



Moretonhampstead Primary School

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Headteacher: William Bentall **Executive Headteacher:** Rachel Shaw



HANDBOOK FOR PARENTS

This handbook is arranged in alphabetical order. It is intended as a reference guide for you.

However, please do not hesitate to phone or ask if you have queries that are not answered in this handbook!

Updated June 2015

Absence

Illness: If, for example, your child is ill and unable to attend school, please phone the school by 9.15am. If we do not hear from you, the school will need to telephone you to find out why your child is not in school. I am sure you will understand there are safety reasons for this precaution. We are unable to accept reasons for absence via email or from a child or a person other than the parent.

Absence during term time: Attendance is a key factor in your child's development and progress. You should be aware that legally parents do not have an automatic right to take their child out of school during term-time. Authorisation of absence can only be granted in exceptional circumstances and depends on a good attendance record at other times (at least 95%). If you need to request an absence please ask at the office for an Absence Request Form. We do ask that this form is completed in all cases, even if you believe the request will not be authorised.

Medical appointments: Please try to make all medical/dental appointments outside school hours. However, if this is unavoidable, please provide the school with an appointment card or hospital letter.

Accidents

In the event of an accident, a teacher or learning support assistant will render first aid. If it is felt that further treatment is necessary, parents will be informed immediately. If you are not available your child may be taken to the local hospital or an ambulance called.

In the event of a more minor accident, a letter informing you that an accident has taken place will be sent, via your child, on the same day, indicating the nature of the injury.

Assemblies

Assemblies are held every day. This is an opportunity for the whole school community to meet together. Our assemblies are of a 'broadly Christian nature' (as required by law), providing the framework of moral guidance. Stories and celebrations from other religions are included so that we may value the diversity of race and culture in our society. These assemblies reflect the Social and Emotional Aspects of Learning programme of study that the children learn in Personal, Social and Health Education lessons. Parents may request that their child be withdrawn from religious education and collective worship.

On Fridays, we have a celebratory assembly in which teachers and children talk and celebrate the learning and achievements both in and out of school. Children are also invited to bring in trophies/certificates that they may have achieved outside of school.

Assessment For Learning and Marking

Your child's learning will be assessed both informally and formally to ensure that the correct learning opportunities are being provided at all times. There are occasions when your child will assess their own work or that of other children. This is part of developing a child's understanding of the key focus for a lesson or piece of work and to what extent they have met that target. Marking is undertaken by the adult who is working with the child and may include comments and/or the following symbols: (C) - understood well; (N) - Few problems - generally OK; (H) - received help; (1:1) - worked with helper most of the time; (G) working in a group with an adult. Your child will undertake more formal tests to assess learning and progress from age 7 upwards.

Attendance

Regular attendance is very important and irregular attendance will seriously impede your child's progress. The school's average attendance is very good. Children should arrive in school between 8.40am and 8.55am as the classes line up at 8.55am. Registration takes place in the classrooms at 9am. School finishes at 3.30pm.

Behaviour

Children are encouraged to take a positive attitude to their behaviour in school.

Rules are designed to enable them and other members of the school community to learn effectively, enjoy school and to be safe.

There are a few school rules that are intended to ensure the happiness and safety of all the children. These are explained frequently to the children and they are encouraged to understand the reasons behind the rules. Children also help to develop their own rules through discussions with their class teachers.

We do not allow fighting (even 'play' fighting) or retaliation. Teachers, teaching assistants or the lunchtime playleaders are always on hand to help children sort out their difficulties peacefully. Parents are asked to encourage children to always ask for an adult's help.

It is essential that children always show respect and politeness to any adult in school, even when they are upset or in trouble. If they feel they have been unfairly treated, they should politely approach the teacher concerned and discuss it.

Positive reinforcement of behaviour is achieved through the house point system and other rewards. Sanctions can range from reproof/warning, losing time from choosing activity, through to exclusion for serious indiscipline or persistent misbehaviour.

Parents will be informed if their child's behaviour is causing concern.

Bicycles & Scooters

The school supports pupils who wish to cycle to school in a safe and responsible way. There is a School Cycle Permit available from the office which should be completed in all cases. Children aged 10 years or older who have completed the cycling proficiency course may cycle to school alone if you wish them to. If your child is younger than 10 years old or they have not taken part in cycle training, then they must be accompanied by a responsible adult. Conditions for cycling to school are detailed on the cycle permit and helmets must be worn. We do not allow cycling, or scooters to be ridden, once you are within the school as pedestrians can be hurt at busy times.

