

# Pinvin Federation



“Inspiring Everyone to Excel”

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## **Information for Academic Year 2015/2016**

**Please keep this Handbook for your future reference.**

If there are any major alterations before your son or daughter joins us in September 2015, we will contact you.

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## ***Inspiring Everyone to Excel***

At St Nicholas C of E Middle School our vision is to unlock the potential of every child by providing an inspiring and memorable learning experience for all of us. We want our pupils to stand out by being confident, independent learners who are not afraid to take risks and are intrinsically motivated to be the best they can be.

### **Our Aims:**

- To provide a strong, safe, caring environment where **everyone** is valued and their opinion is always respected and listened to
- To create a culture of high expectations in all aspects of school life across the whole school community
- To consistently provide a creative, inspirational and balanced curriculum which promotes independent, memorable learning for all
- To stimulate a love of learning with an ethos where all success and achievement is celebrated, inspiring every pupil to exceed their potential
- To develop pupils' spirituality and moral values reflecting not only our status as a Church school but also the diverse nature of the community we serve

### **Collective Worship**

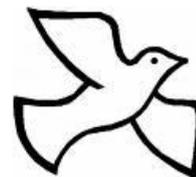


Collective Worship has an important, central role in the life of St Nicholas. It provides an opportunity for the whole school to come together and reflect on the core values of our shared life, and their relationship to the Christian faith. There is also particular opportunity for children to explore and enrich their own spirituality, without any pressure on them to subscribe to a particular religious or secular viewpoint. Collective Worship works in harmony with the school's wider vision of nurturing children in

body, mind and spirit, always respecting – and valuing – the uniqueness of each individual.

Collective Worship takes place each day and is usually – though not exclusively – Christian in character. Pupils are encouraged to lead and actively participate in Collective Worship and there are regular 'guest speakers' from a variety of different faith (and secular) backgrounds. There are particularly strong links with the local church and clergy.

A child may be withdrawn from RE and/or Collective Worship if his/her parents write to the Headteacher, explaining their reasons for wishing the child to be withdrawn.



### **Values Education**

A number of values have been chosen over the year and are presented through Collective Worship and class lessons/discussions. Classroom and year areas display the value of the month on leaves which link to the Main Values Tree in the hall. Current values include: Consideration, Sharing, Peace, Giving. A small Values Team – made up of pupils, has been formed who look at a range of school issues.



## **Equal Opportunity and Gender**

The School offers equal opportunity to all the children irrespective of social background, culture, race, gender, differences in ability and disabilities.

### **Equality Statement**

The School acknowledges its duties under the Equality Act 2010. The Equality Act 2010 introduces a single equality duty on public bodies which will be extended to include all protected strands - race, disability, sex, age, religion or belief.

We are committed to:

- Eliminating conduct that is prohibited by the Act,
- Advancing equality of opportunity between people who share a protected characteristic and people who do not share it,
- Fostering good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

### **Safeguarding Policy**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Safeguarding Policy and procedures in place. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy which is available on the school website.

Sometimes we may need to share information, and work in partnership with other agencies, when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first – unless we have reason to believe that such a move would be contrary to the child's welfare.



