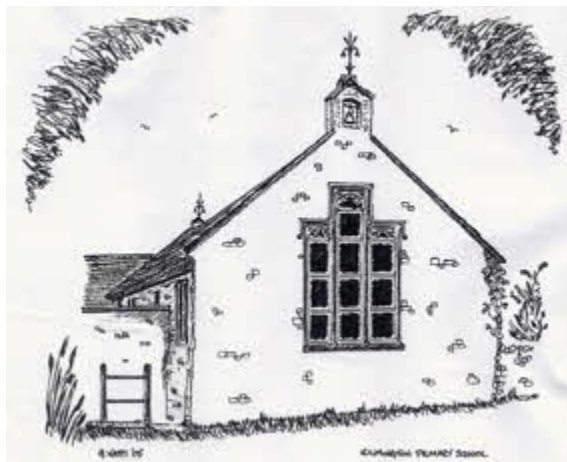


# *Kilmington Primary School*



*Prospectus*

*2009-2010*

**Kilmington Primary School**  
School Lane  
Kilmington  
Axminster  
EX13 7RG

**Telephone/Fax:** (01297) 32762

**e-mail:** [admin@kilmington-primary.devon.sch.uk](mailto:admin@kilmington-primary.devon.sch.uk)

**Web Site:** [www.kilmingtonprimary.co.uk](http://www.kilmingtonprimary.co.uk)

**SCHOOL STAFF:** (as at 1 September 2009)

**Teachers:**

Mr M W Bettison (B.Ed Hons)	Head	<b>Coly Class</b>	
Mrs A Quick (B.Sc Hons, PGCE)	-	<b>Coly Class</b>	
Mrs J Bowmer (B.Ed.)	-	<b>Yarty Class</b>	
Ms C Doyle (B.Ed) (PGdipED)	-	<b>Axe</b>	<b>Class</b>

**Classroom Assistants:**

- Miss H Bishop  
Mrs J Millman  
Mrs K Sauders  
Mrs S Taylor  
Mrs C Wilson  
Mrs S Wilson

**Administrator:**

- Mrs V Harding

**Lunchtime Supervisors:**

- Mrs S Webb  
Mrs L Sloman

**Kitchen Manager :**

- Mrs K Adair

**Kitchen Assistant:**

- Ms S Male

**Caretaker:**

- Mr N Haywood

**School Welfare Officer:**

Mrs Catherine Morgan

**GOVERNORS:**

**Chairman**

Mr J Martell (Local Authority)

**Vice-Chairman**

Mr D Tunks

(Community)

Mr M W Bettison (Headteacher)

Mrs J Bowmer (Staff)

Mrs S Huscroft (Community)

Dr A Christopher (Parent)

Mr J Oates (Parent)

Mrs D Overton (Parent)

Mrs B Painton (Community)

Mrs L Quincey (Parent)

Mr P Trim (Local Authority)

Mrs C Wilson (Staff)

**Clerk to Governors**

Mrs J West

**Parents, Teachers and Friends Association (P.T.F.A)**

<b>Chair</b>	Lucy Holmes
<b>Vice-Chair</b>	Jo McCollum
<b>Secretary</b>	Diane Overton
<b>Treasurer</b>	Darren Melarkey

**Director of Children & Young People's Services:**

Anne Whiteley  
County Hall  
Exeter  
EX2 4QG

Tel: Exeter (01392) 38 2000

Welcome to Kilmington Primary School. We hope that your family's association with the school will be happy and rewarding.

We are a small rural primary school situated at one end of the picturesque village of Kilmington. At the present time the teaching staff is three full-time teachers plus one part-time, with the school roll at about eighty children.

The teaching areas of the school are both spacious and very well resourced. There are at least two computers in each main classroom and a wide selection of fictional and non-fictional reading material. We are constantly updating our facilities to provide an effective learning environment. The ICT provision is augmented by a purpose built computer suite. Each class has a digital projector and interactive whiteboards which enables us to deliver various aspects of the curriculum interactively with the children.

We aim to foster, in school, a friendly and caring atmosphere where each child is encouraged to achieve his or her full potential in all areas of the curriculum. We are able to give individual attention to children which helps to encourage them to achieve much higher goals. We place much emphasis on the basic areas of the National Curriculum, as well as the practical side, and use a mixture of traditional and modern teaching methods to achieve our aims. In 2007 the work of the school in PHSE (Personal, Health & Social Education) was recognised with the awarding of the **‘The Healthy Schools Award’**.

Though we do not have a school playing field, we do use the village field for outdoor games and we make timetabled use of the Village Hall for gymnastics, dance and drama productions. All the children swim at The Flamingo Swimming Pool in Axminster for set periods of time through the year. In 2008 the school achieved **‘The Active Mark’ for exceptional delivery with the National School Sport Strategy**.

**In recognition for the high quality teaching of the Arts the school was awarded the ‘Arts Mark Award’ from the Arts Council in 2009.**

We play an active part in the life of the village community and to add to our annual Harvest Festival and Christmas show we hold Exhibitions of the children's work, Curriculum Activity Weeks and contribute to village celebrations and events. The children can participate in a wide range of extra curricula activities ranging from sports, crafts, computers and music which are led by teachers and trained tutors.

The children undertake various visits and the Key Stage 2 children participate in either a three or five day residential visit every two years.

We have a very hard working P.T.F.A. who, not only fund raise, but also organise social events throughout the year.

We are justly proud of our school and feel we have much to offer in terms of educating children to become happy, responsible and knowledgeable adults, not only now, but continuing through the decades.

If you wish to find out more about our school please log on to our website at [www.kilmingtonprimary.co.uk](http://www.kilmingtonprimary.co.uk)

Further information can be accessed via the Ofsted website including our latest Ofsted report at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and then click on the link to Inspection Reports.

