



Elton Primary School & Nursery

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WELCOME FROM THE HEADTEACHER

I am delighted to welcome you to Elton Primary School.

We love visitors, offering them a warm welcome and the opportunity to show off our thriving learning community both in person and via our website!

Our motto is 'DREAM TEAM' and underpinning that motto is our mission statement:

love life, love learning, always aiming high

Elton Primary is all about inspired, nurtured, happy children having fun and working hard in all areas of the school life.

At Elton we offer high quality teaching and guaranteed progress in a stable, stimulating, inclusive, diverse and caring community.

Our staff, children and Governors strive for excellence in everything we do. We recognise the importance of your active participation in the school life of your child and welcome you to become involved in a variety of ways.

We pride ourselves on being a friendly open school where all members of our community take part in evaluating our progress and driving forward.

We have high expectations for all pupils. We welcome and celebrate the diversity in our community and shared experiences, interests and strengths.

We have seven classes. Each class is a vibrant exciting, learning centre where the children are challenged in a supportive, caring way.

We are proud of our school and the children's academic and personal achievements.

This prospectus will give an insight into the school but it is limited, and we prefer the personal touch, so do come and meet us.

You and your child could be a part of this thriving community and share in our enthusiasm and commitment to lifelong learning.

I look forward to meeting you.

Victoria Carr

Headteacher

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DREAM TEAM

LOVE LEARNING, LOVE LIFE, ALWAYS AIMING HIGH

Our shared vision for Elton School is to provide a nurturing yet challenging environment where children and staff are valued and inspired to achieve and succeed.

Staff stimulate and motivate the children by providing opportunities to grow and develop to their full potential, academically, socially and emotionally, maintaining high expectations in standards of achievement and behaviour.

Our aims are:-

- To provide a caring environment through example and guidance in which children can develop social attitudes which reflect a respect for cultural diversity and concern for others.
- To provide opportunities for parents to be involved with the education of their children and in strategic decision making.
- To promote a thoughtful awareness of educational standards and a sense of achievement by providing a rich and visually stimulating learning environment in which children feel confident to tackle new experiences and build resilience.
- To offer a progressive and enriched education which delivers the national Curriculum and is broad, balanced and relevant.
- To bring the children to a sensitive and deepening understanding of our community and their place in our society and the wider world.
- To prepare for the future by fostering spiritual, moral and physical development, promoting cultural awareness and setting high expectations for behaviour and sensitivity to others.
- To promote an active partnership between parents, governors and teachers, and encourage links with the community.
- To be responsive to individual needs, matching teaching to pupils' abilities and aptitudes and developing each child to his / her full potential in conjunction with parents and carers.
- To provide an inclusive environment in which the teaching and learning, achievements, attitudes and well-being of every person matter.

ABOUT OUR SCHOOL

The village of Elton is situated about 5 miles from Chester, 3 miles from Helsby and Ellesmere Port and is close to Exit 14 of the M56 motorway.

The popular Outlet Village shopping centre with all its associated leisure activities is within easy reach of the village. Elton is a thriving community with active and caring parish and church members providing support and facilities for all age groups.

Elton School is a primary school for children aged from 4 - 11 years. The school was opened in September 1927. Seven additional class areas were added in 1974. The school is non-denominational and currently has 204 children on roll.

The accommodation consists of 7 class areas, two large halls, I.C.T. suite, two reception areas, school office, headteacher's room, staffroom and resource area. The school halls serve as multi-purpose areas for assemblies, movement and drama, dining and as gymnasiums with portable and fixed equipment.

The school has extensive playing fields and three hard-surfaced play areas. An area of the playground has been developed with shrubs and logs to provide an environment where children can enjoy quiet moments. A grassed area behind the school provides an environmental area containing a school pond. Further plans have been made to create areas of environmental interest with the involvement of children in a tree planting operation and the design of a carved wooden bench in the school grounds. A developed outside area with an extended canopy adds extra outdoor play opportunities for the younger children.

