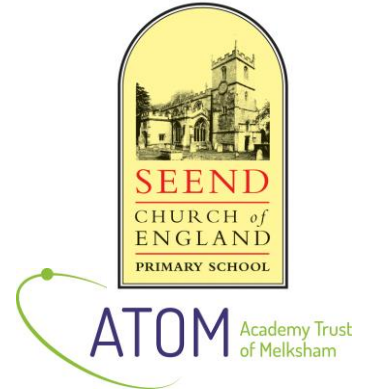




Seend C. of E. Primary School,
School Road, Seend,
Melksham, Wiltshire.
SN12 6NJ
01380 828334
www.seendschool.com
admin@seend.wilts.sch.uk

Head Teacher: Mrs Jackie Chalk

Where children feel inspired



2016/2017

Dear Parents / Carers,

When your child starts school there is so much information to take on board and remember. What should your child wear, what is the school policy on absence, what does the school do about homework etc? This handbook is designed to help. It has information on a whole host of stuff that at some point in the future you will want to know, even if you don't realise it now!

Over the coming months and years, further information and updates will come your way, and this folder should be a handy place to keep all that information together in one place; you never know when it will come in handy!

If you want to know something and it is not covered in this handbook, then please try our website. It is our aim to continually update it with useful links to a whole host of information that will help you, as and when the time comes; links to homework guides, useful information regarding healthy lunches and internet safety to name but a few. If you still can't find what you are looking for then please contact the school to ask.

Try not to be overwhelmed by all the information that is coming your way and above all, do your best to enjoy your child's early stages at Seend Church of England Primary School.

Kindest regards,

Jackie Chalk
Head Teacher

Our Mission Statement

“Seend Church of England Primary School will provide a happy, caring, family environment where children feel inspired. We know that every child matters – whatever their skills and abilities, whatever their background and whatever their aspirations. Belonging to a safe and nurturing community, founded on strong Christian values, children will develop an array of skills that will equip them to meet the challenges of our ever changing world and to make their own positive contribution to our global society.”

School Organisation:

Holly Class	Reception / Year 1
Oak Class	Year 1 / 2 (Key Stage 1)
Chestnut Class	Year 3 / 4 (Lower Key Stage 2)
Sycamore Class	Year 5 / 6 (Upper Key Stage 2)

School starting and Finishing Times

Breakfast Club (Early birds)	From 8:00
Bus children start to arrive:	From 8:25
Other children arrive:	8:40
Learning starts:	8:45
Morning Break:	10:30 – 10:45
Lunch Time:	12:00 – 1:00
End of Day:	3:00
After school club (Night Owls)	3:00-5:00

Dropping off and picking up

The school encourages sustainable forms of travel where possible and requests that children walk, cycle (with an accompanying adult) scooter and car share. The school car park is for the use of staff and visitors on official business during the school opening hours. We ask that parents do not use or block the entrance to the school car park when picking up / dropping off pupils. Children must not use the car park to enter or exit the school. We also request that parents do not use the bus pull-in at the front of the school which is reserved for the bus and the taxi.

The Seend Shuttle Community Bus provides transport to school in the morning for children living in Bowerhill and Seend Cleeve. This is a private arrangement between the community mini-bus committee and the parents of the children who use the service. If you would like to find out more please contact Robin Thornton on 07725 105398

Parents bringing their children to school should enter and leave the school building through the hall doors which will be opened at 8:35 and locked again at 8:45. If on leaving, the hall door is locked, please use the main reception door.

We ask that all children should be in their classroom by 8:45 each day, which is when the morning register is taken. Children who arrive after this point are marked late in the register. We also request that children are collected promptly at the end of the school day / after a

club. If you are unavoidably held up, please contact the school so that we can arrange supervision of your child until you arrive. It is important that we know who the regular adult is that will be picking your child up and that we are informed by you if there is any change to this arrangement. Your child's safety is paramount.

If you wish your child to go home on their own, it is important that the school are informed of this. Children who are not collected on time should wait in the library and must tell a member of staff when an adult comes to get them.