Building Learning Power

The school is keen to ensure that our children learn **how** to learn. We call this Building Learning Power.

There are 4 learning habits:

Emotional – this area is about being able to persist when things get difficult, eg managing distractions, persevering.

Thinking – the cognitive aspects of learning and being able to use learning strategies such as questioning, reasoning, using all the tools available to help us with our learning.

Strategic – being able to think about learning and about how we may develop as learners.

Social – this focuses on interdependence, including knowing when it's best to learn on our own or with others.

Bullying

If your child reports to you that he/she is being bullied please let us know – we will investigate straight away. The school takes all reported cases of bullying very seriously. Moretonhampstead Primary School has adopted Devon's Anti-Bullying Policy.

Child Protection

The school will take any reasonable action to ensure the safety of its pupils. The designated person with responsibility for child protection is the Executive Headteacher, supported by the Headteacher. The school's Safeguarding Policy is available in school.

In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Local Authority Child Protection Procedures and inform the Social Services Department of their concerns.

Our first concern is to your child's welfare and therefore there may be occasions when we have to consult other agencies even before we contact you. Should this be necessary we want to reassure you that any concerns we may have about your child will be fully discussed with you after we have talked to the other agency. (From Guidelines set by Devon Education Authority)

Class sizes

In our school we have 6 classes currently. Sometimes there are 5 classes. Of course, the number of classes and the number of children within each class depends on the total number of children in school.

The school has a Planned Admission Number of 25 children per year group. This is an agreed number and the school is not allowed to go above that number without consulting the Local Authority.

If there were 25 children in each year group, there would be a total of almost 180 children. The new school was built to enable us to increase to reach that target number of children. At present there are about 150 children in the school.

Clubs

There are a range of clubs run by teaching and non-teaching staff and some community volunteers. Some clubs are run at lunch-time, others run after school. Although these change termly, there are opportunities for children to undertake a range of sporting, science, ICT, music, art and fun opportunities. There are a range of clubs, both for younger and older children. Each term you will receive a club timetable and the opportunity to select which clubs you would like your child to join. The clubs run for the core part of the term (starting a few weeks into term, and finishing a week or two before the end).

In addition there are some privately-run clubs run on a fee-paying basis, eg Dance, Fitness Club.

Computers

The school has a considerable number of computers and other equipment both in the ICT suite and in each class. This enables children to access computers regularly and develop skills to enhance their learning.

However, the school believes that computers are just one tool to enhance learning and children do not spend long periods of time at the computer.

Similarly, there are interactive whiteboards in each classroom for teaching purposes. The interactive element ensures that children enjoy this form of teaching, but many different teaching strategies are used to ensure children are able to enjoy a range of presentation.

Complaints

We hope that you will never need to complain and that any concern is easily resolved informally by discussion with staff or the Headteacher at school. The school has a policy for complaints. The procedure for complaint varies depending on the nature of the complaint. If you as a parent are not satisfied with the school's response, then you have the right to approach the Governing Body with the complaint in a written format. Please ask at school for information about the procedure.

Contact Information

Please make sure that we are kept up to date with current contact details, especially if you change your telephone number. Please provide local contacts rather than people who live out of the area, as usually the reason we are trying to contact you is because your child is not well enough to remain in school.

Curriculum

The curriculum followed by our children is constructed as follows:

- the **core** subjects are English, mathematics, science and information technology
- the **foundation** subjects – geography, history, design and technology, art and design, music and physical education.
- Religious education is not part of the national curriculum, but it is a compulsory subject and is taught throughout the school.
- Personal, social and health education is also taught.

There are opportunities for the children in Key Stage 2, (age 7-11), to learn French with informal French teaching beginning in Year 2 (age 6-7).

The school provides opportunities for the teaching of sex and relationships education usually in the summer term. Some of this is in work undertaken in science to link in with the units on 'Life and Living Processes'. Parents/carers are welcome to discuss this and view some of the video material that the school uses. You will be informed when this work is being undertaken and the programme of study will be sent to you.

