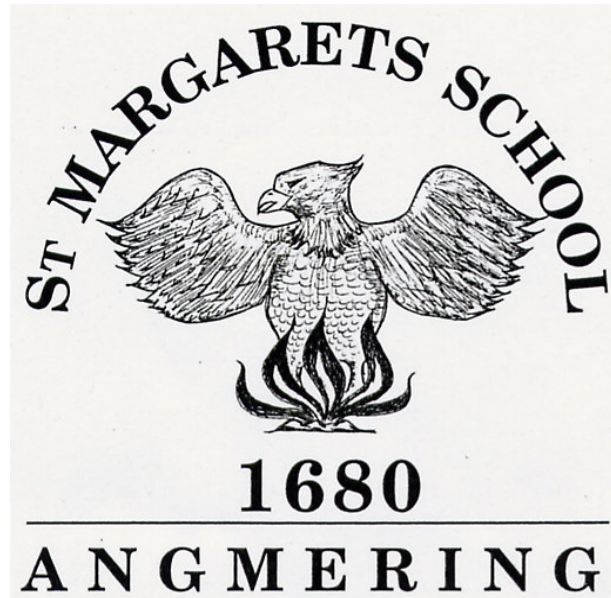


ST MARGARET'S C.E. PRIMARY SCHOOL



PARENTS' HANDBOOK

School Moto:- Learning together side by side, growing together with Jesus our guide

CONTENTS

INTRODUCTION

SECTION 1

GENERAL INFORMATION

- 1.1 Principles to Which We Work
- 1.2 Working Together
- 1.3 Governors
- 1.4 The School Staff
- 1.5 Holiday Dates
- 1.6 School Organisation
- 1.7 School Times
- 1.8 Start of School Day
- 1.9 End of School Day
- 1.10 School Crossing Patrol
- 1.11 Parking in Arundel Road/ Car Parking on Site
- 1.12 Dogs in Playground
- 1.13 Bicycles
- 1.14 Snacks at Break
- 1.15 Lunchtime
- 1.16 Milk
- 1.17 Mobile Phones
- 1.18 Water

SECTION 2

PUPIL ABSENCE AND HEALTH

- 2.1 Illness
- 2.2 Parents' Holidays
- 2.3 Medical Appointments
- 2.4 Lateness for School
- 2.5 Administering Medicines
 - 2.5.1 Inhalers
- 2.6 Illness in School
- 2.7 Allergies
- 2.8 Head Lice
- 2.9 Health Interviews

SECTION 3

SCHOOL CLOTHING

- 3.1 School Dress
- 3.2 P.E. Kit
- 3.3 Outdoor Games
- 3.4 Non-Participating in Games or P.E.
- 3.5 Kit Bags and Painting Aprons
- 3.6 Swimming

SECTION 4

SCHOOL LUNCH TIMES

- 4.1 Lunchtime arrangements

SECTION 5

THE CURRICULUM

- 5.1 The Curriculum
- 5.2 Religious Education
- 5.3 Reporting to Parents
- 5.4 Contacting Staff
- 5.5 Discipline
- 5.6 Behaviour Policy and School Rules

SECTION 6

CLASS MOVEMENTS AND SCHOOL HOLIDAYS

- 6.1 Class Movements
- 6.2 Holidays and Training Days

SECTION 7

PUPIL VISITS

- 7.1 Voluntary Contributions
- 7.2 Transportation by Private Car
- 7.3 Insurance of Pupils in School and on Visits
- 7.4 Residential Visits
- 7.5 Expensive Personal Effects
- 7.6 Parental Help
- 7.7 Extra-Curricular Activities

SECTION 8

SAFETY AND HEALTH EDUCATION

- 8.1 Fire Practice
- 8.2 Stranger Danger
- 8.3 Health and Sex Education

SECTION 9

OTHER SCHOOL ORGANISATIONS

- 9.1 The Governing Body
- 9.2 Complaints
- 9.3 Governors' Minutes and Policies
- 9.4 The Friends of St Margaret's School
- 9.5 Conclusion

SECTION 10

CALENDAR OF EVENTS

**ST MARGARET'S
CHURCH OF ENGLAND (Aided) SCHOOL
ANGMERING**

Telephone : (01903) 785416

Fax : (01903) 850749

E-mail : office@st-margarets-pri.w-sussex.sch.uk

Website : www.stmargaretsprimary.org.uk

Chairman of Governors : Mr Chris Snell

Vice-Chairman : The Rev. Mark Standen

Headteacher : Mr David Boreham B.Sc (Econ), Dip Maths Ed, M.Ed.

