

# Old Sarum Primary School



## PROSPECTUS 2017 - 2018

Old Sarum Primary School, Pheasant Drive, Old Sarum, Salisbury, Wiltshire, SP4 6GH

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Dear Parents and Carers,

On behalf of our staff and governors, I would like to welcome you to our happy community school. It is our vision to inspire excellence in every member of our school community. We value and nurture our core values of trust, care and respect so that every child can thrive and achieve success. We offer high quality teaching and support for every child. Our curriculum is enjoyable, challenging and inclusive.

Ofsted rate our school good in every respect – leadership and management, standard of teaching, pupils' attainment and good behaviour.

We are housed in a stunningly well designed building which is beautifully furnished and equipped. We are expanding our school and will be doubling in size with a new, modern building. This is an exciting time for Old Sarum.

'*Emotional Literacy*' is at the heart of our school's ethos. We believe all children should feel happy, valued and secure. This will pave the way for their success as lifelong learners and ensure good standards of behaviour and achievement.

All members of the school share a real sense of unity and commitment to serve our growing community and welcome opportunities to work with other groups from within it. We are very proud of all we have achieved.

In September 2018, the Governors of Old Sarum Primary School plan to open two classes in reception, year one and year two. The following year, we plan to continue our growth from the bottom upwards and open two year three classes. This pattern of expansion will continue until the school is full.

We look forward to getting to know your child and making them an important part of our successful community school.

Please do not hesitate to contact us for further information should you require it.

Mr John Jones BA (Hons) PGCE. MSc. NPQH  
Headteacher

Quotes from Ofsted Inspection (June 2014)

The report says, "The school rightly puts a high priority on making learning as enjoyable as possible." Behaviour is good and "pupils are polite, friendly and considerate to others. They are well motivated, settle to their work quickly and enjoy their learning."

The inspection found, "expectations of staff and pupils are high within a supportive and caring environment – reflected around the school in the interesting displays and tidy classrooms, and in the typically neat presentation of pupil's work.

"Governors are effective and knowledgeable. The head teacher, senior leaders and governing body work successfully together to drive improvements across the school."

The report noted, "Parents and carers are proud of the school and the way it has developed in the community. The whole staff create a family environment in which all pupils feel well cared for."

# Our vision is to 'Inspire Excellence'

## Our Core Values

- ❖ **TRUST** – understanding and meeting the needs of individuals to encourage independence, honesty and team work
- ❖ **CARE** – for the whole child within a safe and nurturing environment
- ❖ **RESPECT** – to create an environment which champions equality and respect for our families, our school and the wider community

## Our Visions and Objectives

At Old Sarum Primary School, everyone believes that pupils should be helped to become:

- ❖ Happy, polite and well-behaved children who are kind to other people, even when they are different.
- ❖ Confident and successful learners so that they can all achieve as highly as possible, especially in reading, writing and mathematics.
- ❖ Knowledgeable investigators of the world they live in, what has happened in the past and preparing for the future in Britain and the world.
- ❖ Good citizens in their school, local and global communities who help others whenever possible.



