

# Parent Handbook



Steam Mills Primary School  
Steam Mills, Cinderford  
Gloucestershire GL14 3JD  
Tel: 01594 822567

Website: [www.steammillsprimary.co.uk](http://www.steammillsprimary.co.uk)

Although this information is correct at the date of print, it should be assumed that there will be changes for the year in question. Please ensure you frequently check the front page of the website and your eschools messages, particularly in light of Covid-19 as we all respond and adapt within this ever-changing situation.

# Welcome

Welcome to Steam Mills Primary School!

As a friendly, happy and inclusive school that provides a caring, stimulating and supportive environment, we work with determination to help all children develop their full potential.

Through our curriculum and work on values, we encourage positive social skills, self-respect and a caring attitude towards each other and the wider community. Our dedicated staff believe that every child in our care has the right to high quality learning experiences and we are committed to their futures.

At Steam Mills Primary, the children feel safe, supported and enjoy their learning. We are proud of their successes which are created through strong partnerships between home and school.

Parents are encouraged to read the Information Booklet for 2020 alongside this prospectus, due to Covid-19 related arrangements.

## What do we offer?

Although we are a small school, we offer a wealth of different facilities for the children and their families.

**Wraparound:** The school offers a Breakfast Club which is available from 7.45am until 8.50am at a cost of £3 before 8am and £2 after 8am. The children enjoy a variety of different breakfasts throughout the week and get involved in activities. We offer an After School Care which runs from 3.15pm until 5.30pm at a cost of £3.75 per hour or £8 for the whole session and is pre-booked at the school office.

**Classes:** Every class is well equipped with resources, including new technologies. Children are taught and supported by a class teacher and other adults who are deployed to enhance the learning that takes place.

**After School Clubs:** These have paused until further notice due to Covid-19. Clubs usually run throughout the week providing the children with a range of different experiences i.e. Cookery, Multi-Sports, Country Dancing, Art.

**Forest School:** We have a dedicated Forest site maintained by the local Forestry Commission. Children in Key Stage 1 have regular sessions, experiencing the curriculum in a beautiful outdoor environment.

# Teaching Staff

## Head Teacher

Mrs M Davis

## Assistant Head Teacher

Mrs J Thomas

## Pre – School

Pre-School Lead: Mrs Stevens

Miss Beard

Mrs Hale

Miss Hinchey

## Class 1

Class teacher: Mrs Symonds

Mrs Tobin

Mrs Mayer

## Class 2

Class teacher: Miss Herniman/Mrs Taylor

Miss Hewson-Barselotti

## Class 3

Class teacher: Mrs Gibbs

Learning Support: Mrs Wedley

Miss Carlson

## Class 4

Class teacher: Mrs Thomas

Learning Support: Mrs Beard

Mrs Warren

## SENDCo

Miss Barber

## School Business Manager

Miss P Agg

## Lunchtime Supervisors

Mr P Holder, Ms Molyneux, Mrs P Hale and Mrs Dickinson

## Cleaning Staff

Mr Holder, Mrs Dickinson, Mrs Hale and Ms Molyneux

# School Organisation

The school is well established and has a long tradition of serving the needs of the children in the local and wider community. It is a school with a family atmosphere.



Our pupils are divided into five classes – Pre-School (EYFS), Class 1 (Reception and Y1), Class 2 (Y1 and Y2), Class 3 (Y3 and Y4) and Class 4 (Y5 and Y6). Each class is a separate unit but many ideas and activities are shared.

Each classroom provides a stimulating learning environment. There is a library in the school and each classroom has a book area with books easily accessible for the children. There are interactive Smart Screens in all classrooms and iPads/Chromebooks are used in each class to enhance the curriculum.

Class teachers will post information such as the topic planning homework and other useful information on the school portal, [www.steamillsprimary.co.uk](http://www.steamillsprimary.co.uk) under the classes tab.

# The Curriculum at Steam Mills Primary

The school follows the National Curriculum (2014) in each class. This document sets out the required curriculum for children in Years 1-6. We have used it to develop our own planning which has three key drivers, Knowledge and Understanding of the World, Aspirations and Enterprise. We continually review our plans to assure that we provide a broad and balanced curriculum relevant to the child.

## Reading

At Steam Mills Primary School we teach Reading through the acquisition of Phonics and through 'Guided Reading' sessions.

Phonic sessions run for 30 minutes Monday-Thursday, using 'Bug Club'. Children are split into groups which allows them to be taught at a level appropriate to them. Every child receives a log-in so that they can access books that support their phonic knowledge at home.

