

## **A WARM WELCOME**

Welcome to William Westley Church of England Primary School, and to the start of what we hope will be an exciting and stimulating stage in your child's/children's development.

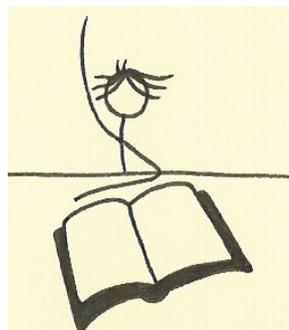
William Westley School is a thriving village school, at which boys and girls aged from 4 to 11 years receive high standards of education in a happy, caring environment.

Our school takes its name from the founder of Whittlesford's first school – an 18<sup>th</sup> century businessman who set up a trust to help educate the young people of the village. Today, we are quietly located in attractive, modern, purpose-built accommodation, set in extensive grounds close to the village green (The Lawn).

### **Our aims**

We encourage all our pupils to achieve their full potential, both academically and creatively. Alongside this we offer a strong moral framework which helps them to grow as honest, caring and thoughtful people; people who are able to work and play with others, who are confident in their own abilities and who have respect for those around them.

As a Voluntary Controlled Church School, Christian values provide the foundation for all our activities. We join in formal Worship on a regular basis, and also teach children about religion in a wider context (predominately Christianity but also other world faiths) so that they grow up with a sympathetic awareness of their religious heritage and the spiritual dimension of themselves and others.



*Continued overleaf . . .*

## **WELCOME** *(Continued from previous page)*

### **Hands-on approach**

Academically, we strive to help all our pupils to become good communicators, confident problem-solvers and accomplished users of modern technology. We give children full access to the National Curriculum, and the broad development of English, Mathematics and Science is central to our curriculum work. Ours is a very 'hands-on' approach. We believe that curiosity, creativity, excitement, perseverance and high personal standards are all essential elements of the learning process.

Above all we want our school to be a happy school, and we achieve this by listening carefully to the concerns of children, and expecting them to follow basic guidelines. Discipline within the school is based on clear expectations of what is regarded as acceptable behaviour. Central to this is the home-school relationship and we believe in encouraging strong lines of communication with parents, in an atmosphere of mutual trust, openness and honesty.

It is our hope that every child in our care will enjoy their time at William Westley School and will leave Year 6 with the knowledge, self-awareness and basic life skills necessary for them to grow and develop into young people of whom the whole community can be proud.

This booklet is designed to give you a flavour of the ethos and atmosphere of our school, together with all the essential practical information you should need. However, if you do still have unanswered questions, please do not hesitate to contact us.

**PAUL BRYANT**

Head Teacher

**NIK THOMAS**

Chair of Governors

## **Mission Statement**

*“To strive for excellence by enabling our children to fulfil their true potential through a creative and challenging curriculum within a Christian environment.”*

## **Aims of the School**

At William Westley School we strive for the highest of standards in all we do. We aim to help children develop as honest, caring and thoughtful people, able to work and play with others, confident in their own abilities and with a respect for others. We aim for children to come happily to school. They should grow up in a strong moral framework, understanding right and wrong and able to act appropriately as a result. They should come to have a clear sense of themselves as members of an ever widening set of communities and develop an understanding to the attitudes of others.

As a Voluntary Controlled Church School we aim to ensure that the School's Christian foundation is the key to all aspects of School Life. It is our aim that the worshipping experience of our school community will be of the highest quality. Pupils should have the opportunity to learn about different forms of Christian Worship by active participation. We seek to give all children the opportunity to express their own responses within worship achieving a balance between the quiet and contemplative and the creative and expressive.

In the classroom we aim to teach children about religions (predominately Christianity, but also other major world faiths) so that they grow up with sympathetic awareness of their religious heritage, of the spiritual dimension of themselves, and of the spiritual traditions and resources available to them in their lives.

Relationships between children and the adults who work in the school are fundamental. We aim to create a happy, caring, successful school where we base our relationships on mutual respect trust, honesty and good humour. We aim to ensure a happy community in the school by listening carefully to the concerns of children expecting them to follow basic guidelines. We aim to ensure that discipline is based on clear expectations of what is regarded as acceptable behaviour.