Deputy Headteacher : Mr David Milner-Smith B.Hum, PGCE

Assistant Headteacher : Mrs Paula Mack B.Ed.
Mrs Clare Collins B.A.

School Address : Arundel Road
ANGMERING
Nr Littlehampton
West Sussex
BN16 4LP

Published January 2011

INTRODUCTION

The history of St Margaret's, previously known as the "William Older Charity School" dates back to 1680. We are delighted that your child will be joining us and will help to extend education in the village of Angmering into the future as he or she progresses with us through our school.

The William Older Charity School was founded by William Older, a local farmer, who lived in Angmering and died over 300 years ago. He was keen to see education flourish and left a sum of money to buy a building and to pay for a schoolmaster for the village needs.

The original building gradually deteriorated and another local benefactor, Mr Gratwicke of Ham Manor, paid for a new school. This building, which is now the Public Library opposite the church, continued as a school until after the Second World War. The village then needed larger premises, and the present school was opened in 1965.

This booklet is written specifically for parents and includes information which will help you and the school to work in the best interests of your child in our important partnership in education. Please keep it in a safe place for easy reference, and please amend it as you are informed of alterations in procedure and details whilst your child remains a pupil with us at St Margaret's.

This brochure also supplements the School Prospectus which is issued to parents as they register their child at the school. It should therefore be read in conjunction with the School Prospectus and also the West Sussex Information for Parents document.

ST. MARGARET'S C.E. PRIMARY SCHOOL

SECTION 1

GENERAL INFORMATION

1.1 PRINCIPLES TO WHICH WE WORK

- To offer a secure, stimulating and happy learning environment.
- To instil an understanding and respect of people from different backgrounds and ways of life.
- To prepare pupils for life in the wider community and to nurture their appreciation of the community and the environment in which we live.
- To encourage the growth of the child as an independent individual, by fostering their own academic, physical and aesthetic abilities, and their moral and spiritual development.
- To stimulate the child's own awareness of his/her relationships within the class, the school and the community as a whole, and to develop the child's facilities for working with, and cooperating with others.
- To provide a broad, balanced curriculum which offers continuity and progression throughout the school and develops appropriate cross curricular links.
- To match the work and the available resources to the ability of the child, and to value each child for his/her own individuality.
- To give wide practical experience at all levels, ensuring pupils are given opportunities to investigate for themselves, and to develop appropriate problem solving skills.

1.2 *WORKING TOGETHER*

Our aims for teaching and learning are that all children will

- be tolerant and understanding with respect to the rights, views and property of others.
- develop a responsible and independent attitude towards work and play.
- achieve their potential in terms of academic and practical achievement, physical development, aesthetic appreciation and spiritual awareness within a framework promoting high moral standards.

Teachers work towards the school's aims by :-

- Planning a well-balanced, structured, differentiated curriculum to allow for continuity and progression.
- Creating a safe, caring, secure, well resourced and stimulating environment.
- Acting as good role models.
- Being knowledgeable of the National Curriculum and other statutory requirements.
- Being aware of and carrying out agreed policies and practices.
- Encouraging autonomy in the individual.
- Praising examples of good standards in all areas.
- Having high, but fair, expectations.
- Treating children as individuals and fostering their talents.
- Promoting positive behaviour.

Pupils work towards the school's aims by :-

- Behaving in an orderly manner within agreed rules, always being courteous and respectful.
- Regular and punctual attendance
- Being properly equipped and organised.
- Showing respect for their own and other people's property.
- Caring about the school environment.
- Ensuring communication links are maintained between home/school.
- Working independently where appropriate with growing responsibility for their learning.
- Developing social skills to work and play cooperatively.
- Working to the best of their ability and valuing the work of others.
- Taking responsibility for their actions.

Parents work towards the school's aims by :-

- Properly equipping children.
- Ensuring their child attends regularly and punctually in good health.
- Supporting home/school and extra curricular activities.
- Supporting the teachers in maintaining standards of behaviour.
- Informing teachers of matters which may affect the child's happiness and behaviour in school.
- Liaising with teachers at appropriate times.
- Supporting and agreeing with the aims and ethos of the school.
- Being realistic about their child's ability and giving encouragement and praise generously.

The above stresses the need for everyone to work together in partnership if our aims are to be achieved.

