

ST. MARGARET'S CHURCH OF ENGLAND (AIDED)

PRIMARY SCHOOL



**SCHOOL
PROSPECTUS
2011/12**

MISSION STATEMENT

***We seek to be a learning centre
of excellence at the heart of
the local community, fostering
the intellectual, spiritual and
emotional development of all who
play a part in the school,
looking to follow the teachings
of Jesus in all we do..***

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ST MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL

Arundel Road, Angmering, Littlehampton, West Sussex BN16 4LP

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Web site : <http://www.stmargaretsprimary.org.uk>

1. GENERAL INFORMATION

Headteacher	:	Mr D J Boreham
Chairman of Governors	:	Mr C Snell
Pupils on Roll	:	499 in September 2010
Age range	:	4 to 11 years (co-educational)
Status	:	Church of England Voluntary (Aided) Primary School

Accommodation : The school was opened in 1965 to replace the old village school which was founded in 1680. It was enlarged in 1996 and 2004. The buildings comprise 16 classrooms with cloakrooms and toilet facilities, assembly hall, library, group room, ICT suite and changing rooms and administrative offices. There are adequate hard surface playing areas and two sports fields. The school has its own large nature study area.

Education Area : St Margaret's C E Primary School is in the Education (South) Area of the Authority. For general enquiries contact :
Education Office (South)
Centenary House,
Durrington Lane
WORTHING West Sussex BN11 4NH
Tel : (01903) 708222

General Information on admission arrangements and miscellaneous matters : A separate document is available setting out the Authority's policy and arrangements for admission to its schools, including transfer between schools, and general provision of primary and secondary education.

This document may be obtained, without charge, from the Education Office (South) (address above) or schools maintained by the Authority and is also available for reference in public libraries throughout the county.

2. ADMISSION ARRANGEMENTS

(a) Admissions : Admissions to the school are made by the governors in accordance with arrangements agreed with the County Council. Details of these arrangements are given in paragraph 3. Applications for admission should be made to the headteacher who will arrange for interested parents to visit the school and see the children at work.

(b) Early Admissions : Children will normally be admitted at the beginning of the year in which they are five on a full time basis.

- (c) **Parents' Meeting** : Prior to starting school, parents are offered an opportunity to provide as much information as possible to the school relevant to their child's education.
- (d) **Transfers** : Parents seeking admission for a child to the school at ages between four and eleven years should apply to the Headteacher.

3. **ADMISSION POLICY FOR SEPTEMBER 2011**

- a) 'Looked after' children.
- b) Children living within the Ecclesiastical Parish of Angmering with brothers and sisters, who, on the date of entry are still attending St Margaret's C E Primary School.
- c) Children of parents who normally attend St Margaret's Church or St Margaret's Community Church at least fortnightly, and who have been attending either church with their children for at least a year, and who live in the Ecclesiastical Parish of Angmering.
- d) Children resident in the Ecclesiastical Parish of Angmering.
- e) Children who need a place at St Margaret's C E Primary School on exceptional and compelling social, psychological or medical grounds.
- f) Children living outside the Ecclesiastical Parish of Angmering with brothers and sisters, who, on the date of entry are still attending St Margaret's C E Primary School.
- g) Children of parents who normally attend St Margaret's Church or St Margaret's Community Church at least fortnightly, and who have been attending either church with their children for at least a year, who live outside the Ecclesiastical Parish of Angmering.
- h) Children of parents who attend either another Church of England church or a church of another Christian denomination, which is itself a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance, who normally attend worship at least fortnightly, and who have been attending church with their children for at least a year and live outside the Ecclesiastical Parish of Angmering.
- i) All other children whose parents wish them to attend St Margaret's C E Primary School.

Children with a statement of special educational needs naming St Margaret's CE Primary School fall outside the Admissions Policy and will automatically be given a place.

Notes :

1. Confirmation of church attendance from the current incumbent or minister must be provided using the Governors' Church Support form (blue).
2. Where a family has joined a church from another church within the last year the parents must obtain a letter outlining attendance completed by the incumbent or minister of that previous church to show continuity.
3. The attendance of one parent is sufficient.

4. Brothers and sisters include full or half brothers or sisters permanently living in the same household, and adoptive or foster brothers or sisters.
5. Parents include legal guardians.

Those children in category f) whose brothers or sisters were admitted prior to 1st September 2005 will be considered under category b).

When deciding between applicants who have equal entitlement under the above criteria, the Governors will have regard to the proximity of the applicant's home to school, measured in a straight line, giving priority to the applicant who lives closer to the school.

