

TUTSHILL C OF E SCHOOL



'Love One Another, Know Ourselves, Believe and Grow'

PARENT HANDBOOK

2018/19

TUTSHILL C OF E SCHOOL

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Our Vision

'Love One Another, Know Ourselves, Believe and Grow'

From the vision stem seven core Christian values, which we embed in the life of our school.

Love One Another

This encapsulates our ethos as a Christian school, where we all care for each other as a school community. The Christian Values of **Forgiveness** and **Compassion** reflected the part of our vision in a way that all stakeholders can relate to.

Know Ourselves

This part of our vision works on two important levels. In terms of knowing oneself, we aim that children become independent learners, setting goals and targets to improve their own knowledge and/or social skills. It is also essential for the school community to understand their own spiritual beliefs and respect the beliefs and feelings of others. The Christian Values of **Respect** and **Responsibility** underpin this.

Believe and Grow

The final aspect to our vision deals with the importance of the aspirations and self-esteem of our school community. We want our children to aim high and believe in their own ability. As teachers and stakeholders we endeavour to better our practice and give the children the best possible opportunities. Therefore, **Creativity**, **Perseverance** and **Courage** are the core Christian Values that we believe best represent 'Believe and Grow'.

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Parent Handbook 2018/19

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General Information at Tutshill C of E School

The Christian Foundation

The school was originally founded by the Church of England in 1892 for the 'education of children and adults, or children only ...in the Parish of Tidenham...' After the 1944 Education Act, control passed to the Local Education Authority and a Governing Body was appointed to manage the school in accordance with the trust deed.

Our school is proud of our Christian heritage and we actively encourage pupils to explore issues of belief and faith and their effect upon attitudes and behaviour within a Christian context. The social development of pupils is promoted by acceptance and engagement with the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The Governance of Church of England Schools

Church Schools were established in a tradition of Christian commitment to education to serve local communities or parishes. The School Standards and Framework Act 1998 has underwritten the continued opportunity for church schools to hold their place in the state system in three forms, either as Voluntary Aided, Voluntary Controlled or Foundation schools.

The Governing Body

The Governing Body is committed to ensuring the present and future welfare of the school. Governors attend regular full governor meetings, committee meetings and undertake training as required. They visit the school both during the ordinary working day and for special events to become familiar with the school community and so inform their decision making.

Foundation Governors

Foundation Governors are expected to bring to The Governing Body an informed regard for the Church nature of the foundation of the school, to ensure that its Christian ethos is preserved and developed, and the religious worship reflects the tradition of the Church of England.

All Governors have equal rights and responsibilities. They are not delegates and must act according to their judgement, in the best interests of the children in the school. The responsibility of The Governing Body is collective. Governors do not have power to act individually unless instructed by the whole governing body. Governors work collectively with the Headteacher and staff to carry out their responsibilities.

The Governing Body provides the Headteacher with strategic direction in order to ensure the school moves towards its vision.

The School and its Location

Tutshill School is a Church of England Voluntary Controlled school. It is a primary, mixed, day school for pupils aged 4-11 years. The school is situated on the Coleford Road, at the edge of Tutshill village, next to St Luke's church. It is in a particularly attractive area, with extensive views towards the River Severn. The locality is ideal for environmental study, being in an area of outstanding natural beauty and steeped in local history with Chepstow Castle within walking distance. The full capacity is currently 210. There are seven single-age classes in the school. The school takes children from the surrounding areas including Tutshill, Sedbury and Chepstow. The school is exceptionally well resourced to deliver pastoral support including nurture provision with two qualified teachers. The school is highly inclusive and all pupils are welcome. The original school buildings were opened in 1893 and an extensive new build programme was completed in 2007. This has greatly enhanced the learning opportunities offered to all children.

At playtimes, children use the adjoining playgrounds and grassed areas. In the summer, they can use the school's playing field and the outdoor play equipment. We also have an adventure playground and a play area under the trees. Over recent years we have been able to redesign and resource the playground. There are many areas which encourage

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health and fitness including a trim trail and tarmac area.

