

# Kentisbury Primary School



## School Prospectus

Kentisbury Primary School  
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## Contents

	Page
Introduction	3
Vision, mission and aims	3/4
Staff	5
The Governing Body	6
Admissions	6
Hours	7
Playtimes	7
Dates of terms and holidays	8
Transfers	8
Catchment	8
Premises	8/9
The Curriculum	10/11/12/13
After school activity clubs	13
Special Education Needs	13
Provision for Sport/Physical Education	13/14
School Rules and Discipline	14
School Meals	15
Clothing	15
Parking	15/16
School Transport	16
Absences	16
Illness and Emergencies	16/17
Medical and Dental Inspections	17
School/Parent Contacts	17
Charges and Remissions Policy	17
How You Can Help Your Child	18
Five golden rules for helping your child through school	18
Data Protection	19

## Appendices

Holiday Dates for Academic Year
SAT'S (Standard Assessment Tasks) Results
Attendance Percentage Summary
List of Governing Body
Use of the Internet - Permission form
Home-School Agreement

## **Introduction**

We would like to take this opportunity of welcoming you to our school. We are a small, lively and happy school in a lovely rural location, with a large catchment area covering several small parishes.

The purpose of this document is to tell you a bit about ourselves, the way in which we work and the opportunities available to your child. We hope you will find the time to read it thoroughly.

## **Vision, mission and aims**

### **Our Vision**

Our Vision is to achieve each day one more step in the pursuit of excellence in teaching and learning which will enable children to realise their full potential in a happy, safe and caring environment.

### **Our Mission**

Our Mission is to create a happy, secure and stimulating learning environment in which all members of our school community can grow in self-esteem and develop their potential.

### **Our Aims**

Our school aims to provide exciting and stimulating learning experiences That will inspire an ethos of enquiry and creativity.

In addition we hope to;-

- Help all children achieve their full potential.
- Help all children develop a personal awareness and responsibility for their own work and behaviour.
- Create a caring, secure, stable and friendly atmosphere in which children will take an active part in their learning.

We lay great stress on traditional educational values but work is presented in a modern way to create a stimulating learning environment for the children in our care. We endeavour to promote a partnership with parents, whether it is through parental help in the classroom, visits or outings, and most importantly discussions about your child's progress in school.

The school underwent a successful inspection by OfSTED in Spring 2002 when the school was said to represent good value for money. This is an exceptional achievement when you consider that costs per pupil can be three times those in a larger school.

The school buildings were constructed in 1929 but undergo a continuous programme of maintenance and modernisation. Recent improvements include an ICT suite with eight computers for use by all pupils. A new office provides a private space for use by pupils and staff as necessary. Double glazed windows give a warmer and draught free environment. The school grounds, which are the largest in the area, are well equipped with gardens, climbing frame, and wildlife pond. In addition to a hard playground the school boasts a large grass sports pitch. Recent improvements outside include a separate fenced foundation area and a new pavilion providing a dry secure area for pupils' belongings not needed in class.

If you would like any further information, or want to discuss or have explained any of the content in greater detail, do please contact a member of the teaching staff, or Parent Governor, who will be pleased to answer your questions and act as your guide when you visit the school.

### Chairman of the Governors



Football session on playing field



Play in the foundation area

## Staff

Executive Headteacher of the West Exmoor Federation	:	Jayne Peacock
Junior Teacher and Acting Deputy Headteacher of the Federation	:	Clare Cooke
Infant Teacher	;	Marian Streater
Part Time Teacher (Science)	:	Mervyn Mugford
Administrative Officer	;	Wendy Heywood
Learning Support (Early Years) And Mealtime Assistant	:	Marjorie Fuller
Learning Support Assistants (Juniors)	:	Bev Lee Kelvin Dickinson Kirsty Freer Stacey Conibear
Kitchen Manager	:	Kaye Hodder
Cleaner	:	Nicola Pearce

## **The Governing Body**

The current Governing Body is listed on a separate sheet of paper. The Governing Body, in conjunction with the Local Education Authority and the Department for Education, is responsible for the total management of the school. Responsibilities include the appointment of staff, managing the school finances and deciding how the curriculum is delivered. The Curriculum Committee has an oversight of all curriculum areas and is involved in monitoring and tracking children all the way through the school, getting to know the children and their families.