We aim for all children to be able to communicate clearly, be confident problem solvers, and users of modern technology. By giving children full access to the National Curriculum it is our aim to encourage all children to achieve their full potential and we see the broad development of English, Mathematics and Science as central to our curriculum work. We want our children to approach learning with excitement, curiosity, perseverance and high personal standards.

We aim to develop and build on our relationship of mutual trust, openness and honesty with parents, by taking the concerns of parents seriously and doing all we can to respond to them appropriately.

We seek to involve the wider community in the life of the school, and to keep the community informed of our activities and achievements. It is our hope that our children will become young people of whom the community can be proud.

## **JOINING WILLIAM WESTLEY SCHOOL**

Our official catchment area is the Parish of Whittlesford. However, we also have a significant number of pupils from adjoining parishes.

The Local Authority (LA) sets an admissions limit of 30 children each year. In the event of oversubscription, the LA policy sets out the following order of priority\*:

- 1. Children with particular medical need.**
- 2. Children living within the catchment area.**
- 3. Children living outside the catchment area, but with an older sibling already at the school.**
- 4. Any other children seeking admission.**

*\*Parents may appeal against any decision taken regarding the admission of their child to the school. Further information is available from Patsy Smith of the Education Information Centre, at Shire Hall, on 01223 717391.*

### **Pre-school visits**

Prospective parents are encouraged to visit the school, by appointment with our Head Teacher Paul Bryant.

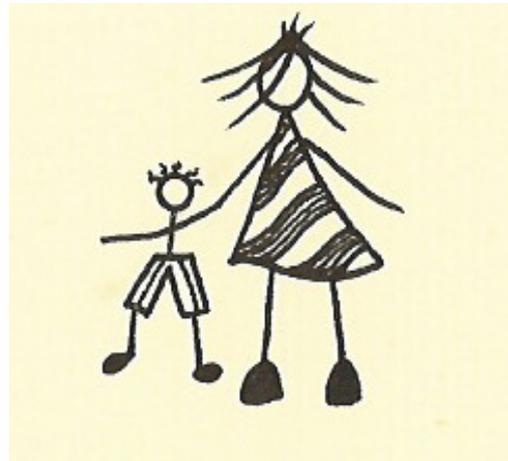
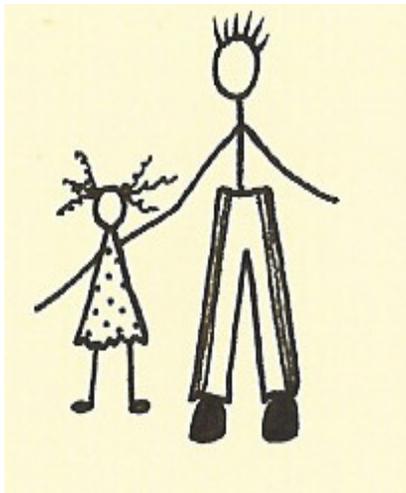
Our youngest children join the Reception Class in September when they are four years old. During the summer term prior to that, the children are invited to visit the school for story times and meet their teacher on several occasions. Our Reception Class teacher will also visit the new children at their local playgroup, nursery or at home wherever possible.

## GETTING STARTED

Most Reception Class children find school extremely tiring to begin with – including those coming from full-time nursery. Consequently we have a phased intake, with all children starting half-time, and most building up to full-time over the first few weeks of the autumn term. However, some of the youngest children may find this too much, and we are happy to be flexible about this during the first year of school.

### Our 'buddy' system

Every new child to our reception class is carefully matched with a 'buddy' pupil from our Year 6. During this first year of school the buddies will be on hand to offer help and support to the younger children, as they get used to school life. We have found this extremely valuable in helping to settle in our newest pupils – while our Year 6s benefit greatly from this additional responsibility.



## **SCHOOL ORGANISATION**

The first year of school is the Foundation Year, and Year groups after that are referred to as Years 1 to 6. Year 1 and Year 2 are called Key Stage 1 (the infant years) and Years 3 to 6 are called Key Stage 2 (the junior years).

William Westley School has seven classes covering the seven academic year groups.

All classes in the school are supported by a teaching assistant as well as the class teacher.