## Teaching and Support Staff

Effective September 2015

<b>Federation Staff 2015-2016</b>	
Mr Andrew Best	Federation Executive Headteacher
Mr Warren Bennett	Head of School Pinvin CE First School
Mr James Kehoe	Federation Deputy Headteacher (Y7 Form Tutor)
Mrs Sue Townley	Federation Business Manager
Mrs Cheryl Hooper	Federation Assistant Headteacher
Mrs Lynn Briers	Federation Assistant Headteacher Inclusion Leader and Lead SENCO (Y5 Form Tutor)
Miss Louise Newman	Federation Assistant Headteacher Mathematics Leader (Y6 Form Tutor)
Mrs Rebecca Chatterton	Federation Assistant Headteacher English Leader (Y6 Form Tutor)
Mrs Cath Francis	Science Leader STNMS (Y7 Form Tutor)
Mrs Nikki Marston	Art Leader STNMS (Y5 Form Tutor)
Miss Laura Smith	Humanities Leader STNMS (Y5 Form Tutor)
Mrs Carolyn Gemson	Design Technology Leader SNMS Forest School Lead Teacher (Y7 Form Tutor)
Mrs Helen Davey	Religious Education Leader STNMS (Y6 Form Tutor)
Mr Matthew Modley	Physical Education Leader STMNS (Y6 Form Tutor)
Mrs Clare Jones	Music Leader STNMS
Miss Sarah Darby	Class teacher (Y5 Form Tutor)
Miss Lisa Gorton	Class teacher (Y5 Form Tutor)
Mrs Becky Jones	Class teacher (Y7 Form Tutor)
Mr Thomas Pilling	Class teacher (Y4 teacher)
Mrs Sue Dickson	Class teacher (Y3 teacher)
Miss Rachel Boulter	Class teacher (Y2 teacher)
Mrs Jenna Greenfield	Class teacher (Y1 teacher)
Mrs Nichola Bennett	Class teacher (Reception) Forest School Leader
Mrs Julie Groves	Class teacher (Reception)
Mrs Natali Brown	Federation Specialist Inclusion Teacher
Mrs Tamsin Bowden	Specialist French Teacher SNMS (Y7 Form Tutor)
Mrs Rachael Baldwin	Local Authority Advisor Humanities Specialist (Teaching 1 afternoon per week)

Mrs Helen Pretty	Local Authority Inspector School Improvement Specialist (Teaching 1 afternoon per week)
Mr Steve Bauer	Specialist Tennis Coach (1 Afternoon per week)
Mrs Liz Clifford	Swimming and Games Teacher (Teaching 1 afternoon per week)
Mrs Sarah Traversa	Federation SENCO
Mrs Michele Brown	Learning and Behaviour Manager
Mrs Val Hunt	School Administrator
Mrs Anna Denne	School Administrator
Mr Jon Grubb	Federation Site Manager
Mrs Teresa Adams, Mrs Angela Hiam, Mrs Oksana Mormentyn, Mrs Sarah Pask, Mrs Elaine Powell, Mrs Amanda Rowberry, Mrs Alison Townsend	Teaching Assistants
Mrs Hannah Clay	Teaching Assistant – Design Technology
Mrs Rachel Cory, Mrs Jackie Ford, Mrs Mary Heeks, Mrs Emma Lonnen.	Lunchtime Supervisors
Mrs Jenny Ballard	Cleaner in Charge
Visiting Music Staff:	Mr Simon Grew – Clarinet Mrs Hilary Harris – Flute Mrs Helen Green - Oboe Mr Geoff Hawcutt – Violin Mrs Claire Darby – Voice Mrs Ruth Jones – Piano Mr Andy Teece – Guitar Mr James Booton - Drums

Many staff are qualified First Aiders.

## **Governing Body**

The Governors have overall legal responsibility for the management of the school. They operate as a corporate body and work strictly in accordance with legislative requirements.

With effect from September 2015 the school formally joined with Pinvin C of E First School to form the Pinvin Federation. Both schools remain independent, and are now governed by a single Governing Body.

The Federation Governing Body is made up of an amalgamation of the existing Governors from both schools, plus new ones that may be required. This includes representatives from The Diocese, Parent Governors, the Local Authority and Staff Governors. There are also be co-opted Governors from the community.

Please visit the school website for a full list of our current Governors.

Clerk to Governors: Mrs Sara Marklew.



<b>2015 – 2016 Academic Year</b>	
<b>Autumn Term 2015</b>	
Thursday 3 <sup>rd</sup> and Friday 4 <sup>th</sup> September	School closed for staff training
Monday 7 <sup>th</sup> September	School opens for Autumn term
Friday 23 <sup>rd</sup> October	School closed for staff training
26 <sup>th</sup> – 30 <sup>th</sup> October	Half term
Friday, 18 <sup>th</sup> December	Term ends
<b>Spring Term 2016</b>	
Monday 4 <sup>th</sup> January	School closed for staff training
Tuesday 5 <sup>th</sup> January	School opens for Spring term
15 <sup>th</sup> – 19 <sup>th</sup> February	Half term
Friday 24 <sup>th</sup> March	Term ends
<b>Summer Term 2016</b>	
Monday 11 <sup>th</sup> April	School closed for staff training
Tuesday 12 <sup>th</sup> April	School opens for start of Summer term
30 <sup>th</sup> May – 3 <sup>rd</sup> June	Half term
Friday 22 <sup>nd</sup> July	Term ends

### Absence from school

The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are exceptional circumstances.

