



Boxgrove C of E Primary School

Prospectus 2019-2020

God is love and those who live in love, live in God and God lives in them.
I John 4.16

This is a school where everyone is valued, nurtured and enabled to flourish. Biblical teaching and Christian values underpin our communication, relationships and behaviours. We aim to develop a curiosity and love of learning which will build confident, resilient and independent individuals. We aspire to be compassionate, tolerant and active citizens in a diverse world

“Parents and carers too are overwhelmingly positive about the school because pupils are happy, well taught and cared for well.” Ofsted February 2018

Our School

Boxgrove C of E Primary School was founded in 1741 and remains today a small, happy and lively place with a homely feel.

The school is very well resourced and facilities include three classrooms, our community room, which serves a hall space and outdoor learning spaces. The extensive grounds which surround the school building are equipped with a wooden trim trail play area, picnic tables, wooded area and wildlife areas. There is a hard-surfaced playing area and a superb field space.

The village of Boxgrove lies approximately 3 miles north east of the Roman city of Chichester at the foot of the South Downs and about 5 miles inland from the southern coast of England. It is an area of outstanding natural beauty with many historical buildings both within the village and in nearby towns and cities like Chichester and Portsmouth. Downs

Admissions

Parents and children are warmly invited to visit Boxgrove C of E Primary School prior to admission. If you have an interest in our school please contact the school office by phone or email to arrange a visit at any time. (In 2020 this is not possible due to COVID-19 restrictions).

A rural school experience is one that can be shared by all and living in the village is not an admission requirement, indeed some children travel some distance to attend our beautiful school. Children are admitted on a full time basis each September. The school fully appreciates that some younger children may want to start on a part-time basis and as such the school is happy to adapt to the needs of individuals. The Headteacher will use their discretion as to the proportion of time spent in school to begin with and flexible attendance can be arranged. The legal requirement is that children must attend school in the term after their fifth birthday. Before starting school, children have the opportunity to integrate in the classroom and meet their new teacher and peers. The school has an 'open door' policy and parents can ask questions and discuss any issues with the teacher and the Head Teacher on a daily basis.

Class Organisation

Boxgrove C of E Primary School is currently organised into three classes as follows:

Squirrels: Years R, 1 and 2

Fox: Years 3 and 4

Owl: Years 5 and 6

As in most smaller rural schools where the intake number is not large enough to support discrete year groups, classes are vertically grouped. Class sizes are generally smaller than average schools and there is a smaller adult:pupil ratio. Older pupils often support younger pupils with their learning which adds to the family ethos of the school and yet there are no ceilings set for the older pupils in the class who are challenged and stretched in their learning to attain their full potential. Teaching Assistants play a very important role in the school and the children benefit greatly from the presence of these additional adults in class. Parents are welcome to help within the classroom and their help and expertise are highly valued as is that of our other volunteers who come into school to help.

Our Staff

Mrs Jacqui Dommett	Head Teacher/SENCo
Mrs Katie Pendle	Squirrel Class Teacher
Mrs Sonia Whittle	Fox Class Teacher
Mrs Claire Pearson	Fox Class Teacher
Mrs Nichola Martin	Owl Class Teacher
Mrs Meg Brackley	Teaching Assistant
Mrs Niki Scott	Teaching Assistant
Mrs Desiree Goodchild	Teaching Assistant
Mrs Emily Squires	Teaching Assistant
Mrs Tracey Sheehan	Bursar
Mr Geoff Ryder	Caretaker/Cleaner

Our Governors

Mrs L Clifford-Brown	Parent Governor
Mrs Lucy Stent	Parent Governor
Mrs Della Hall	Parent Governor
Mrs R Savage	Local Authority Governor
Revd Ian Forrester (Chairman)	Foundation Governor
Mrs Mary Nagel	Foundation Governor
Mrs Pauline O'Hare	Community Governor
Mrs Nichola Martin	Staff Governor
Mrs Jacqui Dommett	Head Teacher
Mrs Pasha Delahunty	Clerk to the Governing Body

Term Dates

Term Dates are on the school website or can be found on the West Sussex County Council website. 'The Blue Letter' newsletter is also sent home each Friday which has all the upcoming dates included.

Hours of the School Day

School gates are opened	8.35am
School begins	8.50 a.m.
Morning playtime	10.15 a.m. – 10.30 a.m.
Lunch time	12.10 pm - 1.00 p.m.
School finishes	3.15 p.m.