ST MARGARET'S C.E. PRIMARY SCHOOL

1.3

GOVERNORS AT JANUARY 2011

<u>NAME</u>	<u>REPRESENTING</u>	<u>EXPIRY OF TERM OF OFFICE</u>
Mr C SNELL 18 Angmering Way RUSTINGTON West Sussex BN16 3RA	P.C.C.	August 2014
The Rev. M. STANDEN The Rectory Rectory Lane ANGMERING West Sussex BN16 4JU	Incumbent	Ex-officio
Mr D BOREHAM	Opted In	Ex-Officio
Mrs C BROWN	Local Education Authority	August 2014
Mrs P ANSTY	P.C.C.	August 2014
Mrs H SAUNDERS	P.C.C.	August 2014
Mr C CARY	Parents	October 2014
Mrs S HEMSLEY	Parents	October 2014
Mrs L SHARP	Staff	August 2014
Mr R SHARMAN	P.C.C.	August 2014
Mr D MILNER-SMITH	Teacher	August 2011
Mrs E DADSON	Foundation Parent	March 2013
Mrs J MAXTED	Foundation Parent	September 2013
Mr D WOOD	Foundation Parent	September 2013
Mrs J HENDRY (Clerk) c/o St Margaret's CEP School		

1.4 TEACHING STAFF (January 2011)

Mr David Boreham	Headteacher	
Mr David Milner-Smith	Deputy Headteacher	
Mrs Paula Mack	Assistant Headteacher	
Mrs Clare Collins	Assistant Headteacher	
Mrs Isla Bezencon		Miss Alison Mill
Miss Gemma Bishop		Miss Natalie Neylon
Mrs Paula Bray		Mrs Eileen Opie
Ms Mary Dark		Mrs Gemma Peck
Mrs Hilary Edwards		Mrs Catherine Reene
Mrs Diane Evans		Ms Suzanne Romney
Miss Charlotte Gullis		Mr Ivan Shergold
Mrs Tracey Keates		Miss Vikki Silverlock
Mrs Sarah Love		Ms Kerry-ann Willing
Mrs April Martin		Miss Ruth Wilson
Miss Kate Matthews		

NON-TEACHING STAFF (Main Post)

Mrs A Ayre	Bursar	Mrs C Good	Teaching Assistant
Mrs K Glossop	Clerical Assistant	Mrs S Haigh	Teaching Assistant
Mrs J Hendry	Recep/Clerical Assist.	Mrs J Hattersley	S.N. Teaching Assistant
Mrs J Smith	Recep/Clerical Assist.	Mrs F Hodges	Teaching Assistant
Mrs N Smith	Recep/Clerical Assist.	Mrs S McKenner	S.N. Teaching Assistant
Mr M Gent	Premises Manager	Mrs D Mackie	Teaching Assistant
Miss N Coomber	Cleaner/S.N. Teaching Assistant	Mrs B Mercalo	Teaching Assistant
Miss S Coomber	Cleaner	Mrs M Myles	Teaching Assistant
Mrs H Coomber	Cleaner	Mrs H Newson	Teaching Assistant
Mrs T Hamilton	Cleaning Supervisor	Mrs C Osborne	S.N. Teaching Assistant/Learning Mentor
Mrs K Potter	Cleaner	Mrs K Pelham	S.N. Teaching Assistant
Mrs M Willis	Cleaner	Mrs M Pitt	Teaching Assistant
Mr R Millett	IT Technician	Mrs N Plumb	Teaching Assistant
Mrs S Cragg	Library Assistant	Mrs L Sharp	S.N. Teaching Assistant/Learning Mentor
Mrs J Blagden	Teaching Assistant	Mrs P Sparkes	Teaching Assistant
Mrs J Bland	Teaching Assistant/IT Technician	Mrs A Waddington	S.N. Teaching Assistant
Mrs H Gayler	Teaching Assistant	Mrs L Webber	S.N. Teaching Assistant
Mrs F Chase	Teaching Assistant	Mrs L Wood	Teaching Assistant
Mrs S Davies	Teaching Assistant		
Mrs L Follows	Teaching Assistant		
Mrs S Fordham	Teaching Assistant		

MID-DAY SUPERVISORS

Mrs K Pelham	Mrs A Waddington	Miss N Coomber	Mr J Sharp
Mrs T Hamilton	Mrs M Willis	Mrs L Webber	Mrs L Sharp

1.5

SCHOOL TERMS AND HOLIDAY DATES

<u>Spring Term 2011</u> <i>Half Term</i>	4 January 2011– 8 April 2011 <i>21 – 25 February 2011</i>
<u>Summer Term 2011</u> <i>Half Term</i>	26 April 2011 – 22 July 2011 <i>30 May – 3 June 2011</i>
<u>Autumn Term 2011</u> <i>Half Term</i>	2 September 2011 – 16 December 2011 <i>24 – 28 October 2011</i>
<u>Spring Term 2012</u> <i>Half Term</i>	3 January 2012 – 30 March 2012 <i>13 – 17 February 2012</i>
<u>Summer Term 2012</u> <i>Half Term</i>	16 April 2012 – 20 July 2012 <i>4 June – 8 June 2012</i>

School will be closed on **Friday 29th April 2011, Monday 2nd May 2011** and **Monday 7th May 2012** for Bank Holidays.

