



**ST MARY'S CE PRIMARY SCHOOL  
BROOKPIT LANE  
CLYMPING  
LITTLEHAMPTON  
WEST SUSSEX  
BN17 5QU**

**HEADTEACHER: MRS J. LLEWELYN  
TEL: 01903 714325**



**SCHOOL PROSPECTUS  
2011-2012**



Welcome to St Mary's C.E. Primary Clymping and thank you for your interest in our school. We are a co-educational school for pupils aged between four and eleven years old. Our school is situated just off the main A259 coastal road between Littlehampton and Bognor Regis in a very beautiful rural setting within a short walk of Clymping beach. As a small village school we have strong links with St Mary's Church at Clymping and the wider community. Our published admission number each year is 15 and we expect to have a total of 101 children on roll in September 2011.

**Address:** St Mary's C E (Aided) School  
Brookpit Lane  
Clymping  
Littlehampton  
West Sussex  
BN17 5QU

**Telephone:** 01903 714325  
**Fax:** 01903 732017  
**E-Mail:** [office@st-marysclymping.w-sussex.sch.uk](mailto:office@st-marysclymping.w-sussex.sch.uk)  
**Website:** [www.st-marysclymping.w-sussex.org.uk](http://www.st-marysclymping.w-sussex.org.uk)

**Headteacher:** Mrs Janet Llewelyn  
**Chair of Governors:** Mr Paul Griffiths

**Director of Learning  
Children's Services  
Address:** Mr David Sword  
West Sussex County Council  
Room 123 East Wing  
County Hall  
Chichester  
West Sussex  
Tel: 01243 777421



*The particulars contained in this prospectus were correct in relation to the year 2011/2012 at 1<sup>st</sup> September 2011. It must not however be assumed that there will be no changes before the start or during the said year or in relation to subsequent school years*



## **Message from our Chairman of Governors**

Thank you for your interest in St Mary's School.

I feel a school should be the centre of any community and I am proud to have been associated with ours for many years having had a son pass through its care and my daughter still very much part of the school family.

A family is exactly the relationship we have at St Mary's with the pupils, staff and parents working closely to provide a first class rounded education that consistently helps children reach their potential in preparation for later life.

This prospectus can only give you a flavour of our school; to get a real taste of it I recommend you visit us.

*Paul Griffiths*

**Paul Griffiths  
Chairman of Governors**



## *St. Mary's C. E. Primary School*



# Our Vision

We are a church school. Our Christian values underpin all that we do. We expect the best for everyone and of everyone.

### ***PUPILS***

Our pupils are ready to learn throughout their whole lives – they are

- Motivated, interested, keen to meet challenge
- Know how they learn best
- Know their strengths and are not afraid to recognise areas for development
- Can recognise and express emotions and feelings appropriately
- Have the skills they need to make choices and adapt to change
- Can think creatively and function independently
- Are secure in their values and in what they believe
- Respect the feelings and rights of everyone
- Respect the environment and the world in which they live
- Have a 'can do' attitude
- Are proud of producing results that are the very best of which they are capable
- Know that they will be treated fairly by adults at school
- Take responsibility for their learning and their behaviour, recognising that their actions will have consequences

### ***STAFF***

***All Staff:***

- Know that they are valued and respected
- Know that they are part of a team and that all outcomes are the result of team effort
- Make decisions in the light of the school's values and trust everyone to do so
- Are confident that they will be listened to
- Support each other and know that they can rely on the support of others
- Continue to learn and develop

### ***PARENTS***

***Parents Are:***

- Involved and informed
- Supportive
- Welcome in school and are listened to
- Mindful of the professional expertise of staff and trust their judgement and integrity

### ***MEMBERS OF THE WIDER COMMUNITY ARE:***

- Welcomed and included
- Significant contributors to school life
- Involved and have responsibilities as well as expectations of the school
-



## School Aims

- ✓ To maintain and promote a Christian ethos in line with our Church of England foundation.
- ✓ To develop the strong partnership between school, home and church and to encourage the role of parents and the wider community in all respects.
- ✓ To use teacher's knowledge of children's capabilities and National Curriculum programmes to plan for learning activities matched with appropriate high expectations of achievement.
- ✓ To ensure a secure, calm and happy community in which all children regardless of gender, age, culture or backgrounds feel encouraged to become equal partners in the learning process.
- ✓ To provide a challenging and stimulating environment in which the child's developing confidence will encourage self-discipline and the fulfilment of individual potential.
- ✓ To play a central role in the local community.