Absence / Attendance

If your child is ill and not well enough to attend school, then please contact the school by 9:00 a.m. to inform us.

We ask parents to try not to make medical / dental appointments during school time if this can be avoided.

If you are not sure if your child should attend school then please bear in mind that following any bout of sickness or diarrhoea, your child should remain absent for 48 hours after the last bout. This is to make sure they are fit and strong enough for the rigours of a school day, and also to restrict infection between other children and staff members. For any other illnesses, we would ask you to work on the principle of, if you would go to work with the condition, then the child should come to school. For any child who deteriorates during the school day, parents will be contacted. No child would be made to stay at school if they are clearly unwell.

Requests for absence from school need to be made on the required form available from the red box in the main reception area or the website. Requests for absence will only be authorised in particular circumstances e.g. medical appointments that cannot be made outside of school time, religious observance, funerals / weddings of immediate family members and participation in outside examinations. Holiday requests will not be authorised except in exceptional circumstances or unless a parent's occupation prevents them from taking it during school holiday periods. Proof from your employer will be required if this is the case. If you need to take your child out for an appointment during the school day, you will need to sign them out (a book is kept in the main reception) and sign them back in again upon their return

The school, along with all schools in the Melksham cluster, follow the County guidelines of reporting any unauthorised absence of 5 or more days to the Local Authority who may then issue a £60 penalty notice to each parent for each child.

Full details of our attendance policy are made available in leaflet form to all parents of children starting school.

Medicines in school

If your child is well enough to be in school but needs medication, then ideally we would ask that you arrange for an adult to come to school to administer it. If this really is not possible, we have a member of staff who will give the medicine but the appropriate request form would need to be completed and brought into school by the parent, along with the medication. No medicines should be sent in with the children in case it falls into the wrong hands, and no medicine will be administered without the correct form being completed. Further details of our policy, and the form, are available in the Document Library on the website and at school in the main entrance.

Children who need inhalers are allowed to keep them in their classrooms but all other medication is kept locked away.

Parents must keep the school informed of any medical / health issues which could affect their child's performance / attendance at school.

Contact with school

Class teachers are almost always available to discuss any problems / concerns with parents after school hours. A letter or telephone call to establish a convenient time is always appreciated as staff can be involved with clubs or meetings. At the beginning of the school year the teachers hold an informal meeting where they explain what life and learning is like in their class. During the school year there are Parent Consultation Evenings in the autumn and spring terms, where parents can examine their children's work and discuss his/her progress with the teacher concerned. At the end of the school year, each child receives their annual written report.

Regular informal meetings will be arranged throughout the year to give parents the opportunity to discuss current issues, find out about new policies and ask any questions about school life etc.

Relevant information including newsletters, curriculum information, dates etc. are published regularly on the school's website www.seend.wilts.sch.uk . ParentMail means up-dates, reminders and important information can be sent in an instant.

If you wish to get a message to the teacher, headteacher or the school office, then please either telephone, email (admin@seend.wilts.sch.uk) or send in a note.

Any parents who are interested in helping out on either a regular or an occasional basis are extremely welcome. As we are a school that is committed to the safety and wellbeing of all the members of the school community, we do ask for parent volunteers to complete a CRB check through the school. As a result we already have a growing bank of parents we can call on for help.

If at any time during your child's time at Seend School, you wish to make a complaint, then you are advised to follow the school's complaints procedure which can be found on the school website www.seendschool.com. We recommend that all parents and carers refrain from using social networking sites to discuss sensitive issues about the school.

Lunches

The school offers a cooked meal service, prepared off-site by Eynon catering, including a main, vegetarian and jacket potato option available. Under the new Government initiative all children in years R, 1 and 2 are entitled to a free dinner, for the older children lunches currently cost £2.65 per day. Lunches are booked at 6 weekly intervals and paid for in advance. Parents providing their child's own packed lunch are encouraged to send a healthy and balanced packed lunch containing no fizzy drinks, sweets or chocolate. Parents who receive Income Support are eligible for free school meals. Forms are available from the office or the Local Authority.

