



Pinvin C of E First School

“Inspire – Discover - Achieve”



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Information for Academic Year 2019/2020

Please keep this information for your future reference.

If there are any major alterations before your child joins us in September 2019, we will contact you.

CONTENTS

Welcome and Vision Statement:

Our Vision and Aims
Collective Worship
Values
Equality Statement
Safeguarding Policy
Staffing Overview – Teaching and Support Staff
The Governing Body

General Information:

Term Dates
School Day
Transport
School Meals
School Milk
Drinking Water
Photographs
Security
School Uniform
Dress Code
Lost Property
Extra-Curricular Activities
Special Educational Needs
Behaviour
Educational visits

Home/School Communication:

Absence from School
Change in Personal Details
Medical Details
Messages
Procedures for Contacting School
Parents' Evenings and Reports



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 Pinvin First. 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

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: 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.

Staffing Overview – Teaching & Support Staff

Executive Headteacher: Mrs Judith Tinsley
Head of School: Mrs Rebecca Chatterton

Senior Leadership Team	Mrs Sandra Jennings (Head of St Nicholas Middle School) Mr Alan Dodson (Assistant Head Teacher) Mrs Cheryl Hooper (Assistant Head Teacher) Miss Louise Newman (Assistant Head Teacher) Mrs Niki Smith (Federation Business Manager)
Reception Team	Mrs Clare Kilby and Mrs Julie Groves
Year 1 Team	Mrs Jenna Greenfield and Mrs Nichola Bennett
Year 2 Team	Mrs Olivia Sanders and Mrs Clare Hames
Year 3 Team	Mrs Rachael Bowcott and Mrs Ellie Tudge
Year 4 Team	Miss Louise Newman and Mrs Jo Coote
Teaching Assistant Team	Mrs Gail Prudden Mrs Jayne Gibbs Mrs Julie Griffiths Mrs Emma Lonnen Mrs Jane Rushen Mrs Angela Hiam
Admin & Finance Team	Mrs Belinda Watkins (Finance) Mrs Sue Townley Mrs Anna Denne Mrs Amanda Freaney
Midday Team	Mrs Becky Brain, Miss Melissa Hall (First Aid Lead), Mrs Angela Hiam
Learning Mentor	Mrs Kerry Sinnett
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 St Nicholas C of E Middle 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: Mrs Claire Davies

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

Clerk to Governors: Mrs Sara Marklew.

Our School Year (2019-2020)

Autumn Term 2019

School closed for staff training
Term begins
School closed for half term
Term ends

Monday 2nd & Tuesday 3rd September
Wednesday 4th September
28th October to 1st November
Friday 20th December

Spring Term 2020

School closed for staff training
Term begins
School closed for half term
Term ends

Monday 6th January
Tuesday 7th January
17th to 21st February
Friday 3rd April

Summer Term 2020

Term begins
Bank Holiday
School closed for staff training
School closed for half term
Term ends
School closed for staff training

Monday 20th April
Friday 8th May
Friday 22nd May
25th to 29th May
Friday 17th July
Monday 20th July

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. Children are not in school on these five days.

Our School Day

8.45am	Gates open
8.55am	Bell rings – line up for registration
9.00am-12.25pm	Collective worship/morning lessons
12.25-1.20pm	Lunch
1.20-3.15pm	Afternoon lessons (2.45pm “Gold Assembly” on Fridays)

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, subject to available room on the coaches, are payable by parents. Applications should be made online on the www.worcestershire.gov.uk 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, garages and access points. We must ensure that the turning area provided for the coaches remains clear and the children can board safely. Please do not park in the staff car park.

School Meals

All children can have a school lunch every day. Meals are ordered and paid for online (via ParentPay) using the link from the school 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 option and baguette. 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 children in Reception up to Year 2 are eligible for Universal free school meals. Parents should still go online and order the meals (although no payment is required). Free school meals (across all years) 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 being eligible.

School Milk

Children under five are eligible for free school milk. If your child is over five, you can register and pay online at www.coolmilk.com (alternatively, please ask at the office if you would like your child to have milk).

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 and drinking fountains 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 (at the Middle School entrance) 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.

Our School Uniform

All children are required to wear our school uniform. All uniform is available (either online or in store) from **Kitz UK** in Malvern or **The School Shop** in Evesham. You can also purchase generic uniform items from most sports shops, supermarkets or large department stores.

Uniform (All):

- Sky blue polo shirt
- Maroon sweatshirt or cardigan with school logo
- Black flat school shoes

Girls:

- Navy skirt, pinafore or trousers
- Navy tights / white or navy socks
- Summer dresses optional in the summer term

Boys:

- Dark grey trousers or shorts
- Grey or black socks

PE Kit:

- White round-neck T shirt
- Navy shorts
- Black plimsolls

- Blue baseball cap in summer / navy joggers in winter
- No jewellery except for one pair of stud earrings only (removed for PE or tape sent in to cover them); shoulder length hair to be tied back.

Dress Code

All pupils should 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 PE activities.
3. The school accepts no responsibility for watches or earrings lost or damaged in school.
4. No other jewellery should be worn.

General

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

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 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 at the start of each term and will also be available on the school website.

Pupils can compete in sporting activities, either inter-house matches or against other schools. The culmination of the school sporting diary is Sports Day at the end of the summer term.

We aim to offer every child the opportunity to participate in a residential visit during Year 4.

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.

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 in writing or by telephone (01386 554196) or e-mail (office@st-nicholas.worcs.sch.uk) 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 authorised, 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 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.**

If your child is unwell then he/she should be kept at home until fit to return. **If your child has sickness or diarrhoea, please keep them at home until 48 hours after the last episode.**

Change in Personal Details

Parents are asked to complete data forms before their child starts school. These give 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, so please keep us up to date with your current mobile phone number and email address.

Medical Details

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 Healthcare Plan will be drawn up involving all parties (e.g. parents, medical professionals, class teacher or Special Educational Needs Coordinator).

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).

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.

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 (e.g. notifying school of a change in person collecting the child at the end of the day, or early pick up for a medical appointment). 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.

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 in advance.

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. Parents' Evenings operate via an online booking system using the link from the Federation website.

A mid-year progress and attainment update will be shared in February and a detailed report on each pupil will be issued during the summer term. Reports provide parents with details of their child's progress at school during the relevant academic year; they will also highlight any areas for development. Year 1 parents will be issued with their child's score in the Statutory Phonics Screening Tests. In Year 2, the pupils will also receive a report of their Statutory Assessment Test results.

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.