## **GOVERNORS STATEMENT OF THE SCHOOL ETHOS AND DISCIPLINE**

It is the stated aim of this school, that we wish to create a happy and caring atmosphere, they will develop and grow to realise their full potential physically, socially and academically.

The overall ethos of the school reflects this aim. The values of care, consideration for others, friendship and trust, are positively encouraged at every opportunity by staff and children alike. When these values become a part of the child's own personal code, it affects their outlook on the way they conduct themselves.

The aims of the schools' Discipline and Behaviour Policy reflects the above and recognises that children should accept the views and values of others while still having the right to their own beliefs.

To ensure the children fulfil their academic potential work will be matched to different abilities by use of group setting within the class context. If the need arises Individual Education Plans will be established to enable children with SEN, disabilities or who are Gifted and Talented to access their full entitlement.

The above is a summary of the school's ethos and discipline policy and full copies of the above can be obtained from the school's administrator.

### **NEW ADMISSIONS**

In accordance with the Devon County Council Admissions Policy we admit children to school at the beginning of September and the beginning of January, depending on their date of birth, which is set out below.

**Autumn Term** -  
for children born on or between **1st September - 28th February**

**Spring Term** -  
for children born on or between **1st March - 31st August**

We like the children to spend some time in school before they attend full-time. The school operates a two half days Induction Programme in the term prior to the children's full time entry.

Currently this programme runs on a Thursday and Friday afternoons which ties in with two of the Pre-School sessions which are held in the Village Hall on a Thursday and Friday morning. Further details of this can be obtained from either the school or Kilmington Pre-School.

As part of their Induction Programme, the school offers a home visit by the Early Years Teacher in order to get to know your child and to talk with you about the start of their school life.

Parents who are considering sending their children to the school should telephone the school administrator to arrange an appointment with the Headteacher. We recommend that the visit is made during school session times to enable you and your child to see the school in action. Your child will settle more quickly if you can talk happily about the

school. Let your child see that you and the teacher are friends and that you are involved and interested in the school.

As with all Devon schools formal application must be made on the form contained in the 'First Steps' booklet which is obtainable from pre-school settings, the Local Authority or the school. Devon County Council encourage all applications to be made on-line and the address for this can be found in the above booklet.

## **ADMISSION CRITERIA FOR COMMUNITY PRIMARY SCHOOLS FOR THE ACCADEMIC YEAR 2010-2011**

### **PRIORITY**

1. Children who are in Public Care.
2. Children living in the school's designated area with a sibling who will be attending the school (or the linked primary-phrase school) at the time of admission.
3. Other children living in the school's designated area.
4. Children living outside the school's designated area, but with a sibling who will be attending the school at the time of admission.
5. Other children living outside the school's designated area.  
[A child who has a statement of Special Educational Needs where the School is named on the statement, will have precedence for a school place.]

NB (a) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property to the nearest available official entrance of the school (ie the shorter the distance, the higher the priority) except that in the case of children of below statutory school age in priority categories 2 and 3 only priority will be determined by date of birth (ie the earlier the date, the higher the priority);

- (b) Pupils attending a linked Infants or First School will have priority for places in the Junior or Middle School;
- (c) Priority may be given to the admission of a child for whom a particular medical or social justification is demonstrated;
- (d) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school in question;
- (e) The admission arrangements may be modified to meet the particular requirements of a trust deed.

### **Disabled Access**

As much of the school is an old Victorian building there is limited disabled access, however, there is a ramp from the churchyard to the school site. The Governors are currently reviewing and revising their Accessibility Plan and are attempting to improve disabled access through building improvement plans.

## SCHOOL STATISTICS

### Current and Planned School Roll

Autumn 2009	77
Spring/Summer 2010	82

Admission group 2010/2011 academic year 12

### Rates of Pupils Authorised and Unauthorised Absence 2008/2009

(Reporting period September – the Friday before the last Monday in May)

Number of day pupils of compulsory school age on roll for at least one session	70
Percentage of pupil sessions missed through authorised absence	3.54%
Percentage of pupil sessions missed through unauthorised absence	0.0%

### Transfer to Secondary School - August 2009

1 Children to Colyton Grammar School	Foundation School Mixed 11 – 18 years
6 Children to The Woodroffe School Lyme Regis	State Comprehensive Mixed 11 - 18 years
2 Children to The Axe Valley College Axminster	State Comprehensive Mixed 11 - 18 years

### National Curriculum Assessment 2009 Key Stage 1 School Comparative Information (Percentages)

NB Key Stage 1 results are now on teacher assessments supported by tests and tasks

Number of Eligible Pupils on Roll at Time of Assessment 14

Key: W - Working towards level 1,

NB: Figures may not be 100% because of rounding

Subject/Attainment Target	W	1	2	2C	2B	2A	3
Speaking & Listening	0	7	86				7
Reading	0	0		7	21	43	29
Writing	0	7		14	64	7	7
Mathematics	0	0		7	14	43	36
Science	0	0	86				14

### National Results 2008

(Percentage of Pupils at each level of the National Curriculum)

Attainment Target Level	W	1	2	2C	2B	2A	3
Speaking & Listening	2	11	65				21
Reading	3	13		13	22	24	25
Writing	5	15		22	27	19	12
<b>Maths</b>	2	8		16	25	27	21
<b>Science</b>	2	9	67				22

## National Curriculum Assessment 2009 Key Stage 2 School Comparative Information (Percentages)

Number of Eligible Pupils on Roll at Time of Assessment 9

Key: A – Absent: D – Pupils disapplied under sections 364/365 of the 1996 Education Act.  
B – Pupils assessed by TA only

	A	D	Below Level 3	3	4	5+
<b>English – Overall (TA)</b>	0	0		0	67	33
(Test)	0	0	0	0	56	44
Reading (Test)	0	0	0	0	22	78
Writing (Tes)	0	0	0	0	78	22
<b>Mathematics (TA)</b>	0	0		0	56	44
(Test)	0	0	0	0	44	56
<b>Science (TA)</b>	0	0		0	44	56
(Test)	0	0	0	0	0	100