Snacks

In an effort to provide the necessary 5 daily portions of fruit and vegetables, all children are encouraged to have a snack of pure fruit (dried or fresh) or raw vegetables during morning break. The school are also part of the fruit and vegetable scheme and as such a daily piece of fruit is available free of charge for the infants which they eat during the afternoon. Milk is available free to the under fives and at a cost of about 20p for all other children. If you wish to register for this then please fill in the necessary forms from the school office. Parents can also register on-line at Cool milk for Schools.

All children are encouraged to bring a bottle of water to school (in a sports top bottle to prevent spillages) which they should keep in their class to ensure regular hydration and therefore high concentration levels. Children should top up their water bottles from the water cooler in the main corridor during break and lunch times.

School Uniform

Children are expected to comply with the school uniform which is:

- ❖ Black / grey trousers / skirt / pinafore
- ❖ White* / red* polo shirts / white shirts / blouses
- ❖ Pillar box red sweatshirts / cardigans with the school logo *
- ❖ White, black, red, grey socks / tights
- ❖ Red checked dresses* for the summer (optional)
- ❖ Plain black, flat shoes (no open toed sandals)

And for P.E:

- ❖ Plain black shorts* plain white t-shirt,*
- ❖ Jogging bottoms, sweatshirt / tracksuit* for winter p.e.
- ❖ Daps (or trainers for the juniors)

Optional extras (all with logo):

- ❖ Red fleece (for outdoor use only)*
- ❖ Red reversible, showerproof coat *
- ❖ Red woolly beanie hat*
- ❖ Red summer baseball cap*

The P.E. Kit should be stored in a small drawstring bag* (named) and kept in school **everyday** as P.E. times can alter depending on the weather and the time of year.

We ask that **ALL** items of clothing (especially T-shirts, sweatshirts and daps!) are clearly marked.

Children are also encouraged to use a Seend “Book Bag*” by which they can carry books, reading records and notes, to and from school.

***These can all be purchased directly through the school office. Please ask for an order form or order on ParentMail.**

We request that hair is its natural colour with no extremes of style. Long hair should be tied back and “tram lines” are not accepted. Hair gel should also not be worn.

Health and Safety is of utmost importance at Seend School. Therefore the wearing of jewellery and watches is not encouraged, and during P.E sessions will not be permitted. Please ensure these items are left at home as we cannot be held responsible for the safekeeping of such items. Newly pierced ears must be covered by plasters to avoid being caught during physical activities and these should be provided by the parents. If earrings are deemed necessary, they should only be in the form of plain studs.

Money

The school offers parents the opportunity to pay for things electronically and this is our preferred method. Any money that is sent to school for any purpose, should be in a sealed envelope marked with the child’s name, class, amount and purpose, and put into the class collection tin, by your child, during their registration period.

Any cheques should be made payable to AToM and if sending cash, please try to send the correct money in if possible.

Due to the cost of providing transport to suitable venues for swimming and for school trips, for example, we do ask for a voluntary contribution. However, no child will be prevented from participating in any activity on the grounds of non-payment. Please contact me (the Head Teacher) if you have any difficulty paying. Full details can be found in our charges and remissions policy which is available on the policies section of the school website.

School rules

Our few school rules, which are based on the school values of Respect, honesty, Friendship, Tolerance and Forgiveness are reviewed each year with the children and backed up by a fair system of rewards and sanctions.

A copy of our behaviour policy is made available to all parents of new children starting school and is also available on the school website.

Safeguarding

We take the safety and wellbeing of all the children, extremely seriously and have very many policies in place to support this. Available in school and on the school website are policies on:

Child Protection	Code of Conduct	Health & Safety
Medicines in School	First Aid	Special Educational Needs
Anti-bullying	Complaints Procedure	Internet / Computer Safety

Should we, at anytime, have any concerns regarding a child's safety and wellbeing that we do not feel we can satisfactorily address ourselves, we are duty bound to contact the relevant authorities e.g. Social Care, the Police. Also, if contacted by those authorities, we will share information about your child / family if we feel it is in their best interests to do so.