Maps of boundaries of the Ecclesiastical Parish of Angmering can be viewed at the school.

There is a right of appeal to an independent panel against a decision of the governors. Parents wishing to exercise this right should write to the Correspondent to the governors c/o the school within 14 days of receiving notification that their application has been unsuccessful.

Children refused a place can, at their parents' request, be put on a waiting list where priorities will also be determined by the admissions criteria set out above. Children are kept on this list for a maximum of 12 months.

Late applicants will be considered according to the published admissions criteria once the initial allocation has been made if and when vacancies arise.

4. R.E. AND COLLECTIVE WORSHIP

The School is a Voluntary (Aided) Church of England foundation, and as such maintains the traditions and doctrines of the Anglican Church. The Rector of the Parish visits the school regularly, and the children attend services in the Parish Church at the beginning of every term.

Children experience R.E. in accordance with the school's own syllabus in R.E. Teaching is mainly through topics. Each age group completes a minimum of three of these each year. Parents who would wish to inspect the school and county syllabi in R.E. should contact the school office.

An act of collective worship occurs in the school each day for every pupil. A whole school assembly for years 1 – 6 occurs four times a week, whilst on the other occasion infant and junior pupils meet separately. Parents are particularly welcome to join us for assembly when the children are presenting their own contributions.

At the specific request of parents, and after consultation with the headteacher, a child may be excused from School Assembly, religious instruction or Church Services, in accordance with rules laid down in the Education Reform Act 1988.

5. ORGANISATION OF CLASSES AND TEACHING GROUPS

When children first start at St Margaret's they are allocated a place in either Ash, Fir or Oak Class, which are parallel classes accommodating reception age children. All children are able to start in the September of the school year in which they become 5 as full timers.

Having completed their Reception year, the children move up into one of two parallel Year 1 classes or a mixed older Year 1/youngest Year 2 class. A further year is spent in either pure Year 2 classes or our mixed Year 1/Year 2 class.

The Junior department consists of two parallel classes in Years 3, 4, 5 and 6. Each class consists of pupils of mixed ability, but within classes various forms of grouping does occur.

6. EXTRA-CURRICULAR ACTIVITIES

Details of activities that take place during out-of-school hours will be notified to parents for prior approval before a child is permitted to participate. Current activities include various music groups (choral and instrumental), sporting activities (football, netball, dance, running and cricket) and leisure activities (computers, art and filming), depending upon the time of year.

Educational visits, where appropriate, take place throughout the school year, including residential visits in Year 4 and Year 6. Relevant details will be circulated to parents prior to an out of school activity. Voluntary contributions are usually sought from parents (in line with the charging policy in para 20) to help cover the costs of these visits.

7. HOMELEARNING

Work undertaken at home is considered to be an important element of the child's learning experience. Parents of Infant children will be informed by class teachers of requirements to undertake work at home. Reception children will be encouraged to read with their parents and the latter to comment in their home-school reading notebooks. Children in Years 1 and 2 will, in addition to regular reading, be expected to undertake number work and learn spellings.

Junior children will be issued with Homework diaries where weekly homework assignments or projects will be clearly set out, with appropriate areas for comments. A leaflet will be issued to parents at the start of every school year outlining their role in supporting their child's homework. Weekly homework will typically include either a piece of English or science work, mathematics, spelling and reading.

8. PASTORAL CARE ARRANGEMENTS

Teachers are responsible for the pastoral care of their own pupils. Staff who have special concerns about particular children will involve both the headteacher and parents at an early stage. Parents who wish to discuss details of their own child's welfare with class teachers are encouraged to request an appointment to see staff after school hours. Minor problems may be discussed with teachers where they are available at the end of the school day.

Groups of Junior aged children are trained as Peer Mediators and use their skills to mediate over disputes which occur in the playground.

Two trained Learning Mentors work in the school supporting children who need extra care to see them through a difficult time in their lives.

9. PUPILS' PROGRESS

Parents are encouraged to take an active interest in their child's progress at school. Two consultation evenings are held annually in November and March, but parents are always welcome to discuss any aspect of their child's welfare and progress at any time by appointment with the headteacher or the class teacher. During the year, in the Summer Term, each child receives their annual report.

10. PARENTAL INVOLVEMENT

The school has a well-established Friends of St Margaret's School Association to which all parents are affiliated without payment of fees. The Friends provides an opportunity to be actively involved in the life of the school. Parents interested in an aspect of school work are invited to discuss this with the headteacher.