### National Results 2008

(Percentage of pupils at each level of the National Curriculum)

Key: B – Below level 3

	B	3	4	5
<b>English – Overall (TA)</b>	5	16	49	30
(Test)	6	13	51	30
Reading (Test)	6	6	38	49
Writing (Test)	6	26	48	20
<b>Mathematics (TA)</b>	5	16	46	33
(Test)	5	15	47	31
<b>Science (TA)</b>	2	12	47	38
(Test)	2	8	44	44

### Summary of School Results for Key Stage 2

Children achieving Level 4 and above in the statutory assessment tests is as follows:

English	-	100%	(of these 44% scored a Level 5)
Reading	-	100%	(of these 78% scored a Level 5)
Writing	-	100%	(of these 22% scored a level 5)
Maths	-	100%	(of these 56% scored a level 5)
Science	-	100%	(of these 100% scored a level 5)

## **SCHOOL SESSION TIMES**

The hours spent on teaching in the normal school week is as follows:

Key Stage 1	22 hrs 55 min.
Key Stage 2	23 hrs 45 min

N.B. This does not include acts of collective worship, registration periods and break times.

School begins	9:00am
Morning Break	10:45am to 11am
Lunch Break	12noon to 1:10pm
Afternoon Break	Key Stage 1 2:30pm to 2:45pm
School Ends	3:30pm

Children should arrive on school premises between **8:45am** and **9:00am**.

Please ensure that your child is **punctual**.

The Headteacher and staff are normally available to see parents **briefly** on any school day between 8:30am and 8:50am and at the end of the afternoon session. For a longer discussion, it would be appreciated if you would ask for an appointment.

We hope you will come into school, whether to share any problems which may be affecting your child, or to offer your help. A number of parents are already involved in the daily life of the school.

You are automatically a member of the P.T.F.A., which meets for social and school-based events. We hope you will come along.

## **ARRANGEMENTS FOR CHILDREN DURING THE SCHOOL DAY**

### **Before School**

We are happy for children to arrive after 8:45am. They will be supervised by staff from 8:50. No football is allowed in the playground at this time due to parents, younger children, etc. constantly arriving and walking across the playground.

A member of staff will ring the bell at 9:00am. After they have lined up the children in Coly and Yarty Classes will be escorted across the lane to the main school. Children in Axe Class will go straight to their class.

The register is taken between 9:00am and 9:05am

### **Playtime**

One member of staff is on duty each day. The bell is rung at the end of each playtime and all the children line up in the classes by the ICT suite and again are escorted across the lane.

### **Lunch Time**

The majority of lunches (sandwiches and cooked) are eaten in the main school buildings but with some older children eating packed lunches in the ICT Suite under supervision. 'Grace' is said by a member of staff before the children begin their meal. Mealtime Assistants are in charge at lunch time, but will refer to the relevant class teacher or Headteacher if a problem arises. The children again line up in classes by the ICT suite when the bell is rung at 1:10pm. The children are, once again, escorted to their classes.

## **At End of School Day**

At the end of the school day the children go directly out of their classrooms, either to their parents who are waiting by the playground gate or they walk sensibly through the churchyard to their parents who are waiting in the car park. We ask parents of Early Years children to come to the school gate to collect their children, then if they are not collected for any reason, the teachers can bring them back into school for safety. Older children usually walk up to the car park and the rule is that if they are not collected within ten minutes or everybody else has gone, they come back to school. If parents of Early Year children want to remain in the car park because they have older children in school, the older children must collect any younger children. We also ask, that if for any reason, you are going to be late or there is a change of collection arrangements, then please let the class teacher know as soon as possible. Under no circumstances are any parents to take children of other parents away from school they have permission **and** have informed the teachers.

If children are not collected by 3:50pm then the class teacher will begin phoning the contact numbers.

Children who are staying for school clubs go directly to those.

**We require that all parents park in the car park when delivering and taking home their children. This arrangement is regularly reviewed by the School Governors, Parish Council and Police. We ask you and the children to treat the car park and church grounds with respect and we ask you not to let children play and run down the bank in the front of the car park. This is for very good safety reasons.**

## **PREPARATION FOR SCHOOL**

To be ready for school, your child should:

- a) be confident when separated from you for several hours.
- b) be able to play and share with other children.
- c) have confidence to talk to adults and to understand and obey simple instructions.
- d) have established sleeping habits.
- e) be able to use a knife and fork.

In addition, please remember that play is of the utmost importance to your child. Through play, children explore, learn and grow in competence and confidence. If you can regularly play with your child, talk and listen to your child, share books with your child and let your child help you and take part in every day activities, you will build a sound foundation for further learning.

Motor control will be developed by scribbling with thick brushes on large sheets of paper (wrapping paper is inexpensive and suitable). Cutting out pictures from magazines with a small pair of scissors is also a useful activity. If your child is naturally left-handed, do not attempt to change this.

## **LUNCHES**

**School lunches are cooked on the premises under the supervision of our resident kitchen manager.**

Children may have a school meal or may bring a packed lunch or may go home for a meal. Menus are sent out on a Wednesday prior to the coming week and we ask parents to help their children choose what they would like each day and the form is then returned to us on the Friday. Children can choose to have a cooked meal on one day and bring sandwiches at other times, etc.

We promote Healthy Eating in school and therefore children are not allowed to eat sweets or crisps at playtime. We ask that sweets are not put into their packed lunches and crisps, etc are kept to a minimum. Chewing gum is not allowed at any time.

We have a Healthy Tuck Shop that operates at morning break and is run as a small business enterprise by our Year 6 pupils.

School meals cost **£1.95** a day, and you are asked to send the correct amount of money at the beginning of each week. If your child is absent, meals will be credited for the following week. Cheques are accepted if made out to "**Devon County Council**".