Admission and Transfer

Each year 30 places are available for Reception children in September. The Admissions Department in Gloucestershire County Council, GCC, allocates these places according to the Local Authority admissions policy.

In keeping with the policy of Gloucestershire County Council, the school welcomes pupils who are 4 years old by 1st September in the year of their admission. Reception children are admitted during September on a part-time basis at first and within three weeks induction become full-time pupils. The exact details of the introduction and admission arrangements will be sent to parents during the Summer Term. We try to make the transition to school life as enjoyable and relaxed as possible through regular visits during the Summer Term before admission, so that children become familiar with the school environment, meet the staff and begin to feel at home.

The Governing Body has an Admissions Policy in place for allocating places in Year One – Year Six. This is regularly reviewed and a copy is available in the school office. This policy is in line with the GCC policy.

Welcoming Your Child to School

Parents are welcome to visit the school, look round and ask questions at any time before their child enrolls. Please make an appointment so we can spend time with you and answer questions directly. Reception parents are invited to an informal meeting, during early summer, when details concerning the introduction to school life will be discussed. This is a chance for parents to start to feel involved in the life of the school, to make known any views or specific requirements that they may have and to ask about any aspect of the schooling.

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Teaching and Learning at Tutshill C of E School

As part of our drive towards being the best you can be, Tutshill C of E primary School has developed a teaching and learning approach, which is bespoke to the needs of our pupils.

School Aims

- Provide a happy school where your child will be cared for with sensitivity
- Treat everyone in school with mutual trust, understanding and respect
- Promote the spiritual development of each child by encouraging a sense of wonder and an appreciation of their environment
- Provide opportunities for your child to learn in a positive environment and to be the best they can be
- Develop respect and tolerance for all races and religions
- Develop the ability to learn independently
- Help your child to read, write, listen and speak effectively
- Promote a healthy lifestyle and enjoyment of a wide variety of physical activities
- Encourage parents to become active partners in the education of all children.

We aim to establish an environment within which staff, governors, parents, future parents and friends of the school, support each other to achieve our aims.

The National Curriculum

The National Curriculum is organised into an Early Years Foundation Phase, Key Stage 1 and Key Stage 2, as summarised below:

Key Stage	Ages	Classes
Foundation	4 - 5	Reception
Key Stage 1	5 - 7	Year One and Year Two
Key Stage 2	7 - 11	Year Three to Year Six

We have a recommendation of 30 children in each class and they are single age classes.

Teaching and Learning

We aim for our children to leave Tutshill C of E Primary School with the knowledge, understanding, attitudes, skills and motivation which will help them to develop a love of learning and allow them to tackle whatever challenges their future holds. Our approach to teaching and learning forms part of the overall vision

We believe that the subjects that we teach through the National Curriculum should enable children to:

- Express their own opinions and make sense of the physical, social and cultural world around them
- Understand, communicate and empathise with a wide range of people, within their own immediate environment and those further afield

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- Explore the ideas of a range of people and disciplines and develop and formulate their own ideas through experimentation and investigation
- Have the time and opportunity to experience a sense of awe and wonder
- Have knowledge, understanding and skills which ultimately enable them to become independent members of society

'Love one another'

We believe that the well-being of all members of our school community is at the heart of our ethos. Using a mindful approach helps children to use their attention, focus and personal skills to enjoy, cope with and tackle the challenges they encounter.

'Know Ourselves'

A mindful approach helps all members of the community to think and act with awareness, clarity of thought and wisdom in daily tasks rather than just 'muddling through'. Taking time to focus on our own thoughts and feelings as well as how we interact with others enables staff and pupils to develop strong working relationships.

'Believe and Grow'

We believe that children's motivations are key to developing their learning. At Tutshill C of E Primary School, we believe that intelligence is not fixed and that learning can be enhanced through a positive 'can do' attitude. We help our children to develop a growth mind-set, where they are motivated to have a go, take risks and not be afraid to make mistakes. Children at Tutshill c of E School are willing to embrace new challenges and are resilient, persistent and confident learners.