Start of the School Day

The school gates are opened at 8.35 a.m and children are supervised with an early morning task in class from this time School begins at 8.50 a.m. If you are late for school, please bring your child in via the office so that they can be marked into the register.

End of the School Day

Currently children will be brought to meet you at the school gates. Once COVID-19 restrictions are removed the school gates are opened 5 minutes before the end of the day and parents can wait outside their child's classroom. In order to safeguard your child we need to be informed in writing if you make alternative arrangements to have your child met from school by somebody else.

School Lunches

All children in Reception, Year 1 and Year 2 are provided with Universal Free School Meals in line with government guidelines. If you prefer to provide a packed lunch for your child please inform the school office so that we do not have to waste the meal. Unless you advise us otherwise, your child will automatically receive a school meal each day. If you qualify for any of the following, your child might be entitled to free school meals (FSM) and will also qualify for extra funding known as Pupil Premium funding. This money is used to support your child's learning:

- Income support
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.

Please apply on line at <https://www.gov.uk/apply-free-school-meals>

Please make sure that we know if your child has any special dietary requirements or any allergies. We ask parents not send any nuts or nut-based products in their child's lunch box. Should you prefer your child to have a packed lunch we do encourage all parents to provide healthy lunches; sweets and fizzy drinks are not allowed. The children eat lunch at tables in either the community room or a classroom and are supervised throughout the lunch break by our teaching assistants who also work as midday meals supervisors.

School Fruit and Vegetable Scheme

A free piece of fruit or vegetable is provided daily for our Early Years and Key Stage 1 children at midmorning break as part of our Healthy Eating Scheme.

Book Bag

Please provide your child with a school book bag so they can bring home their reading books and reading record log. These can be obtained through our school uniform supplier.

Water Bottles

Your child should bring a named water bottle into school every day as they are encouraged to drink water throughout the day. Children starting school will be given their first bottle by the school. Replacement caps are available from the school office.

Uniform

- Grey skirt/pinafore or trousers/shorts
- white polo shirt and
- royal blue sweatshirt or cardigan both with school logo on,
- white socks or grey tights and suitable dark school shoes. Sling backs, open toes, heels, boots and trainers are not permitted.
- Blue gingham dresses
- Children should wear a warm coat in the winter and bring a waterproof coat during the summer.
- You may wish to purchase a school fleece or waterproof coat (with the school logo)

PE/Games

- yellow T shirt (with school logo)
- royal blue shorts

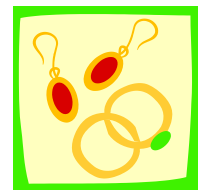
- plimsolls or trainers - we use the school field all year round and trainers may be preferable.
- Blue or black jogging bottoms, tracksuit or leggings for the colder weather plimsolls.

PE kits should be in a PE bag with school logo and are usually brought into school at the beginning of each half term and left at school unless we feel that they need an interim wash!

Parents are asked to ensure that all clothing is clearly marked with your child's name. Our school uniform supplier is Game, Set and Match, Chichester
<https://www.gsam.co.uk/collections/boxgrove-primary-school>

Jewellery

With the exception of studs for pierced ears, it is safer that no jewellery is worn to school. It is advisable for children who do have pierced ears not to wear earrings on days when they do PE as they will have to remove them, or bring in tape which they can put over their studs themselves. We cannot be responsible for the loss. This is a West Sussex County Council regulation.



Hair Ornaments



Please provide ribbons, hairbands or slides that conform to the colours of the school uniform, i.e. blue. Hair must be tied up for PE and swimming.

Sickness

If your child is unwell and not able to attend school then please let us know by 9.00am via phone or email. We will routinely phone if we receive no message as it is a legal requirement that a reason for absence is recorded in our registers.

Request for Absence and Holidays

All requests for absence must be made in advance, in writing, to the Head Teacher. Holidays are not permitted during term time. Head teachers may not grant any leave of absence during term time unless they are satisfied that there are exceptional circumstances that warrant the request. Exceptional circumstances are not: relatives coming to visit, cheaper holidays in England and abroad, family day trips, visiting family/friends that have different holiday dates.

Reporting to Parents

We operate an 'open door' policy at our school which means that if you have any questions or concerns about your child you are welcome to see the staff at any time (at the end of the day is preferable). We also hold parents' evenings in the autumn and spring terms and send home reports on progress at the end of the summer term.