1.6

SCHOOL ORGANISATION

In September 2011 the school will have sixteen class bases, two of which are housed in mobile classrooms located across the playground and to the south of the main building.

Children have the opportunity to join the school in the September before their 5th birthday. All children can be full time from the first day of the new school year.

For 2011/12 the school will be organised in parallel classes as shown :-

Reception	-	three parallel classes
Year 1	-	two parallel classes
Year 2	-	two parallel classes
Year 1/2	-	one class
Year 3	-	two parallel classes
Year 4	-	two parallel classes
Year 5	-	two parallel classes
Year 6	-	two parallel classes

Teachers plan together and deliver a differentiated curriculum catering for the different mixed ability needs of children within their class. Children are grouped according to ability within each class.

1.7

SCHOOL TIMES

	Morning Session	Afternoon Session
Reception	8.45 a.m. – 12.15 p.m. (Doors open 8.35 a.m.)	1.20 p.m. – 3.05 p.m.
Infants	8.45 a.m. – 12.20 p.m. (Doors open 8.35 a.m.)	1.20 p.m. – 3.05 p.m.
Juniors	8.45 a.m. – 12.30 p.m. (Doors open 8.35 a.m.)	1.20 p.m. – 3.20 p.m.

1.8 *START OF SCHOOL DAY*

Children should only arrive on site within the 10 minute period prior to school starting at 8.45 a.m. Before 8.35 a.m. there is no supervision of pupils in the playground, and no First Aid cover is available on site. During inclement weather pupils will not be allowed access to the school building until 8.35 a.m. Staff will take responsibility for any pupils they request to arrive for special activities before 8.35 a.m.

1.9 *END OF SCHOOL DAY*

Children should clear the school site as quickly as possible at the end of the day. Infant pupils will only be released to a responsible and known adult when school finishes.

Parents of infant pupils should always inform their child who will be collecting them each evening. If there is any change to this arrangement, the school office (telephone 785416) should be informed before the finish of school. Parents who are likely to be delayed because of domestic problems should also inform the school immediately. Unfortunately, because of teachers' own commitments to staff meetings, courses, after school clubs etc., pupils cannot be looked after regularly at the end of the school day.

Parents of junior pupils should make their own arrangements for their children, as these pupils will be sent home and not retained until a parent arrives.

1.10 *SCHOOL CROSSING PATROL*

The school crossing patrol officer (Lollipop lady) is usually available between 8.25 a.m. and 8.55 a.m. and between 2.55 p.m. and 3.30 p.m. on school days to see parents and children across the road. If she is ill, then the police or a replacement will be asked to deputise. However, this cannot be guaranteed, and it is likely on occasions no-one may be available.

It is the duty of the parent to ensure that their child arrives safely at school. School staff are not legally permitted to deputise for an absent patrol officer.

1.11 *PARKING IN ARUNDEL ROAD*

Parking in Arundel Road is difficult. It is essential that parents **do not park** on the zig-zag yellow lines, as in doing so you will put children's lives at risk. Kindly do not turn vehicles in the school entrance or park across run-ups to householders' garages on the west side of Arundel Road.

1.11.1 *CAR PARKING ON SITE*

Please only park vehicles in designated areas. Drop off zones in the morning are in constant use and must not be used for waiting before 9 a.m.

1.12 DOGS IN PLAYGROUND

For health and safety reasons dogs must not be brought into the school playground or tied and left unattended at the school gate.

1.13 BICYCLES

Bicycles, or other similarly propelled items, must not be ridden in the playground, for safety reasons, by children or adults.

1.14 SNACKS AT BREAK

Children may only have fruit as their mid-morning snack. Infant and junior pupils use the water fountain for breaktime drinks.

1.15 LUNCH TIME

Few pupils return home for mid-day lunch. We would like to warn parents that no crossing patrol officer is available in Arundel Road during the lunchtime period. At this time too, parents must make their own arrangements for their child crossing Arundel Road.

1.16 MILK

Milk can be provided free of charge for all children until their fifth birthday and can be purchased once they reach the age of five.

1.17 MOBILE PHONES

Mobile phones as a general rule should not be brought into school by pupils. If it is essential for a child to have a phone with them for occasional use, it must be handed in to the front desk at the start of the day and collected at the end of school.

1.18 WATER

It is important that children have ready access to water during the day. Please provide your child with a 500ml, or similar sized, filled water container, which they keep on their table and can drink from during the day.