### Staff Training Days

There are five days a year devoted to Whole School Professional Development. The focus of these days is on the areas of development identified in the School Development Plan and on the training required to implement national initiatives.



## General Information

St Nicholas C of E Middle School is a voluntary controlled school which was opened in 1976 as a purpose-built middle school catering for children aged 9 - 12 years. We cover National Curriculum years 5, 6 and 7. The children are organised into three year groups. Currently there are four mixed ability classes in each year all with their own class teachers.

The National Curriculum is planned in four Key Stages. These Key Stages are:

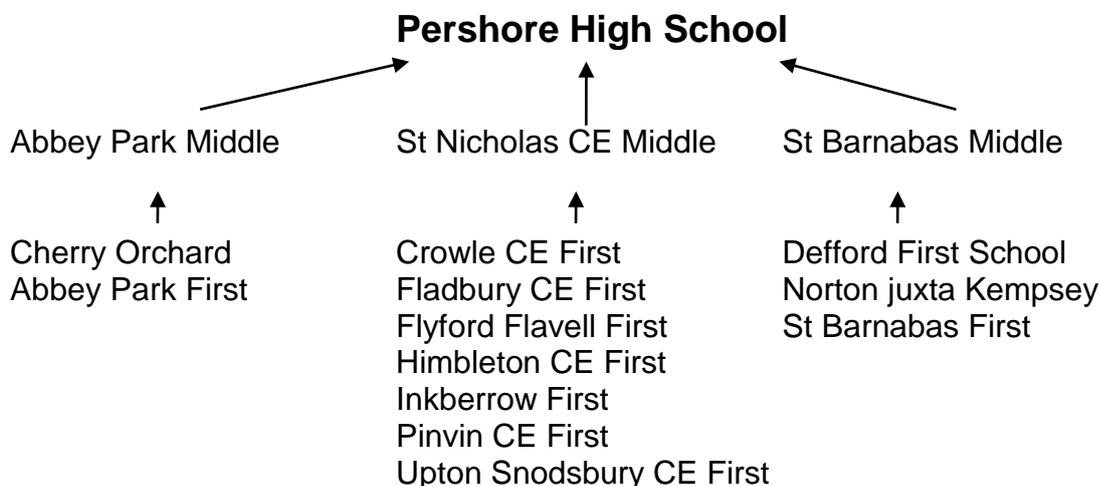
Key Stage 1 -	Age 5 - 7
Key Stage 2 -	Age 7 - 11
Key Stage 3 -	Age 11 - 14
Key Stage 4 -	Age 14 - 16

National Curriculum subjects are taught throughout the school and the work in each subject is co-ordinated by a Subject Leader.

Our approach is designed to progress the children from Year 5 being mainly taught by class teachers or the Year 5 team, through to Year 7 being taught by a wider variety of teachers, often in rooms other than the class bases. We have specialised areas for Science, Information Communication Technology, Technology/Art, Food Technology, Music and a Learning Centre/Library. All children have the opportunity to work in these areas.

Most subjects are taught in mixed-ability groups. The children are organised into groups for Mathematics. These groups are regularly reviewed to ensure that children are in the most appropriate one for their needs. We recognise the need to provide effective learning environments for all our children. In view of this we work hard to recognise and support all children with Special Educational as well as Gifted and Talented needs throughout the ability range. We have an Inclusion Manager (Lead SENCO), a Gifted and Talented Coordinator along with Teaching Assistants for every class to develop this work and support the children.