ADMISSIONS

Any child reaching the age of 5 years between 1st September and 31st August will be admitted to school on the first day of the autumn term of that school year. In certain circumstances it is possible, following a discussion with the headteacher, to defer entry until the beginning of the spring term.

Children are accepted from within the Elton, Ince and Thornton-Le-Moors catchment areas, but applications are also welcomed from outlying districts. It is useful for planning to have as much notice as possible of the number of children starting school at the beginning of the autumn term. We therefore encourage parents to complete admission forms at the earliest opportunity. These forms are available from Cheshire West and Chesters Admissions team on **0300 1237039**. Places in the reception class are offered in accordance with Cheshire Council's admissions criteria, this process usually takes place in February.

A careful induction process is in place to ensure that new starters and their parents feel confident about the transition to school. Parents are invited to a welcome meeting, at which information about the school will be distributed. A series of home visits are planned during the term before your child starts to give you the opportunity to meet the teaching staff informally in familiar surroundings for the child.

New starters are then invited to attend school for several half-day sessions during the latter half of the term prior to their official start date.

SCHOOL UNIFORM

Children entering Elton Primary School are encouraged to wear the school uniform. We believe it encourages a sense of pride and establishes a standard of suitable dress. The school uniform is based on the school colours of maroon, white, grey and black.

Maroon Sweatshirt with logo
(available from school)
White Polo-shirt with logo
(available from school)
White shirt/blouse
Grey trousers
Grey Skirt or Pinafore
Pink or Red gingham dress (Summer)

The P.E. uniform consists of a pair of plimsolls, white shorts and a white T- shirt. We like all children to have a PE bag for their sports equipment which will remain in school. Please avoid large sports bags, rucksacks etc.

Key Stage 2 children require a selection of warmer outdoor clothes for games. Trainers and / or football boots are needed as appropriate footwear for use during these lessons. Track suits are useful during cold weather.

We discourage fashion garments for both general use and sportswear. No make-up is to be worn by children. We are recommended to advise against children wearing jewellery for school as it can be dangerous during play activities and we are unable to take responsibility for loss of expensive or sentimental items. For reasons of safety all jewellery, including watches, **MUST** be removed before P.E. lessons.

Sensible footwear must be worn for the safety of the children, shoes without a heel or platform and no open toe.

Please mark all children's clothing and possessions clearly with their name.

ORDERING UNIFORM

School uniform can be purchased online by visiting www.myschoolstyle.com and clicking on "Find my school".

This will allow you to shop at your convenience, at any time, including school holidays, to buy any of our school uniform items. All items will be delivered directly to your home (or work address) in around 5 days.

For maximum flexibility, School Style will accept payment by all major credit and debit cards on-line, by credit card over the phone or by cheque. The website uses the latest security and encryption technology to ensure that you shopping is not only convenient but also safe.

Any parents who are currently unable to access the internet to make purchases or who might not be able to make payment in one of the above ways should contact the school office.

THE CURRICULUM

The school aims to provide all children with a broad based and balanced curriculum which is relevant to their future life in work and leisure.

It is differentiated to cater for their individual needs and follows guidelines established within the school and as directed from the local education authority and nationally.

The school curriculum is organised and taught within the framework of the National Curriculum. Nine foundation subjects are identified in the National Curriculum relating to primary schools. The first three are 'core' subjects and as such carry increased importance and priority in terms of work within the school. Religious education is also an important and compulsory element of a child's education.

1. English.
2. Mathematics.
3. Science.
4. I.T.
5. R.E.
6. History
7. Geography.
8. Art.
9. Music.
10. P.E.
11. Design & Technology
12. Modern Foreign Languages

All subjects are taught to each of the six Year groups with the exception of MFL which is taught from Yr3 - Yr6

Years 1 - 2 (Ages 5 - 7) are Key Stage 1.

Year 3 - 6 (Ages 7 -11) are Key Stage 2.

