

Pinvin Federation



"Inspire – Discover - Achieve"



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Information for Academic Year 2018/2019

Please keep this information for your future reference.

If there are any major alterations before your son or daughter joins us in September 2018, we will contact you.

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Inspire - Discover - Achieve

Our Vision and Aims

The Federation of Pinvin First and St. Nicholas Middle Schools will become the community's school of choice. It will be a centre of excellence, providing a child-centred education in which all pupils flourish, learn and develop to the best of their abilities and to the highest possible standard. Our motto is that 'Together we inspire, discover and achieve'. Through this approach all our pupils will be made ready for the next stage of their educational journey. On leaving the Federation they will have the knowledge, skills and degree of personal development they need in order to succeed as life-long learners.

On an annual basis we share our Vision and Aims, as a community school through a special Collective Worship that marks the significance and diversity of the Federation family.

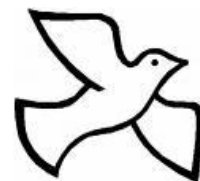
Collective Worship



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A child may be withdrawn from RE and/or Collective Worship if his/her parents write to the Executive Headteacher, explaining their reasons for wishing the child to be withdrawn.



Values Education

A number of values have been chosen over the years 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: Responsibility, Agape (Love), Truthfulness, Peace, Trust, Friendship (Kononia). A small Values Team, made up of pupils, has been formed to look at a range of school issues.

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 and carers first – unless we have reason to believe that such a move would be contrary to the child's welfare.



Federation Staff

Executive Headteacher: Mr Stephen Payne (September 2018)

Head of School: Pinvin CE First School (*Federation Teaching, Learning & Assessment lead*): Mrs Rebecca Chatterton

Head of School: St Nicholas CE Middle School (*Federation Inclusion, Pastoral, SEND and Safeguarding Lead*): Miss Natalie Rushton

Reception	Teaching Personnel: Mrs Clare Kilby and Mrs Julie Groves
Year 1	Teaching Personnel Mrs Jenna Greenfield and Mrs Ellie Tudge
Year 2	Teaching Personnel: Mrs Olivia Sanders <i>(Mrs Nichola Bennett will join Mrs Sanders on a job share basis on her return from maternity leave)</i>
Year 3	Teaching Personnel: Mrs Keziah Greenstreet <i>(Mrs Rachael Bowkett will assume responsibility for the class on her return from maternity leave).</i>
Year 4	Teaching Personnel: Miss Louise Newman (Assistant Headteacher) and Mrs Joanne Coote
Year 5 Team	Teaching Personnel: Form Tutors Mrs Laura Barker Ms Amanda Screen Miss Sophie Williams Miss Lucy Smith
Year 6 Team	Teaching Personnel: Form Tutors Mr Alan Dodson (Assistant Headteacher) Mrs Helen Davey Miss Kerri-Anne Smith Miss Lisa Gorton Part-time teachers Mrs Cath Francis Mrs Natali Brown

Year 7 Team	Teaching Personnel: Form Tutors Mrs Cheryl Hooper (Assistant Headteacher) Miss Charlotte McSwiney Mr Rob Hughes and Ms Sarah Darby Mr Jim Kehoe and Ms Tamsin Bowden
Federation HLTAs	Mrs Michele Brown (Pastoral and SEND) Mrs Lian Smith (Learning Mentor) Mrs Helen Zaynchovsky (SEND and Attendance support) Mr Tom Keogh (Sports Coach)
Teaching Assistant Team	Mrs Teresa Adams Mrs Sarah Pask Ms Sharon Edwards Mrs Amanda Rowberry Mrs Jaimie Roberts Mrs Elaine Powell
Admin Team	Mrs Sue Townley Mrs Anna Denne Mrs Belinda Watkins Mrs Valerie Hunt
Midday Team	Mrs Rachel Cory, Mrs Diane Smith, Mrs Mary Heeks, Mrs Jackie Ford, Mrs Michelle Lewis (Lead First Aider)
Site Manager	Mr Jon Grubb

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 2014 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. Since April 2017, the schools have joined the wider family of the Diocese of Worcester Multi-Academy Trust (DOWMAT).