The school is the middle tier of the Pershore "pyramid".



Pupils from our feeder schools join us aged 9+. They stay with us until the age of 12+, when they transfer to a High School. Pershore High School is the "provided school". We enjoy very close liaison with our feeder First Schools, local Middle Schools and with Pershore High School.



## Admissions

As a voluntary controlled school, admissions to the school are the responsibility of the Local Authority.

Details of admission procedures are included in the Local Authority's Information for Parent's book available on the Worcestershire County Council website. Copies are also available on request from the Local Authority's School Admissions & Transfers section, telephone: 01905 766576.

When there are more applications than places, pupils are admitted based on the LA's criteria published in the Information for Parents book.



## New Entrants

New intake children have an opportunity to visit the school formally for two days in July to meet their new class teacher prior to joining us. The Headteacher visits the feeder first schools termly to talk to the children about the school and answer any questions. In addition to this, the Transition Leader and Inclusion Manager visit feeder first schools to meet the children to ensure a smooth transition to Middle School. In addition some pupils who previously attended feeder first schools will return to give a pupil perspective to Year 4 children.

After a few weeks at school the new children complete a small questionnaire to see if they feel they have settled in and first school staff have an opportunity to visit their former pupils at the middle school. Those that still feel uneasy or have concerns join a small discussion group, which they can attend as long as they wish to discuss any problems they have in settling. There is also the opportunity for parents to come in during our first settling in parents evening.





## Our School Day

Morning sessions	8.50am	The bell sounds 
	9.00am	Lesson 1
	9.55am	Collective Worship
	10.10am	Break
	10.25am	Lesson 2
	11.20am	Lesson 3
	12.15	Accelerated Reading Time
	12.45pm	Lunch break
Afternoon sessions	1.35pm	Registration
	1.40pm	Lesson 4
	2.35pm	Lesson 5
	3.30pm	End of School

Pupils are supervised on the playground from 8.30am. In wet weather, pupils are allowed indoors before school starts.



## Transport

The County provides daily coach transport between certain villages and school. This service is provided free of charge for pupils who live within the catchment area but more than three miles from the school. Parents of pupils who live within the three mile boundary may, if they so wish, apply for a "vacant seat" on the coaches. These journeys, provided subject to available room on the coaches, are payable by parents. Application forms are available from the school office. **Children are not allowed to travel on a bus for which they do not hold a bus pass.**

Some pupils are transported to and from school by car. Parents collecting children at the end of the afternoon session are asked to park considerately and not inconvenience our neighbours by blocking driveways and access points. We must ensure that the turning area provided for the coaches remains clear and the children can board safely.

Children are allowed to cycle to school, but the school cannot accept any responsibility for the child's welfare during their journey to and from school, or the loss or damage to bicycles left on school premises during the day



## School Meals

All children have the opportunity to have a school lunch every day. The meals are provided by Cygnet Catering and are of a very high standard, in line with healthy eating guidelines. Meals are ordered and paid for in advance from a varied and healthy rolling menu provided in advance, from which parents and children can choose. Each day there is a choice of two meals (at least one of them hot and at least one of them vegetarian) as well as a filled jacket potato option and then a choice of either a dessert or yoghurt with a selection of fruit always available as an alternative. Meals currently cost £2.15.

Children may bring packed lunches if preferred and eat them with those eating hot meals. All catering facilities are provided in accordance with a healthy eating policy. Our Tuck Shop serves healthy snacks during morning break. Children may, if they wish bring in a healthy snack for morning break time.

Free school meals are available, dependant upon which benefits are received by parents. If you think your child may be entitled to a free school meal please do ask for an application form from the School Office; even if the meal is not taken every day the school will benefit from additional funding for each child registered as eligible. Further details are available from the school office. Alternatively you can ring 01905 766182 to speak to Childrens' Services at Worcestershire County Council.



Any child who goes home for lunch is the responsibility of the parent. Children leaving school at lunchtime should return five minutes before the start of the afternoon session.

We believe that children of Middle School age need at least one hot meal per day. School meals are attractive, well prepared, nutritious and varied. Parents undecided about School meals are more than welcome to come to school to see the meals and try one if they wish.



