

Term Dates

Autumn 2014

Staff Training Day	Thursday 04 th September
Staff Training Day	Friday 05 th September
Term Begins	Monday 08 th September
Half Term	Monday 27 th to Friday 31 st October
Term Ends	Friday 19 th December

Spring 2015

Staff Training Day	Monday 05 th January
Term Begins	Tuesday 06 th January
Half Term	Monday 16 th to Friday 20 th February
Term Ends	Friday 27 th March

Summer 2015

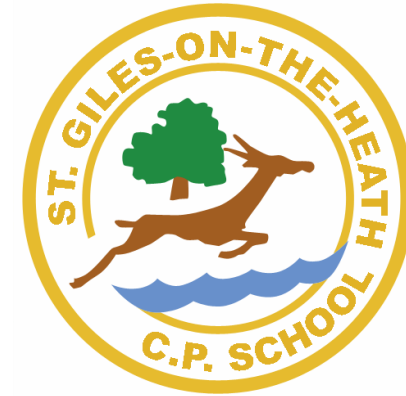
Staff Training Day	Monday 13 th April
Term Starts	Tuesday 14 th April
Half Term	Monday 25 th to Friday 29 th May
Term Begins	Monday 01 st June
Term Ends	Wednesday 22 nd July
Staff Training Day	Thursday 23 rd July



This document is not intended to create a contractual relationship between the parents and the school or the Education Authority and may be varied in the light of changing circumstances.

The information contained herein was correct at the time of producing the document but it should not be assumed that there will be no subsequent variation.

St Giles-on-the-Heath



C P School

St Giles-on-the-Heath
Launceston
Cornwall
PL15 9SD

Telephone 01566 772191/ 777718

email: admin@st-giles-heath-primary.devon.sch.uk

www.st-giles-heath-primary.devon.sch.uk

Prospectus

2014/2015

HISTORY OF THE SCHOOL

St. Giles-on-the-Heath Primary School was founded in 1901. The County Directory recorded a school in St. Giles Parish in 1870 and it appears to have been provided by the Rector by conversion of a cottage which he owned, being one of a pair which together are now Elm Cottage. In March 1875, a School Board was formed, with the Rector as Chairman, which took over the School as a Board School -renting the cottage from the Rector.

In 1878 a Sunday School was built by the Rector adjacent to the Church. It was offered to the Board for use by the School in lieu of the cottage.

The School transferred to these premises in 1879.

The School remained in this one room building until 1901 when the board built the present school.

After the 1902 Act the School continued

under the Local Education Authority as a council school. It remained an all-age school until the senior pupils were transferred to Holsworthy in 1950.

Now it is a County Primary School catering for children of 5 -11 years of age.

The site provides a very spacious and pleasant setting for our pupils. In November 2001 a new building was completed and houses three new classrooms, boys and girls cloakrooms and toilets. In the old school building there is the Library, an Art, Craft and Design Area, an Assembly and P.E. Hall, the Kitchen, and Staff/Disabled Cloakroom.

The School House accommodates the Head Teacher's Office, the School Office, a Resource Room, a Staff Room and St. Giles-on-the-Heath Pre-School Playgroup.

There were 95 children on roll at the start of the Summer Term 2014.

A MESSAGE FROM THE HEADTEACHER

Dear Parents,

St Giles on the Heath County Primary School welcomes you and your child . As a village school we are proud of our family atmosphere and are delighted to extend a warm welcome to your family to join us.

This booklet is full of information that we think will help you and your child to settle in quickly. We hope that we've thought of everything but if we have left something out please tell us and we can include it when we update the prospectus next year. In the meantime if there is any thing that you are unsure of then please ask!

We see the education of your child as a partnership between Home and School. To make sure that your child gets the most from school life and enjoys it we need to work together and support each other.

We look forward to seeing you in school.

KS1 SAT's COMPARATIVE REPORT

This table shows attainment at the end of key Stage 1 in the school (2014) and nationally (2014) as a percentage.

The number of eligible children is: 10

RESULTS OF TEACHER ASSESSMENT

Percentage at each level

W represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.

Results for speaking and listening and science are based on teacher assessment only.

RESULTS OF TEACHER ASSESSMENT - Key Stage 1										
Percentage at each level										
		W	1+	2+	2C+	2B+	2A+	3 or above	D	A
Reading	School	0	100		100	100	80	50	0	0
	National	2	98		90	81	57	31	0	0
Writing	School	0	100		100	80	70	30	0	0
	National	2	97		86	70	39	16	0	0
Mathematics	School	0	100		100	100	70	40	0	0
	National	1	98		92	80	53	24	0	0

D Disapplied

A Absent

END OF KEY STAGE 2

TEST RESULTS FOR ST GILES-ON-THE-HEATH 2014					
	Percentage of pupils at each National Curriculum Level				
		Below Level 3	3	4 +	5
Grammar, Punctuation & Spelling	School	0	10	90	70
	National	-	24	76	52
Reading	School	0	0	100	70
	National	6	11	89	49
Mathematics	School	0	20	80	60
	National	4	14	86	42

