

TUTSHILL C OF E SCHOOL



'Love One Another, Know Ourselves, Believe and Grow'

PARENT HANDBOOK

MAY 2016

TUTSHILL C OF E SCHOOL

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Our Vision

'Love One Another, Know Ourselves, Believe and Grow'

From the vision stem seven core Christian values, which we embed in the life of our school.

Love One Another

This encapsulates our ethos as a Christian school, where we all care for each other as a school community. The Christian Values of **Forgiveness** and **Compassion** reflect this part of our vision in a way that all stakeholders can relate to.

Know Ourselves

This part of our vision works on two important levels. In terms of knowing oneself, we aim that children become independent learners, setting goals and targets to improve their own knowledge and/or social skills. It is also essential for the school community to understand their own spiritual beliefs and respect the beliefs and feelings of others. The Christian Values of **Respect** and **Responsibility** underpin this.

Believe and Grow

The final aspect to our vision deals with the importance of the aspirations and self-esteem of our school community. We want our children to aim high and believe in their own ability. As teachers and stakeholders we endeavour to better our practice and give the children the best possible opportunities. Therefore, **Creativity**, **Perseverance** and **Courage** are the core Christian Values that we believe best represent 'Believe and Grow'.

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General Information @ Tutshill

The Christian Foundation

The school was originally founded by the Church of England in 1892 for the 'education of children and adults, or children only, of the labouring manufacturing and other poorer classes in the Parish of Tidenham...' After the 1944 Education Act, control passed to the Local Education Authority and a Governing Body was appointed to manage the school in accordance with the trust deed.

Our school is proud of our Christian heritage and we actively encourage pupils to explore issues of belief and faith and their effect upon attitudes and behaviour within a Christian context. The social development of pupils is promoted by acceptance and engagement with the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The Governance of Church of England Schools

Church Schools were established in a tradition of Christian commitment to education to serve local communities or parishes. The School Standards and Framework Act 1998 has underwritten the continued opportunity for church schools to hold their place in the state system in three forms, either as Voluntary Aided, Voluntary Controlled or Foundation schools.

The Governing Body

The Governing Body is committed to ensuring the present and future welfare of the school. Governors attend regular full governor meetings, committee meetings and undertake training as required. They visit the school both during the ordinary working day and for special events to become familiar with the school community and so inform their decision making.

Foundation Governors

Foundation Governors are expected to bring to the Governing body an informed regard for the Church nature of the foundation of the school, to ensure that its Christian ethos is preserved and developed, and the religious worship reflects the tradition of the Church of England.

All Governors have equal rights and responsibilities. They are not delegates and must act according to their judgement, in the best interests of the children in the school. The responsibility of the Governing Body is collective. Governors do not have power to act individually unless instructed by the whole governing body. Governors work collectively with the Headteacher and staff to carry out their responsibilities.

The Governing Body provide the Headteacher with strategic direction in order to ensure the school moves towards its vision.

The School and its Location

Tutshill School is a Church of England Voluntary Controlled school. It is a primary, mixed, day school for pupils aged 4-11 years. The school is situated on the Coleford Road, at the edge of Tutshill village, next to St Luke's church. It is in a particularly attractive area, with extensive views towards the River Severn. The locality is ideal for environmental study, being in an area of outstanding natural beauty and steeped in local history with Chepstow Castle within walking distance. The full capacity is currently 210. There are seven single-age classes in the school. The original school buildings were opened in 1893 and an extensive new build programme was completed in 2007. This has greatly enhanced the learning opportunities offered to all children.

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At playtimes children use the adjoining playgrounds and grassed areas. In summer they can use the school's playing field and the outdoor play equipment. We also have an adventure playground and a play area under the trees. Over recent years we have been able to redesign and resource the playground. There are many areas which encourage health and fitness these include a trim trail and tarmac area.

Admission and Transfer

30 places are available for Reception children each September. The Admissions Department in Gloucestershire County Council allocates these places according to the Local Authority (LA) admissions policy.