DELIVERING THE NATIONAL CURRICULUM

The staff consider that an innovative curriculum can help develop better learners. The school has recently adopted the International Primary Curriculum. This curriculum enables us to make meaningful links with other areas of learning, eg in English and Maths, as well as providing a modern relevant curriculum that is not only teaching the children for today but also educating them for their future. The International Primary Curriculum has a strong emphasis on the use of computers as well as an international element within each topic.

Many of the Foundation subjects are 'blocked' and taught over a week or two week period rather than taught separately each week. This method of organising the curriculum provides good links with the National Literacy and Numeracy strategies, so that these elements of our curriculum are more integrated and skills learnt can be applied to other subject areas.



THE CURRICULUM FOR THE UNDER FIVES

The age group 3-5 years is called the 'Foundation Stage' and work in reception classes is based on the 'Early Learning Goals'. These comprise:

Personal and Social Development
Knowledge and Understanding of the World
Creative Development

Language and Literacy
Mathematics
Physical Development

Whilst these Early Learning Goals form the basis of our provision, we also ensure that tasks are constantly matched to each child's individual needs through the year and blend into the statutory requirements of the National Curriculum to be followed from Year One. All children at the end of the reception stage are assessed via the national Foundation Stage Profile. Throughout their time in reception, children are assessed using the Foundation Stage Profile, and this detailed document forms the basis of reports back to parents.

Daily Physical Activity

As part of the school's commitment to health, children have access to a range of opportunities each day to promote physical activity. Children in Key Stage 1 (5-7) undertake Leap into Life on a daily basis. In addition to PE lessons in Key Stage 2 (7-11), children may undertake 'Take Ten' a short burst of physical activity of about 10 minutes.

Dogs

Dogs are not allowed on the school site, including the footpaths – sorry!

Food at Break

Younger children: These children have a fruit or vegetable snack each day which is provided by a Government Scheme.

All children: All children can visit the tuck shop which is available each morning for purchasing a snack.

If children are wishing to bring their own snack, we would ask that it follows the 'Healthy Snack' theme with no chocolate or crisps please.

Food at Lunchtime

Lunchtime is the opportunity for your child to socialise with others both while in the dining hall and in the playground.

The school kitchen provides a choice of high quality daily meals. Children may prefer to bring a packed lunch, which should be brought into school in a named packed lunch box, along with a named drinks bottle (no fizzy drinks or cans or glass bottles please).

Food allergies

We have a number of children with severe allergies and therefore ask that all children do not bring any food to school which contains nuts (eg nuts, snack bars containing nuts, peanut butter, Nutella etc).

Gifted and Talented Children

More challenging targets and extension work are provided for our more able pupils. There are some opportunities for the children to undertake work outside of school, eg opportunities to work with the teachers at South Dartmoor Community College. The school has a co-ordinator for gifted and talented children who works with the child's class teacher to ensure that appropriate learning targets and opportunities are provided. You will be informed if the teachers consider your child is gifted and talented and we have termly parent consultation meetings to discuss this area of your child's learning.

Governors

Governors act rather like a board of directors, and make decisions about how the school is run. They meet twice a term as a full governing body, and also work within committees.

Name	Appointed by:
Mrs Vivienne Hodges (Chair)	Community
Mr Mike Jeffery (Vice-Chair)	Community
Mr William Bentall	Headteacher
Mrs Poppy Burgess	Parent
Mr Dominic Course	Community
Mrs Carla Cox	Staff
Mr Shaun Elliott	Parent
Mr Ian Goodwin	LEA
Mrs Maria Howarth	Community
Mr David Palmer	Staff
Mrs Pip Pell	Parent

The Clerk to the Governors is Mrs Mandy Atkinson and both she and the Chair of Governors can be contacted via the school address.

If you would like to be considered as a Governor when a vacancy next arises, please contact Mrs Maunder in the school office.

Home Learning

The home learning structure has recently been reviewed. There are different expectations about home learning depending on the age of the child. You will be informed about these expectations as your child moves from one class to the next at the beginning of each academic year.