## Our Team

Headteacher	Mr John Jones
Assistant Headteacher / Reception Teacher	Mrs Emily Richards
Assistant Headteacher / Year 4 Teacher	Mrs Alice Tubbs
Designated Safeguarding Lead	Mr John Jones
Deputy Designated Safeguarding Lead	Mrs Alice Tubbs
Nominated Safeguarding Governor	Mrs Jennie Thorp
Reception Teacher	Miss Chloe Apps
Reception Teaching Assistant	Mrs Sarah Wheeler
Reception Teaching Assistant	Mrs Carly Smith
Year 1 Teacher	Miss Sophie Townsend
Year 1 Teacher	Miss Jennifer Lawton
Year 1 Teaching Assistant	Mrs Emma Winter
Year 2 Teacher	Mrs Rebecca Maddison
Year 2 Teaching Assistant	Mrs Caroline Hart
Year 3 Teacher	Miss Zoe Pepperell
Year 3 Teaching Assistant	Miss Kelly Adlam
Year 4 Teaching Assistant	Mrs Louisa Saffioti
Year 4 Teaching Assistant (1:1)	Mrs Naomi Walker
Year 5 Teacher	Miss Claire Sharp
Year 5 Teaching Assistant	Mrs Wendy Whitlock
Year 5 Teaching Assistant (1:1)	Mrs Nicola Crabb
Year 6 Teacher	Miss Olivia Moore
Year 6 Teaching Assistant	Mrs Gillian Perry
PPA Teacher	Mrs Ghazala Tucker
SENCO	Mrs Katy Butler
Year 6 Teaching Assistant / Emotional Learning Support Assistant	Mrs Angela Bansal
Pastoral Teaching Assistant / Emotional Learning Support Assistant	Ms Jenny Wingfield
Pastoral Teaching Assistant	Mrs Maria Penny
School Business Manager	Mrs Lorraine Voce
Administration Assistant	Ms Dawn Oxley
Administration Assistant	Ms Donna Reid
Parent Support Advisor	Miss Danielle Brignall
Midday Supervisor	Mrs Emma Winter
Midday Supervisory Assistant	Mrs Naomi Walker
Midday Supervisory Assistant	Mrs Carly Smith
Midday Supervisory Assistant	Mrs Wendy Smith
Midday Supervisory Assistant	Mrs Maria Penny
Midday Supervisory Assistant	Mrs Nicola Crabb
Chair of Governors	Mrs Jacqui Goodall
Vice Chair of Governors	Dr James Robertson
Co-opted Governor	Mrs Jennie Thorp
Co-opted Governor	Mrs Karen Mills
Co-opted Governor	Mr Steve Russell
Staff Governor	Mrs Angela Bansal
Headteacher / Governor	Mr John Jones
Parent Governor	Mr David Butler
Parent Governor	Mrs Gemma Moody
Parent Governor	Mrs Ruth Lumber
Parent Governor	Mr Douglas Asante
Clerk of Governors	Mrs Chris Henderson

## **The School Office**

The office is staffed daily between 8:30am and 4.30pm. If you wish to contact the school or make an appointment to speak to the class teacher or Mr Jones, please phone 01722 410677 or e-mail [admin@oldsarum.wilts.sch.uk](mailto:admin@oldsarum.wilts.sch.uk)

## **Our School Website and Mobile App**

We are constantly adding information to our school website. You will find newsletters, download useful documents, review our clubs for the current term and discover more about your children's learning via the special class pages. The site is found at: [www.oldsarum.wilts.sch.uk](http://www.oldsarum.wilts.sch.uk)

We also have a mobile app that is available to everyone to download onto their mobile phones from the iTunes app store. This enables us to keep everyone up to date with new alerts, newsletters, calendar dates etc.

## **The School Day**

School starts promptly at 8.55 am. All children should be seated in their classrooms by this time. Please drop your child off at school between 8.45am and 8.55am. The children should come straight into the classroom ready to begin activities with their teacher. The playground will be supervised from 8.30am. With the exception of Reception Class pupils, please say 'Goodbye' at the gate to the playground and allow your child to enter school independently. There will always be a member of staff available in the playground should you need to leave a message for the class teacher. Children should not be in school before 8:30am.

Morning Playtime: 10:30am – 10.45am (Infant) 10.45am - 11:00am (Junior)

Lunchtime: 12.00pm - 1.00pm (Junior & Infant)

Afternoon Playtime: 2.15pm – 2.30pm (Infants)

School finishes: 3.15pm

Children are encouraged to ride bikes and scooters to school. These can be safely stored in our bike shelters.

## **Before and After School Provision**

Old Sarum Primary School are delighted to have welcomed Kiddi Galore to the school from September 2017. They offer before and after school care Monday - Friday. More details about Kiddi Galore can be found on their website [www.kiddigalore.co.uk](http://www.kiddigalore.co.uk)

## **Breakfast Club**

Kiddi Galore breakfast clubs run every school morning for children aged 4 to 11. The breakfast club runs from 07:30 to 09:00. The purpose of their breakfast club is to provide local working parents with a safe, reliable and fun before school childcare option.