In keeping with the policy of Gloucestershire County Council, GCC, the school welcomes pupils who are four years old by 1st September in the year of their admission. Reception children are admitted during September on a part-time basis at first and within five weeks induction become full-time pupils. The exact details of the introduction and admission arrangements will be sent to parents during the summer term. We try to make the transition to school life as enjoyable and relaxed as possible through regular visits during the summer term before admission, so that children become familiar with the school environment, meet the staff and begin to feel at home.

The Governing body has an admissions policy in place for allocating places further up the school. This is regularly reviewed and a copy is available in the school office. This policy is in line with the Gloucestershire LA policy.

Welcoming Your Child to School

Parents are welcome to visit the school, look round and ask questions at any time before their child enrolls. Please make an appointment so we can spend time with you and answer questions directly. Reception parents are invited to an informal meeting, during early summer, when details concerning the introduction to school life will be discussed. This is a chance for parents to start to feel involved in the life of the school, to make known any views or specific requirements that they may have and to ask about any aspect of the schooling.

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Teaching and Learning @ Tutshill

School Aims

- Provide a happy school where your child will be cared for with sensitivity;
- Treat everyone in school with mutual trust, understanding and respect;
- Promote the spiritual development of each child by encouraging a sense of wonder and an appreciation of their environment;
- Provide opportunities for your child to learn in a positive environment and to be the best they can be;
- Develop respect and tolerance for all races and religions;
- Develop the ability to learn independently;
- Help your child to read, write, listen and speak effectively;
- Promote a healthy lifestyle and enjoyment of a wide variety of physical activities; and
- Encourage parents to become active partners in the education of all children.

We aim to establish an environment within which staff governors, parents, future parents and friends of the school, support each other to achieve our aims.

The National Curriculum

We have been following the National Curriculum from September 2014. The National Curriculum is organised on the basis of a Foundation Phase and 2 Key Stages, as summarised below:

Key Stage	Ages	Classes
Foundation	4 - 5	Reception
Key Stage 1	5 - 7	Year 1 and Year 2
Key Stage 2	7 - 11	Years 3 to 6

We have a recommendation of 30 children in each class and they are single age classes.

Teaching and Learning

Here at Tutshill we deliver the National Curriculum through topics on a two year rolling curriculum. Parents are able to view the topics and areas of learning on the school website under the 'Learning' section.

We have developed a curriculum that allows our children to see links between subjects and therefore experience learning in a meaningful way. We change our topics in the autumn, spring and summer terms.

We work in phases whereby two classes within each Key Stage explore the same topic in parallel in the following pairings: Y1 and Y2; Y3 and Y4; Y5 and Y6. This allows our teachers to plan, support and, if needed, teach together. Both classes within the phase deliver the same topic. The learning and objectives are tailored to the year group, however, both year groups will be learning through the same topic title. Our two year rolling curriculum allows us to optimise the number of topics and areas of learning covered and ensure children make the best possible progress.

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The children in the Reception class follow the Foundation Stage Curriculum and work towards achieving the Early Learning Goals in prime areas: personal, social and emotional development; language and physical development and in specific areas: maths; literacy; expressive arts and design and understanding of the world.

The Structure of the School Day

The School bell is rung at 8.55 am and our morning and afternoon sessions take place as follows:

KS1 9.00am – 12.15pm (Infant playtime 10.20am - 10.35am)
1.15 pm - 3.15 pm (Infant playtime 2.00pm - 2.10 pm)

KS2 9.00 am – 12 noon (Junior playtime 10.40am - 10.55am)
1.00 pm - 3.15 pm

Late arrival disadvantages children. The school gates are closed after the school bell rings. Children arriving after this time will need to arrive through main school office.

Beginning and End-of-Day Procedures

Pupils may arrive at school between 8.45am, with supervision, and 8.55am. Parents are welcome to wait in the playground until 8.55am. However, school supervision takes place from 8.50 am and children may be left after this time. One bell will be rung at 8.55 am. The school does not accept responsibility for pupils before 8.50am.

The school gates are closed after the school bell rings. Children arriving after this time will need to arrive through main school office. Please refer to our attendance policy, available under the 'School Documents' section on the website.

Teachers accompany children onto the playground at the end of the school day at 3.15 pm and do not let the children go until a parent or known adult is seen. Please stand away from the classroom areas so that teachers can see waiting parents. If a child is to be collected by anyone other than their parents, guardian or known adult, the class teacher or the school office must be informed.