## Drinking Water

All children are encouraged to bring a clear plastic 500ml water bottle fitted with a sports cap and clearly named, containing water only, to sip at regular intervals throughout the day. This is in addition to any other drink supplied at lunchtime and may be refilled from taps in school. Bottles should be brought home to be washed and refilled each night. Water bottles should be replaced on a regular basis to avoid bacterial contamination.



Jugs of water and cups are available free to all children at lunch time in the dining hall.



## School Photographs

The school photographer visits the school twice annually to photograph the children - usually in October to take individual photographs, then around May or June to take class and group photographs.



## School Security

The school reviews security on an ongoing basis in conjunction with the Local Authority. Security lighting has been installed at the side and rear of the building. A visitors' book and badge system is operated. All visitors must enter through the front door and report to the school office via the secure lobby area. The premises are alarmed outside school opening hours and side gates are locked after the morning bell.



## Dress Code and school uniform

All pupils should wear school uniform and follow the school Dress Code detailed below. If at any time parents have a problem or concern about any aspect of the Dress Code, they should contact the Headteacher who will be happy to discuss it.

### Jewellery - Watches and Earrings

1. One pair of stud earrings may be worn at the child's own risk, one in each ear. These should not be worn during any physical activities. Where this is unavoidable plasters should be brought into school **by the child** to cover the studs. No other earrings are permitted.
2. Watches should not be worn for any physical activities.
3. It is the responsibility of the child to look after their own watches and earrings. There is a "valuables box" into which the children can place their belongings during PE/Games.
4. The school accepts no responsibility for watches or earrings lost or damaged in school.
5. No other jewellery should be worn.

### General

1. Hair should be neat and tidy. Long hair should be tied back for safety and hygiene reasons.
2. Shirts and blouses should be kept tucked in (all year) and tidy.

## School Uniform

### Boys

Trousers or shorts		Dark grey or black tailored school trousers
Shirt	-	Plain pale blue
Pullover	-	Plain navy blue V neck, no stripe, pattern or hood
School Tie	-	Red with grey stripe available from the school office
Socks	-	Grey or black
Shoes	-	Black or brown school shoes, lace-up, velcro or buckle.

### Girls

Trousers	-	Plain navy blue or black, tailored school trousers
Skirt/Culottes-		Plain navy blue, standard length
Shirt	-	Plain pale blue
Pullover/cardigan		Plain navy blue V neck, no stripe, pattern or hood
School Tie	-	Red with grey stripe available from the school office
Socks	-	White, black or navy blue or navy tights
Shoes	-	Black or brown school shoes, lace-up, velcro or buckle – no “dolly style slip-ons”.

### Summer Term

- i) Girls may wear Summer dresses - blue and white check with or without collar - traditional school style.
- ii) Girls may wear blouses. Boys may wear short sleeved shirts or may roll up sleeves tidily.

### **Kit for PE/Games**

Navy Blue polo shirt	With collar and buttons, needed all year round
Navy shorts	Required all year round
House colour socks	for Autumn and Spring games lessons and Sports Day - available from the school office
Reversible Rugby/House Shirt	Navy Blue/House Colour - available from the school office
Gum shields and shin pads	Essential for all pupils during Autumn and Spring Games lessons (without such items pupils will not be able to participate in certain activities)
Studded boots	For Autumn and early Spring Games lessons when the field can be very wet.
Trainers	Needed all year round
Navy Joggers	Advisable for colder weather
White short socks	Optional for Athletics and Summer games only
Plain Swimming Costume/Trunks	Year 5 swimming.

For Gym/Dance all children work in bare feet, but if anyone has athletes foot/verruucas they must wear soft plimsolls.

Year 5 children will need an old clean shirt or apron to protect clothing in Art and Design Technology classes.