Medicines

The school has a 'Managing Medicines Policy'. Please ask if you are unsure and please do not send children to school when they are unwell or within 48 hours if there is vomiting or diarrhoea. If your child requires regular medication i.e. an asthma inhaler/Epi pen

you are required to fill in a form which can be obtained from the school office. (Two named inhalers or Epi Pens are required to stay in school at all times).

Safeguarding

Boxgrove C of E Primary School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children and we will carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment where children feel secure, are encouraged to talk to adults they can trust and are listened to. All staff and visitors must satisfy our rigorous safeguarding procedures prior to working or volunteering to work within our school.

Through training, all staff will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff will be updated in line with guidance.

In line with legal requirements this school has designated persons, in our case the Head Teacher and Mrs Martin (Owl Class Teacher), who must be notified of any cases of suspected child abuse. It is the duty of the designated person to follow up and report cases of alleged abuse to the Social Services Department and to take further action in accordance with the Area Child Protection Committee Procedures.

The designated senior member of staff for safeguarding in this school is:

Mrs J Dommett, and in her absence/to assist:

Mrs N Martin

Security

Security is of paramount importance and we ask all parents to ensure they follow school procedures in order for us to keep the children in our care safe.

Will there be any added expenses?

Visits, visitors and events are used in school to enrich the children's educational experiences. We do ask parents for a contribution towards the cost of these which we would otherwise be unable to offer. However it is usually possible to find emergency funds in order to ensure that no child is excluded from an activity through financial hardship.

Parent Involvement

We are delighted when parents offer to join in school activities. Currently parents help with reading and other practical activities in the classroom or outside. We are pleased to accept offers of help and look forward to hearing what skills you would like to share with the children.

Parent, Teacher and Friends Association (PTFA)

The Parents' Association will let you know about events they are organising during the term and also let you know when meetings have been organised so that you can come along and get involved.

The Curriculum

At our school, we provide a stimulating learning environment for all children within a caring, Christian ethos. We aim to give all children a wide range of learning opportunities to help

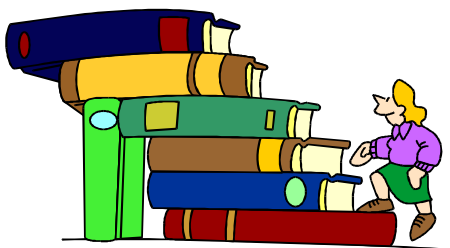
them to grow into independent, well-behaved and responsible young people who achieve the highest standards possible across the whole curriculum. At Boxgrove School our aims are clear – to provide the best learning opportunities and the best learning outcomes for each child. We set high standards in all areas and are proud of the results we achieve.

Long, medium and short-term planning provides a range of well-resourced differentiated activities for the children. The curriculum is broad and balanced following the National Curriculum Programmes of Study. It builds upon previous work and reflects all recent major initiatives. Each teacher is responsible for a class, but teaching staff are also encouraged to utilise their abilities through specialist teaching opportunities. In addition to the curriculum we also operate an extensive range of extra-curricular activities.

We have a comprehensive system of rewards and sanctions that are based upon our school code of conduct. Regular communication with parents is the basis of a strong partnership that is a vital element in our provision of a quality education. Visitors to the school are most welcome and all members of the school community are encouraged to take equal responsibility for making the school a happy, secure and exciting place to learn.

Curriculum Organisation

Our Curriculum is varied and stimulating. We ensure that as the children move through the school they make progress and build upon previous experiences. The topics studied are balanced across the Key Stage ensuring that all the children have the correct access to all curriculum areas. We use the Cornerstones creative curriculum materials to support the children's learning and their progression in skills.



Topics run half termly. The first week is called “Engage.” The teachers organise a “wow” start and find out what the children already know about the topic. They then plan the learning to enable all the children to develop their skills and understanding in the “Develop” weeks that follow. Week 5 is “Innovate Week” where the children have the opportunity to independently apply their learnt skills and knowledge in real life contexts. “Express” is the last week which encourages reflection and to further embed ideas taught

The National Curriculum

The National Curriculum Areas of Learning are:

- English
- Science

- Computing
- History
- Art and Design
- Music
- Personal, Social, Health, Economic and Citizenship Education (PSHCE Ed.)
- Mathematics
- Religious Education (RE)
- Geography
- Physical Education (PE)
- Design and Technology (DT)
- Modern Languages (MFL)

Teachers provide a range of classroom activities for the children so that the more able can be challenged, have an opportunity to deepen their learning and children experiencing difficulties are set appropriate tasks. This means that children will be working on similar areas but on skills/concepts to match their needs.