House Point System and Rewards

There are four houses – Kennick, Fernworthy, Meldon and Venford and your child will be allocated to one of these. House points are awarded for a variety of reasons, focusing on good behaviour and effort and/or achievement. Once children have achieved 1000 house points, they will be awarded a special badge. Each Friday a merit badge will be given to a child in each class and two praise postcards will be sent home to the two children who have particularly excelled in their learning or attitude during that week. We also have the SEAL star for children showing a positive attitude and/or action to living together in our school family, awarded to one child in each class per week. There is also a weekly BLP Hero badge (Building Learning Power) for one child per class who has demonstrated particular learning habits.

**Information
About
Learning**

There is a range of ways in which you will be informed about what your child is currently learning. There is a class meeting at the beginning of the academic year and a termly letter from the class teacher indicating what areas of learning are to be covered. This will enable you to talk with your child about what has been going on in school. The school also runs Parents Consultation Evenings in the Autumn and Spring Terms in which there is an opportunity for you to find out more about your child's learning. An 'Open House' session during the Summer Term will allow you to meet informally with class teachers and look at a selection of work from over the year. From time to time the school will hold curriculum evenings so that you can find out more about how we teach certain subjects, eg reading and maths.

**Information
About
Progress**

Each term there is an opportunity for the parents, child and teacher to meet together to set and review targets for the child. The child's annual report is produced in the spring term. End of year results are sent home in July. Children in the Reception Year receive the completed Foundation Stage Profile at the end of the summer term (no written report in the spring term). End of year test results are reported to parents for all children from Year 2 to Year 6 in the summer term.

Lateness

Please try to ensure that your child is not late for school. This is both disruptive to the rest of the class and is unsettling for your child. Lots of important things happen at the beginning of the day and the day gets off to a much better start if everyone is there to hear the plans for the day. Children should arrive between 8.40am and 8.55am. The register 'closes' at 9.15 am. If your child arrives between 9.00 and 9.15 am, then it will be recorded as late (but not as an absence). If your child arrives after 9.15 am, then this will be recorded as an unauthorised absence.

Letters Home

Most letters to parents are sent via email, but for those parents who do not have access to the internet then a paper copy will be sent home. Some letters, for example where a signed reply or a quick response is needed, will be sent home as paper copies.

Lost Property

Please try to name everything that your child brings to school, particularly what they are wearing! Any lost property is held in the classroom or by the pupil entrance. Parents or children are welcome to have a good hunt when an item of clothing goes missing. Children should not wear jewellery - only watches (not expensive ones) and ear studs are permitted - these items of lost property are usually handed in to the administrator if found around the school.

Medication

If your child is taking medication prescribed by a Doctor, please inform the school office and complete the medical consent form. Medicines and the completed consent form should be handed in to the office in their original containers so that the prescribed dosage is clear. These are kept in the school office. At the end of each day, they will be returned only to the parent and not the child.

Mobile Phones

Children are not allowed mobile phones in school. The school allows children to use the landline in an 'emergency'.

Newsletters

These are sent out fortnightly. They give details of what has happened and future events as well as details of term times and will hopefully be of interest to both parents and children. A copy of the most recent newsletter is included on the website and in the file in our reception area by the office.

Parent Forum	The school has a Parent Forum which meets with the Headteacher (and sometimes a Governor) twice a term. Each year group is represented by a parent/carer. The primary purpose of the Forum is to further foster a good dialogue between home and school. Any general concerns or ideas should be brought to the attention of the representative of your child's year group and this can be addressed at the next meeting.
Parking	When the school was built it was anticipated that children would either walk or cycle to school or use the car park on Court Street (using the footpath to get to school). Special arrangements have been set up so that no cost is incurred at the car park and car owners are asked to display a school permit in their car. This is available from the office.
Playtime Arrangements at Break and Lunch	All the children have a break at 10.20 to 10.40 am. Members of staff are on duty to ensure the safety of all. From 12.00 to 1.10pm the KS1 children have their lunch break; KS2 children begin their lunch break at 12.10 and finish at 1.10 pm. Whilst not in the dining room, the children will be playing in the playground or on the playing field. There are members of staff supervising activities and ensuring child safety. If it is wet, the children stay in their classrooms under the supervision of adults. Activities are provided.
Reading	The school has a very good range of fiction and non fiction books, including a range of different 'scheme' books. If your child is beginning in Cranbrook, you will be invited to a meeting about how the school teaches reading and how you can take an active part in your child's learning. The meeting is usually in the first few weeks after your child starts school. Your child will have a reading diary throughout the school, and your contribution to this is highly valued. We have a lot of new books in the library and there is a daily opportunity after lunch for all children to change their books.
Residential	Residential experiences are provided for children in Year 3 and Year 6. It is a wonderful opportunity for the children to experience a range of exciting activities, as well as the adventure of being away from home for a while! Planning and preparation for this begins early, and there is the opportunity to stagger payment.
School Council	The school council has child representatives from Years 1 - 6. The council meets with a member of staff to discuss issues that are important to them and the children in their classes. They decide on the charities that the school supports, raise a small amount of finance through events/non-uniform days, and make decisions on how this should be spent – usually donating it to the chosen charities. The councillors change termly.
Special Educational Needs (SEN)	Children have special educational needs if they have a learning or physical difficulty, which calls for special educational provision to be made for them. We welcome information from parents of children who may have special educational needs. This helps us provide information to staff and support early on where it is most needed. The school has a special educational needs co-ordinator. Her role is to co-ordinate the teaching provided for children with special educational needs, liaise with class teachers and learning support assistants, keep in touch with parents and work with external agencies if this is necessary. Parents of children with SEN are invited to an additional termly consultation so that they can spend time with the teacher to discuss this more fully.