Free School meals are available to children whose parents are in receipt of Income Support and Jobseekers Allowance only. Details can be obtained from the school office or the Area Education Office.

## **DRESS**

### ***Policy Statement on Code of Dress***

#### **Rationale:**

When pupils are neatly and appropriately dressed, pride in the School is encouraged.

#### **Purposes:**

- 1) To aid corporate identity and sense of community
- 2) To help parents avoid conflict over dress and reduce cost
- 3) To alleviate socio-economic distinctions and extreme gender stereotyping!
- 4) To minimise risks to health and safety.

#### **Broad Guidelines:**

- 1) Wearing of uniform is to be encouraged
- 2) The school will make items available at reasonable cost and provide facilities for recycling items through the P.T.F.A.
- 3) Suitable footwear should be worn (trainers are not acceptable for normal classroom wear)
- 4) Appropriate clothing must be worn for activities such as P.E., Games, Art & Craft, swimming, cookery and for other outdoor activities.
- 5) In the interests of safety, dangling earrings and jewellery are not permitted (except watches - provided that owners of the bleeping variety can switch them off promptly when required to do so by a member of staff).

- 6) **All school clothing (this includes vests, pants and shoes for the very young) should be clearly marked with the child's name.** If this is not done, we will put the child's initials on a suitable label.

The school uniform is as follows:

<b>Shirts/blouses</b>	-	White tailored style or white polo shirts
<b>Trousers/skirts</b>	-	Grey or black
<b>Sweatshirts</b>	-	Royal blue (with embroidered school name are available from the school office)
<b>Summer Dresses</b>	-	Royal blue gingham
<b>P.E.</b>	-	Black shorts and a royal blue T-shirt (also available from the school office)

All children should have trainers for indoor PE as well as for outdoor PE and a draw-string bag in which to keep them.

A man's old shirt makes a very good overall for Art and Craft.

## **HEALTH**

Every school has the services of a trained School Nursing Sister. She is supported by a School Doctor who is a member of the specialist paediatric service based at the Royal Devon and Exeter (Wonford).

The School Health Service provides advice on the health of children as it relates to their educational needs. The School Nurse offers health interviews to all parents at school entry and there is a height and weight check at transfer to secondary education. She will refer children to the School Doctor when necessary.

In all the above, the School Health Service works closely with General Practitioners and other health professions. It also supports teachers in those parts of the school curriculum concerned with health education.

Simple injuries in school are dealt with in the first instance by the schools first aiders who have the support of the School Health Service so far as advice and training are concerned.

The School Nursing Sister is your point of contact with the School Health Service. Parents and children are encouraged to contact her if they have any concerns regarding their health at school.

As part of our Sex Education lessons, Mrs Quick talks to the older children, during the summer term, about changes to their bodies. Parents will be written to prior to the lessons giving them the chance to withdraw their children, if they so wish, and to view the resources that will be used.

Prevention and treatment of head lice is treated seriously and as part of school's policy parents are requested to check their children's hair and treat as necessary before entry to school each day. If head lice are detected parents are requested to collect their child and begin treatment. A general notice of an infestation is then sent out to all parents.

## ILLNESS AND ABSENCE

If your child is absent, the school requests that you telephone the office before 9am giving the reason. This is to ensure that we fulfil our responsibilities in regard to pupil's safety. If no call is received then the school administrator will telephone the parents concerned. If your child is going to be absent for any reason, then an official absence request form must be collected from the office, completed and returned to the headteacher.

We must be able to contact you if your child is taken ill at school. Please ensure that we have a telephone number where you can be reached during the day, and also another number of a relative or friend who will act on your behalf if we cannot contact you.

If you move or change your telephone number, you must let us know.

## MEDICINES

Some children may need to take medicine during the day. If you wish a teacher to administer medicine, you must complete an Administration of Medicine form, as required by Devon County Council. These forms are available at school. Alternatively, you may come into school to administer the medicine yourself if you wish. Any such medicine must have been prescribed by a doctor. **UNDER NO CIRCUMSTANCES** may children themselves bring medicine to school (this includes cough and throat lozenges.)

## ACCIDENTS

All accidents at school are logged in our accident book and any that cause concern are noted to parents. Any head wound is recorded and reported in a written note and in more serious cases, verbally.

Before your child starts school, could we please ask you to fill in and return to the school secretary the form at the back of this booklet for our records.

## HOLIDAYS IN TERM TIME

Holidays during term time are strongly discouraged. In exceptional circumstances the Headteacher may authorise a maximum of 10 days absence during term time to enable pupils to go away on holiday with their parent(s). Each case will be decided on its own merits. Attendance record, achievement and the proximity of important exams will all be taken into account. **Approval is not automatic.**

The duration of the absence and the date of return should be agreed with the Headteacher **before making any arrangements.**

Any absences over ten (10) days will be deemed unauthorised and the Education Welfare Department will be notified.

**Please, wherever possible, you should take your holidays during school holidays.**

If the school refuses a request for term time leave and the child is still taken out of school this will be recorded as **unauthorised absence** and you may receive a £50 fine for each child.

Parents are requested to ensure all medical and dental appointments are for outside school hours. It is accepted that this may not always be possible but appointments during the school day should be the exception rather than the norm.

Parents should note that absences of more than ten consecutive days for medical reasons must be supported by a note from the child's doctor.

## **SCHOOL CURRICULUM**

We aim to provide a warm atmosphere which will enable the children to enjoy their school life and to learn and develop at their own individual rates. We welcome parents and other adults who would like to help during the school day, as this will extend the experiences and perspectives available to the children.

### ***Aims of the Curriculum Policy***

#### **Rationale:**

To provide a balanced and broadly based curriculum which:

- a) promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society.
- b) prepares for the opportunities, responsibilities and experiences of adult life.