TEACHER ASSESSMENTS FOR ST GILES-ON-THE-HEATH 2014					
	Percentage of pupils at each National Curriculum Level				
		Below Level 3	3	4 +	5
Writing	School	0	10	90	20
	National	-	15	85	33



Our Vision at St Giles on the Heath Primary School is to:
'Bringing education alive to create life-long learners'



We are working together to:

- Provide a safe, secure and happy environment.
- Put children and their families at the heart of the school, working together to develop the children's learning.
- Continue to raise attainment through a commitment to high standards and expectations and excellent quality teaching to be an outstanding school.
- Provide an innovative, creative and integrated curriculum to inspire and motivate learning.
- Provide active, cooperative and independent learning through dynamic high quality teaching and planning.
- Develop the outside learning environment to nurture creativity and imagination
- Encourage greater links between the Foundation Stage Unit and school in order to build on pupil numbers to make the whole school thrive.
- Ensure that St Giles is a place where children and staff are all valued as individuals and encouraged to have confidence to develop their skills and knowledge as learners.
- Create an inclusive learning community which challenges and enables every learner to flourish, prosper and develop aspirations for a successful future.
- Ensure equality of opportunity at all times whatever their race, gender and ability, so that each child is given appropriate support and enrichment.
- Provide new state of the art resources for children to use and fulfil their love of learning at school and in the wider community.
- Embrace the opportunities modern technologies offer for the benefit of all learners.
- Provide children with opportunities to develop their personal, learning and thinking skills during their time at St Giles in order for them to be secondary ready.
- Champion resilience in learning and in life.
- Leave school not only with sound basic skills in academic subjects but also with a set of moral values such as honesty, integrity and respect for all.
- Make provision for children with Special Educational Needs in line with the Code of Practice. In addition, we recognise that able and talented children have Special Needs and we will strive to nurture these talents.
- Make supportive links with those who are deemed as vulnerable in our local community to provide them with kindness, support and hope.
- Celebrate success!

We are proud of our friendly, family atmosphere in our village school

SCHOOL STAFF

Ms R Smith	Head teacher
Mrs H Wawman	Teacher
Mrs T Attewell	Teacher
Mrs C McCarroll	Teacher
Mrs L Byworth	Teacher
Mrs D Stanbury	Sports Coach
Mrs J Mills	LSA & MTA
Mrs A Williams	Learning Support (LSA)
Mrs A Coles	MTA
Mrs A Tucker	MTA
Mrs C. Wait	MTA
Mrs N Read	Administrator
Mrs L Feneley	Assistant administrator
Mrs E Luckhurst	Kitchen Manager
Mr P Ellison	Cleaner / Caretaker

SCHOOL GOVERNORS

The Governors have an important part to play in the policy making decisions of the school. They form a partnership between the Head Teacher, the teachers and the L.E.A. and their decisions affect many aspects of school life.

The present composition of the Governing Body is:

Mrs. J Barriball—Chairperson

	Community	01566 773916
Mrs L James	LEA	01409 221889
Mr M Luckhurst	Parent	01566 777469
Mrs K Missen	Community	01566 775750
Miss E Shillaber	Community	01566 780455
Mr D Sloman	Parent	01409 211827
Mr W Tucker	Parent	01566 772140
Mrs A. Williams	Staff	01566 773851
Mrs V Wonnacott	LEA	01566 772763
Mrs. H. Wawman	Teacher	01566 772191
Ms R Smith	Head Teacher	01566 772191
Mrs L Feneley	Clerk	01837 871485

A MESSAGE FROM THE PARENT GOVERNORS

Dear Parents,

As Parent Governors, we would like to offer you a warm welcome to St. Giles-on-the-Heath County Primary School. This small rural school is happy and friendly with excellent facilities for the assistance of educating the children. Should any problems arise that you are unable to discuss with the Head Teacher, please do contact one of the Governors.

BREAKFAST & AFTER SCHOOL CLUBS

Breakfast Club starts at 8am each day of the school week and is run by Lorraine Stringer. The cost is £2.00 per session and includes breakfast.

After School Club runs from 3.30pm—4.30pm and is run by Jane Mills. The cost is £1.50 per session and includes a snack and a drink.

If you wish your child to attend either of these a booking form should be obtained from the office.

TIMES OF SCHOOL DAY ETC.

9.00	Start of morning session
10.30 - 10.45	Morning break
Noon	End of morning session
13.15	Start of afternoon session
14.30 - 14.45	Afternoon break (Infants)
15.30	End of afternoon session

some of the Reception & KS1 children may leave at 3.15pm to relieve the pressure on the car park.

Children should not be on school premises before 08.45 but need to be in class for registration at 09.00. Children should be collected at 15.30 each day.