### ***Our Golden Rules***

- Do be gentle** – don't hurt anyone
- Do be kind and helpful** – don't hurt anyone's feelings
- Do be honest** – don't cover up the truth
- Do work hard** – don't waste time
- Do look after property** – don't waste or damage things
- Do listen to people** – don't interrupt

### ***Safety Rules***

- Walk in school
- Do not go onto the playground until the teacher is on duty
- Observe the one way system in corridors at lunch time
- Pick up belongings in cloakrooms and corridors – even if they are not yours
- No footwear when using PE apparatus except for medical reasons
- No jewellery for PE
- Appropriate clothing/protection for the task

The school has a Discipline and Behaviour Policy which aims to promote a positive attitude to behaviour. Parents are consulted at an early stage if a pupil's behaviour gives cause for concern.



## **Admission Arrangements**

Admissions to the school are made by the Headteacher and an “Admissions Panel” of Governors in accordance with arrangements agreed with West Sussex County Council Admissions Team. Details of these arrangements are available from the school office.

West Sussex County Council Admissions Team send out application packs to parents in the October of the year prior to your child reaching school age (these are the current arrangements and are subject to change). Your applications are usually made online by a set deadline. In addition to this application form parents are requested to complete a supplementary information sheet that is included with the prospectus which they need to return to the school directly. We aim to acknowledge receipt of any correspondence relating to Admissions within one week of receipt.

Children whose birthdays fall between 1<sup>st</sup> September and 31<sup>st</sup> December are normally admitted at the beginning of the Autumn term in which they have their fourth birthday. We offer a part time place (mornings) in the Autumn term for the younger children followed by a full-time place later that term following the October half term if it is felt that this will suit your child. However, following changes in the Schools Admissions Code in 2010 parents now have the right to decide if their child will start school in September in a Reception Class on a full-time or part-time basis or defer entry.

West Sussex County Council Admissions team maintains a waiting list and parents may make application for their child/children’s names to be added to this at any time. If you would like your child to be added to the waiting list for years Reception upwards you will still need to complete the supplementary information sheet.

The West Sussex County Council Admissions team are contactable on (01903) 270290 or via their website at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

## **Preliminary Visits**

For parents of children who will be joining the reception class we run a number of visits on set dates during the June and July before your child starts school. These visits you enable you and your child to have an opportunity to meet with the Headteacher along with their class teachers and other staff and join in activities and stories so that they become more familiar with their new surroundings. During these visits you will have an opportunity to have a look at uniform and ask any questions you may have. You will receive a pack of information about the school including a number of permission slips which we ask you to complete and return to the school office before the beginning of the Autumn Term.

## **Mid-Year Transfers**

Parents seeking admission for a child between the ages of 5 and 11 should apply to West Sussex County Council Admissions Team on the above number.



## School Hours

Our school hours are as follows:

### **PART TIME RECEPTION**

08.55am – 12.00pm (initially) , and then

08.55am – 12.50pm

Our part-time children will be invited to stay for lunch and play until 12.50pm after an initial period of time as arranged with the class teacher

### **KEY STAGE 1 & 2**

08.55am – 3.00pm

Morning break            10.15am – 10.30am

Lunch break              12.00pm – 12.45pm

In the interests of safety children should arrive for school no more than 10 minutes before the beginning of the school day and should be collected from the school playground at the end of the school day. Parents are responsible for the supervision of their child coming into, going from school and whilst on the premises during these times. The school will be open to pupils from 08.45am.