Due to both the time of day and the requirement from schools for children to arrive in classrooms ready for a busy school day, our breakfast clubs are focused on quiet activity. Similar to 'free time zone' in their after school clubs, children are encouraged to choose the activities they wish to take part in. Children choose from games and activities such as lego, board games, puzzles, books, drawing and art.

Breakfast is available from 07.30 until 08.00. This is optional for children, but there will always be toast and various cereals on offer.

At the end of the session children are safely escorted to their classes.

## **After School Club**

Kiddi Galore after school club runs straight after each school day for children aged 4 to 11. The purpose of Kiddi Galore after school club is to provide local working parents with a safe, reliable and fun after school childcare option.

For your children, the after school club has a very relaxed feel. We fully appreciate that children may be tired at the end of a long school day and may simply just want to 'chill out' during their time with Kiddi Galore. Children are encouraged to choose the activities they wish to take part in and the emphasis is very much on supervised free play, giving children a chance to catch up with old friends or make new ones.

We have a large selection of activities and equipment on offer and all staff are suitably qualified and trained to get the best out of the children that attend.

## **Admissions**

Admissions is through Wiltshire Local Authority and an application can be accessed through [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or a copy can be obtained from the school office. As a community school our Admissions Policy is set by the Local Authority. The policy is available to view on our school website.

Reception places are available by application via Wiltshire Local Authority. Children may attend from September after their fourth birthday. All children are admitted to school full time in September, following a two week induction period of mornings only. Mrs Richards and Mrs Heaven welcome visits to their classes. We are very proud of the caring, bright and beautiful learning environment we have created in our Early Years setting.

## **The School's Facilities**

We are proud of our buildings and grounds which have been finished to the highest design standards. In January 2018, once the building work is complete, the school will have two classes for each year group, a design technology room and a studio room. Learning areas are spacious, bright and cheerful, lit naturally with sun tunnels that enhance the light in each classroom. The school has a large hall that is well equipped for gymnastics and school productions. We have an expansive library open to all staff and pupils daily.

Our school grounds are attractive and well planted. The school has two junior football pitches and two netball courts. We have worked in conjunction with Wiltshire Wildlife Trust and the Parish Council to create a community garden. Reception classes have access to an attractive enclosed all-weather outdoor learning area. The school has excellent ICT resources, making use of Wi-Fi throughout the building enabling modern technology to be brought into every child's learning. The school has digital projectors and interactive capability in all classrooms and the school hall.

## **Old Sarum is a 'Learning to Learn' School**

At Old Sarum Primary School:

- Relationships are positive – everyone is valued and shown respect.
- The curriculum is innovative, stimulating, motivating and challenging.
- There is a shared understanding of learning.
- There is good teamwork and communication.
- Everyone knows that they can achieve success.

We hope that by achieving these standards in all we do, children will become self-motivated life-long learners, who understand how to learn, and have a range of strategies to support their learning. We believe that every member of the community is a learner, and that adults can model learning behaviours for children.

## **Building Learning Power**

In particular, we try to develop four aspects of children's learning:

- Resilience – being able to lock on to learning (perseverance, managing distractions, noticing, absorption).
- Resourcefulness – being able to learn in different ways (questioning, making links, reasoning, imagining).
- Reflectiveness – being able to become more strategic about learning (planning, distilling, and revising).
- Reciprocity – being able to learn alone and with others (imitation, interdependence, empathy and listening, collaboration). These dispositions help children to increase their learning capacity.

## **Old Sarum Challenge and a wide and balanced curriculum**

We believe that learning should be fun! Every child in our school takes part in the Old Sarum Challenge. Each year group are given three challenges to complete in six categories, which are linked to their learning inside and outside school. This ensures each year every child experiences exciting school visits, interesting projects and visits into school by stimulating guest speakers and authors.

Children join a house team and receive team points for great learning and behaviour. At the end of the week they take part in 'golden time' learning activities as a reward for good learning. At the end of the week we hold a 'Celebration Assembly' to award 'Learner of the Week' certificates and a team point cup.