The children are never allowed to leave the premises without either handing them over to their parents or a known adult, due to extremely dangerous road conditions.

ADMISSION

Devon County Council handles all admissions to our school. To establish whether or not a place is available please contact Anwen Breeding, Admissions, on 01392 382927.

CAR PARK

The school has limited parking and preference is given to the cars of staff. In the mornings we operate a drive in, drop and go—a member of staff is on the gate at the top of the car park to receive the children. If you wish to talk to staff please park in the village hall car park and walk up to school.

PROCEDURE FOR COMPLAINTS ABOUT THE CURRICULUM AND RELATED MATTERS

Most parents know that if they are unhappy about any aspect of their child's education the best way to clear things up is to take the matter to the Head Teacher or the teacher concerned. But if the parent's concern is about the curriculum (the programme of lessons and teaching), and if an interview with the Head Teacher or other staff does not remove the worry, rather more formal arrangements apply. Detailed information about them is available on the website.

TRANSFER TO SECONDARY EDUCATION

Children transfer to Secondary Education at the end of the Summer Term in the year ending 31st August in which they are eleven.

Children from St. Giles have the option of transferring to either Holsworthy Community College or Launceston College as we are a feeder school for both colleges.

Both colleges hold Open Evenings to which the parents of Year 6 children are invited. This enables you to see what each school has to offer and help you to decide which is the better choice for your child.

Visits to the selected secondary schools are arranged during the Summer Term so that the children will be familiar with their new surroundings and know some of their teachers before they start in the Autumn Term.

FRIENDS AND PARENT TEACHER ASSOCIATION

The school has an extremely active and supportive F.P.T.A. which organises social and fund raising events. Over the past few years the Association has provided many items of value for the school.

All parents are invited to take an active part in the work of the Association and officers are elected at the Annual General Meeting in July.

MESSAGE FROM THE CHAIRPERSON OF THE P.T.A.

St. Giles School has a very active and committed Friends, Parents and Teachers' Association. The object of the Association is to develop more extended relationships between the staff, parents and others connected with the school. We help to provide facilities or items for the education of our children.

There is an open meeting every term and an A.G.M. each Summer at which a Committee is elected. Membership of the Association, however, consists of all parents, past and present, other family members and anyone who wishes to support their local village school. The Committee is responsible for arranging fund raising events which draw the parents, children and staff together.

Children need the help and support of their parents if they are going to develop their full potential at school, and we believe that the nurturing of parental interest through our F.P.T.A. is fundamental to this. We are a strong and necessary part of our school and through us the links are formed between teachers, governors, pupils and the community as a whole.

The F.P.T.A. gives you a direct voice in your child's education and welcomes any input you may have.

The Foundation Stage Unit (F.S.U.)

Our Foundation Stage Unit was formed in March 2011 and our setting is a purpose-built building located at St Giles on the Heath Community Primary School.

Our Foundation Stage Unit takes children from the age of two years up until they reach school age, in the year of their fifth birthday. There are two groups of children in the F.S.U.

The Pre-School Children are aged between two years and four and a half years. They wear red sweatshirts. These children are cared for by three qualified (NVQ3) staff. Children can attend between two and fifteen (or more) hours per week, according to your family's needs.

The school-aged children (Reception class for St Giles on the Heath School), are aged between four and a half and five and a half years. They attend the F.S.U. every day, all day, and are on the main school role. They wear blue sweatshirts. If you wish for your child to move into this group and attend St Giles on the Heath School, then you must apply for a place, through Devon County Council, when your child is in their final year of Pre-School. These children are taught by Charlotte McCarroll (Reception Class Teacher) who is also the F.S.U. manager.

The Foundation Stage Unit consists of a large indoor and outdoor area, offering play and learning opportunities across the six main areas of learning.

Personal, Social and Emotional Development

Communication, Language and Literacy

Problem Solving, Reasoning and Numeracy

Knowledge and Understanding of the World

Physical Development

Creative Development.

The day for Pre-school children is broken up into periods of play, literacy / numeracy activities, story times, games, music and singing.

A healthy snack is also provided every day and the children can have a packed lunch or school lunch.

The Reception aged children in the F.S.U. have access to all the play resources in the setting and they also benefit from focused lessons with a qualified teacher. Each day they learn reading and writing skills including synthetic phonics.

They also have daily mathematics sessions. Many activities are taught in a multi-sensory way to ensure the children have an enjoyable, active learning experience.

We also ensure the children have daily physical development activities, continual provision for creative opportunities and weekly planned activities to learn about the world around us. This might involve



END OF SCHOOL DAY

KS1 & Reception children may be picked up at 3.15pm to ease congestion in the car park—but please let us know if that is your choice. The normal end of school is 3.30pm. A walking bus goes down to the village hall—please let us know if your child will be using it.

In wet weather when you need a car please could you car share if possible to reduce the impact on the car park.