Staff

Each class is taught by more than one teacher, and there are learning support assistants in class too, providing additional support for the children. Current staff arrangements are as follows:

Headteacher	Mr William Bentall
Cranbrook	Mrs Jacqui Dart
Pepperdon	Miss Wendy Awdas
Easdon	Miss Anna Farrell
Shapley	Miss Bowden
Mardon	Mr David Palmer
Butterdon	Mr Peter Gordon
Learning Support Assistants	Mrs Maxine Brimblecombe
	Mrs Carla Cox
	Miss Mel Davis
	Mrs Chris Holding
	Mrs Marie Moore
	Mrs Jo Stewart-Watson
	Mrs Sandra Zab

Other adults you will find in school:

Administrator	Mrs Sarah Maunder
Catering Manager:	Mrs Zoe Nelson
Catering Assistants:	Mrs Katie Harrod
	Miss Zoe Worman

Swimming

The school is located close to Moretonhampstead's swimming pool. Children have the opportunity to undertake sessions at the pool which is supervised by teachers and qualified lifeguards.

Uniform

We are a 'uniform' school and believe that wearing a uniform contributes to the sense of belonging to the school family.

The uniform (which will be reviewed over 2015-16) currently consists of:

Royal blue polo shirt with school logo or white polo shirt

Navy blue sweatshirt or cardigan with school logo

Grey or black school trousers, shorts or skirt* (not combat trousers, tracksuit or jeans)

*Skirt length – preferably not too long or too short, not restrictive to allow ease of movement at playtime.

Dark blue and white checked summer dress

Waterproof coat with fleece lining and school logo (optional)

Plain dark or white socks/black or grey tights

Sensible flat or low heeled dark shoes – not trainers or clogs
Plain or white sandals – to provide good support for feet at playtime

Hair – plain hairbands – safe and tidy
No 'party' hair accessories, including hair colour
Jewellery – watch and ear studs are permitted. No other jewellery
Nail varnish – not permitted

PE:
Non-marking trainers or plimsolls
Navy/black shorts
White T-shirts with school logo
Children may wear tracksuits in the winter months
Football boots (optional)
Long hair to be tied back for PE

Please ensure all items of clothing are named. This considerably cuts down wasted time!

We also ask that children have a bookbag which should be brought to school each day. This is available on the Tesco website (see below).

We currently have PE bags available from the school office at £2.95 each.

To order uniform

Our uniform suppliers are School Trends and Tesco and they both operate an online ordering system where uniform is sent direct to parents. Please view their websites to look at the choice of uniform available and to place your order. There are differences in prices between the two suppliers and they also offer slightly different optional extras eg dresses, trousers, coats etc.

For School Trends please visit www.schooltrendsonline.com and for Tesco please visit <http://schooloffice.co.uk/113208>. Thank you.

Water

There is drinking water in each of the classrooms and a water fountain in each of the cloakroom areas (shared between each of the two classrooms). This means that children have ready access to water throughout the day. We are also currently installing an outdoor water fountain.