#### **Guidelines:**

1. All children of school age follow programmes of study in the core subjects of the National Curriculum - English, Maths and Science - and the foundation subjects of Religious Education, History, Geography, Technology, Music, Art and Physical Education.
2. The school Curriculum should help pupils:
  - a) to develop lively, enquiring minds together with a positive wish to learn, to question and to argue rationally, and to apply themselves intelligently to tasks.
  - b) to develop positive qualities of human feeling and imagination and an appreciation of human achievement and endeavour.
  - c) to experience the satisfactions of creativity.
  - d) to acquire knowledge and skills relevant in a changing world to their adult lives at work and at leisure.
  - e) to respect the religious, spiritual and moral values of others and to consider thoughtfully their own attitudes, values and beliefs.
  - f) to understand the history and present condition of their own society and the world in which they live, and the interdependence of individuals, groups and nations.
  - g) to develop a sense of self respect and individual worth, a capacity to live as independent, self-motivated adults and the ability to live and work in co-operation with others.

3. The curriculum is broad and balanced, allowing adequate development in each area to take place and each reinforcing and complementing others.
4. The curriculum is relevant to the experiences and needs of pupils, and as a whole is structured so as to allow progression in the acquisition of skills, knowledge and understanding.
5. Every pupil, regardless of sex, has the opportunity to realise their potential in every part of the curriculum.

**NB: Starting in Year 2 the children in school receive French tuition for a set period of time each week as part of their curriculum entitlement.**

### **EXTRA-CURRICULAR PROVISION**

At Kilmington School we have a wide variety of after school clubs. Many of the Junior children (Yrs 4 - 6) receive music tuition on the guitar and also on wind instruments. Currently, our after school provision includes: cookery, computer club, gardening club, circus skills, a pottery club, netball, football, multi skills, recorders and homework

Our school believes in friendly competition and as part of this we play matches against our neighbouring schools and we take part in various tournaments.

Visits to various establishments are part of our on-going curriculum work and we also invite into school people with varying expertise and talents. The Junior children have an opportunity to participate in either a five day residential visit for the older children and three day residential visit for the younger children.

### **Learning Policy**

#### **Purposes:**

To provide:

1. for children, a variety of types of learning experiences from which they can identify and extend those which are most suited to their personality and experience.
2. professional matching of learning style to the wide range of educational experiences which need to be introduced in Key Stages 1 and 2.
3. frameworks of classroom organisation, structures for developing the thinking competencies of children and curriculum planning which are designed to meet the observed needs of children.
4. that variety in learning style and teacher expectation which is appropriate to meeting the many and disparate needs of a group of children.
5. corporate understandings of learning policy among the adults connected with the school which can address responsibility, ephemeral or ill-designed appeals for specific teaching or learning methods.
6. for designed changes in teaching approach and extensions to children's own learning methods which are appropriate to more sophisticated curriculum material and/or the age and stage of the child concerned.

## **Guidelines:**

1. ensure that no one approach predominates.
2. ensure that wherever possible children learn from what is to them real-life experiences.
3. ensure that the range of children's pre-knowledge and experience of the subject will be the basis of further learning.
4. encourage children to make the best use of those learning styles which for them are effective whilst encouraging the responsible development of new intellectual skills.
5. ensure that books, materials, artefacts and experiences will be of the highest quality.

In our school children learn by:

- a. being given the opportunity to make informed choices.
- b. having appropriate resources.
- c. having a predictable daily schedule which provides a framework for planning.
- d. being encouraged to reflect on their activities; question and discuss these with both adults and other children.
- e. having teachers who facilitate learning through careful planning, teaching, observation, appropriate support and assessment.
- f. teachers desiring to communicate knowledge and enthusiasm.

## **Homework Policy**

There is a changing emphasis/expectation as the child progresses through the school. A few children will need a special programme of homework which will be individually organised by the teacher/parent/child concerned.

### **Key Stage 1**

Parents are encouraged to hear their children read at home. The reading record is taken home and is used as a two-way communication between the teacher and parents about the progress of an individual child.

As part of the National Strategies, Maths and English homework will be set for all children and more information is contained in the class information leaflets sent out at the beginning of each term.

### **Key Stage 2**

Each child has a Homework Folder and set homework is taken home two to three times a week. All homework will be practice/reinforcement of skills/concepts learnt during the week or preparation work ready for forthcoming lessons. Homework will be at the level the children are working at within their class ability groups or year groups.

Homework should take between 20-30 minutes per piece.

Reading at home is still encouraged and in addition, children throughout the school can borrow books from our libraries.

Further information, is again, contained in the class information leaflets.

### **Reading at Home**

1. When he/she brings his/her reading books home from school, do not expect your child to know all the words.
2. Let reading time be short, enjoyable and completely free from stress for both you and your child.
3. Let your child use any pictures/illustrations to help him/her guess what the words say. Often an illustration acts as a prompt, reminding him/her of what happens in the story at a particular point.
4. Do not be disappointed (or obviously bored!) if your child wants to read the same story more than once, or even over and over again. The familiarity of a well-loved story ensures success and increasing confidence. Share in his/her pleasure and try to extend it to other books without neglecting old favourites.
5. Do not spell or sound out words phonetically. Simply say any unknown word. It will then stay in context and be more likely to be remembered.
6. Unless your child is eager to read individual words and phrases by picking them out of the story as a whole, do not encourage or demand, that he/she does so. It is tempting to want 'proof' of his/her reading skills by isolating words for testing but remember that he/she is learning to read and understand what he is reading at the same time; it is unfair to break up the sense, pattern and rhythm of the text. There are plenty of other opportunities for recognising individual words - on cereal packets, advertisements, road signs, birthday cards, letters, buses, shops, and so on. The written word is everywhere: help your child to see it.
7. Continue the bedtime story session for as long as your child enjoys it. There is no better way of sustaining happy relationships than through the sharing of books; as time goes on both you and your children can experience the pleasure of reading not merely short stories but full length novels, a chapter or two a night.
8. 'Do your own thing'. Read your own books and magazines and show your child what reading means to you. Get the message across that reading is a valuable and enjoyable activity for everyone.