SECTION 2

PUPIL ABSENCE

2.1 ILLNESS

It would greatly assist teaching staff if parents would telephone between 8.30 a.m. – 9.00 a.m. if their child is going to be absent from school because of illness. We will contact parents after 9.30 a.m. either at work or at home if we have not been notified of why a child is absent. Parents must submit a brief note to the class teacher when their child returns to school. Any child whose absence is not authorised by note or telephone is said to have an unauthorised absence which is recorded on the pupil's end of year report.

Exclusion periods for pupils who have contracted childhood illnesses should be discussed with doctors.

2.2 PARENTS' HOLIDAYS

Parents must complete the appropriate form obtainable from the school office for pupil absence due to family holiday. The school should be informed as early as possible about any impending absence. Parents are strongly encouraged to take their breaks in the school holiday periods rather than during term time.

For much of March, April and May, Year 2 pupils will be engaged in national testing, and it becomes very difficult if these children are absent from school at this time. In May Year 6 children are also involved in national curriculum testing, and no holidays will be authorised during the actual week of tests.

2.3 PART-DAY ABSENCE : MEDICAL APPOINTMENTS

The school office and the class teacher should be informed in advance about any absence that is going to occur due to a medical appointment. During the school day parents **MUST** report to the school office before collecting a child from the classroom prior to an appointment, and also inform the office when returning the child to school after such a visit.

2.4 LATENESS FOR SCHOOL

Pupils who arrive after the 8.45 a.m. school bell are deemed to be late. Should they arrive in class after the register has been taken, they will be marked late in the register. Parents will be informed if pupils are regularly arriving late for school.

2.5 ADMINISTERING MEDICINES

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. If school staff are to administer medicine, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a "Request for school to administer medicine" form. On no account should a child come to school with medicine if he/she is unwell.

Non-prescription Medicines

Non-prescription medicines are not administered at school and children should not bring them to school for self-administration. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a "Request for school to administer medicine" form. Sunscreen is not a medicine and children are welcome to use this on sunny days to protect against sunburn.

The Headteacher's permission must be obtained for the school to accept responsibility for a medicine where the timing of the administration is **crucial**. Such permission will only ever be given in very specific circumstances.

2.5.1 *INHALERS*

Asthma medicines

- Immediate access to reliever medicines is essential. Children with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse and class teacher agree they are mature enough (normally Junior aged). The reliever inhalers of younger children are kept in the office in a designated, accessible area.
- Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler. The office will hold this separately in case the child's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child's name by the parent/carer.
- School staff are not required to administer asthma medicines to children (except in an emergency), however many of the staff at this school are happy to do this. School staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. All school staff will let children take their own medicines when they need to.

Record Keeping

- At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.
- All parents/carers of children with asthma are consequently sent an Asthma UK School Asthma Card to give to their child's doctor or asthma nurse to complete. Parents/carers are asked to return them to the school. From this information the school keeps its asthma register, which is available to all school staff. School Asthma Cards are then sent to parents/carers of children with asthma on an annual basis to update. Parents/carers are also asked to update or exchange the card for a new one if their child's medicines, or how much they take, changes during the year.

Using a School Asthma Card

A School Asthma Card will be sent to the parents/carers with a letter so parents/carers can ask their child's doctor or asthma nurse to fill it in.

2.6 ***ILLNESS IN SCHOOL***

It is very important that parents keep the emergency contact telephone numbers held on school records up to date. The school must be advised when a pupil's home address or a parent's place of work is changed.

If a child is sufficiently unwell that he is unable to continue in class, the home telephone and emergency numbers will be tried. If no contact is effected, a parent may be contacted at their workplace, if this is deemed necessary by the school.

In more serious cases, the child will be taken to the hospital in an ambulance accompanied by a member of staff, whilst the parent is contacted and advised which hospital to attend.

2.7 ***ALLERGIES***

It is important that the school is advised of pupil allergies, and in particular those which may cause a serious problem to a child if treatment is not rapidly obtained.

2.8 ***HEAD LICE***

Headlice are rife within our community and so it is not surprising that children in school occasionally have them present in their hair. The school nursing service can give advice as to the best way of treating them. In school we encourage parents to inform us when their children have headlice so that we can notify parents within the class to be extra vigilant. Most parents treat headlice through combing with conditioner which seems to alleviate the situation without using potential harmful chemicals.

Our policy is to send a letter home informing of headlice cases in the child's class.

2.9 ***HEALTH INTERVIEWS***

These are no longer held routinely in school.