11. DISCIPLINE

The school aims to provide and encourage an atmosphere of individual freedom within defined limits. As part of the school community each child is expected to observe the rules and disciplines of that community, and any breaches of school discipline will result in appropriate sanctions.

Parents will be involved at an early stage where a pupil demonstrates behaviour that is of particular concern to the school staff. In this case it is hoped that parents will work in a partnership with teachers to help resolve the particular problem. Parents of new children are made aware of the main school rules and our behaviour policy at the induction meeting.

12. POLICY/RULES ON DRESS/UNIFORM

The children are encouraged to wear uniform, and, although not compulsory, it is hoped that parents will co-operate in this aim. The winter uniform comprises navy skirt or culottes or grey trousers (although both colours are acceptable) with a white shirt. Year 2 children and juniors are encouraged to wear a school tie. Pullovers are in the main school colour which is navy blue. Navy sweatshirts with an embroidered school crest, which can be worn throughout the year, are available in crew or v-neck from the school office. Girls may choose to wear properly styled navy trousers when the weather is particularly cold. Summer uniform for boys is as above, but with short sleeved shirts. Girls may choose to wear blue-checked gingham dresses or styled navy shorts, (not football shorts).

The main indoor P.E. kit for all pupils is a plain white t-shirt with navy shorts. Bare feet are used for indoor work, and trainers are worn when P.E. is taken out of doors. For winter outdoor games activities children will require good trainers. Children who would prefer to wear their own football kit in other colours for outdoor games are welcome to do so. During the winter period pupils are advised to have their own track suits and jogging suits.

12a. UNIFORM LIST (See overleaf)

12a. ST MARGARET'S SCHOOL UNIFORM

(approximate prices, where indicated)

BOYS :

White shirt		
School tie (available from school office)		£1.60
School tie – elastic		£1.20
Grey or navy long trousers		
Navy Pullover or		
Navy Sweatshirt with school logo (available from school)	approx.	£8.00
Black shoes		
Polo shirts (P.E.)		
Shorts – navy or white for P.E.		

Optional

School Fleece	approx.	£13.00/£15.00
Navy tracksuit for games/sports		

Summerwear

Grey or navy shorts or long trousers
White shirt with short sleeves

GIRLS :

White shirt		
School tie (available from school office)		£1.60
School tie – elastic		£1.20
Grey or navy skirt or Pinafore style dress		
Navy tailored trousers		
Navy Culottes		
Navy Cardigan/pullover or		
Navy Sweatshirt with school logo (available from school)	approx.	£8.00
White socks (tights are permissible)		
Black shoes		
Polo shirts (P.E.)		
Shorts – navy or white for P.E.		

Optional

School Fleece	approx.	£13.00/£15.00
Navy tracksuit for games/sports		
Leotard		

Summerwear

Navy or white checked dress in any suitable style
Or
White short sleeved shirt and skirt.

13. SPECIAL ARRANGEMENT AND CLASSES

Within classes provision is made for both individual and group work. There is a permanent staff of qualified teachers for each class. Additional staffing for special needs pupils is determined, usually following an assessment of the individual's needs and the availability of provision at the time.

14. SPECIAL EDUCATIONAL NEEDS

The Governors recognise the individuality of all children and the fact that they are at different levels of development, physically, emotionally, intellectually and socially. The Governors' aim is to support the pupils and staff in achieving the best possible development in each area for every child within the levels of resources available to them. Staff recognise the need for differentiation in setting tasks for their pupils. The teaching staff who identify a particular pupil who is experiencing a problem, either socially, emotionally or intellectually, consult with the Inclusion Manager and Headteacher. Discussion then follows outlining the best way of meeting pupils' needs, using resources from within school, or centrally funded advice. Regular reviews are held between the Inclusion Manager, class teacher, Headteacher and parents.

14i. PUPILS WITH DISABILITIES

It is the expressed wish of the Governing Body in their Access Policy (2006) to give all pupils access to both our buildings and the curriculum. The school is well placed to provide physical access for pupils, parents and visitors with disabilities. This provision has been significantly improved over the last decade with the provision of ramps and a lift to the newer part of the school. All parts of the building can be accessed by wheelchairs. The school usually has at least one wheelchair user. Classrooms are generally light and airy with just one narrow corridor existing from the original 1960's building.