Assessment

Assessment procedures are used for a variety of purposes. They help us to provide continuity and progression in learning to match the children's abilities and aptitudes. We use the feedback to help children understand what they know, can do and what they need to improve. We believe that constructive assessment can raise standards of education.



Children gain confidence and motivation from knowing what they are doing and when they have achieved it.

Parents are informed throughout the year and at the end of Year R about the progress their child has made with the Early Years Foundation Stage.

Towards the end of Year 1 the children are assessed in their phonic understanding.

At the end of Key Stage 1 (Year 2) the children are assessed in the areas of maths, English and science.

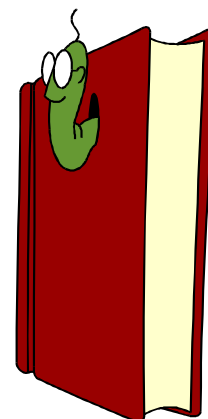
At the end of Year 4 children take the times tables check

Children completing Key Stage 2 (Year 6) currently undertake National Curriculum Tests in reading, grammar and punctuation and maths, but other assessments take place continually for all children.

English

As well as being a core subject of the National Curriculum, English is at the heart of our whole curriculum. Children's abilities are developed within an integrated programme of speaking and listening, reading and writing, handwriting and spelling in order to make them skilled communicators, fluent readers and expressive writers.

Children do regular reading, handwriting, phonic, spelling and grammar practice at school. We use a range of fiction and non-fiction books to help children develop their reading skills. Children are encouraged to develop a love of reading and become enthusiastic, independent and reflective readers. The children learn to express themselves confidently and clearly in a range of situations. We consider it essential that they are taught to listen carefully to others and to evaluate what they hear.



All children are expected to write in a variety of ways for different purposes and audiences – stories, poems, dialogues, scripts, reports and diaries are just a few of these ways. Creative, empathic, cross-curricular writing is actively encouraged.

Mathematics

We aim to encourage children to achieve their best by making Maths an enjoyable and creative subject in which the child develops a positive interest. The foundation for this will be built upon good mental skills which include a thorough knowledge of number bonds and tables.

A lot of the work is of a practical nature involving the handling and investigation of shapes and other mathematical equipment.

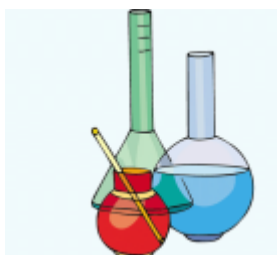
The main areas covered are:

- Number
- Measurement
- Geometry
- Statistics



Children are encouraged in Key Stage 2 to learn their tables and to bring them home to practice. An equally important part of the children's developing skills will be to use the Maths they have learned in a creative and investigational way. This is done by providing a series of mathematical problems which are designed to widen the children's mathematical thinking. This kind of learning also develops their ability to concentrate on aspects of Maths when a solution seems difficult to find!

Science



Science forms a major part of the curriculum for every child. We build on children's knowledge through practical activities. The content of the work being covered forms the basis of a broad and balanced scientific experience. Children are encouraged at all times to ask questions, plan, predict, test and evaluate, relating science to their everyday lives.

The scientific process involves children planning experimental work, obtaining evidence and then making sense of it all. Essential skills such as

observing, predicting, measuring, presenting results and drawing conclusions all have their parts to play.

Computing

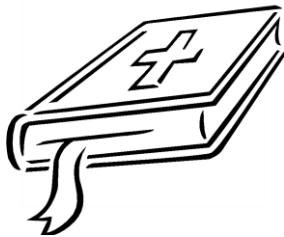
Computing has been given an increasingly high profile in school. Every classroom has an interactive white board and computers for children's use. The children are taught specific computing skills and learn how to be e-safe.



Each class has its own digital camera which is used to great effect in their activities. We are linked up to the internet and there is e-mail access in each classroom. The access is restricted to a filtered list of web sites controlled by West Sussex County Council on broadband. We do ask parents to give permission for use of the internet when children join the school.