### **SPECIAL EDUCATIONAL NEEDS - S.E.N.**

Our policy for children with S.E.N. whether school assessed or formally stated, reflects the general aims for all the children within our school, that is to provide a happy caring atmosphere in which children can feel secure and confident and give of their best.

Wherever possible, full provision is made to include all children with S.E.N. but there is limited wheelchair access to much of the school.

The S.E.N. co-ordinator gives regular reports to the Governing Body.

Regular meetings are held between members of staff and other professional bodies to review and assess the progress made by the children whether formally stated or school assessed.

The school's policy for SEN was revised in the Spring Term 2003 to take account of the new Code of Practice and includes the accessibility plan.

This is only a summary of the S.E.N. policy of the school. A copy of the full document can be found in the Policy Folder which is available from the office.

## **SWIMMING**

The children swim for half a term per class per year at the Flamingo Pool, Axminster. The programme is that on Wednesday's we transport the children to the pool by coach and they are picked up by their parents from the pool from 3:30pm onwards. A member of staff waits with them until picked up, if you have another child at school please pick them up first.

## **CHARGING AND REMISSION POLICY STATEMENT**

### **Rationale:**

The Governors of this school aim to provide every child with a wide and varied education, rich in experiences that will take place both on and off the school site, irrespective of the family's ability to meet the costs of these activities.

### **Introduction:**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LEA policy and the DfES guidance and complements the school's Finance Policy and Curriculum and Learning Policies.

### **Responsibilities:**

The Headteacher will ensure that staff are familiar with and correctly apply the policy

The Governors will review the policy annually

### **Policy Statement:**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any material, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contribution may be sought for activities during the school day which entail additional costs, i.e. field trips, visits to museums, visiting lecturers, theatre groups, etc. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

**Guidelines:**

Music Tuition - Charges will be made for the full cost of individual and small group (four and under) instrument tuition where a specialist teacher has been employed. These charges will not be made where parents are in receipt of Family Credit or Income Support, however, if these parents choose to make voluntary contributions towards the cost of lessons these will be accepted. Parents will be requested to buy the necessary musical instruments.

Activities Not Run by the School or LEA - If a non-school organisation arranges an activity to take place during school hours, parents must seek permission from the Headteacher and Governing Body. They will, in turn, bear in mind the requirements of the Education Regulations as to how much time a child may be absent from school lessons.

Charges for such activities fall outside the school's policy and must be met entirely by parents.

Non-residential School Trips - No charges will be made for non-residential visits which take place in 'school time' or closely relate to the school curriculum. The school will seek a voluntary contribution from the parents to meet the additional costs of these activities.

Voluntary Contributions - Voluntary contributions may be sought for the benefit of the school, or in support of any school activity, whether during or outside school hours, residential or non-residential.

In seeking such contributions it will be made clear:

1. That there is no obligation to contribute
2. That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If it is not possible to fund the activity without voluntary contributions this will be made clear to parents at the outset. At the planning stage a letter should be sent explaining the activity, its value in educational terms and then indicate the contribution required per pupil if the activity were to take place.

There is no limit to the level of voluntary contributions that parents, or others, can make towards school activities and the contribution will be used for the notified activity.

Education Provided Wholly Outside School Hours - As an 'optional extra' this will be charged for on the basis of the cost to the individual pupil, possibly including elements for travel, board and lodging, materials, books, equipment, non-teaching staff costs and teaching staff costs. The prior agreement of parents will have been obtained before the course of tuition begins and pupil participation will be on the basis of parental choice.

Education Provided Partly Outside School Hours - A charge will be made where a substantial proportion of the activity takes place outside normal school hours and may include transportation costs.

Residential School Trips - Charges will be made for board and lodgings and transportation costs on a residential trip. For those parents in receipt of Income Support, Family Credit or other benefits, charges can be waived and they will need to apply to the Headteacher.

Practical Subjects - Pupils and parents may contribute on a voluntary basis for materials and ingredients used in practical subjects such as cookery, Science or D.T.

The school may, however, charge for these items in cash terms, or in kind, if parents have indicated **in advance** their wish to own the finished product. Any charges in this instance will be equal to the cost of the materials used.

Breakages - Parents may be asked to cover the cost of broken or defaced items of school property at the Governors discretion.

#### **Calculating Charges:**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

#### **Eligible Benefits:**

Income Support  
Income-based Jobseeker's Allowance  
Support under part VI of the Immigration and Asylum Act 1999; or  
Child Tax Credit (provided that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £13,230).

### **SEX EDUCATION**

The Governing Body has decided that Sex Education should be given in our school and that it should be given in a caring and safe environment.

Sex Education should not be taught in isolation but should be part of the rolling programme of topics within the school curriculum. Questions should be answered when they arise.

A full copy of the Sex Education Policy of the school can be found in the Policy Folder that is available from the office.

Parents have the right to withdraw children from any Sex Education lesson and may also view any teaching materials, resources used in the classroom.

## **RELIGIOUS EDUCATION**

There are daily acts of worship which are broadly Christian based and periods of Religious Education, but it is open to parents to request that their child should be wholly or partly excused from either or both of these activities. Any such request should be made to the Headteacher. Alternative provision will be provided within the school.

During the school year some of the acts of worship take place in St Giles Church and our local vicar and Baptist minister take regular school assemblies.

## **BEHAVIOUR**

We aim to have a caring attitude in school and children are encouraged to have concern for other people, and also to take care of books and other property.

If a child's behaviour is unacceptable, this will be explained to him or her, and a reprimand may be given, or a privilege temporarily withdrawn if it is considered necessary. Should there ever be a prolonged or more serious cause for concern, the matter will be discussed with the child's parents.

A full copy of our Discipline Policy can be found in the Policy Folder that is available from the office.