***It is absolutely essential that every item of children's clothing is named.***



## **Pupils' Property**

Although the school has stocks of writing implements, most pupils prefer to bring their own, and we would wish to encourage all pupils to equip themselves with the following:

- Pencil (HB)
- Cartridge pen or 'Berol' type fibre pen
- 30cm Ruler
- Eraser
- Coloured pencils
- Felt-tip pens
- Compasses, protractor, set square
- Pencil sharpener
- Calculator



## **Lockers**

All pupils have a locker in which to store their PE kit, coat and other school items. Valuables should not be left in lockers.



## **Money and valuables**

Children will not normally need to carry large sums of money around with them during the school day, but if, for some reason they have to, it is essential they keep it with them in a named purse or wallet, preferably attached. Boys wallet chains must be of a sensible length.

When money is requested for trips, visits etc it should be paid using the online electronic payments facility via the school web site. You will be provided with your child's PIN number in September.

If mobile phones are brought into school we cannot take any responsibility should they be mislaid. Any mobile phone which is brought into school should be handed into the school office at the beginning of the day and collected at home time. No other valuable items should be brought into school ie, electronic games, ipods etc.





## Lost Property

When clothing or property is lost, the pupils should notify a teacher as soon as the loss is noticed. Every effort will then be made to recover the property. This task is made much easier if **ALL** property is clearly labeled with the child's name. However, we cannot accept responsibility for the loss of clothing, jewellery or anything brought into school. At the end of each half term we send any unnamed/unclaimed items to a charity shop as we do not have the facilities to store large amounts of unclaimed items. Items which come into lost property will immediately be returned to the child, provided that these items have been **clearly named**.



## Charity and fund raising

We are very proud of the efforts that we make in raising money for charity. We have supported the following during this year:

*Christian Aid, Pershore Food Bank, Guide Dogs for the Blind, Breast Cancer Care, British Legion Poppy Appeal, Scope.*



## Extra curricular activities

Pupils enjoy the opportunity to get involved in a wide range of extra-curricular activities. Many clubs take place during lunchtimes, others take place after school. A list of clubs which are operating is circulated during the Autumn term and is also available on the school website.

Pupils have the opportunity to compete in sporting activities, either inter-house matches or against other schools. The culmination of the school sporting diary is Sports Day towards the end of the Summer Term. Parents are encouraged to come along to support all extra-curricular sporting activities.

Pupils also have the opportunity to take part in performances in Dance, Drama or Music to which parents are invited. For some of these events it is necessary to charge an entrance fee, which is used to cover the costs of production.

This year, Year 7 pupils are putting on "Shakespeare Rocks" at the No 8 Community Venue in Pershore, which is a professional venue with tiered seating.





## **Sex Education Policy**

The Governors and staff have formulated a Sex Education policy which may be viewed on request. The bulk of this topic is taught in Year 7 and our approach and syllabus reflect current thinking and legislation.



## **Special Educational Needs (SEN)**

It is the aim of the School that pupils with Special Educational Needs are identified and supported. A whole school approach that involves differentiation, group work, setting and in-class support ensures pupils are able to access the National Curriculum at appropriate levels.

The School values its relationship with the support services and is aware of the revised County Code of Practice for Pupils with Special Educational Needs. Dialogue with parents is welcomed and their support requested in order that the requirements of The Code can be fully implemented.



## **Behaviour**

Please see the School Website for our School Policy on Positive Behaviour.



## **Educational Visits**

The Headteacher and staff regard educational visits as playing a highly important role in enhancing the education of the children, and several such visits are organised each year.

In order to cover the cost of educational visits, it is necessary for us to ask for voluntary contributions from parents.

There is no obligation for parents to contribute and no pupil in the group may be excluded if his/her parents decline to do so. However, school funds cannot afford to subsidise educational visits. Thus, for visits to go ahead, we need parental support. A fuller statement on charging policy is available on the school website.

Year 5 pupils have visited Worcester Cathedral, Year 6 had a visit from the Hobgoblin Theatre Group and Year 7 were visited by the Young Shakespeare Theatre Company. These trips enhance and support the work we do in school.