The children in the Reception year are taught to the Foundation Curriculum. This comprises of six areas of learning which are as follows:-

Personal, social and emotional development

Communication, language and literacy

Mathematical development

Knowledge and understanding of the world

Physical development

Creative development

Early year's teachers plan learning experiences for the children which are of the highest quality, considering both children's needs and achievements and the range of learning experiences that will help them make progress. Well-planned play is a key way in which children learn with enjoyment and challenge during the foundation stage.

The foundation stage prepares children for learning in Key Stage 1 and is consistent with the national curriculum.

The curriculum content is presented in a variety of ways to allow for a variation in teaching and learning styles. The underlying concern is to equip the children with the ability and application to pursue subjects in an effective way.

Curriculum Co-ordinator

Within the school each subject is led by a Curriculum Co-ordinator who ensures an effective and efficient delivery of the subject through each of the two key stages. This is achieved by a process of additional training for the co-ordinator who in turn ensures staff / subject development within the school. The curriculum co-ordinator is also responsible for moderating the work of the children across the school which also ensures progression and continuity throughout.

Mathematics

Mathematics at Elton Primary School is taught in accordance with the National Numeracy Strategy.

A daily numeracy lesson of approximately one hour is taught to each class. In years one and two the children are taught in ability groups from the spring term and children in the junior department are taught in ability groups, or sets throughout the year. Throughout the school there is a great emphasis on the teaching of mental strategies, in addition to more formal written techniques progressively throughout the school.

Our aim is to give children an understanding of the basic mathematical concepts and the ability to apply their knowledge and understanding to a variety of problems. To fulfil these aims we use The National Numeracy Framework as a core resource, backed up with an assortment of additional published material and teacher generated work.

Children are tested regularly and results are analysed to inform future planning. In this way we strive to promote mathematics as an enjoyable learning experience and encourage children to maintain high standards of work. This process also enables the teachers to identify those children who are particularly able in this subject and to prepare a programme which will challenge them accordingly.

English

Our English policy aims to develop competence and satisfaction in the use of language as children are placed in situations where talking, listening, thinking, reading and writing are promoted through a high regard for the attainment of personal excellence.

Opportunities are provided for children to develop writing skills in meaningful situations. Within the school this aim is promoted by a common format for planning, redrafting and editing.

Phonics is taught at KS1 through the letters and Sounds programme.

Spelling is promoted by use of word banks, dictionaries and the redrafting process, allied with a blend of tactical interventions and the teaching of dictionary skills in the primary phase.

Within the school the Nelson handwriting style is promoted.

Science

In the Science curriculum, the children will be encouraged to develop, through practical investigation, their understanding of the world around them - both physical and biological. Opportunities will be provided for children to develop scientific methods of investigation, through observing, classifying, testing, recording, communicating and evaluating. Science work is mainly taught through themes. These themes are integrated with other elements of the curriculum and usually last for a half or full term.

History / Geography

Our studies in History and Geography follow a two year rolling programme. Knowledge, skills, concepts and attitudes are taught from the scheme of work as presented by the DfEE thus ensuring continuity and progression throughout the primary phase. Other elements of the primary curriculum may be integrated into each unit of study with opportunities for the use of I.C.T. being provided to enhance the childrens' learning of History and Geography.

Design and Technology

Design and Technology develops children's understanding of how things work. This is a practical subject involving children designing and making while developing skills through their own increasing competence and ability in this area. Children will explore the work of artists, craftspeople and designers, and help them learn about their different roles and about the functions of art, craft and design in their own lives and in different times and cultures.

We will help children to learn how to make thoughtful judgements and aesthetic and practical decisions and become actively involved in shaping environments.

Information Communication Technology

Information Communication Technology is used within the school to help prepare our children for life in an ever changing world. Children are encouraged to recognise the importance of I.C.T., how to select and prepare it.

To appreciate its values for themselves, others and society and to become aware of its advantages and limitations.

The teaching of I.C.T. ranges from high focus activities teaching specific skills, to I.C.T. being integrated across other curriculum areas to enhance and develop learning in all subject areas.

Children are taught how to communicate and handle information, control and monitor events and model real and imaginary situations. Children are encouraged to work in groups, pairs and individually when appropriate.