Thank you

SCHOOL DRESS/UNIFORM

The school colours are blue, grey and white. This helps to give the school a corporate identity. Trousers or skirts should be grey, blouses or shirts white. In summer boys may wear grey shorts and white polo shirt, girls may wear a blue and white gingham dress. Navy blue sweatshirts, white polo-shirts and royal blue PE t-shirts with the school badge upon them are available from school. We now have a PE kit which includes shorts, t-shirt and a draw-string PE bag. The children will need a suitable change of clothes for P.E. Lessons and a pair of plimsolls (to be kept in a draw string shoe bag.) In winter an old tracksuit can be worn for PE. PE kit should be retained in school and taken home only for frequent washing. The children who play football will need an extra set of clothes and football boots. Leotards are welcome. **ALL ITEMS OF CLOTHING SHOULD BE CLEARLY LABELLED.**

JEWELLERY AND VALUABLES

In the interests of the safety of the children jewellery is NOT to be worn to school. If a child has pierced ears then studs may be worn. Similarly no make-up or nail varnish is to be worn in school.

PARENTS IN SCHOOL

Parents are welcome to come into school to help in class including listening to children read. However we do need to DBS check all volunteers.

ABSENCES

Attendance is marked for each session of the school day, i.e. morning and afternoon, in registers which are regularly inspected by the Educational Welfare Officer.

Absences are classified as follows :-

Authorised

Justified by the school i.e. Educational Visit, Temporary off-site education, sporting activity, approved public performance.

Unavoidable causes such as non-arrival of school transport or heavy snow.

Reasonable discretion such as family death or funeral. -This is NOT a "catch all" heading for "explained" absences such as "long weekend" or "lambing" etc..

Family holiday can only be authorised once in a year, and only if attendance is above 94.5% —a form from the office should be completed.

Sickness, including medical and dental appointments, should be covered by note, telephone or direct contact by parent or guardian with the school.

Excluded for a fixed or indefinite period.

Day of religious observance.

All other absences, including lateness after the register has been closed, are marked as **unauthorised** and may warrant a home visit by the Educational Welfare Officer to find out more information if a regular occurrence.

2013/2014

Incidence of **authorised** absences (as a percentage of total sessions) : **2.80%**

Incidence of **unauthorised** absences (as a percentage of total sessions) : **0.20%**

CHANGES IN FAMILY CIRCUMSTANCES

As partners in your child's education we need to know if there are any changed circumstances at home that may affect your child. It may be the death of a pet, sibling problems, marital problems, a parent going away - please tell Ms Smith in strictest confidence - should you wish it.

CHANGE OF ADDRESS / TELEPHONE NUMBER

Please inform school as soon as possible in writing of any change of address, telephone number or point of contact.

ILLNESS

No child who is obviously unwell at the beginning of the day should be sent to school. If a child has been vomiting or had diarrhoea, a clear 48 hours should elapse before the child comes back to school.

Should a child become ill whilst at school then parents or an emergency contact will be informed and requested to fetch the child. If the parents / emergency contact are not available then the child will be made as comfortable as possible. NB children with conjunctivitis or impetigo should not be in school

ADMINISTRATION OF DRUGS AND MEDICINE

The only medicines that can be administered in school are those which are prescribed by a doctor. The medicine should be brought to school by a parent and handed to the administrator. It needs to be clearly labelled with the contents, owner's name and the dosage clearly stated. A form giving the school permission to administer medicines needs to be completed at the time the medicine is left in the school office.

THE SCHOOL HEALTH SERVICE

Every school has the services of a School Nurse. She is supported by a School Doctor who is a member of the specialist paediatric service based at the North Devon District Hospital.

Our School Nurse is Rebecca Odlin,
Telephone 01409 255340
Our School Doctor is **Dr Young**,

The School Secretary or the Head teacher knows when they will be attending the school.

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 at transfer to secondary education. She will refer children to the School Doctor when necessary.

Tests of hearing, vision, height and weight are offered at the appropriate times.

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 Nurse 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.

HEADLICE

One of the perils of school life is the "nit outbreak". Gone are the days of Nora the Nit Nurse. The responsibility for identifying and treating the child rests firmly with the parents. Parents don't always know what they are looking for - if you have any queries do discuss them with a member of staff, who are all experienced nit identifiers!

The latest advice on treatment is available from the school office or a pharmacy.

MEDICALS

Soon after being admitted to school, and from time to time during his/her school life your child will be visited by the School Nurse. Pupils in Reception and Year 6 will have their height and weight measured, letters will come home to parents about this and the child can be withdrawn from this particular examination you will be invited to be present during the

RELIGIOUS EDUCATION

In accordance with the 1988 Education Reform Act, all children receive a period of religious education in school and take part in school assemblies.

Parents wishing their children to be excused from taking part in the daily assembly and/or curriculum RE should place a request in writing to the school.

PHYSICAL EDUCATION

Our facilities include a playground, a playing field and a school hall which is equipped with a special sports floor and we have a wide range of PE equipment.