## **COMPLAINTS**

Should you at any time have a concern or a query over your child's education, please discuss it with the teacher or the Headteacher. Often a problem can be solved quite easily if we know about it promptly and we all act together.

If at any time you feel the problem is more serious or the problem has not been resolved to your satisfaction, then you have the opportunity to formally write to the Governors of the school asking them to investigate.

All parents have the right to forward their concerns to the L.E.A. should the procedures laid out above fail to satisfy you.

A full copy of the complaints procedure can be found in the school office.

## **INSURANCE**

The Authority is insured against its legal liability for any injury, loss or damage caused to pupils/students as a result of negligence on its part or that of its employees, servants or agents. Pupils/students attending the Authority's schools and colleges are not insured for personal accident benefits while on educational premises or taking part in recognised activities outside the school/college.

The Council expects all employees, pupils and students to accept full responsibility for their personal possessions, including money and to consider taking out insurance themselves to cover any risks.

## **SCHOOL TRANSPORT**

Devon County Council has a policy on the provision of school transport. It provides, for example, for free school transport where a pupil of compulsory school age lives beyond the agreed statutory distance from the school designated by the Local Education Authority to serve the home address. The statutory distance is defined as two miles for children up to eight years of age and three miles for those aged eight and over. To qualify, the statutory distance is measured by using the shortest available route between the home and school.

Transport will also be provided to pupils registered at a school that is nearest to their home when this is not the designated school and if beyond the walking distance and suited to the age, ability and aptitude of the child.

There are exceptions to this policy. Some pupils may be given free for special reasons when they live within the statutory distance - for example, on medical grounds.

It is a parental responsibility to arrange for children to travel in safety between home and picking-up and setting-down points. They are also responsible for their children while they are waiting for transport and when they leave the transport at the end of the day.

Post-16 students entitled to assisted transport will be required to meet some of the transport costs, but those entitled to such transport who are in receipt of Income Support, income based Job Seekers Allowance, Family Credit, Disabled Working Allowance, Incapacity Benefit and Widows Mothers Allowance, (when either of the latter two is the sole source of income), will receive free travel. No assistance is offered to students who are over 19 years of age.

Where pupils are entitled to assistance to attend denominational school, parents are required to make a contribution towards the cost of travel, but free travel is provided to eligible pupils from families in receipt of Family Credit or Income Support.

Where the Authority is not obliged to provide transport, it is a parental responsibility to make arrangements for and meet the costs of travel between home and school.

Where spare seats on the County Council's school transport vehicles or contractors' vehicles are available, these may be occupied by children not entitled to free school transport on the purchase of a concessionary ticket. Adequate warning will be given to parents should the concession need to be withdrawn.

If parents are unhappy about the way in which the policy has been applied, the Divisional Education Officer will be willing to discuss any concerns. An appeal procedure exists.

Further information is available from the Divisional Education Officer. A full policy statement is available from the Divisional Office.

## **School Travel Plan**

As part of the school's continuing development there is a School Travel Plan setting out our aims and objectives in this area.

Briefly, our School Travel Plan aims to:

- reduce the number of cars used for the school journey
- encourage alternative methods of travelling to and from school where practical
- encourage sharing of cars where their use is necessary
- create safer journeys to and from school

To fulfil the above our targets are:

- reduce use of the car for school journeys by 5%
- increase walking by 10%
- increase cycling by 10%
- establish car sharing scheme
- establish a walking bus

A full copy of our travel plan can be obtained from the school office for a small charge to cover photocopying costs.

## **A Policy Statement on Road Safety**

### **Rationale:**

Road Safety Education forms part of a policy on Health and Safety. Children need to be made aware of dangers on the road, both in Country Lanes, which they use regularly and in Towns where they lack familiarity, practice and skill.

### **Purpose:**

- 1) To ensure children's safe arrival and departure from school
- 2) To assist parents in giving children knowledge of Road Safety measures
- 3) To ensure children's safety on school premises.

### **Guidelines:**

- 1) Children should be taught the Green Cross Code and other safety measures from the time they start school
- 2) Juniors will be given knowledge of the Highway Code
- 3) There will be an opportunity for older Juniors to undertake Cycle Training

### **School Practices:**

- 1) Parents are discouraged from bringing their cars into the school grounds or in the road leading to the school. Car parking is provided in the Village Hall car park
- 2) Children are not expected to arrive at school before 8:40am
- 3) Children are supervised in the playground by a teacher or lunch time assistant.
- 4) Children are trained to stand against the wall if a vehicle enters the playground
- 5) Children walk two by two. All stop and face the opposite roadways to make one line before an order to cross is given. Children cross as one body. When walking, two adults accompany the party, one at the front and one at the rear

- 6) Coaches are used where possible, but where parent's cars are used for transport the school follows the local authority guidance on insurance and safety and all parents are informed about current legislation regarding child booster seats.
- 7) Children are expected to wear seat belts where fitted.

There is regular liaison with and visits by the Police Road Safety and School Liaison Officer.

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

We, Kilmington Primary School, are the 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. 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, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the LA (Devon County Council) and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the School Administrator.

If you require more information about how Devon County Council and the DCSF use this data please go to the following websites:

- [www.devon.gov.uk/j4s-privacynotice](http://www.devon.gov.uk/j4s-privacynotice) and  
[http://www.teachernet.gov.uk/\\_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc](http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc)

If you do not have access to the web, please contact the LA or the DCSF as follows:

Information Compliant Office  
 Information Management Team  
 Devon County Council  
 Room L10, County Hall  
 Exeter, Devon, EX2 4QX

Public Communications Unit  
 Dept for Childrens, Schools & Families  
 Sanctuary Buildings  
 Great Smith Street  
 London SW1P 3BT

Website: [www.devon.gov.uk](http://www.devon.gov.uk)  
 Email: [dpoffice@devon.gov.uk](mailto:dpoffice@devon.gov.uk)  
 Tel: 01392 384682

[www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
[info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
 0870 000 2288

## **APPENDIX**

### **POLICIES**

Here is a list of some of the policies that can be found in the Policy Folder in the office. Further information about schemes of work used, statutory instruments and guidance from the DfES and most recent Ofsted report can also be obtained from the school office.