## Breakfast Club

From 1<sup>st</sup> September 2011 we will run a breakfast club for the children who attend the school. The club will be available Monday to Friday from 8.00am until 8.45am. The current cost of this is £3.25 per child per day which is payable in advance on a weekly, half termly or other agreed arrangement with the Bursar. Children whose parents are in receipt of child tax credits or working tax credits may be eligible to claim some of the costs back and further information is available from the school office or on the website [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits). Further information and registration forms are available from our School Office.

## School Meals

The children may choose to have a packed lunch or a hot meal provided by Chartwells. Childrens packed lunches need to be healthy and must not include any chocolates, sweets or fizzy drinks. Parents are able to select meals from a menu and book a hot meal for their child on selected days by visiting their website at [www.mealselector.co.uk](http://www.mealselector.co.uk) . They currently charge £2.15 per day.

## Free School Meals

The current entitlement for free school meals applies to parents who are in receipt of Income support, income-based jobseekers allowance, support under Part V1 of the Immigration & Asylum Act 1999, Pension Credit, Income Related Employment and Support Allowance, or Child Tax Credit only - with an assessed income of below £16,190. This entitlement applies to all pupils regardless of where they live.

Free school meals are an entitlement and registering for them is a totally confidential process. It does not mean that your children are 'singled out' in any way or that they must receive the meals on a daily basis. Children may still prefer to take a packed lunch but have the option of a hot meal. School funding from central government via the County Council has been reduced and therefore the formula which generates funds for schools will change. The benefit to the school is that funding will better reflect the economic situation that families find themselves in at this time and we would urge those who are eligible to register. Further information and Application Forms are available from the School Office.



## **School News and Communication**

We publish a regular Newsletter for parents which is circulated either by email or by a hard copy which will be sent home with your child. Our newsletter is displayed in the reception area where you will also find spare copies. Our website contains much of the information you may need, however if you have any questions then please speak to a member of staff.

It is important that parents and carers let us know of any change to their details, including address, telephone numbers, email, and any change to arrangements for your child being collected.

## **Charging for School Activities**

It is the school's policy to request from time to time voluntary contributions from parents for school activities such as swimming lessons or school trips. Such activities may only be run if there is sufficient voluntary funding. We do, however, aim to ensure that no pupil is excluded from an activity solely by the inability of parents to pay and cases of hardship should be referred to the headteacher. Further details of the charging policy are available from school.

## **School Events and Fundraising**

Our fundraising committee is made up of a group of staff, governors and parents of children at St Mary's who meet regularly to plan and organise fundraising events for the school. Our main fundraising events are our Summer and Christmas Fayres, sponsored walk and our Bonfire Party, but there are other events that are organised throughout the year and are enjoyed by the whole school community and beyond. Over time the money raised through these events has gone towards many exciting projects such as our IT suite, library and art area and all the money raised supports and enhances the curriculum for your children and way into the future. If parents are interested in joining our Fundraising Committee then please leave your details with the School Office and we will be in touch with you.

## **Volunteering in School**

We welcome help from parents and other members of the local community to enhance our learning by coming into school on a volunteer basis to help with reading and other activities such as school trips. If you would like to help you will need to complete a CRB form with us via the school office. All of our volunteer helpers have a current CRB in place.



## A Statement on Bullying

Bullying in all forms is unacceptable and is regarded as a serious offence within the school. A safe and secure environment, free of fear, bullying and intimidation, in which to learn and grow should be the right of all children.

Bullying includes any form of physical or verbal behaviour, which is aggressive in nature and which, is intended to make the recipient feel bad, undervalued or hurt. Examples of bullying could be found in persistent teasing, pushing, name calling, intimidation, telling malicious stories etc.

All incidents of bullying will require an immediate response by the member of staff observing the behaviour. Punishments will depend on the severity and frequency of the behaviour. All incidents of bullying will be reported to the headteacher. Severe or repeated occurrences will be communicated to the perpetrator's parents.

All adults in school have a responsibility to stop any bullying they may see. To fail to take immediate action is to condone and reinforce the behaviour. If in doubt whether bullying is actually taking place a sensitive intervention can be made and a possible event may be discouraged.

