very best on the day. Parents of children due to take these tests will be given further information early in the Summer Term. The results of the SATs are given to parents in their child's Annual Report, while overall percentage levels attained are reported to all parents in the Governors' Annual Report in the Autumn Term and are also published in the School Prospectus. At age 7, the national expectation is for pupils to achieve Level 2, whilst at age 11, the national expectation is to achieve Level 4.

In order for us to accurately monitor progress between the tests in Year 2 and Year 6, children in Years 3, 4 & 5 will take non-statutory National Curriculum Assessments in Maths and English.

We also encourage our children to self-assess by holding a self-assessment week in the Summer Term. During this time, the children assess the work they have undertaken throughout the year and review their general personal skills.

Together, all these tests - whether school, LA or national, help to give our teachers the best possible picture of each child's progress through the school.

SAT Results

Key Stage 1

Table showing percentage of Key Stage 1 pupils achieving Level 2 and above in Reading, Writing and Mathematics in the SAT Tests at Churchstanton Primary School.

SUBJECT	2006	2007	2008	2009	2010	2011
Reading	100%	100%	91%	90%	80%	91%
Writing	100%	100%	91%	90%	100%	100%
Mathematics	100%	100%	91%	90%	90%	100%

Key Stage 2

Table showing percentage of Key Stage 2 pupils achieving Level 4 and above in English, Mathematics and Science in the SAT Tests at Churchstanton Primary School. The CVA Score shows the progress from Key Stage 1 to the end of Key Stage 2.

SUBJECT	2006	2007	2008	2009	2010	2011
English	84%	77%	94%	73%	81%	100%
Mathematics	77%	77%	100%	91%	88%	100%
Science	92%	92%	100%	100%	100%	100%
TOTAL	253	246	294	264	269	300
CVA Score	100.0	100.3	99.8	100.7	101.0	tbc

Table showing percentage of Key Stage 2 pupils achieving Level 5 in English, Mathematics and Science in the SAT Tests at Churchstanton Primary School.

SUBJECT	2006	2007	2008	2009	2010	2011
English	46%	23%	31%	27%	44%	25%
Mathematics	62%	31%	50%	55%	63%	69%
Science	54%	54%	44%	64%	69%	69%
TOTAL	162	108	125	146	176	163

School Targets for KS2 SATs - 2012

	Percent
Students to achieve level 4+ in both English and mathematics	78
Students who will make 2 National Curriculum levels progress in English from the level attained at the end of Key Stage 1 (taking the average of reading and writing at the end of Key Stage 1)	88
Students who will make 2 National Curriculum levels progress in mathematics from the level attained at the end of Key Stage 1	88