Alongside our Phonic books, we also use a scheme from the Oxford Reading Tree – The Magic Key and Project X. Children are given many opportunities to read in school and 1:1 sessions with adults including volunteers.

## Assessment and Reporting Arrangements

Effective assessment identifies the next steps in children's learning. At the heart of our work in school is 'Assessment for Learning'. This is the assessment that happens throughout every lesson; identifying where the children are with their learning and taking them on to the next step. This happens through effective questioning, observations, marking and feedback from the children who are involved in this process.

Formative assessment is the more formal assessment which takes place at the end of each half term. We use the results of these assessments to identify the skills that the children have and what needs to be developed. Data from these assessments is entered into the school's tracking system and Pupil Progress meetings are held.

Parents are welcome in to school to discuss their children's progress at any point, in addition to the two formal parents evenings held during the year. An annual report for every child is also produced at the end of the Summer term.

## Special Educational Needs and Disabilities

Steam Mills School is committed to making suitable provision for the education of all pupils. Children identified with Special Educational Needs and/or disabilities (SEND) will be included in the whole school curriculum and, if required, receive group and individual support to enable them to reach their potential in all areas.

The Special Educational Needs Co-ordinator (SENDCo) oversees provision for children with SEND and is also responsible to the Code of Practice (2014) which provides advice to schools on carrying out their statutory duties to identify, assess and make provision for children's special educational needs. In some instances it is necessary to consult with outside agencies, such the School Health Team, the Educational Psychology Service or with provision made by Children's Services with the aim of working together to improve access to the curriculum.

The school and governors do not discriminate against children with SEND. Parents who would like to place a child with SEND at the school should consult with the LA Admissions team, Head Teacher and SENDCo prior to admission to ensure a smooth transition.

Access for wheelchairs and accessible toilet facilities are available. When it is necessary to seek help from an external agency; whether medical, educational or social, there will be prior consultation with parents.

The SEND Co-ordinator is Miss Barber and the SEND Governor is Mrs Lewis.



## Admissions and Transition

Parents moving into the area or considering sending their children to the school are invited to contact the Office Manager to arrange a visit.

Welcome sessions for pre-school children take place during the Summer term. During these sessions, the children become familiar with each other, teachers and the school. We hold an information evening for the parents and also offer home visits; an opportunity for the class teacher to meet with the children in an environment in which they feel comfortable. The class teacher will also visit the children in their Nursery/Playgroup.



We have a flexible approach for new entrants in the September term but most of them start on a full day after an initial period of phased induction.

# Homework

All the pupils at Steam Mills School will have work of some kind to do at home on a regular basis and parents are asked to encourage their children in this respect. Activities will include sharing books, learning spellings and multiplication tables. There are also optional 'Power Projects', sheets containing a list of activities that the children can choose from which support their learning in school. These activities are designed so that you can share the learning process with them, however please contact us if your child is experiencing difficulties. As educating children is a partnership between school and home, your support with your child's work is vital and we appreciate your help.

# Behaviour

At Steam Mills, the children are expected to show respect and to respect the rights of others at all times. The School Parliament have devised a recipe for good learning and behaviour which we follow in school.

## **My teacher can teach and my class can learn if:**

- I listen carefully
- I show respect
- I try and don't give up
- I help others and share
- I am in charge of my learning
- I am in charge of ME!

We reward children for good behaviour through our 'Going for Gold' Behaviour Policy. Full details of these and the school's policies are available from the office and on the school's website. A weekly Celebration Assembly is held to reward pupils for good behaviour and/or exceptional effort.

# Rights Respecting

We are absolutely thrilled to let you know that we have begun our journey in achieving our Recognition of Commitment (ROC). The Award recognises achievement in putting the United Nations Convention on the Rights of the Child at the heart of a school's planning, policies and practice. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

As a school it means that we not only teach about children's rights but also model rights and respect in all its relationships: between teachers / adults and pupils, between adults and between pupils. The aim of both Rights Respecting Responsibilities and the school is to help children to achieve their potential and become responsible citizens. What is taught in our curriculum helps children learn respect for self, others, critical thinking skills, and informed decision-making.

## **School Times**

See class timings in the Information Booklet for Sept 2020, due to Covid-19 arrangements.

It is important that children arrive on time to allow for a calm and prepared start to the school day.

## **Parking**

Please use the rear car park as much as possible and walk around to your child's gate. With limited parking spaces available on the road side, please drop off and pick up as promptly as possible, showing consideration for all other motorists. When parking at the front of the school please park vertically to the grass verge thus allowing more cars to park in this limited area. Please do not park on the junction, as this restricts visibility. Please do not park in front of both sets of gates, as these are emergency exits from time to time.

