



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

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



**SCHOOL PROSPECTUS  
Academic Year 2016 - 2017**



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 100 children on roll in September 2016.

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

**Telephone:** 01903 714325  
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**Website:** [www.st-marysclymping.org.uk](http://www.st-marysclymping.org.uk)

**Headteacher:** Mrs Janet Llewelyn  
**Chair of Governors:** Mrs Julie Burnett-Kirk

**Director of Learning  
Children's Services  
Address:** Ms Deborah Myers  
West Sussex County Council  
Room 105 East Wing  
County Hall  
Chichester  
West Sussex  
Tel: 033022 22672  
Email: [Deborah.myers@westsussex.gov.uk](mailto:Deborah.myers@westsussex.gov.uk)



*The particulars contained in this prospectus were correct in relation to the year 2016-2017 at 1<sup>st</sup> September 2016. 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 Chair of Governors**

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

**We are very proud of our school and welcome you to visit us to find out more about our school.**

**We value each child and support both their learning and wellbeing to ensure they are happy and successful learners. At St Mary's we have a dedicated and caring team of staff, governors and volunteers who strive to do the best for our children.**

**Christian values underpin relationships within our school community and influence our decisions and the strategic direction of our school.**

**Our prospectus will give you an introduction to our school. Please feel welcome to visit for a real sense of what makes our school special for our children and the whole school community.**

**Julie Burnett-Kirk  
(Chair of Governors)**



# 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

## **GOVERNORS**

### **Governors:**

- Understand and support the shared vision for the school
- Make strategic decisions in the spirit of the shared vision
- Fulfil their statutory duties while supporting the headteacher to remain true to the school's vision
- Are truly part of the school community and make a positive contribution to the wellbeing of the pupils and staff
- Recognise that they have a temporary role in the long life of the school and a responsibility to see the 'big picture' and plan strategically for the future

## **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
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## 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 03330 142 903 or via their website at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) email: [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)

## **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 – 12.10pm (initially) and then

08.55am – 1.10pm

Our part-time children will be invited to stay for lunch and play until 1.10pm after an initial period of time as arranged with the class teacher

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

08.55am – 3.15pm

Morning break            10.15am – 10.30am

Lunch break                12.10pm – 1.10 pm

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

Our Breakfast Club is run 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 School Business Manager. 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

School lunch is at 12.10pm and reception children eat with a 'buddy' who will look after them. All Reception children go home at 12.10 pm for the first week of term and then part time children will go home at 1.10pm, full time children stay until 3.15pm. Packed lunches should be healthy – *no sweets, chocolate or fizzy drinks* please. St Mary's is a 'nut free' school and we therefore ask that children do not bring in foods that have a high nut content, including peanut butter. We ask this as we have some children here with very severe allergies.

**Hot School Dinners Key Stage 2:** Hot dinners are available each day. They are normally ordered online and prepaid at a current cost of £2.25 per day. You may book hot meals online by visiting [www.mealselector.co.uk](http://www.mealselector.co.uk) or alternatively contact Chartwells on 0845 603 7998. Further details, sample menus and information are available from the School Office. Please refer to the information below regarding entitlement to Free School Meals.

**Hot School Dinners for Reception, Years 1 & 2:** All children in these school year groups have been entitled to receive a free hot meal from September 2014. Please refer to the information in your pack and advise the school office whether your child will be taking this. We urge all parents who are entitled to Pupil Premium (benefits based) Free School Meals (refer to information below) to register even if your child does not take up this meal.

### Is your family entitled to receive Pupil Premium (Benefits Based) Free School Meals?

Children whose parents are in receipt of the following benefits are entitled to receive free school meals:

- Income Support
- Income based Jobseekers Allowance
- Income related Employment & Support Allowance
- Guaranteed element of State Pension Credit
- Child Tax Credit **only** with an assessed income below £16,190
- Support under Part VI of the Immigration & Asylum Act 1999

Registration is quick and confidential. Please call into the school office with evidence of your entitlement. We will be able to help you complete a simple registration form and that's all there is to it! The Government will give additional funds for every child that registers, even if they do not take up the hot meal each day, this additional funding can be spent within school by way of introducing additional support programmes that benefit all of our children.

It is vital that parents of children in ***all year groups including Years R, 1 & 2*** who are currently in receipt of state benefits and eligible for Pupil Premium (benefits based) Free School meals continue to register with WSCC as this will attract the necessary funding which provides additional support to improve learning outcomes for children as well as providing financial support for school trips, swimming etc. Support could be taken to mean anything from books or equipment or for additional teaching hours by a member of teaching or support staff. We understand that there will be a new online registration system launched later this year which will make these applications faster and more accurate.