## **SECONDARY TRANSFER**

Most of our 11-year-olds transfer from William Westley to Sawston Village College. We work closely with Sawston and other secondary schools to ensure that all our pupils become familiar with their new school environment well in advance, and that the transfer process works smoothly.

Detailed information about transfer to secondary school is sent to parents when their children are in their final year at William Westley.

# SCHOOL RULES

Our school rules help to create a safe, secure and happy environment place where all can work hard and achieve their best. Our rules are all about making this happen.

## ◆ To feel safe in our school

### **For example:**

We walk around the school

We do not fight or play fight in the playground

We use equipment safely

We walk your cycles along the path at the front of the school.

We do not cycle into the car park.

We play in designated areas.

## ◆ To show respect for each other

### **For example:**

We are polite to everyone at our school

We use kind words

We help when we can

We share and take turns

We listen to what others have to say

We are honest and truthful

We think before we speak or act

We remember our manners

We hold our temper

We think about the feelings of others

We work and play fairly.

## ◆ To show respect for our environment

### **For example:**

We keep the school and the playground tidy

We keep the cloakroom areas tidy - hang up your coat and bag

We stay off the grass when it is wet

We look after school equipment including books

## ◆ To learn in our school

### **For example:**

We work hard and let other children work hard

We always listen to the adult who is talking to us

We always try our hardest

If we don't understand something we always ask

We are prepared for the school day

## **A FEW WORDS ON DISCIPLINE**

We believe that values such as mutual respect, tolerance, honesty and fairness provide the key to a happy and successful school. We also believe that children should be given a very clear understanding of what are acceptable standards of behaviour – and that they should understand the consequences of not reaching those standards.

As part of this process we ask all pupils and their parents to commit to a Home-School Agreement. This sets out our expectations of behaviour both in and outside the classroom.

Discipline itself may take a variety of forms. In particular, we have a system of 'traffic light' warnings. If a child progresses from green, through amber and into red, they are asked to fill in a 'Response Form' explaining their behaviour, which will then be signed by the Head Teacher.

Parents will always be alerted to any persistent behavioural problems. We aim to develop a relationship of trust, openness and honesty with all parents, and will always work closely with you should any such problems arise.

## **THE MERIT SYSTEM**

Our Merit system provides a way of rewarding children for especially good behaviour or exceptional effort or achievement. The merits are accumulated over each half term and bronze, silver, sapphire and gold awards are given if they total 10, 25, 35 and 50 merits respectively. These are awarded in our Friday Celebration Assembly to which all parents are invited.



## **SCHOOL UNIFORM**

William Westley School has a dress code, and we are very proud of the overall impression this gives, both in and outside the school gates.

We expect all our children to come to school wearing clothes and footwear that show high personal standards. School sweatshirts, cardigans and T-shirts etc, are on sale, and can be ordered twice termly through the PTA. Order forms are available from the School Office.

The recommended clothing is as follows:

**Girls:** White blouse or polo shirt; William Westley sweatshirt or cardigan, grey skirt, pinafore dress or trousers; in the Summer formal shorts or blue and white checked or striped dress; white, plain blue or grey socks and black shoes.

**Boys:** White shirt or polo shirt; William Westley sweatshirt, long or short, grey or black, trousers; white, grey or blue socks and black shoes.

**PE :** Children should have black or royal blue shorts and a William Westley T-shirt (or plain royal blue equivalent). These can also be ordered through the school. This should be kept in a small bag that will then be on your child's peg. Younger children will require plimsolls in the summer term for outside PE. Older children need trainers.

**Art:** Children need an art apron or an old shirt to protect their clothing when they are doing art or craft work.

**Jewellery:** A pair of small stud earrings and a watch may be worn.

**NB: Please ensure that *all* clothing is named. We have a lost property bin outside the Foundation Stage Classroom. At the end of each term, any un-named and unclaimed items will be washed and sold in aid of PTA funds.**

## THE SCHOOL DAY

The times of the school day are:

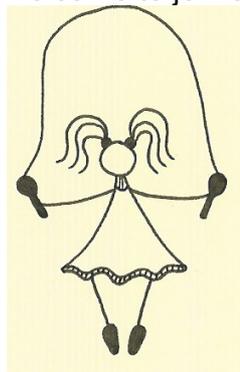
School starts: 8.55 am  
Morning play: 10.35 am – 10.50 am  
Lunchtime: 12.15 pm – 1.15 pm  
Afternoon play: 2.30 pm – 2.45 pm (Key Stage 1 only)  
School ends: 3.20 pm

A teacher is on playground duty from 8.45 am. Children should not arrive before this time. Children who cycle to school should dismount at the railings and walk their bicycles along the path at the front of the school. Bicycles should be left in the covered bicycle park. All children who cycle to school should wear a cycle helmet. Bicycle locks are recommended.

At 8.55 am, the bell rings briefly to tell everyone that school is starting. All the children then line up outside their classes and are welcomed by their teachers. Our school secretary, Charlie Abrams, is in the office at this time, should you need to talk to her.

### Collective Worship

We have collective worship every day – an important time when we come together as a school. Our Friday collective worship starts at 9.15am and includes contributions from the children. We also use this time to celebrate birthdays and special achievements. Parents are always welcome to join us at this time.



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## **THE SCHOOL DAY** *(Continued from previous page)*

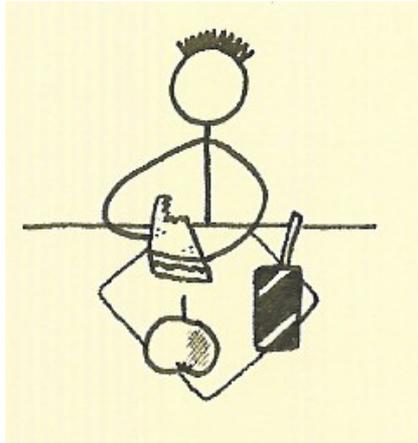
### **Lunch time**

Lunch is eaten in the school hall and is overseen by our Head Teacher, Paul Bryant, and a team of lunchtime supervisors and teaching assistants. Children may have school meals or packed lunches, or a combination of the two. We would appreciate it if children could keep to a regular pattern, ideally fixed for a half term at a time. Please let the School Office know of any changes prior to the next half term.

We are very proud of the high quality lunches we are able to offer our children in partnership with Ashlyns Organics. All of our food is cooked onsite using ingredients sourced locally through farmer co-operative. The only items that are bought in are the fish pieces. Even the bread is made fresh on site every day.

There is always a good choice of dishes on the school lunch menu, and we like as many children as possible to have school meals. Lunch money can be paid at the school office at the start of each half term. Some families will be entitled to claim for free school lunches. Information about this is available from the School Office and the school website. All children in Key Stage 1 are also entitled to free school meals.

If your child does bring a packed lunch, please remember that we are strictly a nut free school. Please also ensure that any drink is in a leakproof container. Please do not send fizzy drinks. Our belief is that a balanced healthy, nutritious diet is important for the development of a child's physical state, as well as for their intellectual abilities. Parents are advised to include an ice pack as lunch boxes can not be refrigerated as they are kept in the cloakroom areas of each classroom during the day.

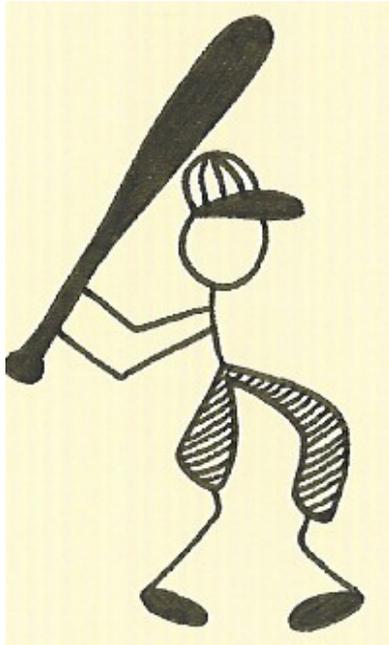


## **GOING HOME**

Children should leave school promptly at 3.20 pm, unless they are staying for an after-school activity. When collecting your child, please wait outside the school building until they appear. If a different adult is collecting your child, please inform their class teacher by completing the form outside each classroom. No child will be allowed to leave with anyone other than a parent/guardian without this advance notice.