Access to the curriculum are managed by teachers and classroom support staff by

- differentiating work to meet the needs and abilities of the children
- classroom equipment clearly labelled and accessible
- furniture organised to enable ease of movement around the room and special furniture used
- providing modified work for pupils
- use of ICT
- relevant staff to learn sign language
- staff wearing microphones to help hearing impaired children

Very Able Children

Very able children are usually identified through evidence of their achievement at school and at home and/or through other indicators of their potential. It is recognised that very able children need an opportunity to be challenged by others who are their intellectual and, as far as possible, their chronological peers. Also, they need an opportunity to learn at their natural pace – one which is faster than that of the majority of children.

Work for able children is planned by teachers in such a way so that all programmes of work include enrichment and extension activities. Children are included in the Authority's Very Able Pupils' Programme and other enrichment programmes.

15. STATEMENT OF CURRICULUM AIMS

The aim of the school is to ensure that all pupils have the opportunity to develop to the full their personal, intellectual and artistic capabilities. The task implies a partnership between parents and school staff which results in a shared understanding of the aims and purposes of the school and the programme of work in which pupils and staff are engaged.

16. SEX EDUCATION

Sex education in this school contributes to the requirements of the Education Reform Act 1988, which states that the school curriculum should be one which :-

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and in society; and
- prepares such pupils for the opportunities, responsibilities and experiences of adult life.

The sex education programme will :-

- provide information which is easy to understand and is relevant and appropriate to the age and maturity of the pupils.
- encourage the exploration and clarification of values and attitudes.

It is taught in the main by class teachers through related topics which take account of the pupil's development. In the upper section of the Juniors one aspect of a health related topic focuses on human reproduction and birth. Children in Year 6 receive talks on menstruation in single gender groups.

Parents have the right to withdraw their children from the part of sex education that is outside the compulsory elements contained in the Science National Curriculum.

A copy of the school's full policy document for personal and Social Development Incorporating Sex Education can be borrowed from the school office.

17. TEACHING TIME AND SCHOOL HOURS

At St Margaret's School the hours spent on teaching during the normal week, including religious education but excluding the statutory daily act of worship, registration and breaks (including lunch) are as follows :-

Infant Pupils	22 hours 55 mins. / week
Morning school	8.45 a.m. – 12.20 p.m.
Afternoon school	1.20 p.m. – 3.05 p.m.
Junior Pupils	25 hours / week
Morning school	8.45 a.m. – 12.30 p.m.
Afternoon school	1.20 p.m. – 3.20 p.m.
Doors open at 8.35am	

18. SUMMARY FOR YEAR GROUPS INDICATING THE CONTENT OF THE SCHOOL CURRICULUM AND HOW THIS IS ORGANISED.

General

Children enter the school in their Reception year. They undertake a full range of activities which help them develop their understanding, knowledge, skills and attitudes which are essential, not only for the next phase of education, but also for a well balanced life.

Children in Years 1-6 follow the programmes of study set out in the National Curriculum in the core curriculum subjects of Mathematics, Science and English and in the foundation subjects of Design and Technology, Information and Communications Technology, History, Geography, Art, Music and Physical Education. Religious Education is also taught (see paragraph 4).

Some work is delivered through topics, whilst other aspects are dealt with on a subject basis. All children in the school spend a minimum of 1 hour each day on mathematical and literacy activities.

Early Years – Reception Foundation Stage

These children follow a broad and balanced curriculum which fosters their intellectual, emotional, physical, spiritual, moral and social development. Our aim is to enable the children to become confident and enthusiastic learners, able to develop skills, attitudes and understanding appropriate to their stage of development, whilst preparing them for Key Stage 1 of the National Curriculum.

Key Stage 1 Years 1 and 2

All Key Stage 1 children spend two full years following the programmes of study as set out in the National Curriculum in the core and foundation subjects. Class teachers make assessments throughout the two year period which contribute on an equal basis to the formal assessment which takes place as the child nears the end of Year 2. The formal assessment is known as Standardised Assessment Tasks (SATs) and are national assessments.

Work in this age phase includes swimming lessons at the Littlehampton Swimming Centre for which voluntary contributions are sought from parents.

Key Stage 2 Years 3, 4, 5, 6

The four years that span Key Stage 2 build upon the knowledge and skills acquired in National Curriculum subjects at Key Stage 1. Children continue to work in the core and foundation subjects with reference to programmes of study. A modern Foreign Language (French or Spanish) is taught for up to an hour a week to all Key Stage 2 children as an introduction to children acquiring foreign linguistic skills.