PLEASE NOTE: parents are permitted to take photographs and recordings of children at events at the school but should only keep these for themselves and should not share them on social networking sites or publish them in any way without the prior permission of the all children involved.

The Curriculum

We use the National Curriculum as a guide to what we teach but as an academy, we do not have to follow it.

As much as possible, learning at Seend Church of England Primary School is organised on a Topic Based approach, where a broad theme is taken for a period of time. The benefit of this is that it puts the children's learning into context, giving it relevance and allows them to apply the skills they are acquiring rather than keeping their learning in separate areas. Topics are planned carefully to ensure that all facets of the National Curriculum are covered over a 2 year cycle in each class.

Since the introduction of the National Literacy and Numeracy Strategies, each group of children experience daily Literacy and Numeracy lessons, which take place normally in the mornings whilst all other curriculum areas are then spread out across the term.

Details of each term's topic are shared on the class pages of the school website.

The range of curriculum areas are:

Literacy – covering:

Speaking
Listening
Reading
Writing

Science – covering:

Experimenting & Investigating
Living processes and living things
Forces & Motion
Light, Sound & Electricity
Materials
The Earth in Space

Computing – covering:

Communication
Data
Control Technology
Modelling
Coding

Geography – covering:

Comparing localities
Weather
Land use
The Environment
Rivers
Maps
Trade & Industry

Art & Design – covering:

Investigating and Making
Knowledge and Understanding

P.E – covering

Dance
Games
Gymnastics
Athletics
Swimming (KS2 only)

Modern Foreign Language – covering

French (Year 3/4 only)
Spanish (Year 5/6 only)

Numeracy – covering:

Number
Shape, space and data
Measurement
Calculation
Problem Solving

R.E. – covering:

A wide range of aspects within
Christianity and Judaism,
as well as for KS 2: Islam, Sikhism,
Hinduism and Buddhism

History – covering:

Chronology
Historical Knowledge and Understanding
Interpretation
Historical Enquiry
Organisation & Communication

Design & Technology – covering:

Stiff and Flexible materials
Framework materials
Mouldable materials
Textiles
Food
Electrical and Mechanical Components
Construction Kits

Music – covering:

Performing and Composing
Listening and Appraising

**Personal, Social, Health, Economic
Education and Citizenship** – covering

Drugs
Relationships and Sex Education
Keeping Safe and Healthy
Money
Getting on with others

Assessments and reporting

All children are continually monitored and assessed throughout their time here, as teachers mark their work and make observations of their contributions during lessons. In line with current government legislation:

- Reception children are “assessed “ on entry and again at the end of the year
- Year 1 children undergo a phonics reading test towards the end of the year
- Year 2 children are formally assessed towards the end of the year in English and Maths
- Year 6 children are assessed during May in English and Maths.

All end of year results will be reported to you with the school annual report in July.

Daily Act of Worship

As a Church of England school, we place at the heart of our day, the act of Worship, which in the main is broadly Christian based. These acts of worship take place either as a whole school in the hall or the church, as a Key Stage or as individual classes in their own rooms. They follow a format of a candle being lit, discussion / story / pictures etc. to explain the theme of the worship, time for reflection, a hymn and a prayer. Themes we have recently covered include, respect, friendship, changes, courage, forgiveness, and hope. It is through these daily acts of worship that we explore and instil the Christian values that will have a positive impact on the life of the school community. At times, visitors also come in to take an act of worship, which helps to demonstrate to the children that different people worship in different ways.

On Fridays at 2:30 p.m. the school usually holds a Celebration Assembly where particular children are given certificates and stickers for example. Periodically, parents are invited to attend these. The dates of these are published in advance.

Children with Special Needs (Full details of our Special Needs Policy is available on request.)

“Children have special educational needs if they have a *learning difficulty* which calls for *special educational provision* to be made for them. Children have a *learning difficulty* if they: -

- Have a significantly greater difficulty in learning than the majority of children of the same age; or
- Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in school.”

Special educational provision means educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age.