Children in years 5 and 6 are allowed to walk home unaccompanied if school have been notified in writing.

Assessment

Teachers continually assess children's progress and provide work which matches their differing needs. Sometimes this requires different work to be set, a different outcome expected according to ability or a differing amount of adult support. We are in the fortunate position that we can offer support to groups of children, that find work difficult or those that need further challenge. In addition there are opportunities for more formal testing which allows us to build up a profile of each child over time.

Collective Worship

Children who come to this school are educated in accordance with Christian principles and beliefs. Spirituality is seen as an important part of the development of each child. We take part in a daily act of Christian worship as a whole school or class led and have regular church services, in which the children are encouraged to take part. The church ministry team leads our Friday morning assembly which is held in St Luke's Church and from time to time other visiting speakers are invited.

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Religious Education (RE)

We teach RE in blocks to ensure that time is given for our children to discuss their own ideas about faith and the world around them.

Class teaching is based on the Gloucestershire Agreed Syllabus. As well as Christianity, children learn about, and from, the religions of Judaism, Islam and Sikhism. Visits to places of worship and visiting speakers enhance the curriculum.

Special Educational Needs (SEN)

The school places great emphasis on the early identification of children with Special Educational Needs and aims to provide appropriate support in accordance with the requirements of the Code of Practice 2014. Parents are kept fully informed about their children's progress through review meetings. Please refer to the school website and the learning at Tutshill for more information about SEN identification and provision.

We aim to comply with the Disability Discrimination Act (2004).

Technology at Tutshill

In every classroom children have an iboard and children have access to LearnPads which can be used in all aspects of the curriculum. There is also a portable iboard that can be used in all areas of the school. Kindles are used in key groups to build on readers' confidence and QR codes can be scanned on the learnpads offering ease of access for changing lessons. Keyboards are used to improve children's touch typing skills.

Educational Visits

Classes undertake visits related to the curriculum, which provide an extra dimension to their school work. This is a very valuable part of their school career as it creates wider opportunities for academic and social development.

In year 6 children will experience a residential visit following their end of year SAT's.

Homework and Home School Partnership

The school has a Homework policy. We aim to work in partnership with home and ask all parents to support the school in encouraging their child to complete homework tasks.

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Pupil Welfare @ Tutshill

School Uniform

The school has a uniform which consists of:

- A light blue polo shirt*, shirt, or blouse;
- School sweatshirt* or navy jumper or cardigan;
- Smart grey or navy trousers or grey or navy skirt/pinafore;
- Grey socks / tights, white socks for girls in summer;
- Dark coloured sensible shoes.
- In summer, children may wear grey or navy shorts;
- In summer girls may wear a blue checked or striped dress and white socks.
- Baseball caps with the school logo are available from the school office.

PE Kit (to be kept in a named drawstring bag):

- Navy T-shirt* and navy shorts;
- Navy jogging trousers;
- KS1 (Reception, Y1 and Y2) black daps; and
- KS2 (Y3, 4, 5 and 6) white trainers (no colour/logos/names) or black daps.

Nearly new uniform is available from the school office.

The school logo is embroidered on several items of uniform, all marked with an asterisk on the above list. The full range of school uniform (including items with the school logo) is available for purchase from 'Sheila's' in Sedbury. However, whilst preferred by the school, the wearing of uniform bearing the logo is optional and uniform can be purchased from other suppliers providing it is the correct colour (i.e. plain light blue polo shirts and plain navy sweatshirts may be worn for lessons and a plain navy t-shirt may be worn for PE).

School Uniform Rules

- **ALL SCHOOL UNIFORM AND OTHER ITEMS OF CLOTHING MUST BE NAMED.**
- Children should wear school uniform at all times.
- Skirts should be of an appropriate length and style.
- Children should wear appropriate school shoes and not trainers.
- Children with long hair should have it tied back using a plain, navy or blue and white check, "Alice"-style hair band, plain navy bobble/pony-tail band and simple "Kirby"-style hair-grips. Decorative or embellished hairbands, bobbles/elastics/scrunchies and hair-grips must not be worn.
- No jewellery should be worn in school. Children with pierced ears may wear plain studs. These must be removed for all PE activities and the child must be able to put them back in themselves.
- No nail varnish to be worn.
- During the summer term all children should have a cap and a water bottle as part of their PE kit, to include clothing suitable for PE outdoors. It is advisable to have a pair of plain navy blue jogging bottoms in school.
- During the autumn, winter and spring terms, all children should bring a coat to school. This ensures they are able to participate in outdoor activities and playtimes. During the summer term it is advisable to have a light waterproof coat.
- No toys or games should be brought into school unless given special permission by a member of teaching staff.