## **OUT OF SCHOOL CLUB AND HOLIDAY CLUB**

Whittlesford Out of School Club and Holiday Club has been established for over 10 years and provides local authority-approved child care from 7.45am – 8.45am and 3.20pm to 6.00pm in our new extended school hall on the school site. Children can take part in a wide range of activities including arts, crafts and games. For further information, please see Whittlesford Out of School Club and Holiday Club website <http://wosclub.co.uk> .



## **IF YOUR CHILD IS ILL**

If your child is ill during school time, we will phone you and ask you to take him/her home. It is essential that we have emergency contact numbers – both for you and a friend or relative we can contact if you are not available.

Should your child receive any bump to the head while at school, we will always try to let you know in case of concussion.

If your child is ill at home and unable to come to school, please ensure that you contact the School Office **by 9.15am** on each day of absence. We monitor attendance very carefully, and this system enables us to be alerted as soon as possible if any child is neither at home nor at school.

In case of sickness children should stay off school for at least 48 hours.

If your child is back at school, but not fit enough for PE, games or swimming, please let us know yourself.

## **Medicines**

If your child needs medication during the school day, please make arrangements to come into school so you are able to administer the medicine. In exceptional circumstances the school may agree to administer the medicine on your behalf. Please contact the School Office for further information.

Children who suffer from asthma must keep an inhaler in school for their own use. These should be clearly named.

If your child suffers from a long term medical condition such as asthma, epilepsy, diabetes or has any significant allergies please inform the Head Teacher in writing and indicate any relevant medical advice.

Please refer to our First Aid and Administration of Medicines and Asthma policies on the school website for further information.

## **Head lice**

Periodically there are cases of head lice at the school. Please check your child's hair regularly and notify the school of any infection.

## THE CURRICULUM

The National Curriculum provides the framework for all the teaching at William Westley School. English, Mathematics, Science and ICT (Information and Communication Technology) form the core of the curriculum. We place great emphasis on achieving basic literacy and numeracy skills. Other subjects covered by our curriculum are:

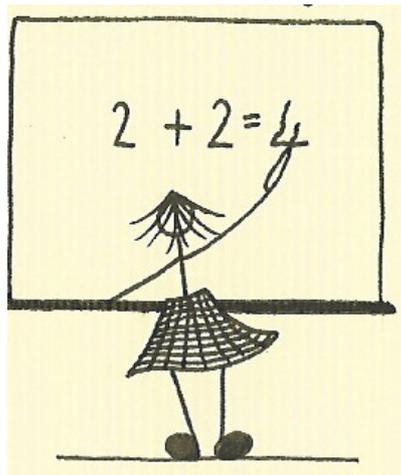
Religious Education, Design and Technology, History, Geography, Art, Music, Physical Education, PSHE (Personal, Social and Health Education) and Citizenship.

Further details can be found on the year group pages of the school website.

### Teaching methods

Teachers will organise their classes in a variety of ways. There will be some times when the whole class will be working together, and others when children will be in small groups or working on their own. These different approaches can be used to encourage a variety of different skills (e.g. debate, research and co-operation) while also allowing classwork to be matched to varying ability levels.

Teachers use topics to cover important aspects of the National Curriculum, and some aspects of history, geography and Design & Technology are taught this way. This approach enables key skills and concepts to be covered in a way that makes sense to children.



## **PROGRESS ASSESSMENT**

Class teachers assess all their pupils in each area of the curriculum during the school year.

These assessments happen naturally in the course of day-to-day teaching, and teachers use normal classroom work and activities to assess the level a child has reached.

Levels used to go from 1 to 7. Level 1 described the achievements of children at the earliest stages of their schooling. Level 7 described the achievement of a very able 14-year-old. The steps between levels were, therefore, very large. It could take a long time to get from Level 2 to Level 3. Children who were assessed to be Level 2 could themselves vary enormously in attainment.

In September 2014, a new National Curriculum was introduced in all schools. The programmes of study within the new National Curriculum (NC) set out expectations at the end of each key stage, and all maintained schools will be free to develop a curriculum relevant to their pupils that teaches this content.