If you have any questions then please speak to Mrs Robinson in the first instance and she will try to help you. If you are in receipt of the qualifying benefits but have not as yet applied for Pupil Premium (Benefits Based) Free School meals then *we urge you to do so* as this will help to ensure future funding for children. Children do not have to take up the meal on any day and they can still bring in a packed lunch if they prefer. Registering for free school meals is totally confidential.



## Pupil Premium

### Pupils Premium Statement 2015/16

The pupil premium grant is funding provided to school in addition to main school funding. It is awarded on the basis of the number of children eligible for free school meals (FSM), those who have been eligible for FSM in the past six years, pupils who have been adopted from care under the Adoption and Children Act 2002 or who have left care under a Special Guardianship or Residential order, and children who are designated as CLA (Looked after children) for more than six months. A smaller amount of funding is allocated for pupils from service families.

The government believes that it is for schools to decide how the Pupils Premium Grant is spent as we are best placed to assess the necessary provision to support pupils and families. However, we are rightly held accountable for how we have used the additional funding.

Our priority for the academic year 2015-2016 is on narrowing the gap for those pupils in any year group who are achieving below their peers. It is recognised and agreed that these are the 'target' pupils but that other pupils will also benefit from the improvements in provision. The majority of funding is planned to be used in this way, and we also plan to use some funding to ensure that all pupils are able to access the curriculum and are ready to learn.

Financial Year	Number of pupils eligible for FSM	Number of ever6 pupils	Number of CLA pupils	Allocated budget
2015-16	5	10		18802
2014-15	10	2		22000

Use of Pupil Premium Funding 2015/16



**Objectives:**

- To ensure that there is no gap between eligible pupils and their peers
- Support families to overcome practical barriers to learning
- Ensure access to enhanced learning opportunities
- Develop social skills

**Actions:**

- Additional TA support to lead small group interventions supporting reading and maths
- Additional TA support to deliver targeted Speech and Language programmes
- Additional Teacher time to support reading
- Funded places at Breakfast club
- Subsidised places at sports clubs and financial support for attendance at other clubs and events

**Monitoring**

- There is ongoing monitoring of the progress of PP pupils in line with that of all pupils. If additional support is required in order to meet our aims, then interventions will be amended or extended.



### **School News and Communication**

We send out a regular Newsletter for parents which is circulated either by email or by a named 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 essential 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.

### **Parents who are Separated**

St Mary's School is committed to working with families and understand the importance of continuing the relationship between school and parents who do not live with their child. Please complete Appendix B of our Policy for Separated Parents and return this to the school office to keep us up to date and help us work together.

### **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 who attend 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 and help with reading and other activities such as school trips. If you would like to help you will need to complete a DBS application online via the school office by making an appointment with Mrs Robinson. All of our volunteer helpers have a current DBS or 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**

**We are legally no longer able to authorise holiday absence in school time other than in exceptional circumstances. Please discuss any such requests with Mrs Llewelyn, Headteacher**

### **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 L Anderson : Mrs L Brand : Mrs E Black : Miss R Tomkins : Mrs G Lehmann-Shanks : Mr N Matthews
<b>Teachers</b>	: Mrs R George : Mrs K Woodley
<b>SENCO</b>	: Mrs J Llewelyn
<b>School Business Manager</b>	: Mrs S Robinson
<b>Classroom/Mealtime Assistants</b>	: Mrs L Mitchell – Early Years : Mrs R Houlding – Years 1 & 2 : Mrs H Fox and Mrs L Gixti Years 3 & 4 : Mrs A Sankey – Years 5 & 6
<b>Breakfast Club Coordinator</b>	: Mrs H Fox
<b>School Cook</b>	: Mrs Y Clarkson
<b>Premises Manager</b>	: Mr J Llewelyn

## Class Teaching Arrangements – September 2016

Mrs G Lehmann-Shanks/Mrs L Anderson	: Reception
Miss R Tomkins	: Year 1 and Year 2
Mrs E Black/Mrs L Brand	: 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. Primary School  
Governing Body  
(September 2016)**

<b>Chair of Governors</b>	<b>:</b>	<b>Mrs Julie Burnett-Kirk</b>
<b>Vice Chair of Governors</b>	<b>:</b>	<b>Mrs Sharon Bolton</b>
<b>Headteacher</b>	<b>:</b>	<b>Mrs J Llewelyn</b>
<b>School Governor</b>		<b>c/o School</b>
<b>Teacher/Staff Governor</b>	<b>:</b>	<b>Mr Nicholas Matthews</b>
<b>School Governor</b>	<b>:</b>	<b>Rev. Richard Hayes</b>
<b>Rector Ex officio</b>		
<b>Foundation Governor</b>	<b>:</b>	<b>Mrs Linda Brookman</b>
<b>Foundation Governor</b>	<b>:</b>	<b>Mr Mark Taylor</b>
<b>Foundation Governor</b>	<b>:</b>	<b>Mr David Quick</b>
<b>Parent Governor</b>	<b>:</b>	<b>Mr Stephen Ahern</b>
<b>Parent Governor</b>	<b>:</b>	<b>Mrs Wendy Diggins</b>
<b>Clerk to Governors/Treasurer</b>	<b>:</b>	<b>Mrs Sharon Robinson</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 embroidered logo/pullovers/cardigans  
White or light blue polo shirt/blouse  
Grey or black trousers/skirt  
Royal Blue fully reversible fleece jacket with logo (*optional*)  
White or grey socks  
Suitable Black shoes – *not* trainers, long or short boots or flip flop  
open sandals please  
Coat suitable for the season (named)