## **Morning Snacks**

Free fruit is provided for morning break to all children. Children are not permitted to bring sweets to school. Milk is provided by Cool Milk. (Please register on line at [coolmilk.com](http://coolmilk.com), if you wish your child to have milk at break time and milk is free for Under 5s.) Drinking water is always available.

## **Lunch**

12.00 p.m. - 1.00 p.m. (KS1)

12.15 p.m. - 1.00 p.m. (KS2)

Children can order a cooked meal (£2.25) or bring a packed lunch to eat in school under the supervision of our lunchtime staff. Applications for Free School Meals should be made directly to Gloucestershire County Council – [www.gloucestershire.gov.uk/freeschoolmeals](http://www.gloucestershire.gov.uk/freeschoolmeals) . All KS1 children (Year R, 1 & 2) are entitled to a Free School Meal through Government funding.

## **Pastoral Care**

Pastoral care is the responsibility of all members of staff with regard to the children. When difficulties arise, the class teacher must be contacted. If there are signs that a child is unhappy at school, parents are invited to contact the school as soon as possible.

## **Accidents and Illness**

If a child is unfortunate enough to have a serious accident at school, the parents will be contacted at once. In the event of us being unable to make contact in an emergency, the child will be taken to the nearest casualty. Should a child become ill during school hours, the parents will be contacted and the child will return home. If there is no-one at home, the child will be taken care of in school until contact can be made. Please ensure that we have your up to date contact details.

If your child is ill and unable to attend school, please let the school office know by telephone before 9.30 a.m. The school should be consulted about any other reason for absence. If no contact is made, then the child absence will be marked as unauthorised and if a lunch has been ordered, this will still be chargeable (Please refer to Attendance Policy).

## **Medical Inspections**

Reception/year one children are seen by the School Nurse for vision and hearing checks. Children may be seen by the School Nurse, if parents or teachers are concerned about any aspect of their child's health. Parents will always be consulted before an appointment is made. Height and weight checks are also carried out in Reception and Year 6.

## **Medication**

Parents of children who require prescribed medication are asked to contact the school office to obtain the necessary authorisation form. The school requires this form to be completed and returned with the medication. The school will only administer prescribed medication where it states that a dosage of four times a day is required.

## **Home School Co-operation**

Parents are always welcome in the school. Many parents help in the school on a regular basis with classroom activities, with the preparation of materials and accompanying children on school visits. Helpers are asked to complete a DBS check.

### **Contacting the School**

The best time to contact the school either personally or by phone is when the Office Manager is present, although there is an answer phone at all times. In order to develop our 'caring community', the full co-operation of children and parents is essential and changes in family circumstances, for example, should be communicated in confidence to the Head Teacher as soon as possible.

## **Uniform**

Burgundy sweatshirt, jumper or cardigan preferably with school logo  
Black or grey trousers or skirts.

White shirt or polo shirt, burgundy T-shirt with school logo for PE. Black White or grey socks or tights

Pink and white gingham dress or skirt for girls in the summer. Children may wear appropriate black or grey shorts.

Black shoes must be sensible and robust enough for outside play; no flip-flops or Crocs in the summer, for example. We prefer appropriate sports trainers for outside PE rather than daps.

School Uniform can be purchased from Tesco online or School Trends.

## **Jewellery**

No jewellery should be worn in school. The wearing of earrings is discouraged, but if worn, these should be simple studs only and must be removed for PE. On PE days, please provide tape to cover your child's earrings, if they are unable to remove them. Children may wear watches, but the school cannot take responsibility for them.

## **Extra Curricular Activities**

A list of dates and times are issued at the beginning of each year; Covid-19 currently restricts events.