At the end of Key Stage 2 the children take National Curriculum Tests (NCTs) in the core subjects, the results of which are reported to parents alongside the teacher's assessments made over the entire Key Stage 2 period.

19. OUT OF SCHOOL ACTIVITIES

These vary according to the particular interests of our teaching staff at any time. Top Infant pupils have the opportunity to have recorder tuition. Junior children may join sessions for recorder and guitar tuition. Violin, clarinet, flute and brass tuition is normally offered to older pupils who have already shown sustained interest in learning an instrument.

The netball and football clubs meet each week in the Autumn and Spring Term, and there is a regular programme of inter-school sports matches throughout the school year. Football team players will need to have football boots for training and matches.

20. CHARGING AND REMISSIONS POLICY AS DETERMINED BY THE GOVERNING BODY

The Governors of St Margaret's School Angmering adopt the West Sussex Education Authority policy for charging.

Full copies of the Governors' policy for charging are available for inspection in the school office.

Generally these state that the school can make no charge for any activity taking place in the school day. However, Governors may seek voluntary financial contributions from parents to help support special activities, like swimming, educational visits or in-school theatre productions.

Where insufficient contributions are received, and the viability of an activity is threatened economically, the headteacher, on behalf of the Governing body, reserves the right to cancel the said activity. In cases of hardship it may be possible to help families with costs of visits following confidential discussions with the Headteacher.

21. AVAILABILITY OF DOCUMENTS TO PARENTS

Under the school curriculum and related information regulations 1989, schools must make available for parents up-to-date copies of certain documents. These may be obtained from the school for viewing in school. Parents who wish to purchase their own copies of these documents can obtain the appropriate address from the headteacher.

22. ARRANGEMENTS FOR THE CONSIDERATION OF COMPLAINTS ABOUT THE PROVISION OF EDUCATION

In general it is anticipated that the majority of parental concerns and complaints about matters relating to the school will be dealt with at school level. Initially these may be handled by a class teacher, and later by the Headteacher, or, during the Headteacher's absence, by the deputy.

If the complaint remains unresolved at this level, a more formal complaint is made to the Chairman of Governors.

The Chairman may then convene a meeting with the complainant for the purpose of clarifying the issue, or issues, involved. This will be a private meeting without the Headteacher or others being present.

22.cont'd

The complainant is in any case entitled to request such a meeting. Subsequently the Chairman will report back to the Headteacher, and if the matter remains unresolved, the Chairman must appoint a panel of three Governors (to include a parent Governor) who will convene a formal hearing to resolve the matter.

The decision of the panel shall be conveyed to the Headteacher and the complainant within 7 days after the date of the hearing.

The Governors' correspondent will attend the hearing and record the discussion, but take no part.

23. SCHOOL TERM AND HOLIDAY DATES

AUTUMN TERM 2011

Friday 2nd September 2011 - Friday 16th December 2011
Half Term : Monday 24th October – Friday 28th October inclusive

SPRING TERM 2012

Tuesday 3rd January 2012 - Friday 30th March 2012
Half Term : Monday 13th February – Friday 17th February inclusive

SUMMER TERM 2012

Monday 16th April 2012 – Friday 20th July 2012
Half Term : Monday 4th June – Friday 8th June inclusive

On five days within the term dates schools will be closed for pupils, but teachers will be required to undertake professional development or other approved activities.

NOTE ON APPLICABILITY OF INFORMATION IN THIS DOCUMENT

The information in this document has been prepared to assist parents who will be seeking a place for their child in a primary school at the start of the school year 2011/12. The particulars were correct in relation to that year at September 2010, but it should not be assumed that there will be no change affecting the relevant arrangements, or some matters particularised, either before the start of or during the school year in question, or in relation to subsequent school years. The information in this document ceases to have validity in September 2012.

25. AUTHORISED AND UNAUTHORISED ABSENCES

Pupils Information in the Period

Number of pupils of compulsory school age on the roll : 440
for at least one session during the reporting period
September 3rd 2009 – May 28th 1010

Authorised Absence in the Period

The percentage of half days (sessions) missed through : 5%
authorised absence

Unauthorised Absence in the Period

The percentage of half days (sessions) missed through : 0.2%
Unauthorised absence

26. SAFEGUARDING

1.1 Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in education settings; and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

1.2 Achieving this objective requires systems designed to:

- prevent unsuitable people working with children and young people;
- promote safe practice and challenge poor and unsafe practice;
- identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe; and contribute to effective partnership working between all those involved with providing services for children and young people