SECTION 3

SCHOOL CLOTHING

3.1 SCHOOL DRESS

The Governors request that parents support the clothing policy of the school. Appropriate garments with current prices are set out in the school's Prospectus.

Winter uniform comprises navy skirt, culottes or navy/grey trousers with a navy pullover. Sweatshirts, on which the school crest is embroidered, are available from the office. Years 2 to 6 should wear a school tie with a white shirt.

In the summer pupils may wear short sleeved shirts, blue check or striped dresses, properly tailored navy shorts.

It is essential that all clothes are **clearly labelled**.

During wet and snowy weather pupils should come to school in wellington boots and use their best shoes for in-school wear.

Items of jewellery should generally not be worn to school at any time. Sleepers or studs in ears are permitted, but no other type of earring. Watches should be named if at all possible.

3.2 P.E. KIT

For all pupils, indoor P.E. kit should be a white T-shirt with navy or royal blue shorts. Pupils may choose to wear leotards instead.

The Authority advise that for indoor work children should be in bare feet.

Trainers used for wear to and from school will not be permitted for indoor P.E. use.

All kit must be labelled.

Children will not be permitted to take part in these lessons if they are wearing studs or sleepers in their ears, unless they are removed by the child before the commencement of the lesson. An exception will be made if the ears have been pierced within the previous 6 weeks, when it will be permitted for the sleepers to be covered with tape.

Long hair must be tied up for P.E. lessons, and parents must provide hair ties or elastic bands for this purpose.

3.3 OUTDOOR GAMES

In the summer time, many physical activity lessons will take place out of doors. Normal P.E. kit, together with good trainers as footwear, is ideal.

In winter months, weather permitting, junior boys and girls may participate in outdoor games/skills lessons which may include netball, hockey, football, non-contact rugby and cross-country running whilst infant children also undertake outdoor activities.

For outdoor games pupils require a good strong pair of trainers (without high ankle support) and a change of socks. Children may wear their own preferred kits for outdoor P.E.

Only pupils taking part in extra curricular football activities and matches will require studded football boots.

In winter it can be very cold, and parents are advised to provide a tracksuit, old jogging suit or warm pullover as an extra.

The same rules apply for outdoor games concerning long hair, studs and sleepers as apply for indoor P.E.

3.4 *NON-PARTICIPATING IN GAMES OR P.E.*

Pupils who are unable to take part in P.E. or games lessons must produce a signed letter from their parents stating the reason(s) for non-participation.

3.5 *KIT BAGS AND PAINTING APRONS*

Parents must provide a suitable bag in which their child can keep sports kit. The traditional large cloth plimsoll bag with drawstring is ideal and hardwearing too. The child's name should be clearly shown on the outside of the bag.

For art lessons, an old shirt from a parent, tacked to size with elastic at the wrist, is perfect, and it should be named and kept in the plimsoll bag.

All kit should be taken home regularly and washed please!

3.6 *SWIMMING*

Year 1 and 2 pupils go to the Littlehampton Swimming Centre each week for part of the school year. These sessions are jointly funded by parents, the Friends and school.

Non-swimmers in Year 6 have the opportunity to attend a crash course in swimming during a week in the summer.

SECTION 4

SCHOOL LUNCH TIMES

4.1 SCHOOL MEALS

A hot meal service is provided in school. Further details of cost and menu can be obtained from the school.

A free meal is provided for those children whose parents are in receipt of income support, or income based job seekers allowance, on completion of an application form available from the office.

Children may bring a packed lunch from home. Drinks must be non-fizzy and kept in an unbreakable container.

All children eat their packed lunches in their classrooms under the supervision of an adult.

SECTION 5

THE CURRICULUM

5.1 THE CURRICULUM

The school curriculum is based on the ten National Curriculum subject areas: - Mathematics, English and Science as core subjects and Design & Technology, Information Technology, History, Geography, Art, Music and P.E. as foundation subjects. In addition, Religious Education is taught. Children experience a Modern Foreign Language from Year 3 being taught. Spanish in Years 3/4 and French in Years 5/6.

The National Curriculum starts in Year 1. Reception children work at the Early Years/Foundation Stage. Key Stage 1 covers Y1 and Y2, whilst Key Stage 2 encompasses all of the Junior years from Y3 – Y6 inclusive.

5.2 RELIGIOUS EDUCATION

St Margaret's is a Church of England (Aided) Primary School. Religious Education is based on a series of topics and themes which are taken mainly from the Bible and Christian beliefs, with some study of other world faiths.

An act of collective worship taking a variety of forms is experienced by all children each day.

The purpose of all acts of worship is to promote Christian knowledge, faith, ethics and behaviour, whilst R.E. lessons educate pupils principally in Christianity, but also with reference to other world major faiths.