It is the duty of everyone in school to support an atmosphere in which bullying is recognised as totally unacceptable. As a consequence false accusations could have far reaching implications and in some cases of bullying written statements may be taken from all the children involved.

Everyone in the school works to the objective of St. Mary's school being a "no incidence" environment.

## Attendance

Parents and carers are asked to discuss any requests for 'days out of learning' with Mrs Llewelyn. Requests for 'days out of learning' will be not be authorised if your child's attendance for the previous year or the current year following the October half term falls below 95%. Further details are available from the school office.

### Please Note:

*With effect from September 1<sup>st</sup> 2011 approval for holiday absence will not be given:*

*- if the child's attendance in the previous full school year has  
been less than 95%*

*or*

*- if the child is in a "National Test" term (Years 2 and 6)*

## Lateness

If your child is late into school then the parent/carer must complete our late book at reception giving a reason for that lateness. If no reason is given then the lateness will be marked as 'unauthorised'. Parents are reminded that the school opens at 08.45am and that registration is at 8.55am each morning.



## Our Staff

<b>Headteacher</b>	: Mrs J Llewelyn
<b>Class Teachers</b>	: Mrs G Shanks : Mrs C Hood : Miss L Poole : Miss K McKenna : Mr N Matthews : Mrs R George : Mrs L Anderson
<b>Teacher / SENCO</b>	: Mrs N Paddock
<b>School Bursar</b>	: Mrs S Robinson
<b>Classroom/Mealtime Assistants</b>	: Mrs H Fox : Mrs K Croft : Mrs A Gailer : Mrs A Sankey : Mrs L Mitchell : Mrs R Houlding : Mrs L Meredith
<b>Breakfast Club Coordinator</b>	: Mrs L Meredith
<b>School Cook</b>	: Mrs Wendy Jenkins
<b>Premises Manager</b>	: Mr J Llewelyn

## Class Teaching Arrangements – September 2011

Mrs G Shanks/Mrs C Hood	: Reception
Mrs R George/Miss K McKenna	: Year 1 and Year 2
Mrs J Llewelyn/Miss L Poole	: Year 3 and Year 4
Mr N Matthews	: Year 5 and Year 6

## School Organisation

When planning work we take into account the stage each child is working at and what should be the next steps. Children are grouped according to their needs and so often work with pupils of different ages. For structured activities such as phonics or maths we aim to keep group sizes as small as possible, and we also meet individual needs through working on a 1:1 basis when this is appropriate. If parents have any queries or concerns about their child's progress we ask them to speak to the class teacher at the earliest opportunity, and likewise we will contact parents at an early stage if we have any concerns.



## **St Mary's C.E. School Governing Body**

<b>Headteacher School Governor</b>	<b>:</b>	<b>Mrs J Llewelyn c/o The School</b>
<b>School Governor Rector Ex officio</b>	<b>:</b>	<b>Rev. Richard Hayes</b>
<b>Foundation Governor Chairman</b>	<b>:</b>	<b>Mr Paul Griffiths</b>
<b>Clerk to Governors</b>	<b>:</b>	<b>Mrs Jude Sennitt</b>
<b>PCC Appointed Parent Governor</b>	<b>:</b>	<b>Mrs Nicky Roberts</b>
<b>Diocesan Appointed Parent Governor</b>	<b>:</b>	<b>Mr Bob Jones</b>
<b>Parent Governor</b>	<b>:</b>	<b>Mr Chris Dearnley</b>
<b>Foundation Governor</b>	<b>:</b>	<b>Mr Mark Taylor</b>
<b>Vice Chairman Treasurer</b>	<b>:</b>	<b>Mrs Lyn Brookman</b>
<b>Local Authority Governor</b>	<b>:</b>	<b>Mr John Thompson</b>



### **School Uniform**

Children are encouraged to wear St Mary's school uniform and to develop a sense of pride in being a member of our school community.