## **Admissions**

Kentisbury is a primary school that has accommodation for approximately forty children between the ages of four and eleven years. It has been agreed with the LEA that Kentisbury will operate a Single Point of Entry from September 2005.

It is imperative that whenever possible parents give notice to the Headteacher of the impending admission of a child.

The pre-school meets every Monday, Tuesday and Thursday morning from 9:30 to 12:30. Mums or Dads must attend these sessions and are encouraged to help in running the activities.

All parents with children who are about to start school are given a booklet - From Home to School - which gives detailed information about the early years at school.

We all hope every child has a smooth, trouble free and happy start at school. Staff and children do everything possible in pursuit of this aim.

Our admission policy is contained on a separate piece of paper in the enclosed folder.

### Hours

School begins	:	8.45 am
Morning break	:	10.45 – 11-00am
Lunch break	:	12.00 – 1 pm
School ends	:	3.00 pm

Please ensure your child arrives in time, but no earlier than ten minutes before the start of school. Children are supervised during playtimes and lunchtimes. There is a teacher on duty from 8.35am to supervise children. Children who travel by school transport will be escorted to the school bus at the end of the school day.

### Playtimes

Children are encouraged to bring a healthy snack from home to eat at playtime – a piece of fruit or carrot.

All playtimes will be outside, so children should always be sent to school with sensible clothing. If the children have Wellington boots with them, to change into at playtime, they will have access to all areas of the school. A pair of wellingtons may be kept at school. Children wearing shoes/trainers will be restricted to the playground areas.



### **Dates of Terms and Holidays**

These are issued to parents on a regular basis for the current year. If you require dates more than a year in advance, please ask at the school.

### **Transfers**

Children are normally transferred from this school to Ilfracombe College at the end of the school year (July) in which they reach eleven years. For this purpose, the year runs from September 1<sup>st</sup> to August 31<sup>st</sup>.

Ilfracombe College is for students aged from eleven to eighteen years of age. During their last term at this school a member of Ilfracombe College staff visits the school and talks with the children and their parents. Towards the end of their time with us children visit the College for a day and meet their tutor. The Staff in both of the schools have many meetings to ensure transfer arrangements are conducted as smoothly as possible.

### **Catchment**

The normal catchment area of the school includes the villages of Arlington and Kentisbury, together with some outlying hamlets. We welcome children from outside our normal catchment area whenever space allows.

### **Premises**

The school has accommodation for about forty children. The school is divided into an upper and lower class; these normally being infant (Foundation Stage) (Key Stage 1), and juniors (Key Stage 2). From time to time this will vary, depending on the number of children in the various age groups. Classes are of mixed ability. Children normally work together in ability or interest groups, depending on the activity.

The school benefits from extensive play areas, including a large field. The grounds have been planted with trees and shrubs by the children to create pleasant and useful environments for outdoor studies. We have a woodland area, a wetland area with ponds and bog, hedgerows and Devon banks. There is also a growing willow dome for the children to play in or sit quietly.



The school has an adventure playground that comprises a large 'climber' with scramble net, various small outdoor play apparatus, and a play castle for imaginative play.

All children have their own garden plot that they care for during their time with us. These are often used as a resource for learning science.

The adjacent Village Hall is used when the school requires a large area in which to work e.g. Physical Education, dance and drama.