Each class has access to the I.C.T. suite and a multimedia computer within each year group. Every classroom in the school has access to the Internet and e-mail facilities.

Religious Education

Religious Education is provided in accordance with the agreed syllabus for Religious Education adopted by Cheshire West and Chester Council. Parents may, if they wish, request that their child be withdrawn on those occasions when religious worship is taking place or religious instruction is being given.

The purpose of religious education is to help pupils to understand the significance of religion and its contribution to their spiritual, moral, social and cultural development.

All pupils will encounter religious beliefs, practices and values and they will respond to them.

Art and Design

The teaching of art and design in our school aims to stimulate children's creativity and imagination by providing visual, tactile and sensory experiences and a unique way of understanding and responding to the world.

Children's understanding of colour, form, texture, pattern and their ability to use materials and processes to communicate ideas, feelings and meanings are encouraged.

Music / Drama

Throughout their school life children will experience practical music-making through singing and associated listening and composing projects, including newly commissioned songs alongside traditional ones. Children will listen to materials from a wide range of music covering many cultures alongside the western "classical" tradition. Peripatetic instrumental tuition is available in Key Stage 2. Year 5 children are taught a musical instrument through the wider opportunity programme. Instruments are loaned from the school for this activity.

In both key stages there are opportunities for dramatic interpretation, improvisation and choral speaking. There are four major productions per year in which the children can enjoy and develop individually whilst working co-operatively in these creative arts.

Physical Education

Physical Education and games as well as outdoor education form another element of the curriculum framework of the school. It is essential within this curriculum area that skills are introduced at an individual or small group basis. Only after this introduction are children involved in a larger team situation. Children will have the opportunity, to take part in a wide variety of summer and winter sports. In the juniors they will also have the opportunity to go swimming once a week for a number of terms. Teams represent the school in inter-school and district events in athletics, rounders, cross country, cricket, netball and football.

Personal Social and Health Education

The school is extremely well served by our School Health Advisors. On entering our reception class your child will receive medical assessments and receive an input to Personal, Social and Health Education lesson throughout their time in our school. Personal Social and Health Education begins in the home and the task for the school is to support and promote attitudes, practices and understanding leading to good health and general well-being. Sex education is taught through the Christopher Winter programme and should thus be seen to:-

- a) Be within the wider context of health education.
- b) Be taught with due regard to moral considerations and the value of family life.

Sex education is given in appropriate contexts and at suitable times in a pupil's school career as part of a personal social and health education programme. Sex education usually forms one element within the integrated themes for personal social and health education. These themes are developed throughout the school and this work is supported by visits from the school nurse.

Including All Learners

As a school we pride ourselves with the provision the school makes for our children with special educational needs.

Many children at some time during their school career will require some kind of special education and we aim to provide this within the mainstream school.

In a few cases the Local Education Authority will seek specialist advice to make a statutory assessment. A "statement of special educational needs" will be initiated and drawn up with full consultation with parents, educational psychologist, medical officers and the school.

Gifted and talented children show their abilities in many different ways and it is important to give children the opportunities to show how well they can achieve. When planning, teachers are mindful of the range of abilities in their class, aiming to provide the right challenges for all their children. This involves having high expectations and being alert to the right opportunities and challenges so that able children can extend their achievement.

As an educationally inclusive school, we value equal opportunities for all children in the community. Inclusion involves the identification and minimising of barriers to learning and participation and the maximising of resources to support learning and participation. We believe in giving children strategies to be successful.

Tests

Various academic tests will be administered to your child through their time at Elton Primary School. This is to help to inform us of the next step in the children's learning, developing continuity and progression throughout. The results of these tests will be relayed to parents and governors alike and will enable us to monitor the academic progress of each child.

Educational Visits

All outings and places visited are carefully planned by the teachers and advanced visits made to ensure they are linked to the National Curriculum. Children are expected to investigate and enquire during their visit; it is good educational "fun". A great deal of emphasis is placed on the safety of the children and encouraging the development of independence. Risk assessments are produced by the staff for each visit and logged onto the official LA visits website for inspection and /or approval.