Key learning behaviours at Tutshill C of E Primary School

Throughout the school, we relate our learning behaviours to a value and the value to an animal, so that our children can relate and understand what the value looks like when learning. Through creativity, curiosity and imagination we aim to develop confident and ambitious learners who demonstrate:

Perseverance through (tortoise)

- Resilience: children who are willing to make and learn from mistakes. When facing challenges the ability to pick themselves up, try a new approach and keep on trying.

Courage through (Lion)

- Risk taking: Children who question and ask "What if...?" and "What shall we try now?". Children who push themselves to try new things and know that learning is sometimes uncomfortable!

Responsibility through (owl)

- Reflection: We encourage all members of the school community to actively evaluate their work and develop the ability to believe that they can always improve, whilst taking a pride in their own and others work and achievements.
- Evaluative skills: We are looking for children to think critically, be considerate, value their own ideas and believe they have the strategies they need to succeed..
- Resourcefulness: We aim for children to believe that they can help themselves when they are stuck, but also know when and who to ask for help when needed. Children are encouraged to want to find out for themselves and are skilled to be able to do so.

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Respect through (ants)

- Cooperation: We aim for children to be able to learn with and from each other in a variety of ways, developing their own skills in a supportive environment, as well as encouraging others to achieve and work to the best of their ability.

Creativity through (chameleon)

- Curiosity: We aim for children to be motivated and excited to learn, developing their own ideas, thinking and interests, leading their own learning in a creative and active way.

Here at Tutshill C of E School, we deliver the National Curriculum through topics on a two year rolling curriculum. Parents are able to view the topics and areas of learning on the school website under the 'Learning at Tutshill C of E School' section.

We have developed a curriculum that allows our children to see links between subjects and therefore experience leaning in a meaningful way. We change our topics in the Autumn, Spring and Summer Terms.

We work in phases whereby two classes within each Key Stage explore the same topic in parallel in the following pairings: Year One and Year Two; Year and Year Four; Year Five and Year Six. This allows our teachers to plan, support and, if needed, teach together. Both classes within the phase deliver the same topic. The learning and objectives are tailored to the year group, however, both year groups will be learning through the same topic title. Our two year rolling curriculum allows us to optimise the number of topics and areas of learning covered and ensure children make the best possible progress.

The children in the Reception class follow the Foundation Stage Curriculum and work towards achieving the Early Learning Goals in prime areas: personal, social and emotional development; language and physical development and in specific areas: maths; literacy; expressive arts and design and understanding of the world.

The Structure of the School Day

The School bell is rung at 8.55 am and our morning and afternoon sessions take place as follows:

KS1	Morning:	9.00am – 12.15pm (Infant playtime 10.20am - 10.35am)
	Afternoon:	1.15 – 3.15pm
KS2	Morning:	9.00am – 12 noon (Junior playtime 10.40am - 10.55am)
	Afternoon:	1.00pm - 3.15pm

Late arrival disadvantages children. The school gates are closed after the school bell rings at 9.00am. Children arriving after this time will need to arrive through main school office.

Beginning and End-of-Day Procedures

Pupils may arrive at school between 8.45am with supervision and 8.55am. Parents are welcome to wait in the playground until 8.55am. However, school supervision takes place from 8.50 am and children may be left after this time. One bell will be rung at 8.55 am. The school does not accept responsibility for pupils before 8.50am.

The school gates are closed after the school bell rings. Children arriving after this time will need to arrive through main school office. Please refer to our Attendance Policy, available under the 'School Documents' section on the website.

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Teachers accompany children onto the playground at the end of the school day at 3.15 pm and do not let the children go until a parent or known adult is seen. Please stand away from the classroom areas so that teachers can see waiting parents. If a child is to be collected by anyone other than their parents, guardian or known adult, the class teacher or the school office must be informed.

Children in Year Five and Year Six are allowed to walk home unaccompanied, if the Headteacher has been notified in writing.