The curriculum must include an assessment system which enables schools to check what pupils have learned and whether they are on track to meet expectations at the end of the key stage. Levels have now been taken away and new assessment criteria are being developed.

During May each year all Year 2 children will undertake National Statutory Tasks and Tests in reading, writing, spelling, and mathematics. These provide a “snapshot” of children’s attainment at the end of Key Stage 1. They will take place during normal school lessons in the classroom and, for the most part, children will be unaware that they are doing anything out of the ordinary. These are marked internally and the results forwarded to the Local Authority (LA).

For children in Year 6 there are tasks and tests for English and Mathematics. These are carried out in a far more formal situation during May. Key Stage 2 tests are marked externally. The results are returned to the school. We have a legal responsibility to then send these results to the LA.

The results for the 11-year-olds will be passed on to Secondary School. The assessment results will be sent home with your child’s end of year report at the beginning of July.

## **HOMEWORK**

There are various ways in which pupils will be asked to expand on their school work at home.

Children will be asked to read with their parents on a regular basis, and to learn spellings or tables. Various other homework activities may also be set, depending on their age, and these will change as they grow through the school. Children benefit greatly if they discuss homework topics with parents.

More information about homework, and what is expected of your child, will be available at our class introduction evening at the beginning of the autumn term and will also be available on the class pages of the school website.

## **SPECIAL EDUCATIONAL NEEDS**

At William Westley Primary School we have a strong ethos that values every child as an individual. Some children may require extra support, we strive to identify any additional needs as early as possible to ensure that the best support is provided. Staff work closely with the school's Special Educational Needs Coordinator (SENCO) and are supported by many outside agencies. Parents are actively encouraged to be partners in their child's education and expect parents to approach the school to discuss their child's needs.

At William Westley we emphasise the need to raise the achievements of all children whilst encouraging them to become independent learners. We aim to allow all children access to a full curriculum which is ensured through the careful differentiation of work by the class teacher. In addition, children will sometimes work in a small group, or one to one with a teacher or teaching assistant. We make every effort for each child to be fully involved in learning within their class.

## **PARENT APPOINTMENTS AND REPORTS**

Parents are formally invited to come and discuss their child's progress twice a year, and a written report is sent out at the end of the summer term.

However, our class teachers are more than happy to meet with parents at other times, to discuss matters concerning their child. Each teacher has a weekly after-school surgery time set aside specifically for this purpose.

Given the time needed for daily class preparation, it is not possible for class teachers to discuss a pupil's progress before school starts in the morning.

## **PARENT HELPERS**

We welcome parents into the classroom as helpers. Working under the guidance of the class teacher, such helpers can make a significant contribution.

If you feel able to help on a regular basis, please talk to your child's teacher. In accordance with Keeping Children Safe in Education, we ask volunteers to give names and addresses of two professional referees. If as a voluntary helper you have regular unsupervised contact with pupils it will be necessary for a Disclosure and Barring Check to be made.

## **EXTRA-CURRICULAR ACTIVITIES**

Wherever possible, we try to supplement our curriculum work with complementary extra-curricular activities designed to broaden our pupils' perspectives. These may take the form of school trips or visits from music or theatre groups.

We organise an annual residential trip for our Year 6 pupils, which provides them with invaluable experience in life skills such as team-building, leadership and initiative.

Some of these activities involve an extra charge to the school. Parents are told about these events well in advance and are asked to make a voluntary donation to cover the costs. No child will be excluded from such activities if their parents

have difficulty meeting these costs, and anyone receiving Family Credit or Income Support is entitled to claim for remission of charges.

William Westley School also runs a variety of lunchtime and after-school clubs during the year. These vary from term to term and further details are on the school website. We welcome parents who wish to organise such activities. Please talk to Paul Bryant, our Head Teacher, if you would like to help in this way.



## **MUSIC**

We are very proud of the standards of music achieved at William Westley School. Singing forms a key part of every school assembly and we have a thriving school orchestra.

As well as teaching music as part of the National Curriculum, all Key Stage 2 pupils have the opportunity to learn the recorder. Some children may also learn the flute, clarinet, violin, piano or a brass instrument, though a charge is made for these lessons, to cover tuition.

## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

Religious Education is taught in each class. Following LA guidelines, this is based mainly on Christianity but also covers other world faiths.

In addition, our Collective Worship takes place in assembly each day. The essential features of this time together are education, celebration, praise and hope. Our aim is to make children aware of what it means to be a Christian Community, committed to serving God and caring for each other, our community and our environment.

In addition to daily assembly, we attend services at the Parish and United Reformed Churches for the Harvest Festival, Christmas, Easter and Ascension Day services at the end of each term.

The William Westley Founder's Day Service is also held annually in July.

Parents may, if they wish, withdraw their children from religious education and Collective Worship after consultation with our Head Teacher, Paul Bryant.

## **GOING ON HOLIDAY**

As a parent or carer you are strongly urged to avoid booking holidays or visits overseas during term time. If, however, it is absolutely unavoidable then please complete a Holiday Request Form, available from the School Office, and return it to the Head Teacher.

The conditions under which leave of absence during term time may be granted are contained in Regulation 7 of Education (Pupil Registration) (England) Regulations 2006. The Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances and any leave granted must not exceed ten school days during any school year. Further information can be found in our Attendance Policy on the school website.

## **SEX AND RELATIONSHIP EDUCATION (SRE)**

The Governing Body has adopted a policy for the teaching of sex and relationship education throughout the school. We aim to help children grow up with a clear understanding of how their bodies work, and how their bodies change as they grow up. We also aim to help children understand their feelings, and the feelings of others, so that they learn to treat each other with respect. The SRE Policy is available from the school office.

## **CHILD AND FAMILY HEALTH**

Community Nurses are regular visitors to the School, to talk to the pupils about general health issues. They can be contacted at Sawston Health Centre on 01223 727570 if you wish to discuss a matter of concern. The Family Information Advisor for the Sawston and Linton area is Emma Theaker and can be contacted on 07824882962.

## **CHILD PROTECTION PROCEDURES**

William Westley will endeavour to provide a safe and welcoming environment where children are respected and valued.

Under the Education Act 2002 (section 175/157) schools must “make arrangements to safeguard and promote the welfare of children”.

The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection. These procedures are intended to protect children at risk, and schools are encouraged to take the attitude that, where there are grounds for suspicion, it is better to be safe than sorry.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare. The school is obliged to keep records of any welfare concerns and may discuss concerns with other agencies. However, information would always be shared securely and sensitively and only if deemed necessary. In extreme and very rare circumstances, a school may need to “hold” a child in school whilst concerns are investigated further.

If circumstances arose which did prompt action, the school would be carrying out their responsibilities in accordance with the law and acting in the best interests of the child

## **OFFICE OF CHILDREN & YOUNG PEOPLE SERVICE (OCYPS)**

Education Welfare Officers (EWOs) act in a liaison capacity as requested, building up relationships between family and child, school and education department. Their role is to support, explain and advise on any issues that may prevent a child benefiting from or attending school.

They can also provide guidance and advice on issues such as free school meals, employment of children, welfare rights, special education and child abuse. EWOs work closely with other professionals such as social workers, health visitors, educational psychologists, GPs, probation offices, police and voluntary agencies.

Our EWO, Heather Bridgman can be contacted on 01223 566756.

## **COMPLAINTS PROCEDURE**

Most of the concerns that may arise about your child's schooling can be dealt with in an informal way. The first point of contact is your child's class teacher, who will arrange a time to discuss the matter with you. You may also wish to discuss the matter with our Head Teacher.

If that does not resolve the issue to your satisfaction, you are welcome to discuss it with one of the school governors (see list overleaf).

Complaints about the curriculum may be made to the Governing Body and, subsequently, the Local Authority.

## **LOCAL EDUCATION AUTHORITY**

The Education Department is based in Cambridge, at Castle Court, Shire Hall. The Education Information Centre contact is Patsy Smith, tel: 01223 717391 and the School Support Officer is Chris Meddle, tel: 01223 703564.

## **RATE OF AUTHORISED / UNAUTHORISED ABSENCE**

The rate of unauthorised absence in 2013-14 was 0.3%.  
The rate of authorised absence in 2013-14 was 3.18%.