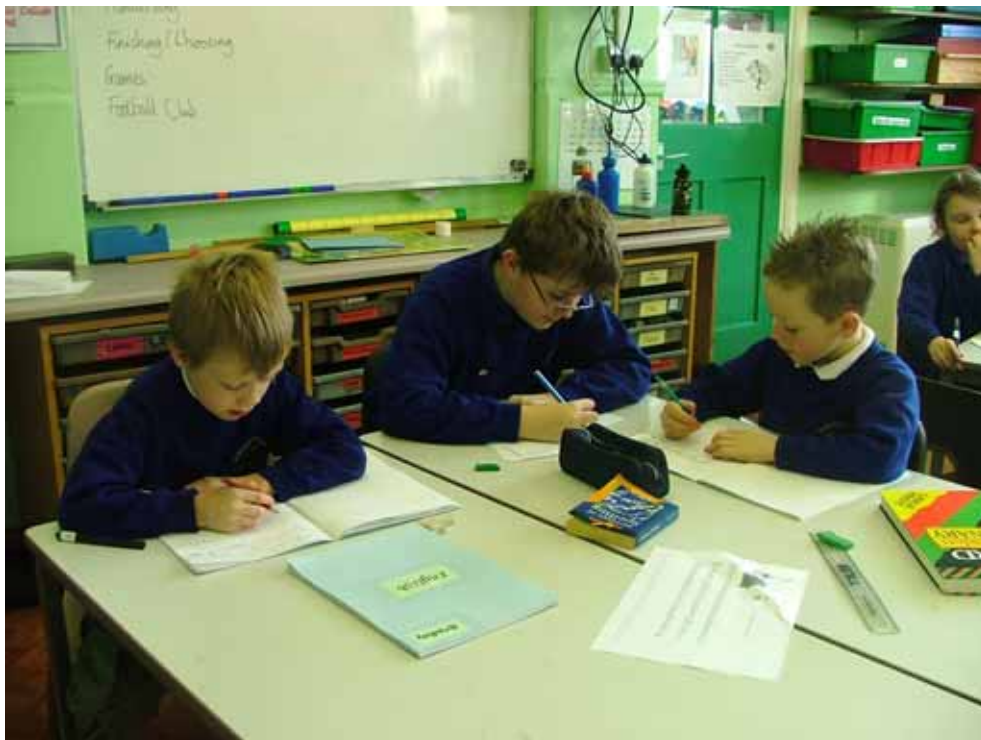
There is a secure Early Years outdoor learning environment with a playhouse for imaginative play.

## The Curriculum

The National Curriculum is followed. This is divided into three 'core' subjects (English, Mathematics and Science) and seven foundation subjects (Geography, History, Physical Education, Music, ICT, Technology and Art). The school is following the National Literacy and Numeracy Strategies that consist of approximately an hour each of literacy and numeracy per day.

All children participate in Religious Education and assemblies, which are broadly Christian in character. If you wish your child to be excluded from this area of the curriculum, please see the Headteacher.

The National Curriculum is applied to help children to develop their full potential academically, aesthetically and physically. In a small school such as Kentisbury, it is particularly important for the children to live and work together harmoniously; to co-operate with other children and to assume some responsibility for the overall well being of the school.



Much of the content of the National Curriculum will be delivered through modules (for example, Ancient Civilisations – this would cover work on Ancient Egypt and Ancient Greece, both taken from National Curriculum History at Key Stage 2). Modules are carefully balanced to provide progression and continuity of learning.



On entering school at Reception children will continue to follow the Early Learning Goals in the six areas of learning.



The school has close links with Exmoor National Park and the National Trust and are often involved with these organisations on practical projects.

Both key stages learn how to be good citizens. Citizenship is often delivered during 'circle time activities'. At regular intervals we are visited by the police, fire and health services as part of our citizenship programme. Environmental education and health education are taught both as a part and additional to the science curriculum.

Children will be continually assessed as they move through the school and will take part in National Assessments as necessary. A school's results will normally need to be published. The regulations take account of the need to protect the confidentiality of individual pupils in school's with a very small number of pupils for assessment. This will usually be the case

at this school. You will be informed of the outcome for your child, but not the school's.

The school uses PC machines to teach Information and Communication Technology and is continually adding to its resources. All current machines in school are Internet compatible. The school has its own Website - <http://www.westexmoorfederation.org.uk/>

The school will keep records on the attainment of all children. These records will be passed on when the child transfers to secondary education or to a new school.

Sex education will form part of our work at various times. In the juniors sex education will assist in answering children's questions about the biology of sex and its role in human development. The infants will encounter sex education during the course of their normal classroom work. All sex education will be presented in the context of family life and loving relationships. If you wish your child to be excluded from this area of the curriculum, please see the Headteacher.

As well as the normal curriculum the school offers 'occasional' opportunity days, which introduce children to a variety of musical, art theatrical and environmental projects. For example, an African drum workshop, a residential art course, an Internet day and the building of the willow dome.