## Home/School Communication.



### **Absence from school**

The school considers that all absences from school are disruptive to a child's education. Absences should be kept to a minimum in order to maximise children's potential. Parents are asked to notify the school, either in writing, by telephone or e-mail, of any absence known in advance. Request forms for leave of absence during term time are available from the school office. These should be completed and returned to the office 6 weeks in advance.

The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Executive Headteacher will decide if there are exceptional circumstances.

If a child has a medical or dental appointment during the school day, please inform the school in writing, by e-mail or telephone. For reasons of safety, no child will be allowed out of school without prior arrangement and without being collected by a parent.

Parents are asked to inform the school of reasons for absence through illness on the first day of the absence, before 9.30am. This can be done by message, telephone or e-mail. We will follow up any unexplained absences by telephone after 9.30am. This is essential as we are now required to distinguish between "authorised absences" and "truancy". Truancy is defined as absence from school without authorisation or explanation. Any prolonged and unexplained absence will be followed up by the School Welfare Officer.

We pride ourselves on our low level of unauthorised absence. The figures for the year 2013/2014 were as follows:

Total number of registered pupils	-	323
Percentage of half days missed through authorised absence	-	3.4%
Percentage of half days missed through unauthorised absence	-	0.5%



### **Change in Personal Details**

Parents are asked to verify a Data Checking Sheet before their child starts school. This gives details about the children and emergency contacts.

Any change in these details (address, telephone number, parents' place of work etc.) should be notified to the school as soon as possible.

We make full use of a text messaging service; to enable us to communicate with you using this communication, please keep us up-to-date with your mobile phone number.



## Messages

To keep interruptions to lessons to a minimum, parents are requested to ensure that any arrangements necessary are made before the child comes to school. It can be difficult to pass messages onto pupils during the school day, particularly if they are participating in outdoor games.



## Medical

Parents are asked to inform the school, in writing, of any relevant medical details which may affect their child at school. Where the condition is significant, ie Diabetes, Anaphylaxis, Attention Deficit disorder, an individual care plan will be drawn up involving all parties, eg parents, medical professionals and school staff.

Our school will take reasonable steps to store medicines in the medical room and will make them available to children. There are, however, no legal or contractual requirements for staff to administer medication. If children cannot manage, parents will be offered the facility of coming in to school. If this is not possible, first aid staff may volunteer to help. Antibiotics should, if possible, be of the "three" dose type so that all doses can be administered at home, ie breakfast, tea time and bedtime.

Children requiring any prescribed medication during the day must bring a letter from their parents. This should include:

- Child's Name
- Dosage
- Times of Doses

It is the responsibility of the child to remember about their medicine.

No member of school staff will provide medicines of any kind to a child.

Asthma – Parents/Carers should complete the school's Asthma Registration Form. Children should keep asthma inhalers with them in case of urgent need. A spacer is available for use during an asthma attack.

Children who fall ill during the school day and are too ill to remain in class should sit in the medical room. If no improvement is made parents will be contacted and asked to collect them. If parents are unavailable, children will remain in the medical room and will be monitored by office staff. For further information please see our Procedures for Handling and Administering Medicines in School document on the school website.



### **Newsletter (Pinvin Post)**

The school produces a newsletter called 'Pinvin Post' to keep parents informed about various aspects of school life. This is written predominately by the children. We aim to produce a 'Pinvin Post' each half-term, which is circulated to all parents via 'pupil post'. The newsletter is also posted on the school website.



### **Procedures for parents to contact school**

We believe that children's education can be greatly enhanced through an open, and mutually supportive partnership between the school and parents. As we are dealing with your child's future it is important that you have the opportunity to talk to us about the work of the school. If parents have any problem or concern about any school issue, they should not hesitate to contact us. Initially this should be through the class teacher who can be contacted via the school office.

The Headteacher welcomes parental contact by letter, e-mail, telephone or in person. If you should wish to come and see us, it is helpful to arrange an appointment.



### **Parents' Evenings and Reports**

Parents will have the opportunity to discuss their child's progress with class and/or subject teachers during each academic year during parental consultation evenings. Parents' Evenings operate on an appointment system.