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 and Staff Governors. There are also co-opted Governors from the community.

Please visit the school website for a full list of our current Governors and their roles and responsibilities and of our role in the DOWMAT.

Chief Executive Officer of DOWMAT: Claire Davies

Joint Chair of Governors: Mr Nick Watkins and Mrs Alison Cartwright

Clerk to Governors: Mrs Sara Marklew

Academic Year 2018 - 2019	
Autumn Term 2018	
Monday 3 rd and Tuesday 4 th September	School closed for staff training
Wednesday 5 th September	School opens for start of Autumn term
29 th October to 2 nd November	Half term
Friday 21 st December	Term ends
Spring Term 2019	
Monday 7 th January	School closed for staff training
Tuesday 8 th January	Term Begins
18 th to 22 nd February	Half term
Friday 12 th April	Term ends
Summer Term 2019	
Monday 29 th April	Term begins
27 th to 31 st May	Half term
Monday 3 rd June	School closed for staff training
Friday 19 th July	Term ends
Monday 22 nd July	School closed for staff training

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.





Our School Day

2018 - 19 School Day Pinvin Federation

Time	First School YR to Y4		Time	Middle School Y5 to 7	
8:55	Registration and Maths		8:50	Registration and Maths	
9:00	Reading / Phonics		9:00	Reading into writing session	
9:35	Lesson 1		9:35	Lesson 1	
10:25	Break time		10:25	Break time	
10:40	Lesson 2		10:40	Lesson 2	
11:30	Brain break		11:30	Brain break	
11:35	Lesson 3		11:35	Lesson 3	
12:25	Federated Lunch time		12:25	Federated Lunch time	
1.20	Registration		1:20	Registration	
1:25	Lesson 4	1:25 Thursday: Collective Worship House	1.25	Lesson 4	1:25 Thursday and Friday: Collective Worship
2:15	Lesson 5	2:15 Thursday: Lesson 4	2:15	Brain break	1.45 Thursday and Friday: Lesson 4
2:55	Collective Worship	2:40 Thursday: Lesson 5	2:20	Lesson 5	2:35 Thursday and Friday: Brain break
3:15	End of the School Day		3:10	Collective Worship	2:40 Thursday and Friday: Lesson 5
			3:30	End of the School Day	

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, or outside the catchment area, 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. Applications should be made online on the Worcestershire.gov website. ***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. There is a cycle rack at the front of the school.



School Meals

All children have the opportunity to have a school lunch every day. The meals are provided by Chartwells Catering and are of a very high standard, in line with healthy eating guidelines. Meals are ordered and paid for online using the link from the Federation website. They are ordered 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 or baguette option there is always a salad bar and bread available. To follow a choice of either a dessert or yoghurt with a selection of fruit always available as an alternative. Meals currently cost £2.30.

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, prices range from 35p to £1. Children may, if they wish, bring in a healthy snack for morning break time.

Free school meals are available, dependent upon which benefits are received by parents. If you think your child may be entitled to a free school meal please do ask the School Office staff; even if the meal is not taken every day the school will benefit from additional funding for each child registered as eligible.



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 afternoon school.

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. Security lighting has been installed at the side and rear of the building. An electronic entry system 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 (shoulder length) 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 to purchase 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 Revere neck 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	Optional - advisable for colder weather
Navy Sports Leggings	Optional
White short socks	Optional for Athletics and Summer games only
Plain Swimming Costume/Trunks	if taking swimming lessons in Year 5.

For Gym/Dance all children work in bare feet, but if anyone has athletes foot/verruca 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.



Pupils' Property

Although the school has limited stocks of writing implements, we would ask that all pupils equip themselves with the following stationery:

- 2 rollerball/fountain pens (black or blue ink)
- Red pen (rollerball rather than biro)
- Pencil
- 30cm ruler
- Rubber
- Sharpener
- Protractor
- Highlighter
- Whiteboard pen (and rubber if possible, jaycloth works just as well!)
- Glue stick



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, Phones 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.