Outdoor Education

Outdoor education provides further breadth to the curriculum and we encourage a range of environmental and outdoor pursuit's activities. Much of this work is related to our programme of residential education.

Our residential education programme is a major element of school life which brings together curricular and extra-curricular activities. It involves day trips for our infant children including an overnight stay at Foxhowl in Year 2. This leads to 3 day residential trip for our Yr 4 children at the Conway Centre in Anglesey. Our Yr5 / 6 children will have the opportunity to experience a one week residential trip based in The Manor Educational Centre in Shropshire.

These residential visits incorporate elements of work from school, offering a mixture of environmental studies and outdoor pursuits (walking, orienteering, canoeing etc.) Residential education also helps to develop a child's personal and social awareness and thus we believe it forms a valuable extension to a child's more formal education.

Costs for School Visits

All visits are subsidised from the school budget.

However the school will request a voluntary contribution towards the transport costs and reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

Pastoral Care

At Elton School, the headteacher and class teachers are responsible for the general well-being of the children and great importance is attached to the need for close liaison between school and home. Such pastoral care within our school centres around the personality of the pupil and the forces of their environment which can help or hinder their academic / social / emotional life. Thus we aim to develop the 'whole' child.

The school environment forms a foundation for the curriculum and we endeavour to create a stimulating, caring and exciting setting for learning. This is achieved through the creation of an interesting and aesthetically pleasing environment that is conducive to raising individual expectations and the quality of learning across the whole curriculum.

Because of day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the Cheshire Child Protection procedures, to report their concerns to the Social Services Department as part of our ethos, philosophy and approach to the pastoral care and guidance of pupils - Duty of Care section.

EXTRA CURRICULAR ACTIVITIES

The school offers a range of extra curricular activities. These are voluntary activities organised by staff in their own time. As a school we are always keen to recruit parental helpers, so please step forward if you feel you are able to help.

Activities are subject to change depending on the interests and skills of the staff and the children, but currently we are offering:

Art
Cross Country
Football
Drama
ICT
Board Games
Circuit Training
Animation

Consent forms are sent out prior to any of the above clubs starting and we ask that children and parents notify us if their children are unable to attend. We also recognise the need for children to be picked up from school or arrangements to be made by parents for their safety if they are unable to pick them up.

JOINING SCHOOL

When children join school in the foundation stage there is a process set up which encourages familiarisation with the school system. Early impressions matter to a child. We welcome your son or daughter in the following ways:

- * You will be offered a home visit where your child can meet his / her teacher in familiar surroundings.

- * You will be invited to a meeting so that we can discuss school life with you.

As a school we endeavour to maintain close parent-teacher relationships and the home visit is the start of a very active partnership. The visit will equip you with the knowledge to answer your child's questions about school.

Home - School links will be forged by:

- * Your child being invited to visit school before he / she joins us. This will be for a week of half days.

- * You don't need to wait until your child is about to come to school. We lend books to toddlers so you can pop into school and exchange a book.

Children starting school at different times in the school year and in different year groups are made welcome from the start.

- * Weekly newsletters sent home by your child and published on the website.

- * Parent Teacher Association meetings and functions (a wide variety of social and fund raising events)

Parent/Teacher Discussions -

We report to you twice a year.

We like to meet parents in the first term so that we can discuss how the year has started.

We send out written reports later in the year and invite you to share views about your child's progress.

- * Open afternoon

Once a year we have an open afternoon when governors are available to speak to.