(Section 312, Education Act 1998 in Special Educational Needs Code of Practice p. 6)

What are we aiming to do?

We believe in providing every possible opportunity to develop the full potential of all children. All children will have the right to a broad and balanced curriculum including extra-curricular activities where appropriate and full access to the National Curriculum. All children are valued and their self-esteem promoted. We work in close partnership with parents/carers who play an active and valued role in their child’s education. Our aim is that all children with special educational needs participate in activities compatible with the efficient education of other children and the efficient use of resources.

Extra curricular activities

After school clubs run through out the year. Some are run by school staff, which are generally free, whilst others are run by outside agencies, which incur a charge. Details for the clubs taking place each term, are sent home to parents so that they can sign up for their child. Examples of clubs that have taken place over the last couple of years include:

Football	Netball	Systema	Athletics
Street Dance	Tag Rugby	Craft	Judo
Basketball	Multi-skills		

Children from year 3 are given the opportunity to learn a variety of instruments. We currently offer flute, guitar, recorder and violin. These incur a charge which is payable in advance as it covers the cost of the outside tuition.

Where possible and appropriate we try to support the children's learning by arranging visits out or visitors in. We generally ask for a voluntary contribution towards the cost of this but no-one will be prevented from participating if they cannot pay. Please contact the office for advice.

Wrap around care

We currently offer a breakfast club from 8:00 at a cost of £1.00 per session and general after-school care from 3:00 – 5:00. The first hour is £4 and the second hour is £3.50. Active Trowbridge are the suppliers of this provision. Bookings can be made through the office or Parent Mail.

Home / School Agreement

On starting each Key Stage we ask children, parents and staff to sign the home school agreement which formalises everyone's commitment to carrying out their roles and responsibilities as far as the children's education is concerned. (Please see a copy attached)

Seend Church of England Primary School

Home - School Agreement

	School will:	The Parents / Carers will:	Children will:
LEARNING	<ul style="list-style-type: none"> Encourage each child, teaching him/her to value education Give pupils confidence to succeed and celebrate achievements in all areas: Academic, creative, physical, social and spiritual. Provide work of a suitable standard for each child so that he/she can be challenged by it. Provide an environment conducive to learning. Identify and provide for the special needs of all children To set homework regularly and appropriately. 	<ul style="list-style-type: none"> Encourage their child in all aspects of learning, offering praise for effort and achievement. Give him/her their full support, making sure he/she is well rested. Ensure that staff are aware of any special needs their child may have, and of any temporary difficulties that may affect their learning. Encourage their child to complete homework and provide, to the best of their ability, peaceful conditions for this, 	<ul style="list-style-type: none"> Learn to have confidence in themselves and know that school is important. Complete all the work that is set as well as they can, at school, in the time that is given. Work hard at any special work that's specifically for them. Do all their homework as well as they can. Go to bed at a reasonable time, so that they are well rested and ready for everything that school has to offer.
BEHAVIOUR	<ul style="list-style-type: none"> Encourage pupils to work cooperatively and have an awareness and respect for all members of the school and wider community. Record every absence and check with parents, by 11 a.m. if no communication is received on or before the day of absence. 	<ul style="list-style-type: none"> Encourage their child to treat all members of the school and wider community with respect and courtesy. Ensure their child attends school every day, in the correct uniform, informing any absence by 9:30 am. Ensure their child arrives at school on time with all he/she needs: e.g. P.E. kit, swimming kit, homework, musical instruments, reading folders etc. Not leave their child at school before 8:35 Ensure their child is collected at school at the correct time Inform school if anyone different will be picking their child up. 	<ul style="list-style-type: none"> Be polite and kind to everyone at school, and work quietly so that other children can get on with their work in peace. Come to school every day unless ill. Arrive at school on time, and go straight in when the bell goes, ready for lessons. If travelling on the bus, remain in their seat and behave well.
HOME SCHOOL CHURCH LINKS	<ul style="list-style-type: none"> Give detailed information to parents about progress, conduct, and successes as well as things of which we disapprove, if necessary. Provide a written report once a year and make contact as appropriate. Listen to parents and take any concerns seriously. Communicate in an appropriate and controlled manner showing respect. Give sound, straightforward Christian teaching. 	<ul style="list-style-type: none"> Regard all written and verbal comments about their child's progress and conduct seriously, talk to staff about any concerns and attend parents' meetings regularly. Respond to written communications which require a reply. Communicate in an appropriate and controlled manner showing respect. Value the Christian ethos of the school, accepting its links with the church, and supporting the school's Christian aims. 	<ul style="list-style-type: none"> Share their work with their family. Realise that they go to a Christian school and respect the Christian ethos.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> Provide opportunities for children to develop their talents and abilities through extra-curricular activities: sport, school journeys, visits, music, art etc. Recognise explicitly that each child is an individual and give support where needed. 	<ul style="list-style-type: none"> Encourage their child to take advantage of all the opportunities that Seend School can offer and provide. 	<ul style="list-style-type: none"> Do their best, using all their talents. Talk to teachers and other pupils when it is the right time, asking for help when they need it. Try to involve others in their games and activities.
ENTITLEMENT	<ul style="list-style-type: none"> Make clear who deals with what concerns or complaints and provide the opportunity to discuss them in private. 	<ul style="list-style-type: none"> Raise any concerns they have through the appropriate channel, avoiding the use of social media to discuss issues Use the school's complaints' procedure available on the school website to raise any complaints through the proper channels. 	<ul style="list-style-type: none"> Tell an adult if there is something wrong or bothering them, rather than reacting themselves to the situation. Follow Seend School's "Golden Rules"
	Teacher's signature:	Parent's signature:	Child's signature
	Date:	Date:	Date:

The Local Governing Body from September 2016.

Head Teacher

Mrs Jackie Chalk

Foundation Governors
(Ensuring the Christian Character of the
School is maintained)

Mr Shaun Cooper (Chair of Governors)

Mrs Fiona Johnson

Mrs Anne Ewing (Safeguarding)

Mrs Sarah Somers

Parent Governors

Mr Dan Crossman

Mr Matt Hill

Staff Governor

Mrs. Nicola Coleman

Clerk to the Governors

Mr Danny Holland

To contact the governing body please email Seend-Clerk@hotmail.co.uk.

The Fundraising Committee

Seend C. of E. Primary School also has a very active and supportive fundraising committee called Friends of Seend School (Foss). They are responsible for organising a variety of events throughout the year, including fayres, discos, cake stalls, and family fun days. FoSS are always looking for people who can join the committee or who can simply help by supporting individual events by donating raffle prizes, making cakes or running a stall, for example.

The funds raised help enrich the experiences for the children at Seend School. FoSS have been responsible for contributing towards the timber trail, the path, the extension, musical instruments, PA system, activity days and netball kits to name but a few.

Anyone willing to help, please contact the school office and ask to be put in contact with a member of the committee.

Staff details from September 2016

Head Teacher Mrs Jackie Chalk (B. Ed Hons, N.P.Q.H.)

Foundation Stage Teacher / year 1 Miss Aimee Holland

Infant Teacher (years 1 & 2) Mrs Sue Kettler

Lower Junior Teacher (years 3 & 4) Mrs Nicola Coleman (Deputy Head)

Upper Junior Teacher (years 5 & 6) Mrs Lucia Hugill

Specialist Teachers

Mrs Noreen Schonfeld (Singing)

Mrs Sherrilyn Plews (French & Spanish)

Mrs Sian Lythell (P.E.)

Mrs Nicky Clark

Mrs Sherrilyn Plews

Mrs Julie Hall

Teaching Assistants

Mrs Carol Harris

Mrs Sue Rees

Mrs Sian Lythell

Mrs Fiona Rodger

Mrs Sue Cook

Special Needs Co-ordinator

Mrs Lynne Stapleton

Mrs Julie Mansfield

Mid-day Supervisors

Mrs Sue Hale

Mrs Justine Cooper

Admin Officer

Mrs Helen Barker

Finance Officer

Mrs Penny Boyce