Assessment

Teachers continually assess children's progress and provide work which matches their differing needs. Sometimes this requires different work to be set, a different outcome expected according to ability or a differing amount of adult support. We are in the fortunate position that we can offer support to groups of children, that find work difficult or those that need further challenge. In addition, there are opportunities for more formal testing which allows us to build up a profile of each child over time.

Collective Worship

Children who come to this school are educated in accordance with Christian principles and beliefs. Spirituality is seen as an important part of the development of each child. We take part in a daily act of Christian worship as a whole school or class led and have regular church services, in which the children are encouraged to take part. The church ministry team leads alternate Friday morning assembly which is held in St Luke's Church and from time to time other visiting speakers are invited.

Religious Education (RE)

We teach RE in blocks to ensure that time is given for our children to discuss their own ideas about faith and the world around them.

Class teaching is based on the Gloucestershire agreed syllabus. As well as Christianity, children learn about, and from, the religions of Judaism, Islam and Sikhism. Visits to places of worship and visiting speakers enhance the curriculum.

Special Educational Needs (SEN)

The School places great emphasis on the early identification of children with Special Educational Needs and aims to provide appropriate support in accordance with the requirements of the Code of Practice 2014. Parents are kept fully informed about their children's progress through review meetings. Please refer to the school website and the learning at Tutshill for more information about SEN identification and provision.

We aim to comply with the Disability Discrimination Act (2004).

Technology at Tutshill C of E School

In every classroom children have an iBoard and children have access to iPads which can be used in all aspects of the curriculum. There is also a portable iboard that can be used in all areas of the school.

Educational Visits

Classes undertake visits related to the curriculum, which provide an extra dimension to their school work. This is a very valuable part of their school career as it creates wider opportunities for academic and social development.

In Year Six, children will experience a residential visit following their end of year tests.

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Homework and Home-School Partnership

The school has a Homework Policy. We aim to work in partnership with home and ask all parents to support the school in encouraging their child to complete homework tasks.

Parents are also encouraged to work with the school and understand the role they play within their child's education.

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Pupil Welfare at Tutshill C of E School

School Uniform

The school has a uniform which consists of:

- A light blue polo shirt*, shirt, or blouse;
- School sweatshirt* or navy jumper or cardigan;
- Smart grey or navy trousers or grey or navy skirt/pinafore;
- Grey socks / tights, white socks for girls in summer;
- Dark coloured sensible shoes.
- In summer, children may wear grey or navy shorts;
- In summer girls may wear a blue checked or striped dress and white socks.
- Baseball caps with the school logo are available from the school office.

PE Kit (to be kept in a named drawstring bag):

- Navy T-shirt* and navy shorts;
- Navy jogging trousers;
- KS1 (Reception, Y1 and Y2) black daps; and
- KS2 (Y3, 4, 5 and 6) white trainers (no colour/logos/names) or black daps.

Nearly new uniform is available from the school office.

The school logo is embroidered on several items of uniform, all marked with an asterisk on the above list. The full range of school uniform (including items with the school logo) is available for purchase from 'Sheila's' in Sedbury. However, whilst preferred by the school, the wearing of uniform bearing the logo is optional and uniform can be purchased from other suppliers providing it is the correct colour (i.e. plain light blue polo shirts and plain navy sweatshirts may be worn for lessons and a plain navy t-shirt may be worn for PE).

School Uniform Rules

- **ALL SCHOOL UNIFORM AND OTHER ITEMS OF CLOTHING MUST BE NAMED.**
- Children should wear school uniform at all times.
- Skirts should be of an appropriate length and style.
- Children should wear appropriate school shoes and not trainers.
- Children with long hair should have it tied back using a plain, navy or blue and white check, "Alice"-style hair band, plain navy bobble/pony-tail band and simple "Kirby"-style hair-grips. Decorative or embellished hairbands, bobbles/elastics/scrunchies and hair-grips must not be worn.
- No jewellery should be worn in school. Children with pierced ears may wear plain studs. These must be removed for all PE activities and the child must be able to put them back in themselves.
- No nail varnish to be worn.
- During the summer term all children should have a cap and a water bottle as part of their PE kit, to include clothing suitable for PE outdoors. It is advisable to have a pair of plain navy blue jogging bottoms in school.
- During the autumn, winter and spring terms, all children should bring a coat to school. This ensures they are able to participate in outdoor activities and playtimes. During the summer term it is advisable to have a light waterproof coat.
- No toys or games should be brought into school unless given special permission by a member of teaching staff.