New Old McDonald had a farm mural

If you have a complaint about any aspect of the curriculum please see the Headteacher.

In a booklet of this size it is not possible to go into great detail about every aspect of the curriculum. Interested parents are welcome to look through the National Curriculum documents or our own policy documents, which are available for you to view in school.

### **After school activity clubs**

The school currently runs three successful after school activity clubs these are open to all the children in the school. There is a sports club, a craft club and an ICT club.

### **Special Educational Needs**

The school will endeavour to integrate pupils with special educational needs into the academic and social life of the school and to enable children from the least to the most able, to work to their full potential, both socially and academically. The Staff have an understanding and tolerance of individual differences and individual needs and continually strives to achieve the fullest development of each and every pupil.

There have been changes to the school's S.E.N. policy since the previous issue of the school prospectus, this being the implantation of the Department for Education and Skills revised code of practice 2001 (581/2001). This code of practice has been adopted by the school, in conjunction with their revised policy on S.E.N.

The governor-delegated responsibility for S.E.N. is Mrs Jayne Peacock the S.E.N. requirements of the school have remained unchanged for the year, but the process of identification, assessing and providing for the pupil continues.

### **Physical Education and Provision for Sport**

All children to take part in Physical Education and for health and hygiene reasons will be asked to change clothes. The following equipment will be necessary for all children: -

- Plain black PE shorts
- Black tee shirt
- Plimsolls (preferably black, lace less type for infants) or trainers

In addition, for winter games, the juniors will require a warm tracksuit, football boots or a pair of strong trainers (not the ones normally worn to school). These should be taken home each week and washed.

All the above should be kept at school during term time in a draw string bag.

**Please ensure that all clothing has name tabs with your child's name.**



Children regularly take part in organised sport. In the juniors, children will have the opportunity to try a wide variety of sports – football, tag rugby, hockey, cricket, rounders, netball, swimming, basketball etc. We occasionally take part in matches against other schools and sports festivals.

#### **School Rules and Discipline**

Children are expected to behave in an orderly and civilised manner during their time on the school premises and away from the premises on school visits. Our school rules are based on safety and consideration for others. They are regularly reviewed in assemblies so everyone is familiar with them. We hope that the older children set a good example for the younger children to follow. Parents are informed of any persistent bad behaviour and we hope you will support us in our efforts to achieve and maintain high standards.

The school has a policy on playtime behaviour to which all children must agree. A copy is enclosed for you.

### **School Meals**

A cooked midday meal can be provided for each child. Sample menus are provided for your consideration. Special diets are available on request. Children of parents in receipt of state benefits may be entitled to a free school meal. Application forms for free meals are available from the school. Money for meals should be brought in every Monday morning, payment on a weekly basis or arrangements can be made should you wish to pay this on a half-term or termly basis. Please enclose all money and cheques (payable to Devon County Council) in a sealed envelope clearly marked with your child's name.

Alternatively, children may bring a 'packed lunch' to school. We ask you, for health and safety reasons to adhere to the following rules:-

- All food to be contained in an unbreakable sandwich box clearly marked with your child's name.
- No breakables of any description.
- Cold liquids only – fruit juice, milk, yoghurt etc.

### **Clothing**

The school operates a uniform policy. This comprises a royal blue sweatshirt or cardigan, a royal blue or white polo shirt and navy/black trousers or skirt and sensible black shoes. All the tops can be printed with the school at no extra charge. For further information about our uniform please ask at the school. All the uniform can be obtained from Samuel Daws in Cross Street, Barnstaple. With the exception of a watch, jewellery should not be worn. Make-up should also not be worn at school. The school sells bags suitable for taking to the swimming pool or using for PE kit.

An overall is needed for messy work. (A man's old shirt can be easily adapted by elasticating the cuffs and wearing it back to front).

### **Parking and Collection of Children**

Parents' cars should be parked in the adjacent Village Hall Car Park when dropping off children before morning school and when picking them up at the end of the school day. Please be careful when manoeuvring your car in the Village Hall car park and be vigilant when entering or leaving this area. For safety reasons, the front gate must not be used at the start and end of the school day but will be open during the day for visitors.