### ***For Summer***

Blue/white checked dresses  
Grey shorts  
Black Sandals (NOT flip flop or open toe style) or Black shoes

### ***For Physical Education***

Royal blue shorts or joggers  
White T-shirt  
Plimsolls  
Trainers

**Accessories (optional)**  
Document case with logo  
Bookbag with logo  
PE Bag (plain royal blue)  
Plastic Apron for messy days

*(Shoes: please avoid laces if child are not able to use them)*

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



## School Term Dates 2016-2017

Autumn Term 2016 begins	:	Monday 5 <sup>th</sup> September
Half-Term holiday	:	24 <sup>th</sup> October – 28 <sup>th</sup> October
Autumn Term ends	:	Friday 16 <sup>th</sup> December
Spring Term 2017 begins	:	Tuesday 3 <sup>rd</sup> January
Half-Term holiday	:	20 <sup>th</sup> -24 <sup>th</sup> February
Spring Term ends	:	Friday 7 <sup>th</sup> April
Summer Term 2017 begins	:	Monday 24 <sup>th</sup> April
Half-Term holiday	:	29 <sup>th</sup> May – 2 <sup>nd</sup> June
Summer Term ends	:	Tuesday 25 <sup>th</sup> July
Closure for Staff Training days	:	
Monday 5 <sup>th</sup> September 2016		
Friday 21 <sup>st</sup> October 2016		
Monday 27 <sup>th</sup> February 2017		
Friday 26 <sup>th</sup> May		
Monday 5 <sup>th</sup> June		
Christmas Day		25 <sup>th</sup> December 2016
Boxing Day		26 <sup>th</sup> December 2016
New Year's Day		1 <sup>st</sup> January 2017
Good Friday		14 <sup>th</sup> April 2017
Easter Monday		17 <sup>th</sup> April 2017
May Day Bank Holiday		Monday 1 <sup>st</sup> May
		Monday 29 <sup>th</sup> May



## **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 clergy 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.



## **Local Offer for St Mary's CE Primary School Clymping**

### **St Mary's C of E Clymping Primary School Special Educational Needs and Disability (SEND) offer**

At St Mary's we welcome everyone into our school community. We work as a team to ensure that all pupils are able to access the National Curriculum at an appropriate level and achieve their full potential. The children at the school who have a SEND make good progress.

### **Does my child have a Special Educational Need or Disability (SEND)?**

The children at St Mary's are assessed on a regular basis against the Early Years Foundation Stage Curriculum and the National Curriculum. Children that are identified as having a significant difference to the expected levels of progress are then observed, monitored and assessed individually to identify any specific needs they may have which will then be supported by appropriate interventions. A collaborative decision will be made, led by informed assessments and advice taken from parents, staff and outside agencies (where appropriate) to structure the support given to your child.

Children who transfer from other schools will be assessed by the class teacher who will also use previous school records (including any previous history of special needs) to identify individual children's starting points. Parents and carers are an important part of this approach and good communication between home and school is vital.

If you are concerned about your child, then talking to your child's class teacher would be the first step.

### **How will St Mary's support my child?**

The curriculum is carefully differentiated to meet the needs of all children from the high achieving to those with learning needs or for those who have English as an additional language. This will enable all pupils to access the curriculum, make progress and achieve their full potential.

Some children may need more support than others to access the National Curriculum at an appropriate level. Some pupils may only require slight adaptations of the curriculum and others may benefit from small group interventions. Class teachers work closely with the SENCO to oversee and plan your child's education programme. You will be consulted and kept informed of any interventions that your child will receive. If your child needs an IEP (Individual Education Plan) this will be reviewed on a termly basis with you and your child. Some children with more complex educational needs may need an Education, Health and Care Plan (EHCP), which will be reviewed regularly and progress will be monitored by the Local Educational Authority SEND team.

All of the teaching and support staff have been trained in supporting children who have varied special educational needs and disabilities.

The Ethos Committee oversee SEND and have termly meetings with the SENCO to discuss the general progress of any children with SEND.

Janet Llewelyn is the SENCO at the school.

Children's progress is monitored and discussed regularly by staff to ensure that the children are making progress.