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Behaviour at Tutshill C of E School

The School Rules are part of the Behaviour & Discipline Policy which is available on the school website: www.tutshillcofeschool.co.uk along with all the other policies. Please refer to these policies for up-to-date guidance on procedures.

These are our school rules; a copy is displayed in each classroom:

We look and listen when others are talking
We work hard to do our best
We are kind to other in what we say and do.
We look after our environment
We walk sensibly around our school
We should try to say sorry

School Travel

For the sake of all pupils and the environment, we would encourage everyone to walk to school. There are safe routes to school using public footpaths and quiet roads. In 2015, we launched a road safety scheme with the police. We would like to remind parents if parking, to do so safely and on public property only.

Cycle and Scooter Storage

We have secure storage for bikes and scooters at Tutshill C of E School. We would like to remind parents that children should be supervised on the way to school. Bike riders should wear helmets. Children on bikes are to dismount and push bicycles and scooters across the playground. These bikes and scooters cannot be used during playtimes and the school cannot take responsibility for theft and damage. A cycling proficiency course is run offered Year Five in the Spring Term.

Lunches

School meals are provided by a local company, Caterlink, who use fresh, locally sourced ingredients. The meals conform to nutritional guidelines and are proving to be very popular with the children. Payments are made via ParentPay, an internet based payment service which enables parents to pay for their children's meals 24 hours a day, seven days a week with the added advantage that parents are able to view their child's meal account on line.

Would your child like free school meals? Could your child benefit from Pupil Premium funding?

Did you know that children who are registered for Free School Meals, receive additional Pupil Premium? This is allocated to the qualifying children and has been used at Tutshill School to support their learning and personal development in the following ways:

- 1:1 support teaching;
- Class supported teaching;
- Group work;
- Pastoral activities e.g. cooking and gardening;
- Purchased resources for mathematical development and emotional resilience; and
- Enrichment activities.

Registering for Free School Meals also entitles your child to:

- Free musical tuition;
- Free school trips; and
- A school uniform bursary

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If you think your child may be eligible for free school meals, please come into the office and we will be able to provide you with all the necessary information. We realise that this is a sensitive matter and we will treat any enquiries with the utmost confidentiality.

However, if you would rather go online to find out about eligibility you can do so at <https://www.gov.uk/apply-free-school-meals>

Snacks and Drinks

Drinking water is available from all cold water taps in school. Children are encouraged to bring their water bottles in daily and may fill up their drink containers from these taps. We also have a water fountain. All children in KS1 have fruit provided free of charge at break time. Children in KS2 are to bring a healthy snack e.g. fruit or vegetables, should they want a playtime snack.

We ask parents to be mindful of the snacks they provide. We do have children with severe nut allergies and therefore ask you don't send butts or nut based foods to school. If you wish to discuss this further please contact the school office.

Medical Information

If a pupil has a serious or recurring medical problem, parents should inform the school. Likewise, any serious allergies should be notified to the school office and a Healthcare Plan Form completed.

Accidents at School

The cuts and grazes resulting from minor accidents at break times are dealt with by qualified first aiders on the staff. If an accident of a more serious nature occurs, parents will be contacted. If necessary, children will be taken to hospital for appropriate treatment.

Illness

When a child complains of feeling unwell, they are initially assessed by a member of staff. If deemed necessary parents are contacted by telephone on the emergency number provided.

It is, therefore, essential that parents keep the school updated of any changes to their emergency contact numbers.

Children who have suffered from diarrhoea and/or sickness should be kept at home for 48 hours after the last episode. Impetigo and conjunctivitis are highly contagious and children should be kept away from school until treatment has been successful.