We achieve high standards of attainment through a clear focus on teaching skills and a curriculum designed for the needs of our children. Our aim is to develop thinking skills, problem solving and creativity for every pupil. We want learning to be enjoyable and challenging so that every child leaves us ready to thrive in the next phase of their learning journey.

### **The National Curriculum**

Old Sarum Primary School follows the new National Curriculum. The curriculum is taught in key stages using the National Curriculum.

- Year 1 and Year 2 of primary school are known as Key Stage 1
- Years 3 to 6 of primary school are known as Key Stage 2
- The National Curriculum subjects that we teach are:
  - English (Literacy including “letters and sounds” phonics, grammar and spelling and punctuation)
  - Mathematics (numeracy)
  - Science
  - Computing
  - History
  - Geography
  - Modern Foreign Languages (French)
  - Design and technology
  - Art and design
  - Music
  - Physical education
- Religious Education follows the agreed syllabus designed by Wiltshire Local Authority (parents have the right to withdraw their child from part/all of this subject).
- Personal, Social, Health and Emotional Education (PSHE) is an additional important part of our school’s curriculum.

The school curriculum provides opportunities for all pupils to learn and to achieve. It promotes pupils’ spiritual, moral, social and cultural development and aims to prepare all pupils for the opportunities, responsibilities and experiences of life. We teach at least an hour of Literacy and Numeracy each day. Each class will explore a History or Geography based topic each term which may be developed through cross-curricular learning.

For more details regarding the new National Curriculum please visit the school website.

### **Special Educational Needs**

Old Sarum Primary encourages the participation and inclusion of all children and, in accordance with our Equality Policy; this includes those with special educational needs. We aim to provide support for the physically disadvantaged, less able and gifted pupils at all stages. We fully implement the Code of Practice for Special Educational Needs and our policy is reviewed annually. Teachers provide appropriate activities and support programmes to assist the development of all children in the class. The school can draw upon the help of our Special Needs Coordinator, the support and expertise of the Special Needs Support Team, other agencies and other schools within the local area. The school works in partnership with parents recognising that parents play a key role in the education of their children. We keep parents informed and involved.

Governors report to parents on the implications of the school’s policy for pupils with special educational needs in the Annual Report to Parents. The school environment is designed to be accessible to all. If you wish to speak to our Special Educational Needs Coordinator (SENDCO) please contact Mrs Katy Butler.

### **Collective Worship**

There is a daily act of worship which is led either by the Headteacher, Assistant Headteacher, class teacher, invited speaker or groups of children. Assemblies are mainly Christian in character. We have termly visits from the clergy of St Francis Church. Parents have the right to withdraw their child from assembly or R.E lessons (ref. DES Circular 3/89, obtainable at school or from the DfES).

### **Extra-Curricular Activities**

Each term we offer a full range of extra-curricular activities including sports and music. The programme will depend on the time of the year and staffing. Examples of some of the activities we have offered in the past include – sports with Chelsea Football Club, fencing and archery with Premier Sports, netball club, dance with a qualified external teacher, a Athletics club, lunchtime

choir, piano lessons, computing club and Rugbytots sessions. Please let the school know if you are able to support us with extra-curricular activities.



### **Competitive Sports and Swimming**

All pupils take part in inter-house competitive sports competitions throughout the year. We are active participants in inter-school tournaments and matches. We send teams to compete in the local football, netball, rugby, boccia, hockey, cricket, gymnastics, orienteering and athletics competitions. Every class takes part in two PE lessons per week.

Swimming takes place at a local leisure centre in the summer term for the Year 3 class.

### **Visits / International Schools Link**

These are a special aspect of children's learning which brings the vibrant curriculum to life and creates memories that last a life-time. Whenever it is possible children will learn 'in the field' e.g. visiting a farm, the cathedral or local castle and museum. This helps bring our learning to life.

Visits that took place over the last 12 months include Science at South Wilts Grammar School, sports fixtures at many local schools, Salisbury Cathedral, Old Sarum Airfield and a visit to Riverbourne Community Farm.