Religious Education

Being a Church of England Controlled School, the core of our religious teaching is Christianity. However, in keeping with the aims of the school to prepare children as citizens of the wider world and to appreciate the lives and attitudes of others, we also learn about other religions and traditions.



We follow the Diocesan Guidelines alongside the West Sussex RE Syllabus. An act of Collective Worship occurs daily in school reflecting the broad tradition of Christian belief, having regard to family background, ages and aptitudes of the children. (Should parents wish to withdraw their children from all or any part of Collective Worship or Religious Education, their request will be complied with and alternative provision can be made for them.) Father Ian, the priest-in-charge at Boxgrove Priory, leads our morning worship every Friday. Visitors from other local churches are also invited to lead Collective Worship through the year.

History

Studying History brings about an understanding of how present lifestyle has evolved. The way we live today has been directly shaped by the way people lived in the past. Work in this subject draws initially from first-hand experience and the immediate locality and is designed to stimulate the children's interest. A major emphasis is placed on the use and interpretation of evidence through primary sources, such as letters, census data and other resources.



History also contributes to children's knowledge and understanding of countries and cultures in the wider world. It enriches other areas of the curriculum and will introduce children to the distinctive methods that historians use.

Geography

Children today are more aware of the world and events than ever before. Geography in school is a study of places, the people who live in them and the human and physical processes that shape their development.



At our school it is a subject that enables children to understand their immediate area and the places they have travelled to. Map work is basic to any geographical study and the children look to refine their map reading as they move through the school. We are an eco-friendly school and we teach the children to look after the planet and recycle wherever possible.

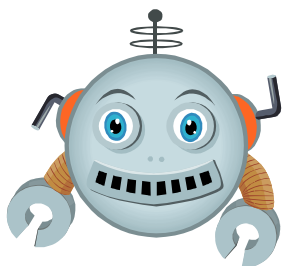
Music

Emphasis is put on making and enjoying music by using rhythm and tuned percussion instruments, songs, tunes and accompaniment. Children listen to a range of music and learn a series of songs, including traditional and modern arrangements.



In addition to classroom music a team of peripatetic teachers provide specialist tuition e.g. guitar for which a charge is made. Parents should contact the school office if they would like their child to participate in extra music lessons.

Design and Technology



Children learn a great range of skills, researching the project they are studying, planning what they are going to make, manufacturing their item and evaluating their work. Along the way they will learn to measure, use a range of tools safely, cut and join, make mock-ups and use a variety of materials such as card, paper, clay, wood, fabric and paints.

Art and Design

Art and Design at Boxgrove CEP School is an enjoyable and enriching experience. Children are given many opportunities to observe, record and extend their knowledge through a variety of art activities. Children have experience of a range of materials. They learn about famous artists, their styles and their work by looking at examples of art from other cultures and eras. In doing this, children learn about the ways of life that produced the art and place it in the context of the culture that produced it.



Displays and presentation of children's work have an important place in the philosophy of the school. Art is just one part of the Creative Arts, for which the school has been awarded the Artsmark Award – July 2014.

Physical Education

In Physical Education the children develop their skills across a variety of sporting activities and are offered a wide range of challenging activities. Where possible we use the expertise of outside coaches and specialists to support our teaching. The children in Years 3 to 6 have weekly swimming lessons at the Westgate Centre in the Spring Term.

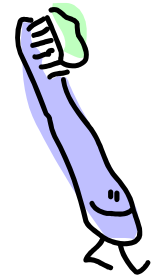


We hold an annual sports day which reflects the skills developed throughout the year as well as providing an opportunity for children to compete in athletics events.

During the school year a variety of opportunities arise (festivals, tournaments and competitions) for the children to attend, both within the family group of schools and our locality.

Health and Sex Education

Sex education within school forms an integral part of the health education programme throughout the school. Children are encouraged to develop moral attitudes and to value family life. We understand our role is complimentary to and supportive of the role of parents. At all times staff aim to promote tolerance of social, moral and religious backgrounds, promoting self respect, self esteem and co-operation with others.



We always notify parents prior to the commencement of the course of study related to sex education (Years 5 and 6). Parents have the opportunity to discuss the content prior to this. Parents have the right to withdraw their children from any part of our sex programme. It is hoped that any concerns will initially be discussed with the Headteacher.