We encourage you to read these before your child starts school.

#### **Curriculum**

Writing & Grammar	Health Education
Handwriting	Sex Education
Spelling	Special Educational Needs
Reading	Behaviour Management
Speaking & Listening	Able & Talented Pupils
Design & Technology	Assessment
Religious Education	Personal, Social & Moral Education
Collective Worship	Music
Physical Education	Art
Geography	Early Years
Mathematics	I.T.
Science	ICT
History	School Council

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#### **Administration**

Primary/Secondary Links	Charging & Remissions for School Activities
Supply Cover	Procedures for Break Times & Lunch Times
Admissions	Staff Development Equal Opportunities for Staff
Attendance of Pupils	Initial Teacher Education
Health & Safety	Induction Period for Newly Qualified Teachers
Links with the Local Community	Newly Qualified Staff Other than Teachers
Directed Time	Smoking
Records of Achievement	Road Safety
Safety in Science & Technology	

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#### **Governors**

The School Ethos & Discipline	Security
Pay	Lettings
Teaching	Discipline & Grievance Procedures & Redundancy
Aims of the Curriculum	Redundancy & Selection Criteria
School Visiting	Model Grievance Procedure
Staff Appointments	Secondment
Race Equality Policy	Staff Leave & Absence Policy
Financial Policy Statement	Physical Contact between Staff & Pupils
Expenses	Physical Restraint in Educational Establishments
Budget Monitoring Policy	Staff Consultation (Personnel Issues)
Finance Policy	Personal Information
Constitution of School Fund	Data Protection

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#### **Parents**

Home/School Links	Bullying
Schools Complaints Procedure	Access to Records
Volunteers in School	Staff & Children Relationships
Parental Involvement	Equal Opportunities for Pupils
Communicating with Parents	School Trips & Visits
Discipline	

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### **A Policy Statement on Smoking**

The school complies with the latest legislation on prohibiting smoking within enclosed public spaces and we request that all staff, parents and visitors refrain from smoking anywhere on the school site and in the adjacent lane.

### **KILMINGTON PRE-SCHOOL GROUP**

We have a thriving pre-school group which meets in the Village Hall on a Monday, Wednesday, Thursday and Friday mornings between 9:15am and 12 noon. The sessions are run by a qualified playgroup leader together with assistants and volunteers. A variety of activities are accessible to the children and there is emphasis on learning through structured play. Strong links have been forged with Kilmington Primary School and during the year a number of joint events and activities are held. Contact with this group may be made through the school. Please contact Mrs Laura Trott on 01297 32633 for further information

This booklet is not intended to create a contractual relationship and may be varied in the light of changing circumstances.

## Constitution of Kilmington School P.T.F.A.

1. The name of the Association shall be Kilmington P.T.F.A.
2. **The object of the Association is to advance the education of the pupils in the school, in furtherance of the object the Association may:-**
  - (a) **Develop more extended relationships between the staff, parents and others associated with the school.**
  - (b) **Engage in activities which support the school and advance the education of the pupils attending it.**
  - (c) **Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee, in consultation with the Governing body, shall from time to time determine.**
3. The Association shall be non-party political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover meetings, activities, Officers and Committee.
5. The Association may appoint a President.
6. The names of the Vice Presidents shall be submitted at the Annual General Meeting. (These are usually people the Association wishes to honour.)
7. Membership shall consist of all parents and/or guardians of pupils attending the school and all Teachers.
8. The management of the Association shall be vested in a Committee consisting of the following Officers:-

Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer together with six other members.
9. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
10. Four members of the Committee shall constitute a quorum.
11. The Committee shall have the power to co-opt a maximum of four.
12. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
13. Committee meetings shall be held at least once a term.
14. The Annual General Meeting will be held on the 2nd Monday of September.  
At the Annual General Meeting, the Chair shall be taken by the Chairman or in his/her absence the Vice Chairman of the Committee.
15. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting.
16. The Committee may fill casual vacancies by co-option until the next A.G.M.
17. Two Auditors who are not members of the Committee shall be elected annually at the A.G.M. to audit the accounts and books of the Association.
18. Special General Meetings may be called at the written request of a minimum of ten members.
19. Thirty days notice shall be given of any Special General Meeting to all members of the Association.
20. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial report to all Committee meetings, and shall present the accounts duly audited for approval by the members at the A.G.M.
21. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the Officers of the Association.
22. The financial year shall commence on 1st September.
23. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
24. **No alteration to this Constitution may be made except at the A.G.M. or a S.G.M. called for this purpose. No amendments or alterations shall be made without the**

**prior written permission of The Charity Commission to Clauses 2, 24 and 25 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an A.G.M. or S.G.M.**

25. **The Association may be dissolved by a resolution presented at a S.G.M. called for the purpose. The resolution must have the assent of two thirds of those present and voting. Such resolutions may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure, to the school to which the majority of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.**

## Term Dates for 2009-2010

Autumn Term	3 September – 18 December
Half Term	26 – 30 October (inc.)
Spring Term	6 January – 1 April
Half Term	15 – 19 February (inc.)
Summer Term	20 April – 21 July
May Bank Holiday	3 May
Half Term	31 May – 4 June (inc.)
Autumn Term 2010	6 September – 17 December
Half Term	25 – 29 October (inc.)

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**Please return this form to the school office**

Name \_\_\_\_\_ of \_\_\_\_\_ child \_\_\_\_\_

May have plaster		May <b>not</b> have plaster	
Any known allergy/ies		Name of any inhalers used	
I will need to talk to a member of staff re: a medical condition			

Signed \_\_\_\_\_