5.3 REPORTING TO PARENTS

The home-school link is recognised as being of vital importance by all the teaching staff at St Margaret's. Although parents are able to request an appointment at any time throughout the school year, there are a number of fixed contact times when parents and teachers are able to get together.

Consultation evenings are held annually in October/November and March/April. These work on an appointments system and are an opportunity for the teacher and parents to meet to discuss the child's progress and attitude in school.

In mid July parents receive a school report, and parents of pupils in Year 2 will receive SAT results for Maths and English and teacher assessments for Maths, English and Science, whilst Year 6 pupils will have teacher assessment and test result levels in Maths and English.

5.4 CONTACTING STAFF

Inevitably there will be a range of occasions outside the formal consultation evenings where parents and teacher may need to discuss a particular issue. A brief word may be exchanged at the classroom door in the morning, although longer conversations must be kept for the end of the school day.

For more important meetings, a note should be handed in to the teacher requesting an appointment, which the class teacher will be happy to arrange.

If a parent considers that it is urgent to effect an appointment with the school, they should call in to the school office or telephone and request an appointment with the Headteacher or Deputy Headteacher that day.

5.5 *DISCIPLINE*

The staff at school maintain a discipline which is both firm and fair, borne out of the pupils' respect for each other and their property.

Teachers attempt to encourage children towards their own discipline. It is inevitable that, at times, rules will be broken. Staff discipline may vary from a friendly word to the child or working through playtime as a result of a misdemeanour.

If a member of staff is persistently worried about a pupil's work or behaviour, they will contact the parents with a view to seeking a meeting, so that the problem may be discussed and a plan of action mutually agreed.

5.6 *BEHAVIOUR POLICY AND SCHOOL RULES*

A copy of the school's Behaviour Policy can be viewed in school. Our school rules, devised in association with the children, are set out below and are displayed throughout the school.

- Try your best
- Dress smartly in the right school uniform
- Play nicely - don't fight
- Always show polite manners
- Always walk away from trouble
- Always listen when someone is talking
- Leave expensive things at home
- Think of others before yourself
- Always treat people how you would like to be treated
- When you're allowed – talk quietly
- Use equipment properly
- Always walk on the left side of the corridor
- Only eat your food

SECTION 6

CLASS MOVEMENTS – SCHOOL HOLIDAYS

6.1 CLASS MOVEMENTS

The class in which the children are in September will be their class for the duration of the whole school year, unless there are very exceptional educational reasons to move them.

Parents are told by mid-July as to which new class their child will be in when returning in September.

6.2 HOLIDAYS AND TRAINING DAYS

Holiday dates up to 2 years in advance are on file in the office, and although parents are advised of these at regular intervals, the school secretary is able to give them to parents at other times to assist with planning.

Schools can take 5 staff training days during the year at times outside these holiday dates. At these times no children should report to school. Parents will be advised of these dates well in advance. It has been our practice, wherever possible, to attach these to the beginning or end of holiday dates to cause the least disruption to parents working away from the home.

SECTION 7

PUPIL VISITS

7.1 VOLUNTARY CONTRIBUTIONS

Staff regularly arrange visits for their pupils in order to support work currently being undertaken in the classroom.

Government legislation informs parents that for visits taking place mainly during the school day, schools may only seek voluntary contributions from them to cover the cost of the visit. As no additional funds are made to schools to cover any shortfall between contributions and the actual cost of the trip, teachers are left in a dilemma. Residential visits are funded by voluntary contributions covering at least the costs of board and lodgings. Parents of children who qualify for free meals will have the costs of board and lodgings paid for them.

Accordingly, for trips out, voluntary contributions are requested in advance of a visit, and if these fail to cover a significant element of the expected cost of the trip, it may be necessary for it to be cancelled.

Parents who are genuinely unable to afford the cost of the trip for their child should contact the headteacher, who will discuss the problem in confidence.

7.2 TRANSPORTATION BY PRIVATE CAR

Parents of children involved in any inter-school fixtures are asked to arrange transport for their own children.

7.3 INSURANCE OF PUPILS IN SCHOOL AND ON VISITS

The Local Authority and the Governors wish to inform all parents that pupils are not covered by personal accident insurance for in-school or off-site activities. Parents who wish to arrange such cover privately should do so through their own insurance agent or contact the school for details of the optional County scheme.

Children are covered for accidents resulting from an act of negligence by any member of staff, or a school helper (including parent helper), both in school or out of school on an organised visit. Personal accident insurance cover for pupils is taken out by the school for any visit which includes an overnight stay and all trips involving transport.