Royal blue sweatshirts with logo/pullovers/cardigans  
White or light blue shirt/blouse  
Grey or black trousers/skirt  
Royal Blue fully reversible fleece jacket with logo (*optional*)  
White or grey socks  
**Black shoes** – *not* trainers or boots please

### ***For Summer***

Blue/white checked dresses  
Grey shorts  
Black Sandals or Black shoes

### ***For P.E.***

Royal blue shorts/pleated skirt  
White T-shirt  
Plimsolls

#### **Accessories (optional)**

Document case with logo  
Bookbag with logo  
PE Bag (plain royal blue)

**Most items are available from local stores or  
from  
“RICARA”, 3 Arundel Road, Littlehampton.  
Tel: 01903 723843**



## School Term Dates 2011-2012

Autumn term 2011 begins	:	Friday 2 <sup>nd</sup> September
Half-term holiday	:	24 <sup>th</sup> – 28 <sup>th</sup> October
Autumn term ends	:	Friday 16 <sup>th</sup> December
Spring Term 2012 begins	:	Tuesday 3 <sup>rd</sup> January
Half-term holiday	:	13 <sup>th</sup> – 17 <sup>th</sup> February
Spring term ends	:	Friday 30 <sup>th</sup> March
Summer term begins	:	Monday 16 <sup>th</sup> April
Half-term holiday	:	6 <sup>th</sup> – 8 <sup>th</sup> June
Summer term ends	:	Friday 20 <sup>th</sup> July
Closure for Staff Training days	:	Friday 21 <sup>st</sup> October Tuesday 3 <sup>rd</sup> January Monday 20 <sup>th</sup> February
Good Friday	:	Friday 1 <sup>st</sup> June
Easter Monday	:	Monday 11 <sup>th</sup> June
May Day Bank Holiday	:	Friday 6 <sup>th</sup> April Monday 9 <sup>th</sup> April
Holiday for Queens Jubilee	:	Monday 7 <sup>th</sup> May Monday 4 <sup>th</sup> June Tuesday 5 <sup>th</sup> June



## **Collective Worship**

The school believes it is important to meet together to strengthen and enjoy our sense of community and shared beliefs and values.

The collective worship at St. Mary's is based on the beliefs and practices of the Church of England. Whole school assemblies are led by the Headteacher and class assemblies are led by the class teacher as a class or as a key stage experience with the aims, themes and content of the worship relating to current school curriculum and will reflect Christian values, festivals and events.

We have a small group of local vicars who come into school once a week to run an assembly for the whole school. We appreciate the individual talents and strengths of our pupils and celebrate success across all areas with a range of instant rewards and a weekly Good Work Assembly to which parents are invited.

## **Our Policy on Special Educational Needs**

This policy aims to provide access to the whole curriculum and support for children who at some particular time, or throughout their school careers, might be in need of special provision with regard to their academic, emotional or physical abilities. These pupils will be identified through normal classroom activity and observation, informal assessment, parent concern or national standardised tests. Provision is made for in-class support, small group withdrawal, non-teacher assistance or specialist tuition. Teachers will produce an independent educational programme (IEP) which will address the child's needs and help to provide access to the whole curriculum.



## **RESOLVING DIFFICULTIES IN SCHOOL**

If you are unhappy about something that has happened or is happening in school, please take this up informally with your child's class teacher in the first instance. Most problems can be sorted out at this stage and it is very much in the child's interest if matters can be resolved quickly. If the matter cannot be resolved informally, you may want to move on to more formal measures. In this case, please make an appointment to discuss matters formally with the Headteacher. The third stage of the complaints procedure is for parents or carers to put the complaint in writing to the Chairman of Governors who will convene a complaints panel. You may obtain a copy of our full Complaints Policy from the School Office.

### **OVERVIEW**

#### **STAGE ONE**

Discuss concerns informally with the class teacher



#### **STAGE TWO**

Discuss concerns formally with the Headteacher



#### **STAGE THREE**

Make a formal complaint in writing to the Chairman of Governors who will convene a complaints panel



## Privacy Notice - Data Protection Act 1998

We, St Mary's CE Primary School, Clymping, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

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

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

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

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://wsgfl.westsussex.gov.uk/ccm/content/leadership/education-research-information-unit/fair-processing-notice.en>  
and/or  
<http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- Sue Bryan  
Resources and Performance  
Adults and Children's Services  
West Sussex County Council  
County Hall  
Chichester  
PO19 1RF
- Public Communications Unit  
Department for Children, Schools and Families  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

J Llewelyn  
Headteacher

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools



## **Safeguarding**

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection Policy and procedures in place. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have a reason to believe that such a move would be contrary to the child's welfare.