SCHOOL STAFF

HEADTEACHER	Mrs. V. Carr
ASSISTANT HEADTEACHERS:	Mr K. Manning
TEACHING STAFF	Miss L. Stilgoe Miss S. Blake Ms. L. Roberts Mrs C. McCarroll Miss R. Linwood Miss G. Preugschat
TRAINEE TEACHER	Mr C. Eisenberg
SENCO	Mrs A. Morphet
CLASSROOM ASSISTANTS	Mrs. C. Edwards Mrs. J. Robinson Mrs C. Wynn Mrs. T. Deakin Miss R. Gibson Mrs S. Weekes Mrs S. Adshead Mrs C. Hodgson Miss N. Lofthouse Mrs B. Harland
OFFICE STAFF	Mrs A. Veitch Mrs J. Wright Mrs A. Charlton
SITE MAINTENANCE MANAGER	Mrs W. Matta
MID-DAY ASSISTANTS	Mrs. G. Shaw* Mrs S. Smith Mrs J. Ninnis-Jeal Miss N. Lofthouse Miss N. Fulton Mrs J. Rhodes
CLEANING STAFF	Mrs. S. Smith* Mrs. G. Shaw* Miss G. Evans** = multiple roles. Mrs J. Ninnis-Jeal

THE GOVERNORS

PARENT GOVERNOR

Mrs. M. Massey
Mr. A. Canham
Ms. H. Coy

STAFF GOVERNORS

Ms V. Carr (Headteacher)

GOVERNORS NOMINATED BY THE EDUCATION AUTHORITY

Rev R. Ackroyd

COMMUNITY GOVERNORS

Mrs C. Wright
Mrs L. Roberts

ORGANISATION

At Elton Primary School we endeavour to promote high standards throughout the school. To achieve this we have developed a well maintained and organised school which is promoted by the following organisation points:

SCHOOL TIMES:

At 8.45am, the gates will be opened for parents to bring children onto the yard and for children to go straight into school. At 8.50am a whistle will be blown advising all children and parents of the start of morning registration. The gates will close at 9am and any children who are not in school by this time will be marked as late and must enter the school via the main office entrance.

On the last day of each term school will close at 1:15pm.

Morning Session

KS1

8.55 - 10.15 - Teaching Session

10.15 - 10.35 - Playtime

10.35 - 12.00 - Teaching Session

KS2

8.55 - 10.30 - Teaching Session

10.30 - 10.45 - Playtime

11.45 - 12.05 - Teaching Session

Afternoon Session

KS1

1.00 - 2.20 - Teaching Session for R - Y2 children

2.20 - 2.30 - Playtime

2.30 - 3.05 - Teaching Session for R - Y2 children

KS2

1.00 - 3.10 - Teaching Session for Y3 - Y6 children

COLLECTION OF CHILDREN AT THE END OF A SCHOOL DAY

RECEPTION AND KEY STAGE 1.

We would like to remind parents and carers that if a child in Key Stage 1 is to be collected by anyone other than the person who normally collects that child their parent or carer must inform the school prior to the change. Parents or carers can contact the school regarding a change of person collecting a child either by telephone, in person or by letter. It is imperative that any new instructions come directly from the parent or carer of the child concerned.

KEY STAGE 2.

Children in Key Stage 2 are released from school at 3.10 p.m. each day. If a parent or carer normally collects a child in Key Stage 2 and they are unable to collect them then they must inform the school either by telephone, in person or by letter as to what alternative arrangements have been made.

ASSEMBLIES

Whole school assemblies.

We come together at the start of the week to share a common theme.

Good work assemblies.

Juniors and infants meet separately to celebrate and share good work completed by children within each of these two age ranges

Key stage assemblies.

Each class stays together but visits another classroom and teacher who takes the assembly. In this way each child meets every teacher in a very personal way.

Celebration assemblies

These take place every Friday and are led by the Head Teacher or Assistant Head Teacher. Children are awarded certificates and nominated by class teachers for a Star of the Week badge.

SCHOOL LUNCHES

School lunch is prepared in our school kitchen. We try to encourage a healthy and balanced eating pattern. Children have two choices at lunch time.

- * Your child can have a packed lunch from home.
- * Your child can have a school lunch.

During the lunch period in the hall the children are supervised by our Mid-Day Assistants who along with teachers provide a valuable service in promoting good table manners and behaviour.