The school has various teams which play against other local schools, usually outside school hours, and in local leagues organised by the Holsworthy Learning Community

Each year during the summer term a "Sports Day" is held. This is a fun event, athletically based, with the three school houses/teams competing for the Allin Cup.

HOW YOU CAN HELP YOUR CHILD

Take a keen interest in what your child is taught. Please make sure that you attend Target Setting evenings and talk to us about your child's progress.

Be aware of your child's strengths and ask in which areas he/she needs help and how you can provide extra help at home.

Talk to your child about school, praise his/her successes and listen to any problems. If you can't help, then come in and ask us.

Read with your child and play number games with them. Encourage them to join the local library.

PROGRESS REPORTS

Target Setting will take place twice a year. In the Autumn Term you can meet with your child's teacher and set targets for your child in the coming academic year. This process ensures that home and school are working together to achieve the same goals. These aims will be reviewed and new ones set in the Spring Term. These targets will be written down and you will be given a copy.

In the Summer Term you will receive a school report as a summary of your child's year in school.

If at **ANY** time you have a worry or concern please come and talk to me or the class teacher. Your worries can usually be sorted out but only if you let us know what they are!

ADMINISTRATION

The school is a County Mixed School catering for children between the ages of 2 - 11. It is administered by the Local Education Authority through the Director of Children & Young People's Services whose address is :-

Director of Children & Young People's Services
County Hall,
EXETER,
Devon,
EX2 4QG

Telephone 01392 382000

For administration purposes the county is divided into areas, each controlled by an Area Education Officer. Our school is in the North Devon Area and the Area Officer is based at this address:-

Civic Centre,
North Walk,
BARNSTAPLE,
Devon.
EX31 1ED

Telephone 01271 388561

CURRICULUM

The new curriculum has been in place since September 2014. It includes the following subjects....

- Mathematics
- English
- Science
- Modern Foreign Language (MFL)
- Design Technology
- Geography
- History
- Art
- Music
- Physical Education
- Religious Education
- PSHE

With the new curriculum there is much more freedom for teachers to make links between subjects, especially where there is overlap. For example; work in Science or History is bound to include a good deal of English and probably some Maths. It is our job to design work programmes in such a way that a balance is achieved over a period and that the National Curriculum is delivered to your child.

Please look on the school website for the new rolling programme for each year group and more specific planning.

There are still three key stages and there will still be tests at the end of year 2 and year 6. There is also a Year 1 phonics screening test at the end of year 1.

There will soon be a baseline assessment at the beginning of the Reception year which will be compulsory by September 2016.

SPECIAL EDUCATIONAL NEEDS

Our primary aim is to integrate children with SEN into the academic and social life of our school and to enable children (from the least to the most able) to work to their full potential.

During their time at school a large number of children will experience some form of learning difficulty. The majority of these problems can be overcome and have little effect on the overall education of the child.

Parents are encouraged to bring any concerns to the attention of the school's SEN co-ordinator and/or Governor. St Giles SENCO is Mrs Wawman and the Governor responsible is Mrs V Wonnacott.

GIFTED & TALENTED

There are various areas of the curriculum where there are special activities for children who are gifted and talented in a specific area. Currently the Learning Community together with Holsworthy College run sessions in Maths and PE.

SEX EDUCATION

Following a meeting with parents to discuss the way forward, it has been decided to continue in the same way as currently.

We do not include any prescribed lessons in sex education, believing the parents are the right people to provide this information. However, children's questions in this area are answered honestly and at a level suited to the age, maturity and capability of the children when such questions are asked. The School Nurse is also involved annually when she talks to Year 5 and Year 6 children about growing up.

examination if you so wish. If any of the medical services suggest further examination or treatment for your child, you will be notified immediately. No treatment is given without you being notified and your consent being obtained. You can also request that your child be examined by any of the Medical Services if you feel there is a need.

SCHOOL MEALS

School Meals are cooked on the premises daily. The meals are well-balanced, nutritious and delicious.

A menu and meal selection form are sent out every two weeks on a Friday with the Weekly newsletter by the Administrator. The selection form for each child should be completed and returned to school on the following Monday together with dinner money for that two weeks. Please place in a sealed envelope stating on the envelope the name of the child and how much it contains. Dinner money is collected from the children in their classroom. This means they don't have to cross to the school house at a busy time. If you wish to pay by cheque, then cheques need to be made payable to Devon County Council (DCC).

Devon policy is such that if payment is more than one week in arrears, school meals will not be available to your child until such time as the debt incurred is cleared.

Provision is available for children whose parents wish them to bring a packed lunch.

School Milk

The organisation for this has been taken over by a company called Cool Milk. Several parents have completed and sent in the forms—if anyone else wishes their child to have a daily drink of milk a form is available from the office. Children under the age of 5 can receive free school milk. Cool Milk will invoice you for milk if your child is over 5 and you wish them to have milk.