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Behaviour at Tutshill

The School Rules are part of the Behaviour & Discipline Policy which is available on the school website: www.tutshillcofeschool.co.uk along with all the other policies. Please refer to these policies for up-to-date guidance on procedures.

These are our school rules; a copy is displayed in each classroom:

We look and listen when others are talking
We work hard to do our best
We are kind to other in what we say and do.
We look after our environment
We walk sensibly around our school
We should try to say sorry

School Travel

For the sake of all pupils and the environment, we would encourage everyone to walk to school. There are safe routes to school using public footpaths and quiet roads. In 2015 we launched a road safety scheme with the police. We would like to remind parents if parking, to do so safely and on public property only.

The school staff car park has been fitted with a barrier to improve child safety. This means that visitors are unable to park in the car park.

Cycle and Scooter Storage

We have secure storage for bikes and scooters at Tutshill. We would like to remind parents that children should be supervised on the way to school. Bike riders should wear helmets. Children on bikes are to dismount and push bicycles and scooters across the playground. These bikes and scooters cannot be used during playtimes and the school cannot take responsibility for theft and damage. A cycling proficiency course is run offered Year 6 in the summer term.

Lunches

School meals are provided by a local company, Caterlink, who use fresh, locally sourced ingredients. The meals conform to nutritional guidelines and are proving to be very popular with the children. The children are supplied with a weekly menu to enable them to choose their meals for the week and payment is required on a weekly basis, in advance. Payments are made via ParentPay, an internet based payment service which enables parents to pay for their children's meals 24 hours a day, seven days a week with the added advantage that parents are able to view their child's meal account on line.

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Could Your Child Benefit from Pupil Premium Funding?

Did you know that children who are registered for Free School Meals, receive additional Pupil Premium? This is allocated to the qualifying children and has been used at Tutshill School to support their learning and personal development in the following ways:

- 1:1 support teaching;
- Class supported teaching;
- Group work;
- Pastoral activities e.g. cooking and gardening;
- Purchased resources for mathematical development and emotional resilience; and
- Enrichment activities.

Registering for Free School Meals also entitles your child to:

- Free musical tuition;
- Free school trips; and
- A school uniform bursary

If you think your child may be eligible for free school meals, please come into the office and we will be able to provide you with all the necessary information. We realise that this is a sensitive matter and we will treat any enquiries with the utmost confidentiality.

However, if you would rather go online to find out about eligibility you can do so at

<https://www.gov.uk/apply-free-school-meals>

Snacks and Drinks

Drinking water is available from all cold water taps in school. Children are encouraged to bring their water bottles in daily and may fill up their drink containers from these taps. We also have a water fountain. All children in KS1 have fruit provided free of charge at break time.

We ask parents to be mindful of the snacks they provide. We do have children with severe nut allergies and therefore ask you don't send butts or nut based foods to school. If you wish to discuss this further please contact the school office.

Medical Information

If a pupil has a serious or recurring medical problem, parents should inform the school. Likewise, any serious allergies should be notified to the school office

Accidents at School

The cuts and grazes resulting from minor accidents at break times are dealt with by qualified first aiders on the staff. If an accident of a more serious nature occurs, parents will be contacted. If necessary, children will be taken to hospital for appropriate treatment. Parents will, of course, be notified.

Illness

When a child complains of feeling unwell, they are initially assessed by a member of staff. If deemed necessary parents are contacted by telephone on the emergency number provided. **It is, therefore, essential that parents keep the school updated of any changes to their emergency contact numbers.**

Children who have suffered from diarrhoea and/or sickness should be kept at home for 48 hours after the last episode. Impetigo and conjunctivitis are very contagious and children should be kept away from school until treatment has been successful.