Medicines

Normally, we do not give medicine to children at school. However, if it is essential for your child to receive medication whilst at school, please call into the school office to complete the appropriate forms. However, please note that we are only able to administer medicine which has been prescribed by a GP. Full details are contained in our Administration of Prescribed Medicines Policy which can be found on the school website.

We need to be notified if your child uses an inhaler to prevent asthma. Children keep their inhalers close to them for use when they are required.

Health Checks

The school nurse attends to do regular checks including vision and hearing in Reception and Year Six. Dental inspections take place for children in Reception and Year One, as arranged by the Health Authority.

Absence from School

Please ring and leave a message with the school office or write a note giving the reason for absence. If no message has been received by 9:30am, parents will be contacted by the school. Failure to notify the school will result in an "unauthorised absence from school" being

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recorded on the register. **Parents are discouraged from taking children out of school during term time.** Absence for exceptional circumstances can be requested and the Headteacher will address each case. Should children remain absent or the school have concerns regarding the child's whereabouts, a member of staff may conduct a house visit.

Lost Property

A clearly marked lost property box is kept in the staff cloakroom area just along from the school office. Children can look there for anything they have mislaid. This box is cleared at the end of each term. **PLEASE PUT NAMES IN CLOTHING AND BELONGINGS AND RENEW NAMES REGULARLY.**

The Cool Club and Breakfast Club

There is a Breakfast Club and an after-school club on school premises for pupils who attend Tutshill School and need after-school care. This is run independently but in co-operation with school. For further information on hours and fees, please contact Cool Club on 07763 479119 or email coolclub15@outlook.co.uk

Individual or Small Group Music Tuition

The school is fortunate to benefit from a number of peripatetic music teachers. These lessons are charged on a termly rate. A term's notice must be given if children wish to discontinue their lessons.

Security

We ask **all** visitors to report to the office. We have a Visitors' Book for signatures and identity badges which we ask **all** visitors to wear. It is requirement that all Parent helpers undergo a Disclosure and Barring Service check. Colour coded lanyards allow staff and children to identify who is on site and in what capacity.

Apart from the main entrance to the premises all school gates are secured during the school day. Access to school at the beginning and end of the day is either through the blue gate in the railings and on to the playground. Access after 9.00 am is through the school office. At 3.00pm these gates are opened again for parents to use to go onto the playground and wait for their children.

School Attendance

From September 2015, the government is reducing the persistent absence (PA) threshold from 15% to 10%, therefore any pupil whose attendance is 90% or less will be deemed persistently absent.

Persistent absence will be assessed on a cumulative basis so a pupil can come in and out the category but in real terms, a child or young person who misses 38 sessions (each day contains 2 sessions) over a full academic year will be classed as persistently absent, this can be as little as 5 or 7 sessions each term.

Persistent absence from school has a detrimental effect on a child's educational progress and attainment.

Tutshill C of E School will be implementing the following strategies in order to increase overall attendance among its pupils:-

Weekly

Each week the class with 100% attendance will receive an attendance reward card in celebration assembly on Monday morning.

Each Monday we reveal the colour team with the greatest attendance.

Termly

Children who achieved 100% attendance for the term will receive a certificate and leaf to put on the attendance tree display.

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On the last day of term, the colour team with greatest attendance is able to wear their teams colour to school. Unfortunately this cannot be football kits or fancy dress outfit.

Yearly

The class with the most 100% attendance reward cards at the end of the year will receive a class reward.

Individual children with 100% attendance at the end of the school year will receive a certificate and will have the chance to share this achievement with their peers and take part in an activity.

Good Attendance + Punctuality = Success

Attendance & Punctuality Guide

Attendance and punctuality at Tutshill C of E School is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider community.

We welcome new ideas and strategies on how to help us improve the attendance and punctuality of our pupils.

We offer support consistently to pupils and their families around issues relating to attendance and punctuality.

Punctuality

School and registration starts at 8.55am. Children should be lining up on their playground before this time. Any child arriving after 9.00am must enter the school via the school office and sign in.