We are very privileged at Old Sarum Primary School to have an international schools link with Kuanda Square Primary School in Zambia, Africa. Our link has been developed during the past few years and two of our Teachers have recently returned having spent a week there during February half term.



### **Parent Teacher Consultations**

The Headteacher and Staff are always pleased to meet with parents who wish to discuss their children's education and development. Before school it is possible to meet the Headteacher to discuss your child's individual needs. Teachers may be available for a brief 'chat' at home time but if you wish to have a more in depth discussion please make an appointment to see the Teacher or the Headteacher. On Wednesdays all staff attend a meeting immediately after school and we therefore ask that you only contact them if it is urgent. We hold 2 formal parent teacher consultations every year. At the end of each term we send home a summary written report of every child's progress and achievements.

## Home-School Communication

The school uses a number of highly effective systems to communicate information:

- Weekly newsletters
- School website
- School mobile phone app
- Parent Teacher Consultations
- Invitation to make appointments with teachers following publication of School Reports
- Email links: [head@oldsarum.wilts.sch.uk](mailto:head@oldsarum.wilts.sch.uk) or [admin@oldsarum.wilts.sch.uk](mailto:admin@oldsarum.wilts.sch.uk)
- Open Afternoons. Parents are invited to view children's work, school displays etc.
- Parent Questionnaires
- Communication by text (mobile phones)
- 'Feedback Forms' on annual school reports, parent consultation summary sheets etc.
- Curriculum Information Evenings
- Headteacher available in playground at start and end of the day.

We would genuinely like to discuss any issues or concerns you may have and we aim to see parents within one or two days when a request for an appointment is made.

## Home Learning

'Home Learning' refers to any work or activities which pupils are asked to do outside lesson time, either on their own or with parents or carers. It does not just mean formal exercises carried out by children without any adult help. It is the involvement of parents and carers in joint activities, which may be extended or short activities. We hope this will often be fun and can take the form of games to stimulate learning.

The main focus will be on literacy and numeracy. As children move up the school, other subjects may be added. For Infants, home learning will consist largely of reading and sharing books and playing number games. For Key Stage 2, activities will be more substantial and challenging. In addition to literacy and numeracy activities, tasks may include researching information, reading in preparation for lessons and written assignments, for example. We also use home learning to develop creative projects that can be brought into school.

The Government recommends that Key Stage 1 children have one hour per week, children in years 3 and 4, one and a half hours per week and children in Years 5 and 6, thirty minutes per day. We implement these guidelines. In Key Stage 2 we organise a home learning club to support children to complete their home learning.

## Parent and Volunteer Helpers

We welcome parent and volunteer helpers as readers. Please advise the office or class teacher, if you are able to help in any way. We welcome support in a variety of areas. If you think you have a particular skill, talent or hobby do let us know, or perhaps you just want to help out and have some free time available. It is the policy of the school that volunteer helpers complete a 'Disclosure Barring Service' check and undertake a brief induction process which covers the Child Protection Policy, Behaviour Policy and other important documentation.

## British Values and 'Pupil Voice'

The children are a VERY important part of the school's community and it is important that their views are considered. We regularly listen to the pupil voice through our *School Council*. This enables the children's voice to be heard. We believe children have clear and sound ideas about what helps them to learn and often they have very wise suggestions about school procedures. We want to listen.

At Old Sarum Primary School we celebrate our British Values –

- Democracy.
- The rule of law.
- Individual liberty.
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

We explore these themes during school assemblies and special events throughout the year.

## **Racial, Disability and Gender Equality**

The school is committed to working towards equality, promoting positive approaches to difference and opposing all forms of prejudice and discrimination. Parents may view our 'Equality' Policy in the school office.

## **Disability Access Statement**

Old Sarum Primary School was built in 2011 on a single level which is suitable and accessible for adults and pupils alike. We have appropriate toilet and shower facilities and our school hall has a speaker system for the hearing impaired.

It is important that the school is aware of any physical or mental disabilities that either pupils, or their parents, may have. Together with parents, and other agencies, we plan for children's needs to ensure that they have equal access to the curriculum and extra-curricular activities. Work is differentiated, as required. Please ensure that the school is informed of your child's needs. We also need to know if parents have needs so that we can ensure that they are able to access meetings, school literature, functions etc.