## **SCHOOL GOVERNORS**

The school's governing body is responsible for the overall management of the school, while delegating the day-to-day administration to the Head Teacher. The whole governing body meets once a term, while various committees meet more regularly to discuss particular aspects of the running of the school. Each term two of the governors also make a formal visit to the school. Minutes of the governors' meetings are displayed in the school entrance hall.

Our governors represent the community, and include representatives nominated by the parish (foundation governors), the local authority, the parents, the teachers and support staff. The governors all give freely of their time for the continuing benefit of the school. Below is our current list of governors:

### **Local Authority Governors**

Mrs Emma Dunn

### **Parent Governors**

Mr Christof Kastner

Mrs Jasmine Hovsepyan

Mr Kieran Cooper

### **Foundation Governors**

Mrs Judy Quarrie-Roberts

Mrs Mary Sutcliffe

Mrs Jill Taylor

### **Co-opted Governors**

Mr Ian Walker

Mr Rob Cassells

Mr Nik Thomas

Mr Mark Norman

Mrs Loraine Chalk

### **Staff Governors**

Mrs Lisa Perry

### **Clerk to the Governing Body**

Mrs Shirley Warbrick

## **THE PTA**

All parents and staff are members of the Parent Teacher Association. The PTA committee works hard organising a wide range of fund raising and social events to support the work of the school, and the proceeds from these events make an important contribution to school funds.

The committee is elected at the Annual Meeting each autumn. We are very grateful for the support of the parents – both those who serve on the committee and all those who support the events so generously.

You can contribute to the life of our school by becoming a member of the PTA committee. Please give serious consideration to this.

## **USE OF THE SCHOOL BY THE COMMUNITY**

Our excellent school facilities are available for hire for meetings and social events. The scale of hire charges can be obtained from the School Office.

## **TERM DATES**

### **Autumn Term 2015**

3 September to 18 December 2015

Half Term, 26 October to 30 October 2015

### **Spring Term 2016**

5 January to 24 March 2016

Half Term, 15 to 19 February 2016

### **Summer Term 2016**

11 April to 21 July 2016

May Day, 2 May 2016

Half Term, 30 May to 3 June 2016

**The School has 3 extra training days at their discretion – to be announced**

## SCHOOL STAFF 2014/15

|                             |   |
|-----------------------------|---|
| <b>Head Teacher:</b>        | Mr Paul Bryant  |
| <b>Deputy Head:</b>         | Mrs Lisa Perry / Mrs Maggie Webb                                  |
| <b>School Secretary:</b>    | Mrs Charlie Abrams  |
| <b>Finance Officer:</b>     | Mrs Julie Lambourne   |
| <b>Teaching staff:</b>      | Year R Miss Sarah French  |
|                             | Year 1 Mrs Maggie Webb<br>Mrs Anna Shepherd                       |
|                             | Year 2 Mrs Keeley Rayner<br>Mrs Clare Kerins                      |
|                             | Year 3 Mrs Elizabeth Nally  |
|                             | Year 4 Mrs Angela Butcher   |
|                             | Year 5 Mrs Sally Singh<br>Mrs Nichola O'Dell                      |
|                             | Year 6 Mrs Lisa Perry<br>Mrs Cath Slattery                        |
|                             | SENCO Mrs Laura Tuckwell  |
|                             | PPA Mrs Jane Sawcer   |
|                             | PPA Mrs Hayley Donnan   |
| <b>Teaching Assistants:</b> | Year R Mrs Pat Hollidge   |
|                             | Year 1 Mrs Chris Harvey<br>Mrs Carley Newman                      |
|                             | Year 2 Mrs Mary Goodman<br>Mrs Nicola Frost                       |
|                             | Year 3 Mrs Amanda Postle<br>Mrs Alicia Ilott<br>Mrs Loraine Chalk |
|                             | Year 4 Mrs Jane Cheung  |
|                             | Year 5 Mrs Suzanne Dakin  |
|                             | Year 6 Mrs Terisa Bridgeman                                       |

**Caretaker:**

Mr Andy Floate

**School Caterer:**

Mrs Fiona Duce

**Catering Assistant:**

Mrs Caroline Duce

Mrs Sheila Rixon

**Midday Supervisors:**

Mrs Helen Bonham