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Medicines

Normally, we do not give medicine to children at school. However, if it is essential for your child to receive medication whilst at school, please call into the school office to complete the appropriate forms. Please note that we are only able to administer medicine which has been prescribed by a GP. Full details are contained in our Administration of Prescribed Medicines Policy which can be found on the school website.

We need to be notified if your child uses an inhaler to prevent asthma. Children keep their inhalers close to them for use when they are required.

Health Checks

The school nurse attends to do regular checks including vision and hearing. Dental inspections take place for certain year groups as arranged by the health authority.

Absence from School

Please ring and leave a message with the school office or write a note giving the reason for absence. If no message has been received by 9:30am, parents will be contacted by the school. Failure to notify the school will result in an "unauthorised absence from school" being recorded on the register. **Parents are discouraged from taking children out of school during term time.** Absence for exceptional circumstances can be requested and the Headteacher will address each case.

Lost Property

A clearly marked lost property box is kept in the staff cloakroom area just along from the school office. Children can look there for anything they have mislaid. This box is cleared at the end of each term. **PLEASE PUT NAMES IN CLOTHING AND BELONGINGS AND RENEW NAMES REGULARLY.**

The Cool Club and Breakfast Club

There is a Breakfast Club and an after-school club on school premises for pupils who attend Tutshill School and need after-school care. This is run independently but in co-operation with school. For further information on hours and fees, please contact Cool Club on 07763 479119 or email coolclub15@outlook.co.uk

Individual or Small Group Music Tuition

The school is fortunate to benefit from a number of peripatetic music teachers. These lessons are charged on a termly rate. A term's notice must be given if children wish to discontinue their lessons.

Security

We ask **all** visitors to report to the office. We have a Visitors' Book for signatures and identity badges which we ask **all** visitors to wear. It is requirement that all Parent helpers undergo a Disclosure and Barring Service check. Colour coded lanyards allow staff and children to identify who is on site and in what capacity. Apart from the main entrance to the premises all school gates are secured during the school day. Access to school at the beginning and end of the day is either through the blue gate in the railings and on to the playground. Access after 9.00 am is through the school office.

At 3.00pm these gates are opened again for parents to use to go onto the playground and wait for their children. A parents' shelter is available for use in wet weather.

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Insurance Cover

The Local Authority only insures against accident liability for cases involving negligence. These are very rare. If parents wish to provide their children with a more general insurance cover (24 hours a day for the whole year) a personal accident insurance policy for pupils is available at a small annual premium. Application forms are available from Gloucestershire County Council.

Charging Policy

The school wishes to provide the best possible educational opportunities available within the funds allocated by the education authority. Education during normal school hours is free. It is recognised, however, that many educationally valuable activities may be dependent on voluntary financial contributions from parents/carers. The school's concern is to keep these contributions to a minimum and to ensure that all children are able to take part. We will do all we can to resolve the issue and support families. Parents are asked to see the Headteacher or Chair of Governors in confidence if they experience difficulty in making these contributions. We will endeavour to do all we can to resolve the issue and support families. However, if insufficient voluntary contributions are received to fund a trip, it may be necessary to cancel the activity as the school is unable to fully subsidise these activities.

Parent Teachers' Association (PTA)

All parents/carers and staff are automatically members of the school PTA. The PTA was formed in 1982 and all members are warmly invited to regular meetings. The PTA supports the school in many ways. As well as raising valuable funds, the PTA provides a social focus for the school community. Money has been raised for a variety of projects and the PTA also subsidises special events including visits to school by theatre groups, attending the Drill Hall for performances and visits to school by a wide range of extra-curricular providers.

There are annual events which have become a traditional part of the school year - a Christmas Fayre, Summer Fete, and quiz nights. We are proud of the thriving partnership of staff, parents and governors.

School website: www.tutshillcofeschool.co.uk

Liaison with Secondary Schools

We have regular liaison with Wyedean School and Chepstow Comprehensive our local comprehensive, through head teacher meetings and activities arranged for the pupils. Throughout your child's time at Tutshill they will have opportunities to visit these schools and receive lessons taught from our secondary colleagues at Tutshill.