### **Our Child Protection Officer is:**

**Mrs Llewelyn – Headteacher**

**We also have a governor who has responsibility for Child Protection:**

**Mrs Lyn Brookman**

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report it to Mrs Llewelyn as soon as possible the same day. **DO NOT** conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the Headteacher or SENCo, who will consider what action to take. If the concern relates to the Headteacher then the matter should be referred to the Chair of Governors.



# Curriculum

## **Foundation Stage Reception Class (4-5 years)**

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a range of teaching and learning experiences that are appropriate for their needs. The Foundation Stage is about developing key learning skills; as listening, speaking, concentrating, persistence and learning to work and co-operate with others. The six areas of learning which make up the Foundation Stage curriculum are:

- Personal and Social Development
- Communication, Language and Literacy
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

## **Foundation Subjects**

We develop our children's interest in and understanding of history, geography, art and design and technology through topic work which we call freeflow.

During freeflow sessions, pupils are encouraged to follow their own line of research linked to the topic being studied. For example, when studying Victorians, a child might choose to find out about Victorian inventors, dress, food or houses. They then show what they have learnt in an interesting way which can range from PowerPoint presentations through cooking to models, art, drama, talks and musical composition. We equip children with the skills they need to work in this way through weekly workshop sessions where they develop skills in enquiry, chronology, design and technology, art and display.

We find that this approach supports our children to be independent thinkers and to work as part of a group in addition to generating great enthusiasm for learning. Pupils from St Mary's are regularly invited to speak about how they learn and have attended Headteachers' conferences and training days at other schools to talk about freeflow.

## **Key Stage 1 (Ages 5-7 years) and Key Stage 2 (Ages 8-11 years)**

The core curriculum at Key Stages 1 and 2 comprises English, maths, science and ICT. Children also study the following subjects as part of the National Curriculum:

- Art and Design
- Design Technology
- History
- Geography
- Music
- Physical Education
- Personal, Social, Health and Citizenship Education (PSHE)
- French



## **English**

We use the Read Write Inc phonics scheme to support our children in their development of reading and writing. Children work in small groups for a session every day and practice sounds, reading and writing with an adult. We assess the children regularly and change their groups as necessary. Parents are invited into school from time to time to watch phonics sessions and work alongside their children. When children move beyond the phonics scheme we continue to develop literacy skills through guided writing and reading sessions and independent activities. We encourage parents to read and share books frequently with their children and children are welcome to change their school reading books as often as they wish

## **Mathematics**

We teach mathematics using the learning system developed by Richard Dunne called "Maths Makes Sense." The children are taught in groups of about 15-20 and learn the skills of numeracy, measuring, drawing and reasoning. The Maths Makes Sense learning system recognises that maths is a special symbolic language and helps children articulate this language fluently, using concrete objects, exaggerated actions and special vocabulary. The children are taught through both formal learning, including Direct Instruction, Guided practice and Partner Teaching and informal learning including Daily Practice and the use of every-day contexts. Our approach to the learning and teaching of Maths is structured and robust, planned very carefully and very consistent.

## **Design and ICT**

From the earliest age children are encouraged to use a variety of the appropriate materials for construction purposes. They will also be encouraged to make and redraft designs relating to constructions. Our ICT facilities allow the children access to the latest technologies available. These technologies are embedded in the teaching and learning across the school, as well as being available for students to use to develop their own learning. Facilities include a new ICT suite with the latest PC technology, a trolley of laptops that can be deployed around the school, a number of Fizzbooks that are a cross between a tablet and a netbook, digital cameras, voice recorders, video cameras and access to a small number of the latest Apple Macs. These combined with interactive Whiteboards and two PCs in all the classrooms ensure that we stay ahead with technological trends. All of these technologies are used across the curriculum for a variety of purposes including research, data handling, drafting of writing, movie making and presentations.