FREE SCHOOL MEALS

It is now much quicker and easier to apply for free school meals. You can apply online at:- http://www.devon.gov.uk/index/learningschools/supporting-children/financial_support/free_school_meals.htm without the need to send in evidence or, if it is easier, via this phone number 0845 155 1019.

Remember if you are eligible you will also be able to sign up for the Don't Stop Me Now card which entitles you to £300 to be spent on activities – including school residential (50% covered) and after school and breakfast clubs as well as many other activities listed on the Don't Stop Me Now website. This runs to the

CHARGES

Under the provision of the Education Reform Act, schools are no longer able to charge for some school activities, i.e. trips in school time (except for residential), theatre visits, visiting musicians etc. We are able to ask for voluntary contributions from parents to cover the cost of the activities. The Governors of this school have decided to adopt this course as their policy. Therefore you will be asked from time to time to contribute to the cost of the trips etc. on a voluntary basis on the understanding that, if not enough contributions are forthcoming, then the trip/event/activity will be cancelled. This is because we cannot exclude any child from an activity due to non-payment.

INSURANCE

The Authority is insured against its legal liability for an 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 education 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.

Parents may like to consider personal insurance for their children.

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 serving the home address.

The statutory distance is two miles and three miles for children born before 1st September 1997. To qualify, the distance is measured by using the shortest walking route between home and school.

Transport will also be provided if requested to pupils registered at a school that is nearest to their home where this is not the designated school and if beyond the two mile 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 transport even when

they live within the distance for special reasons - for example on medical grounds.

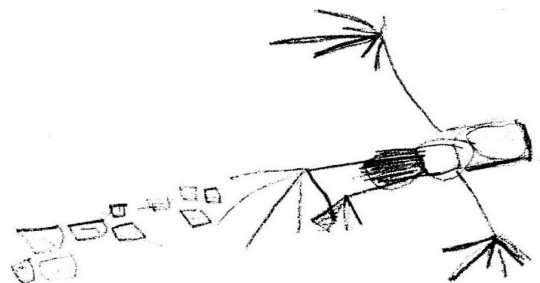
It is the parents responsibility to arrange for children to travel safely between the home and picking up and setting down points. They are also responsible for their children while they are waiting for transport and when they leave the transport at the end of the day.

Where the Authority is not obliged to provide transport it is the parent's responsibility to make arrangements for and meet the cost of travel between home and school.

Where spare seats on the County Council's school transport vehicles are available, these may be occupied by children not entitled to free transport on the purchase of a concessionary ticket.

Further information is available from the Area Education Office:

Barnstaple 01271 388552



Clubs

Monday				
MultiSkills	Miss Palmer	3.30pm – 4.30pm	Key Stage 1	
Tuesday				
Guitars	Mr Beer	2.00pm—4.30pm	Key Stage 2	
Keyboards	Mr Parkin	2.00pm—4.15pm	Key Stage 2	
Wednesday				
Drama	Mrs Byworth	3.30pm—4.30pm	Class 3	
Environment Club	Mrs Wawman	3.30pm – 4.30pm	Year 2	
Thursday				
Netball Club	Mrs Attewell	3.30pm—4.30pm	Key Stage 2	
Friday				
Code Club	Mr Williamson	3.30pm - 4.30pm	Years 5 & 6	
Football Club		3.30pm—4.30pm	Years 2 and up	
Choir	Ms Smith	12.30—1pm	Year 2 and up	

regarding interactions between people.

- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.

Safeguarding of Children

The purpose of St Giles-on-the-Heath Primary School's safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those pupils who attend our school. The policy aims to ensure that:

- All our pupils are safe and protected from harm.
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices;
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours' and the school's legal responsibilities in relation to the safeguarding and promoting the welfare of all of our pupils.

Ethos

All children deserve the opportunity to achieve their full potential. In 2003, the Government published the *Every Child Matters* Green Paper alongside the formal response to the report into the death of Victoria Climbié. The Green Paper set out five outcomes that are key to children and young people's wellbeing:

- be healthy; stay safe;
- enjoy and achieve; make a positive contribution; and
- achieve economic wellbeing.

The five outcomes are universal ambitions for every child and young person, whatever their background or circumstances. Improving outcomes for all children and young people underpins all of the development and work within this school.

Safeguarding in St Giles-on-the-Heath Primary School is considered everyone's responsibility and as such our school aims to create the safest environment within which every pupil has the opportunity to achieve their Five Outcomes St Giles-on-the-Heath Primary School recognizes the contribution it can make in ensuring that all pupils registered or who use our school feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Responsibilities and expectations

St Giles-on-the-Heath Primary School has a Governing body whose legal responsibility it is to make sure that the school has an effective safeguarding policy and procedures in place and monitors that the school complies with them. The Governing body should also ensure that the policy is made available to parents and carers if requested. It is the responsibility of the Governing body to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the pupils who attend our school and that the school has procedures for handling allegations of abuse made against members of staff (including the Head Teacher) or volunteers. The Governing Body has appointed a Senior Designated Officer (SDO) who has lead responsibility for dealing with all safeguarding issues in our school.