If mobile phones are brought into school we cannot take any responsibility should they be mislaid. A mobile phone contract will need to be completed by parents and carers before a phone is brought to school. Any mobile phone which is brought into school should be placed in a box in Reception the beginning of the day. The box will be stored in the school office during the day. Children can collect their phone



from outside the office at the end of the day. Use of mobile phone by pupils on the school site are considered an e-safety breach and taken very seriously by the school. 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, jewelry 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/lost property. Items which come into lost property will be returned to the child, provided that these items have been **clearly named**.



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 will also be available on the school website. After school clubs require a signed permission slip available from the club organizer.

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.

We aim to offer every child the opportunity to participate in a residential visit during Year 5 and Year 7.

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 “Robin and the Sherwood Hoodies” at the No 8 Community Venue in Pershore, which is a professional venue.



School offers peripatetic music lessons supplied by Severn Arts and a range of private music teachers. Further information is available from the school office.



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 (SEND)

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 works in conjunction with 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. Please see the school website for further information.



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 role in enhancing the education of the children, and visits are organized each year which support the curriculum.

In order to cover the cost of educational visits, it is sometimes 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 budgets cannot always afford to fund educational visits. Thus, for visits to go ahead, we sometimes need parental support. A fuller statement on charging policy is available on the school website.

Year 5 pupils have visited The Commandery, Year 6 went to the Dudley Canal Trust museum and Year 7 were visited by the Young Shakespeare Theatre Company. This year, these visits were paid for from the school budget

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. We ask that these circumstances are made explicit in the application.

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 or carer.

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 sustained poor attendance or prolonged and unexplained absence will be followed up by the Education Investigation Service.



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 email and text messaging services to enable us to communicate with you using these communications, please keep us up-to-date with your current mobile phone number and email address.



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, it interrupts lessons and is particularly difficult 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, an individual care plan will be drawn up involving all parties, eg parents, medical professionals and school staff.

Administration of Medicine in School - The School will not give your child medication unless you complete and sign the Administration of Medicine in School form and the Executive Headteacher / Head of School has agreed that the school's First Aiders can administer the medication.

The school will only administer medications prescribed by a GP, and carrying a pharmacist label, when dosages mean medicine is required during the school day. (Whenever possible, medicines should be administered by Parents/Carers outside school hours).

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/carers will be contacted and asked to collect them. If parents/carers 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.



Newsletters (Pinvin Matters and FedEx) and School Correspondence

All general letters are emailed home and placed on the Federation website under “Letters to Parents” please check this regularly if you feel you may have missed a letter. This is the link: <https://www.tpfos.co.uk/letters-to-parents/middle-school>

The school produces newsletters called 'Pinvin Matters' and “FedEx” to keep parents informed about various aspects of school life. We aim to produce a ‘Pinvin Matters’ each half-term, which is circulated to all parents using email and ‘pupil post’. The newsletter is also posted on the school website. The Federation also produces a monthly newsletter entitled the Fed-Express, this provides regular updates and is colour coded for information relating to each school.



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 and Carers will have the opportunity to discuss their child's progress with class and/or subject teachers during each academic year during parental consultation evenings. Parent Consultation appointments can be booked on an online system using the link from the Federation website.

A short, mid-year report for the core subjects will be handed to parents at the Parent Consultation evenings around February half term. This will give a projected end of year assessment in the core domains (*Reading; Writing; Grammar, Punctuation and Spelling and Mathematics*) and a target for each of these domains for your child to focus on in the second half of the year. At the end of the summer term you will receive a more detailed report which outlines attainment in all subjects across the curriculum as well as assessing children more holistically (i.e. their ability to work cooperatively, their resilience in learning or their involvement in wider school life). In Year 6 the pupils will also receive a report of their Statutory Assessment Test results.

At the start of the academic year we hold “meet the teacher” sessions. These are informal sessions where parents have the opportunity to see chat to the teacher, look at early work carried out 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 varied social and fund-raising activities are organized by the Committee each year, including half-termly discos which all pupils can attend. There is also the ever popular Chocolate 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.

"Friends" have also purchased the new outdoor play and sports equipment, kitted out the new Library with furniture, IT equipment and other items, funded our reward scheme for epraise and purchased a Gazebo for Sports Day shade.



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