7.4 RESIDENTIAL VISITS

Children in Years 4 and 6 have the opportunity to take part in a residential visit during the year.

7.5 EXPENSIVE PERSONAL EFFECTS

Children must not bring electrical equipment or expensive games to school (apart from inexpensive calculators) without the class teacher's permission. Arrangements are made for storing musical instruments (e.g. recorders, violas, violins, cellos, guitars) during the day ready for orchestra or club activities. The school accepts no responsibility for damage occurring to these instruments whilst they are on the premises.

7.6 PARENTAL HELP

The school is indebted to parents who give up time to help in the classrooms or who accompany pupils on visits and supply transport.

Class teachers will regularly request such help from parents by newsletter. Parents who are willing to help in the classroom or to listen to children read should contact the headteacher or a particular member of staff. The school checks all regular voluntary helpers in school with an enhanced check from the Criminal Records Bureau. Occasional helpers are checked against List 99.

7.7 EXTRA-CURRICULAR ACTIVITIES

A number of after school activities take place at St Margaret's. In the main these are for older, junior pupils and depend on the interests of the teaching staff at any time. Presently these include sports, music, dance, gymnastics, drama and computer clubs, but these are subject to change depending upon the interest of the staff and the time they have available to offer these activities.

Year 2 pupils are offered recorder tuition. There are also other recorder and guitar groups for junior pupils. The school orchestra meets after school on Tuesday evenings, and choir on a Friday evening, whilst sports matches and training, mainly for Year 5 and 6 children, can occur on any evening. A Year 1/2 choir meets on a Monday lunchtime

Teachers leading these activities will inform parents of participating year groups when places become available in any particular club.

SECTION 8

SAFETY AND HEALTH EDUCATION

8.1 *FIRE PRACTICE*

These are held regularly, at least once each term and at varying times of day.

8.2 *STRANGER DANGER*

The police liaison officer visits school to discuss this topic with pupils. Parents following up this topic with their child at home will reinforce the work done in school.

8.3 *HEALTH AND SEX EDUCATION*

Sex education is a small part of a much broader Personal and Social education development programme which is taught throughout the school. Other aspects include the people in my life, friendships, keeping safe, families, growth in people, animals and plants, feelings, body changes, first aid, healthy eating, personal hygiene, and the functions of the major organs of the body.

As and when questions concerning reproduction arise as part of topic work, these are dealt with candidly and openly by the class teacher.

In Year 6, one aspect of a health related topic focuses on human reproduction and birth.

SECTION 9

OTHER SCHOOL ORGANISATIONS

9.1 THE GOVERNING BODY

The Governors have overall responsibility for the organisation, curriculum and financial management of the school, although much of the responsibility, including the day to day running of St Margaret's, is devolved to the Headteacher.

The Governors have a formal meeting each term. Twice a year informal meetings are held where the Governors visit the school during the morning to see the school at work.

The Governing body also have sub-committees for 'Staffing and Finance', 'Ethos and Worship', 'Premises' and 'Curriculum and Policy' which generally meet independently each half term.

9.2 COMPLAINTS

Most complaints will be resolved amicably through discussion between parents and teacher or headteacher.

A complaints policy, including detailed procedures, is available in the school office for parents who wish to pursue a particular complaint more formally.

9.3 GOVERNORS' MINUTES & POLICIES

A file containing approved copies of Governors' Minutes and Policies is available upon request from the school office for perusal by parents on the school site.

9.4 THE FRIENDS OF ST MARGARET'S SCHOOL

The committee of the Friends organisation normally meets every half-term. New members are elected to the committee at the Annual General Meeting.

The purpose of this group is mainly fund-raising, but it also provides social events for parents and children.

The two major functions each year are the Christmas Market, held in late November/early December and the Summer Fete, which usually takes place at the end of June on a Friday evening.

The name of the present Friends' Chairman is available from the school office.

9.5 CONCLUSION

The Governors, Staff and Friends organisation hope that the partnership between your family and St Margaret's Primary school will prove to be stimulating, enjoyable and rewarding, and that, jointly, we will fulfil your child's true potential.

D J BOREHAM

Headteacher

C SNELL

Chairman of Governors

CALENDAR OF EVENTS

APRIL

Easter Holiday (2 weeks)
Separate Church service for Infants and Juniors

MAY

May Day Celebrations
National Curriculum Tests (Years 2 and 6)
Governors' Meeting
Half-Term

JUNE

School Fete
Diocesan Leavers' Service
Governors' Visit

JULY

Open Evening
Sports Days
Inter-Schools Athletics Meeting
Information on New Classes
School Leavers' Service in school
School Summer Holiday (approx. 6 weeks)
Friends' Parties