The **Senior Designated Officer for school is Beci Smith** If she is not available then the deputy **SDO** is Helen Wawman . **The Designated Officer for the Foundation Unit is Abby Palmer**

The **Named Member of the Governing Body for Safeguarding is Vanessa Wonnacott**

- it. Discuss strategies to resolve the problem.
- Arrange a follow up meeting to discuss how the strategies have worked, monitor the situation with the bullied pupil.
- Parents will be notified of incidents in school.
- The Teacher will meet with the person reporting the incident, within a week, to feedback on action taken.

If the situation is not resolved the teacher, pupil or parent will talk to the Headteacher.

Roles and responsibilities

All members of the school community have a responsibility to support this policy. Pupils need to be encouraged to talk to parents and teachers if they feel they are being bullied.

Notice to be shared with children verbally and on the children's notice board;

If you think you are being bullied:

- be firm and clear and tell them to stop;
- walk away from the situation as quickly as possible;
- tell a teacher or other adult in the school;
- keep on telling until you feel safe;
- talk to a trusted adult at home.

Parents need to take the situation seriously and report the incident to school at the earliest opportunity. Teachers are responsible for investigating any incidents following the steps outlined above. The Head teacher is responsible for monitoring the effectiveness of the policy. A record will be kept of all reported incidents of bullying, discussions with pupils, staff and parents. Incidents will be monitored closely to ensure action taken has been successful.

References used in drawing up this policy::DfEE Circular 10/98

Advice from the Devon Association of Primary Headteachers

St Giles on the Heath Foundation Stage Unit

Within the Foundation Stage setting the named practitioner responsible for behaviour is Charlie McCarroll, who will liaise with the Headteacher.

We help our children to develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. However we acknowledge that there will be occasions when children in the Foundation Stage Unit behave in unacceptable ways and that they will need different, more age appropriate sanctions. **When children behave in unacceptable ways:**

- Physical punishment, such as smacking or shaking will never be used or threatened
- Children will never be sent out of a room by themselves.
- They will be given one-to-one adult support in seeing what was wrong and how to cope more appropriately. Where appropriate, this may be accomplished by a period of "time out" with an adult.
- Techniques intended to single out and humiliate individual children such as the "naughty chair" will not be used.
- Physical restraint, such as holding will be used only to prevent injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded, and the parent informed the same day.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is not welcome.
- Adults will not shout, or raise their voices in a threatening way.
- Adults in the unit will make themselves aware of, and respect a range of cultural expectations

St. Giles-on-the-Heath County Primary School and Foundation Stage Unit

Policy for Behaviour and Discipline, Restraint and Bullying

Behaviour and Discipline

Rationale

At St Giles-on-the-Heath Community School and Foundation Stage Unit one of our key aims is:

"To encourage a respect of others, whatever their religious or spiritual values. The children should understand why rules are crucial to a moral Society, and that we all have a role to play. Even when you are four years old!"

Principles

At St Giles-on-the-Heath we enjoy an excellent standard of behaviour from our children. We recognise that close liaison with the parents reinforces the family atmosphere that we so value. We believe that in order for children to feel happy, well motivated and secure they need clearly defined boundaries, where expectations are consistent, and where they are encouraged through praise in a stimulating environment.

We recognise self esteem is integral to a child's enjoyment of school and the achievement of their full potential.

We nurture a caring attitude, pride in their work, good manners, and a sense of responsibility, both individual and corporate. Good behaviour will be expected as standard.

We encourage self-discipline and respect for authority.

There may be times when children need reminding that certain types of behaviour are inappropriate. Generally, by pointing out how their behaviour affects others and discussing this with them we would hope to overcome this situation.

We encourage the children by praising them, which may take the form of a verbal or written comment, an achievement stamp or star, awarding team points, sharing their work with their classmates to model good practice, Friday sharing assembly, star badges, display of work, class books, parents will be invited to see their work.

Success

We believe in the old adage that 'Nothing succeeds like Success' and that children thrive in a positive environment. We create this environment through positive feedback, both verbal and written when marking work, achievement stamps and stickers, the modelling of good practice to other class members, or the rest of the school at Friday Sharing assembly.