Parents will also have the opportunity to see the school in action during an Open Day and Evening, usually held in the Autumn term.

A report on each pupil will be issued during the Summer term. Reports provide parents with both details of their child's progress at school during the relevant academic year, and details of the work studied. It will also highlight any areas for development. In Year 6 the pupils will also receive a report of their Statutory Assessment Test results.

Pupils will also receive a summative report at the end of the Autumn and Spring term, detailing attainment in core subjects.

As an addition each year group will run termly "time to talk" sessions. These are informal sessions where parents have the opportunity to see their child's books, chat to the teacher and enjoy a cup of tea and biscuit. We actively encourage as much contact between home and school as possible to help strengthen the partnership between us to make your child's experience as positive as possible.



## Friends of St Nicholas CE Middle School

The school has a very active "Friends" Association. This association furthers the close links between the staff, parents and the community. It also performs a tremendous service in raising money through various fund raising social events. This money is used to purchase equipment and facilities for the benefit of the children, equipment which would not normally be provided by the Education Authority.

The 'Friends' have their Annual General Meeting in September. Committee members are elected and parents representing children from all the catchment villages are urged to become members of the 'Friends' Committee. It is appreciated that it may not be possible to commit to being a committee member but there is a very active "helpers" group who become involved for specific events. If you feel you would like to be involved at either level, please contact the School Office.

Many and varied social and fund-raising activities are organised by the Committee each year, including half-termly discos which all pupils can attend. There is also the ever popular Prize Bingo, School Bake Sales, a Quiz and Pinvin's Got Talent. All parents with a child at the school are automatically members of the 'Friends' and are urged to take an active role and to support the Association's activities.



Thanks to the previous efforts of our "Friends" Association, we are the proud owners of a mini bus.

"Friends" have also purchased ipads and covers, a large supply (£1500) of book sets to support Literacy, funded our reward scheme and a classroom projector.

In addition the "Friends" also support the school by lending a helping hand on trips and serving refreshments at events etc.

## COMPARATIVE REPORT

These tables show the percentage of Year 6 pupils achieving each level in 2014, compared to national end of Key Stage 2 Teacher Assessment Levels and Test Results for 2013.

The number of eligible children is: 112.

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENTS											
		Percentage at each level									
		W	1	2	3	4	5	6			
English	School	0	0	3	12	51	35	0		D	A
	National	1	1	2	10	48	37	1		0	0
Mathematics	School	0	0	3	12	39	36	11		0	0
	National	1	0	2	10	45	36	6		0	0
Science	School	0	0	0	10	54	37	0		0	0
	National	1	0	2	10	50	38	0		0	0

TEST RESULTS										
		Percentage at each level								
		B	3	4	5	6				
Grammar Punctuation & Spelling*	School	4	15	25	53	3		N	A	
	National	3	20	26	46	2		0	0	
Reading	School	4	5	33	57	1		0	0	
	National	3	8	41	44	0		2	0	
Mathematics	School	3	12	43	32	11		0	0	
	National	3	11	44	35	7		1	0	

## **PRIVACY NOTICE TEMPLATE**

for

*St Nicholas C of E Middle School*

### **Privacy Notice - Data Protection Act 1998**

We **St Nicholas CE Middle School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, the local authority and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details (including the name and address of your parents / carers), national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

*We will not give information about you or your parents/ carers to anyone outside the school without your consent unless the law and our rules allow us to.*

We are required by law to pass some information about you and your parents/carers to the Local Authority, this is to ensure that the Local Authority can meet its statutory duty with Central Government.

We are required by law to pass information about you to the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact **Mrs S Townley, Mrs A Denne or Mrs V Hunt.**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://worcestershire.whub.org.uk> and use the search function to look up privacy notices.

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20odata%20on%20pupils%20and%20children.doc>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

PN1-DfE (2012-10) 2

- Performance Development Team

Worcestershire County Council

Children's Services

County Hall

Worcestershire County Council

WR5 2YA

Email: [dprice@worcestershire.gov.uk](mailto:dprice@worcestershire.gov.uk)

Telephone: 01905 822067

- Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288