Old Sarum Primary School will be expanded to double in size in 2017.

Our pre-expansion building has:

- independent access to the essential curriculum areas
- independent access to our play areas
- independent access to the disabled toilet
- flat level or gently sloping access to our main reception and teaching areas
- three signed disabled parking bays

From January 2018:

- access to the upper floor to the new building includes a passenger lift

## **Behaviour**

"Pupils are polite, friendly and considerate to others. They are well motivated, settle to their work quickly and enjoy their learning "(Ofsted 2014). We follow a positive behaviour strategy which means we actively reward good behaviour.

Children who keep the '*Golden Rules*' and who try to do their best will be rewarded.

Rewards will be in the form of verbal acknowledgement, stamps, stickers, team points, certificates and so on. Most importantly, children will qualify to participate in weekly '*Golden Time*' (privilege time). We shall also have a special celebration assembly each week on Friday afternoons where pupil achievements will be celebrated.

Children who fail to keep the '*Golden Rules*' will, in the first instance, have a quiet, verbal reminder or 'look'! If behaviour does not improve, a verbal warning will be formally given to the child with an explanation of what choice they should be making. This does not carry a sanction. If behaviour does not improve in the session, the child will sit separately from class friends and will fail to earn 2 minutes of golden time. The child is expected to continue their learning at a separate desk. If there were a serious breach of the school rules or if a child, sat separately, continued to make the wrong choices, a detention will be given. The child will move to a separate classroom for the remainder of the session and a letter will be sent home to parents detailing the reason for the detention. Detentions take place at lunchtime for half an hour and are supervised by 2 members of staff. For further details please see our Behaviour Policy (this can be found on our website).

If a child causes difficulties repeatedly, we will arrange a meeting to discuss how to put the matter right. Such co-operation between the parents and school helps bring about an improvement in the child's behaviour. If a child causes difficulties repeatedly at lunch times, it may become necessary to exclude the child from school during this time until the child can be re-integrated. On rare occasions it may be necessary to temporarily, or in extremely rare cases, permanently exclude a child. The school will work closely with parents and other agencies to support the behaviour of any child to give them access to a good education

## **Bullying**

We encourage children to recognise bullying and to speak out against it. We do not want children to 'suffer in silence'. Bullying is a subject which is discussed in assemblies and in class. The teachers and support staff will monitor bullying carefully so that action can be taken at the earliest

opportunity. The head teacher reports to the Full Governing Body on this issue. Please encourage your child to TELL us about problems if they occur. If children feel unable, parents should inform us. Cyber bullying is also a significant concern. Children will be taught how to protect themselves in their ICT lessons.

### School Uniform and Equipment

All children are expected to wear school uniform. The wearing of jewellery is not permitted on safety grounds except for watches. Children with pierced ears should wear studs or sleepers but these should be removed for P.E. on the grounds of safety. Please name all items of clothing. Spectacles to be carried in a proper case. Shoes to be "sensible", for safety, with flat soles and preferably black/brown/blue. Children should not wear trainers.

<b>Winter Uniform</b>	<b>GIRLS</b> Grey or navy skirt or pinafore Black trousers White blouse / white polo shirt Navy cardigan or sweatshirt White socks or dark tights	<b>BOYS</b> Black trousers White shirt / white polo shirt Navy jumper or sweatshirt Grey socks
<b>Summer Uniform</b>	Blue & white checked dress Grey pinafore or skirt Navy cardigan White socks or dark tights	Grey shorts or trousers White shirt / white polo shirt Navy jumper or sweatshirt Grey socks
<b>PE Kit</b>	White t-shirt or navy t-shirt with school logo Navy shorts / navy jogging trousers Trainers for outside PE in shoe bag	
You may also buy book bags, hair accessories etc. from <a href="http://www.skoolkit.com">www.skoolkit.com</a> (our uniform provider)		

Please also note the following -

- **All** items of school uniform and equipment should be named please.
- Coats should have a 'loop' for hanging on a peg.
- School bags should be small.
- No aerosol cans permitted in school.
- P.E. kit should normally be kept in school, in a P.E. bag, at all times. We will send it home for washing at half terms.
- We do not encourage children to bring toys to school, as they can get lost or broken. If your child *needs* to bring a toy; they may bring **one** small, 'pocket-sized' toy, but nothing that is too valuable, precious or breakable please!
- Mobile telephones must be handed to the Class Teacher at the start of the day and they will be returned to the child at the end of the day.