Children arriving after 9.00am are marked as late on the internal schools register. The register officially closes at 9.30am and any pupil arriving after this time will be recorded as a 'U' code as advised by the Department for Education. The 'U' code is used to show that a child is in school but arrived after the registers closed and is classed as an unauthorised absence.

Late arrival disrupts the learning and focus of those children who are ready and willing to begin their day as well as those who have arrived late. We have this rule in order that children learn vital life skills and are prepared for the day ahead.

Absence due to Illness

If your child is too ill to come to school, you must contact the school office before 9.00am to inform them of the reason for your child's absence.

If your child is absent for more than 3 days then a copy of their prescription, or a note from a Medical Professional will be required to show to the school office. If this is not received, any further absences will not be authorised.

Parent / Carers are required to update the school office each day of their child's absence. You can do this by calling the School Office and selecting option 1.

Absences due to other circumstances

Should you feel you have to keep your child off school for any reason, and this is unavoidable, please inform the school as soon as possible.

Should leave from school be required to attend an event following bereavement, the school would be sympathetic to reasonable requests for absence. These would be classed as authorised. You can find leave of absence request forms on the school website or at the school office.

Medical & Dental Appointments

Where possible, please make all GP and Dental appointments out of school hours.

Please only take your child from school for medical or dental appointments shortly before their appointment time, and return them to school immediately after.

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Please provide proof of all appointments to the school office – such as appointment cards or appointment letters.

Please be aware that we understand hospital appointments cannot always be had out of school time and we do appreciate that these cannot be changed. However, please still provide a copy of the appointment letter or card.

Application for Leave of Absence during term time

Requests for leave of absence during term time must be applied for in advance by completing an official request form and submitting it to the Headteacher.

Holidays are not permitted during term time.

Absences of this nature shall be considered by the Headteacher on an individual basis and shall only be authorised in **exceptional circumstances**. Depending on circumstance, proof may be required.

Penalty Notices may be issued to parents who take their children out of school without authorisation or permission.

Our rules and regulations around attendance and punctuality are there to ensure the safety and well-being of your children, and to ensure that every pupil is given the opportunity they are entitled to learn, grow and achieve to their highest expectations.

Insurance Cover

The Local Authority only insures against accident liability for cases involving negligence.

These are very rare. If parents wish to provide their children with a more general insurance cover (24 hours a day for the whole year) a personal accident insurance policy for pupils is available at a small annual premium. Application forms are available from GCC

Charging Policy

The school wishes to provide the best possible educational opportunities available within the funds allocated by the education authority. Education during normal school hours is free. It is recognised however that many educationally valuable activities may be dependent on voluntary financial contributions from parents/carers. The school's concern is to keep these contributions to a minimum and to ensure that all children are able to take part. We will do all we can to resolve the issue and support families. Parents are asked to see the Headteacher or Chair of Governors in confidence if they experience difficulty in making these contributions. We will endeavour to do all we can to resolve the issue and support families. However, if insufficient voluntary contributions are received to fund a trip, it may be necessary to cancel the activity as the school is unable to subsidise these activities.

Parent Teachers' Association (PTA)

All parents/carers and staff are automatically members of the school PTA. The PTA was formed in 1982 and all members are warmly invited to regular meetings. The PTA supports the school in many ways. As well as raising valuable funds, the PTA provides a social focus for the school community. Money has been raised for a variety of projects and the PTA also subsidises special events including visits to school by theatre groups, attending the Drill Hall for performances and visits to school by a wide range of extra-curricular providers.

There are annual events which have become a traditional part of the school year - a Christmas Fayre, Summer Fete, and quiz nights. We are proud of the thriving partnership of staff, parents and governors.

School website : www.tutshillcofeschool.co.uk

TUTSHILL C OF E SCHOOL

'Love One Another, Know Ourselves, Believe and Grow'

Liaison with Secondary Schools

We have regular liaison with Wyedean School and Chepstow Comprehensive our local comprehensive, through Headteacher meetings and activities arranged for the pupils. Throughout your child's time at Tutshill C of E School they will have opportunities to visit these schools and receive lessons taught from our secondary colleagues at whilst still at Tutshill C of E School.