Each week there is a celebration assembly where the teacher from each class nominates a worker of the week. That person talks about their work and receives a special head teachers certificate. There is also one happy mention from each class teacher. The school is divided into three family groups known as pods (the name was selected by the children!) called the Jesters, Jokers and Clowns. The pod structure promotes the family ethos, where older children mentor the younger ones and they share a common goal. We use these pods for organisational purposes such as Sports Day, PSHE assemblies and trips

Sanctions

We accept that there could be occasions when positive encouragement may not work and then we would have to consider using sanctions. If this should be the case then our first course of action would be to discuss the situation with the parents. The following sanctions may be used, as appropriate

- Moving a child's position in class.
- Time out, ideally within the classroom (but if it was felt a child was liable to cause injury to themselves, other children or a teacher a child may be separated from the class for a short time. They would have to be accompanied by an adult.)
- interruption of break or lunchtime privileges - usually to complete work unfinished owing to misbehaviour.
- completion of assigned work or additional written work - at home or at school.
- carrying out a useful task in school - relevant and in proportion to any misdemeanour
- In extreme circumstances we would consider withholding privileges such as participation in school trips, sports events or school clubs where these do not form an essential part of the curriculum.

If the Headteacher and parents decide that further help is needed the Headteacher will inform the Governing Body and the Headteacher may contact the necessary agency. These may include:-

Education Welfare Service
 Education Psychology Service
 Social Services Department
 Child Guidance and Child and Family Psychiatric Services
 District Health Authority
 Probation Service
 Police

Positive Handling (Restraint)

"It is important that schools have a policy about the use of force to control or restrain pupils. All members of staff who may have to intervene physically with pupils must clearly understand the options and strategies open to them. They must know what is acceptable and what is not. The Governing Body, parents and pupils also need to know that." DfEE

Two legal principles are involved here. The child has the right not to be touched and we can never take this away and the duty of the school to safeguard the child's and other children's welfare. These reasons demand that we are very careful in these circumstances.

Prevention should be the primary consideration. Steps to avoid these situations should be taken and the adult should be able to demonstrate that those steps were taken. Physical restraint should always be the last resort. Delay if at all possible. However, in some circumstances e.g. a child running out onto the road, you might be deemed negligible if you do not intervene.

Make a risk assessment each time. Consider the environment, the medical circumstances and the clothing. Always check that the action being taken is for the good of the child, or other children, trying to keep them safe. Assure them that the restraint is not a punishment. Never use other children in the restraint.

Reasonable force might be used in self defence, where risk of injury is imminent; when there is developing risk of injury to themselves or others.

Physical intervention may involve staff in holding, pushing or pulling. When necessary the staff will be trained to deal with positive handling (restraint) using correct procedures.

Staff should not act in a way that could be expected to cause injury, for example

- holding a pupil around the neck, or by the collar, or in any other way that might restrict the pupil's ability to breathe;
- slapping, punching or kicking a pupil;
- twisting or forcing limbs against a joint;
- tripping up a pupil;

- holding or pulling a pupil by the hair or ear;
- holding a pupil face down on the ground.

Staff should always avoid touching or holding a pupil in a way that might be considered indecent.

The Headteacher must always be informed immediately. The incident should be followed up with time for the adult and child to talk about the situation. The circumstances must be recorded as soon as possible stating the time, duration, hold used, injuries, witnesses and further actions or events. For more information, please refer to the school's full positive handling policy.

Anti-bullying

Introduction

Children learn best in an environment where they feel safe and valued. Clear expectations of good behaviour exist to ensure the safety and welfare of the children. These are outlined above in the Behaviour section.

We rarely have instances of bullying and we are committed to ensuring these are dealt with quickly and effectively. Our school ethos is built on mutual respect, trust and care for each other and bullying of any description is unacceptable in our school. We recognise that when bullying occurs both the victim and the bully need help and support.

Aims

St Giles on the Heath Community School aims to provide a secure, caring community in which children can develop self-confidence, independence and personal fulfilment.

Definition of Bullying

Bullying is any behaviour that is deliberately intended to hurt, threaten or frighten another person or group of people.

- It is usually unprovoked,
- It happens again and again as part of a pattern of behaviour that differentiates it from the more usual 'falling out' behaviour of children.
- It always reflects the abuse of power.

Bullying can take a variety of forms, including:

- **physical** aggression, such as hitting, kicking, taking or damaging belongings;
- **verbal** aggression, such as name calling, threatening comments, insulting, racist remarks, teasing;
- **indirect** action, such as deliberately leaving someone out of a social group, ignoring someone, spreading rumours about someone or their family.

Strategies for Preventing Bullying

Pupils are involved in drawing up school rules.

PSHE time may be used to discuss issues and solve problems.

Teamwork and co-operation are encouraged through the curriculum.

Through the teaching of PSHE pupils develop an awareness of how their behaviour affects others.

Assemblies are used to remind children to care and look after each other.

Reporting and responding to Bullying

Any incident of bullying should be reported to the class teacher, either by staff, pupils, or parents.

The report will be listened to and taken seriously.

The teacher will then investigate the incident fully.

The following steps will be used to deal with the situation.

- Talk to the bullied pupil, discussing his/her feelings and establishing who is involved.
- Talk to the pupil/pupils involved, explain the problem and how the bullied pupil is feeling, do not allocate blame to anyone. Ask the pupil/s to explain their actions.
- State clearly that you know the group/ individual is responsible and can do something about