At the end of the school, children will wait on the school playground for their parents to collect them. A teacher will escort children travelling on

school transport to the school bus. Due to our very small entrance hall, parents should not wait for their children in the school building unless they wish to speak to the teachers or school administrator.

### **School Transport**

School transport is provided for children in outlying areas. Free school transport is provided where a pupil lives beyond the statutory distance. The statutory distance is defined as two miles for children up to eight years of age and three miles for those eight years and over. To qualify, the statutory distance is measured by using the shortest available route between the home and the school that serves the home address. Some pupils may be given free transport even when they live within the distance, for special reasons e.g. medical grounds.

It is a parental responsibility to arrange for children to travel in safety between home and picking up and dropping off points.

Where the Authority is not obliged to provide transport - including where parents choose a school other than the one which serves the home address - it is the parent's responsibility to make arrangements for travel between home and school.

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

### **Absences**

The reason for each and every absence (including requests for family holidays during term time) must be notified to the school either by letter or telephone. This is a legal requirement and the Educational Welfare Officer will follow up unexplained absences. If you know your child is going to be absent for any reason, please let us know beforehand.

If a child is taken from school during the day (e.g. to the dentist) they must be collected from the school by the parent. No child will be allowed to leave the premises unaccompanied.

### **Illness and Emergency**

It sometimes happens that a child falls ill at school or is involved in an accident and it is desirable for the child to be taken home. For this

reason please ensure that the school has an emergency contact telephone number in addition to your own home telephone number.

### **Medical and Dental Inspections**

At regular intervals there will be routine medical (vision, hearing, height and weight) and dental inspections. You will receive full information about medical inspections from Northern Devon Healthcare during your child's first term at school.

### **School/Parent Contacts**

We are, of course, concerned that your child makes the most of the educational opportunities that we are able to offer. Every term you will be invited to the school for a Parents Evening. This is the time devoted to talking about your child with you. We all value the perspective you, as parents, are able to give to these sessions. If, at any time, you wish to raise any matter concerning your child's progress or happiness, please contact us without delay.

You are most welcome to call in at the school before morning or after afternoon school to talk informally to the teachers, view the classroom displays or look through your child's current work.

We are grateful for any parental help in school. If you can help at the Swimming Pool, hear children read, have a particular craft skill, can supervise children cooking, mix paint and use a pair of scissors or help in any other way – we would like to hear from you.

**It would be appreciated if you could refrain from contacting the teachers by telephone during the teaching sessions unless, of course, it is an emergency.**

### **Charges and Remission Policy**

This policy details activities for which the school will make a charge. In certain cases these fees will not apply. A copy of the policy is enclosed in the Information Folder.

### **How you can help your child**

One of the most common questions asked by parents is 'What can we do to help?' One of the best ways is to take an active interest in your child's education. For example, talking about school experiences - what was enjoyed (or not!).

Infants and lower juniors should be taking a reading book home every evening to practice and it is of help if you, or an elder brother or sister, can spare ten minutes to hear them read. Please fill in the 'Reading Together' booklets (Infants only) that should come home with their reading book.

Juniors will have work to finish at home or a project to research. Literacy and Numeracy homework is set each week - this is usually based on skills the children have been learning in school. Most parents are happy to assist their child to learn the times tables at the appropriate stage.

Being an active member of the PTFA and taking an interest in school displays, activities and events is also a way of reinforcing positive attitudes to school.

### **Five Golden Rules for Helping Your Child through School**

- Give your child time, not just in the early years, but also throughout school life.
- Encourage early reading, writing and number skills at home - do not leave it to school to do everything.
- Help your child to feel positive about learning in general and about going to school in particular.
- Support your child as they tackle new skills - a child needs to feel that learning a new skill is an opportunity not a threat.
- Listen to and talk with you your child about his or her interests and experiences.

This document is a guide for the information of parents. It is not intended to create any contractual relationship and may be varied in the light of changing circumstances.

Occasionally, when involved in special projects and events, children's photographs will be taken by the media and published, together with their names. If you would prefer for your child to be excluded from this arrangement, please inform the school.