## **Physical Education**

Children take part in organised swimming lessons at Littlehampton Sport Centre on a weekly basis for between one and three terms each year. In addition children take part in a range of physical activities including the use of large apparatus, movement, dance and drama activities, outdoor sport, games and P.E. lessons. Our children regularly compete in football and netball matches against teams from other local schools in Littlehampton. We have recently purchased a school football kit which has been sponsored by one of our parents.



## **Personal, Social and Health Education (PSHE)**

Work on PSHE Education will be included in project work undertaken by the children. This will generally cover areas such as road safety, safety in the home, physical growth and development, dental hygiene, and a need for a healthy diet, sleep and recreation.

Sex Education forms a part of the curriculum for our Years 5 & 6 children. This will be studied as part of an on going topic on "Ourselves" which includes aspects of physical growth and development. Opportunities will be given for parents to discuss in advance the work to be covered and view any sources e.g. DVDs which are to be used.

### **Music**

We aim to provide opportunities for children to learn to play the recorder and other instruments and to read music. We subscribe to the West Sussex Music Service and this year we have a visiting teacher who is giving singing lessons across both key stages. In previous years we have provided Samba and African Drumming lessons to the children in Key Stage 2. In addition to children's usual music lessons in class we are pleased to offer specialist music tuition provided by peripatetic teachers who visit our school during the week. If you are interested in your child receiving specialist musical instrument tuition, do collect a form from the school office which will give you the details on price and opportunities available.

### **Art**

Children are encouraged to become competent in craft skills and to use these to develop their creativity and express themselves visually. The school is fortunate in having a dedicated art and craft area. We contribute towards the annual Littlehampton Art Exhibition where our children's work is displayed.

### **Schemes of Work**

Should you require further details of National, L.E.A. or school schemes of work please contact the Headteacher. The school holds regular meetings to discuss the curriculum including implementation of the National Curriculum, and appointments are given for parents to discuss with class teachers their child's progress within the curriculum.



## **Extra Curricular Activities**

There are a number of opportunities for children to take part in activities outside normal school hours. We offer a variety of sports including netball, football, athletics, cricket and rounders, but may include other activities such as music, craft activities, drama, languages, book and computer clubs. In addition our Years 5 and 6 children take part in a residential visit each Autumn Term at either Goodwood or Cobnor Activities Centre where the children are able to take part in activities such as rafting, hiking, bat walks and a range of team building activities and adventurous activities.

The children who belong to our gardening club work hard in our garden area, growing a variety of plants, flowers and vegetables. We enter our garden area for competitions each year and won First Prize the Littlehampton Allotments & Gardens Contest for two years – an achievement which we are really proud of.

## **Homework**

Learning is best facilitated where there is a partnership between parents and school and where children are involved in relevant first hand experiences. In this context we actively encourage all children to read at home every day and ask parents to share this experience with their children especially in the first three/four years at school. Further details on how you can best help your child are available from school.

From time to time your child may be requested to undertake at home activities (especially in relation to topic work) which will enhance their work at school. This may involve the following types of activity:-

- devising and completing a survey
- collecting relevant materials
- writing letters
- asking questions/conducting interviews
- problem solving

These activities will be voluntary and are generally undertaken in the spirit of mutual support.

In Years 5 and 6 the children will be expected to do about two hours of homework a week designed to help them practise the personal time organisation skills they will require when meeting the requirements of secondary homework.

Out of school activities and membership of youth organizations, for example swimming clubs, Brownies, church activities and family life are valued by the school as part of the children's development and learning. The type and frequency of our requests for children to work at home are made with these values in mind.



## **What our children say .....**

**“I like learning about castles” – Finley, Reception**

**“I like lunch because I have a buddy to help me” – Keira, Reception**

**“I like going on the bikes” – Grace, Reception**

**“I like learning about the Queen” – Kyle, Reception**