### Mouth Guards

Parents need to consider whether or not their child needs to wear a mouth guard for sporting activities in school. In our opinion, there is a very low risk of injury, especially for KS1 pupils, but KS2 pupils do play hockey, for example, where the risk is greater. We do not want to enforce the wearing of mouth guards but approve of the use of them where appropriate.

### Jewellery

Occasionally pupils wear personal items to school, which constitute a health and safety hazard. The following recommendations are in line with our Health and Safety Policy and reflect our commitment to the safety of all in our school.

- The wearing of jewellery is discouraged with the exception of a watch.
- No studs or rings may be worn
- Some hair accessories can be hazardous in an activity which involves physical contact. Hair decorations should be simple and practical.
- Teachers regularly check these guidelines are being observed and complied with.
- The responsibility for the safe-keeping of jewellery rests with the pupil.

### Exception

Stud earrings may be worn for 10 days directly after ears are pierced to facilitate healing. Stud earrings must be removed after this period or when the wounds have healed, whichever is the sooner. The help, support and co-operation of parents in implementing this policy is greatly appreciated. It has been written with the safety of your child in mind.

## Health

We really need to know if you or your child has any kind of physical or mental disability. This will enable us to try and ensure you and your children have full access to the school and all of its activities. Please make sure that we are aware of any issues. The school will work closely with our school nurse to ensure good care for every pupil.

## Absence Procedures

Please let us know the reason for your child's absence before 9.15am. If we do not receive a message on the first day of absence, we will send a text or call home to request a reason for the child's absence. Please send a short, written explanation when your child returns to school. Parents should not book holidays during term time.

Leave of absence for family holidays is not an exceptional circumstance and cannot be granted. (Special rules may apply to Service families). Please speak to the Headteacher regarding time off in term time. It is particularly important that time off is avoided in May, when requests will NOT be authorised; this is the school's key assessment period. Taking your child out of school during term time may harm your child's academic progress. In all circumstances of holiday leave, a written application must be made by the parent with whom the parent normally resides ***in advance*** of the holiday.

## Unplanned School Closures

In the unlikely event of it being necessary to close the school (e.g. severe weather conditions, heating failure, power cut) please note that we will use the following ways to communicate this information to everyone as quickly and effectively as possible –

- Spire FM radio station will be informed
- A message will be posted on the Home page of our school website ([www.oldsarum.wilts.sch.uk](http://www.oldsarum.wilts.sch.uk))
- Texts will be sent to all parents

## School Meals

We offer hot school meals produced by our catering provider, HC3S. Each two course meal is £2.35 for children in years 3 – 6 and meals are free to all children in Reception, Year 1 and Year 2.

Old Sarum Primary School is delighted to announce that we offer the facility for parents to make payments online for school dinners. Our Schoolmoney.co.uk facility allows parents to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment. From time to time you will receive a text message / email from the school inviting you to access a website as an option to make a payment – you will need to use the password provided.

To book school dinners please use the online site and you will be able to book and pay for as many school dinners as you would like from one to a whole term in advance! Please ensure that meals are booked and paid for online no later than 12 midnight on the day before the meal is required.

For children in Reception, Year 1 and Year 2 who are entitled to a free lunch every day, the new system enables you to choose with your child their menu choices for the week/term.

Alternatively, children can bring a packed lunch to school in a named lunchbox. Lunch boxes should be placed on the class trolley at the start of the day.

## “Drink to Think”

Research has shown that we concentrate best when we have plenty of water to drink. We would like children to bring a named, ‘non-spill’ container of water to school each day, so that they can have a drink when required (no squash please). Children can keep these close to their tables for easy access.