## **Off-Site Visits/Educational Visits**

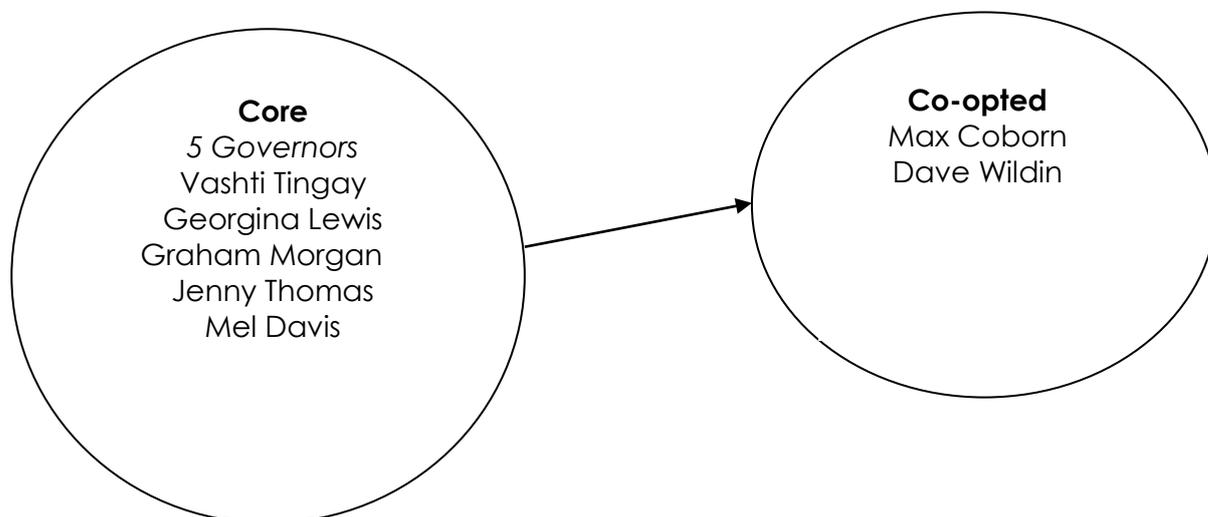
Groups of children are taken to the theatre, museums and other places of interest as often as possible. There is an opportunity to participate in residential visits every two years for KS2 children. Covid-19 currently restricts events.

During the school day, children may participate in Forest School, walk around the community, visit local amenities and the local church; a generic permission slip is issued for this at the start of the academic year and activities that extend outside the normal day require specific consent. If you are in receipt of Free School Meals, then any charges for trips will be waived and paid for by the school, using the funds given from the LA to us for your child.

### **Forest School**

This exciting initiative, built into the school day, takes the children's learning outside. The sessions are run by a qualified leader and each child is equipped with waterproofs, provided by Friends of Steam Mills (FoSM).

## Steam Mills Primary School Governors



### Clerk to the Governors

### Governors Meetings and Sub Committees

These are held three times a year, with committees meeting regularly and reporting back in the Full Governing Body meetings. School business is discussed and the Head Teacher makes a formal report. A copy of this is sent to the Education Officer at Shire Hall, Gloucester. All staff are informed about the meeting through the minutes and by the staff representatives. A copy of the minutes from the Governors' meetings is available for viewing from the office. The workload of the Governors is mainly carried out by a number of committees providing advice and support to the main governing body. These committees include Finance, Outcomes and Premises. The school development plan is reviewed annually by the governors and all the staff.

### The Governing Body

The governing body carries out its curriculum responsibilities by:

- Keeping fully informed by visiting the school and talking to Head Teacher, staff and children.
- Writing a statement of curriculum policy which is consistent with that of the LA or which indicates clearly any departures from LA policy.
- Addressing the issue of Relationships and Sex Education in Year 6 with permission from the children's parents.
- Considering special education needs having regard to the Code of Practice and reviewing the implementation of the policy.

- Considering any report on the school from OFSTED, HMI or the LA and drawing up and monitoring an Action Plan.
- Ensuring that curriculum information for parents is available.
- Ensuring that the curriculum complaints procedure is followed
- Publishing a summary of the Curriculum policy in the school's prospectus.
- Requesting that regular reports are received at governor meetings on the implementation of the National Curriculum, to ensure that:
  - a) the curriculum is broad and balanced
  - b) there is provision for children with special educational needs and disabilities (SEND) with regard to the Code of Practice
  - c) there is provision for religious education and collective worship
  - d) the equality of opportunity policy is implemented and monitored



## **Parent Teacher Appointment Evenings**

Whilst we operate an open door policy for parents, we also hold two formal parent evenings in the Autumn and Spring Terms. There is also an opportunity to discuss your child's Annual Report at the end of the Summer Term. Phone appointments in the Autumn of 2020 due to Covid-19 and this will be reviewed for the Spring.

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Hard copies of all policies are available in the office. Further information about the school including attainment and assessment data can be obtained on the Ofsted website.



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### Status

Co-educational, Community, Primary School Ages 3 -11

### Gloucestershire Education Committee

Executive Director of Education  
Chris Spencer  
Shire Hall  
Gloucester GL1 2TP  
Tel: 01452 425300