Personal, Social, Health, Emotional and Citizenship Education

The Personal, Social, Health, Emotional and Citizenship educational development of all children within the school has a very high profile. We aim to establish positive attitudes of mind, good relationships between children and adults and high standards of behaviour. Our detailed behaviour policy reinforces our emphasis on the partnership between home and school. We value pupil voice and have an active House Team system. Children undertake a range of responsibilities such as the children in Owl Class being Playground Activity Leaders.



Learning Support

Our Special Needs Policy states that “all children are entitled to a broad, balanced and differentiated curriculum”. We are committed to providing access to this curriculum for all pupils, whatever their needs.

The Special Needs Co-ordinator works with the class teachers and teaching assistants to provide support programmes for individual children – recognising that quality first teaching is the initial key. By making effective use of this system we focus closely on each child with

specific needs and gain the best possible provision for such needs. We operate within the SEND Code of Practice.

Homework

Every child is encouraged to read and talk about their learning at home. The children are encouraged to undertake activities related to their class topic each half term. Children are asked to learn weekly spellings, talk about the “word of the week”, and participate in different maths activities.



The homework policy has been written in full consultation with parents, children, staff and governors – we believe that it should help children to make more sense of their learning through making links with home and given them opportunities to share their learning with others.

Collective Worship



We have a daily act of Collective Worship when the whole school comes together as a community. Our daily worship is Christian, but respect is given to other faiths in keeping with our policy to prepare children for life and work in a multi-cultural society.

On Fridays Father Ian leads morning worship.

Contact Forms

In an emergency it is vital that we are able to contact a child’s parent or guardian as soon as possible. We ask you to complete a new contact form at the beginning of each school year to enable us to keep the information up to date. If, for any reason, your contact details alter during the year, please let us know as soon as possible and we will amend them accordingly.

Educational Visits

We believe that children’s learning can be greatly enhanced by off-site visits. Teachers plan their project work and the visit as part of this work. You will be informed in writing about the details prior to the visit and asked to give your permission and to make a contribution towards the cost of the visit.

Lost Property

This is managed by the office and is cleared termly. Please ensure all articles are clearly labelled and encourage your child to ask to check for any lost items.



Equal Opportunities

We are opposed to all forms of racist, sexist and other behaviour that constitutes a breach of the right of equal opportunity.

Complaints Procedure



It is hoped that any complaints that parents may have can be discussed informally with the Headteacher initially. Should this prove unsatisfactory, a formal system for complaints, drawn up by the Local Authority in accordance with the Secretary of State, is available at the school on request.

Admission policy

The admission policy of this school is common to all county and controlled schools in West Sussex. The Policy is outlined in the booklet "Information to Parents" which is published by the Authority. If you have not received a copy of this publication you may obtain one by writing to the Area Education Officer at Centenary House, Durrington Lane, Worthing, BN13 2QB or by telephoning 01903 839141/839238 or email admissions@westsussex.gov.uk

Boxgrove Church of England Primary School admits children from 4-11years.

Staff at Boxgrove CEP School

Headteacher	Mrs Jacqui Dommett
Squirrel Class	Mrs Katie Pendle Mrs Halfacree (Tues-Fri part of the day also)
Fox Class	Mrs Sonia Whittle (Monday to Wednesday) Mrs Claire Pearson
Owl Class	Mrs Nichola Martin
ICT Technician	Mr Gary Beeston from JSPC
Support Teachers	Mrs Sheri Halfacree
Teaching Assistants	Mrs Meg Brackley (Qualified first aider) Mrs Des Goodchild (Qualified first aider) Mrs Emily Squires (Qualified first aider) Mrs Niki Scott (Qualified first aider)
Bursar	Mrs Tracey Sheehan
Premises Manager	Mr Geoff Ryder

The Governing Body

Governors and Responsibilities

Mrs L Clifford-Brown	Elected Parent Governor
Mrs Lucy Stent	Elected Parent Governor
Mr Della Hall	Elected Parent Governor
Mrs R Savage	Local Authority Governor
Revd Ian Forrester (Chairman)	Foundation Governor
Mrs Mary Nagel	Foundation Governor
Mrs Pauline O'Hare	Community Governor
Mrs Nichola Martin	Elected Staff Governor
Mrs Jacqui Dommett	Headteacher Governor
Mrs Pasha Delahunty	Clerk to the Governing Body