FREE SCHOOL MEALS

If you think you are entitled to a free school meal telephone: 0300 123 7039

PACKED LUNCH

Due to lack of storage space and the need to ensure appropriate standards of eating and behaviour we ask you to observe the following tips:

- * Label the box with your child's name
- * Consider the type of box you send (basic rectangular box shapes are best)
- * Use a sturdy plastic flask with a cup for drinks (do not use glass bottles or cans they lead to accidents)

SUPERVISION

All the children are supervised by our mid-day assistants and Teaching Assistants during lunch time.

A group of Yr5 / 6 children are trained as Play Activity Leaders (PALS) to support all children in enjoyable play activities.

MEDICINE IN SCHOOL

Wherever possible, all medicine should be given at home. Class teachers are not required to administer medicines but all Teaching Assistants are First Aid trained and can be requested to do so. It can only be administered at school if:-

- * It is prescribed by your doctor
- * Your doctor confirms that it is essential to be given in school
- * Form M.1 obtainable from the school is completed and returned to the Headteacher for approval.

MEDICALS

Children are examined by the school nurse within a year of starting school. If it is felt to be necessary, your child will also be seen by the school doctor. On all occasions, the parents are informed of the examinations and invited to attend. Consent forms must be signed and returned before a child can be examined by any medical staff.

The school nurse also ensures that all children have their eyes and ears examined. If these are found to be impaired, the parents are notified and further examination arranged.

Educational psychologists, speech therapists and other specialists are employed by Cheshire West and Chester Council to advise schools and parents of any difficulties. If parents wish to avail themselves of these services at any time please contact the Head Teacher. If the school feels such services would be beneficial to any child parents' or guardians' authorisation will be sought.

DENTAL HEALTH

The school dental officer examines the teeth of all children periodically. If treatment is required, parents are informed and given the choice of treatment by the school dental clinic or by their own dentist.

HEAD LICE

Occasionally as in any school children are infected with head lice. Please inform us immediately so letters can be issued to the whole class.

ACCIDENTS IN SCHOOL

To ensure the safety of your children at all times we need to have :-

- * An up to date emergency contact number (friend, relative, neighbour)
- * A work number in case we are unable to contact you at home.

Minor cuts and grazes will be treated in school and a record of the administration kept. Where a child receives a bump to the head a red 'Head Bump Notification' letter is sent home at the end of the day. Parents are informed by telephone immediately in a more serious case. Major accidents will be referred to the local surgery or hospital. We will always endeavour to contact you but if unable to we would act on your behalf.

SCHOOL ATTENDANCE

Mrs L Roderick is our Education Welfare Officer and she comes into school on a monthly basis to check registers and all children's attendance record. Any poor or unauthorised absence will be checked and investigation and procedures initiated to ensure good attendance.

Please co-operate in the following points concerned with school attendance:

- * Your child should not be sent to school when obviously unwell but school needs to be informed immediately of any absence.
- * On returning to school, your child should produce a note explaining the absence.
- * Inform the school immediately on learning of any infectious disease in case other parents need to be notified.
- * Holidays taken during school time are unauthorised as this causes disruptions to the child's education. A letter of explanation is required if a holiday is taken as leave from school may be authorised under exceptional circumstances.

UNAUTHORISED ABSENCES

As a school we are very fortunate to have supportive parents and unauthorised absences are rare.

DISCIPLINE

Good discipline is based on mutual respect. Children watch and learn from adults, and from each other. If there is ever a serious concern about poor behaviour then we involve the parents as soon as possible. Poor or disruptive behaviour in very young children is often a signal that there is a basic problem. A copy of the behaviour policy is included with this prospectus.

Teachers and parents can often resolve such worries by working together as active partners. If the school and the home work together then we can succeed.

COMPLAINTS PROCEDURE

Complaints or potential complaints are best resolved as soon as possible with the class teacher or headteacher. These informal discussions are usually sufficient to solve the problem. If attempts to settle the complaint informally have failed, formal procedures may follow through the Chair of Governors. At this point, the complainant sets out the complaint in writing and may submit it to the Chair of the governing body, located at the school address. This written notification initiates the complaint procedures and the complete regulations are available with the school.