**Support and interventions offered** (Some groups are subject to change as and when the need arises):

Differentiated teaching and learning  
Ability phonics groups  
Ability maths groups  
Paired reading  
1:1 reading  
Speech and Language Programmes  
Handwriting groups  
Social skills groups  
Breakfast club

**How will St Mary's let me know how my child is progressing?**

Regular consultation evenings are arranged to discuss your child's progress and learning with the class teacher. As a school with a genuine open door policy you can always make an appointment to speak to your child's class teacher, head teacher or SENCO to discuss your child's progress.

**How will St Mary's support my child's overall well-being?**

Many members of staff are trained first aiders and all staff receive appropriate training for any specific medical conditions. Prescribed Medicines can be given by the school as long as the appropriate forms have been completed. Individualised care plans tailored to your child's individual needs will be co-produced with you, your child and any outside agencies as appropriate.

Behavioural expectations in the school are high, all children are treated with respect and are expected to treat others with respect.

**How will my child be included in activities outside the classroom including school trips?**

Our school is fully inclusive and all school activities and visits are accessible by all pupils. Group and individualised risk assessments are devised in consultation with the children and parents as appropriate. Volunteers are welcomed to help on school trips subject to the appropriate checks. There are a variety of before and after school clubs for children.

**How accessible is the setting school environment?**

St Mary's is wheelchair accessible and we have disabled toilet access.

**How does St Mary's support children transferring into and out of the school?**

Transition arrangements in joining and leaving St Mary's are well planned and you and your child will be well supported. Children joining in reception are given many opportunities before starting school to familiarise themselves with the school and the class teacher. When leaving the school at the end of year 6 children have the opportunity to visit their new schools and transition programmes can be individualised if appropriate.

**How can I be involved in school?**

We encourage parents to participate in the life of the school. Volunteers are always welcome in the classroom. Newsletters give information about events happening in the school. We also run courses for parents in phonics and maths so that parents/carers can fully support their children at school.

**Who can I contact for further information?**



If you have a question about the special needs provision at St Mary's then you can contact: Mrs J Llewelyn (Headteacher/SENCO) on 01903 714325.

## **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**



## **Data Protection Act 1998: How we use pupil information (June 2016)**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- Mrs Sharon Robinson, School Business Manager, St Marys CE Primary School

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- Our local authority at: [https://www.westsussex.gov.uk/learning/west\\_sussex\\_grid\\_for\\_learning/management\\_info\\_services/performance\\_team/guidance\\_notes\\_and\\_information/privacy\\_notice.aspx](https://www.westsussex.gov.uk/learning/west_sussex_grid_for_learning/management_info_services/performance_team/guidance_notes_and_information/privacy_notice.aspx)



- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## **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 Julie Burnett-Kirk**

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/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.

## **Religious Education**

As a Church of England School, we treat Religious Education as one of the core subjects, ranking alongside Mathematics and English. As we state in our Whole School Vision, our Christian values permeate all that we do and influence our approach to all decisions. The core of our religious teaching is Christianity; however through following the West Sussex Agreed Syllabus, we aim to prepare our children as citizens of the wider world, promoting tolerance and understanding though learning about other religions and traditions.

Parents are entitled to withdraw their children from RE teaching and Collective worship. Alternative provision for any child who is withdrawn will be discussed with the family.

## **Design Technology**

Children learn a great range of skills, researching products and design solutions, planning what they are going to make, manufacturing their item and evaluating their work. Along the way they will learn to measure, use a range of tools safely, cut and join, make mock-ups and use a variety of materials such as card, paper, clay, wood, fabric and paints. We also develop cooking skills and techniques in class and for special occasions such as Easter and Christmas.



## **ICT**

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 an ICT suite with the latest PC technology, a trolley of laptops that can be deployed around the school and more recently a set of iPads for use by the children. As well as this we have digital cameras, voice recorders, video cameras and access to a 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 in a variety of ways to both support and showcase the children's learning.

Children in our school thoroughly enjoy using ICT and it can often be found incorporated into their free flow projects in ways such as green-screening, podcasting and even movie/animation making. With the implementation of our new iPad mobile technology suite, we aim to continue to develop our use of ICT and stay at the forefront of cutting edge technology.

## **Physical Education**

Pupils at St. Mary's take part in a full and diverse physical education programme at school. All children in Years 1-6 take part in organised swimming lessons as part of our Golden time session on a Friday afternoon at Slindon College. As the children move through the school their physical education needs are met through differentiated lessons that cater for all the children's needs. In KS1 the focus is on core skills and fundamental movements, while still learning about the aspect of 'team skills' in games situations. As the children move into KS2 they focus more on developing their specific skills in sports such as handball, football, tag rugby, hockey, netball, basketball, gymnastics, and dance. Further to this at times throughout the year the children participate in outdoor adventurous activities. Year 5 and 6 children get the opportunity to further develop their sporting profile during their residential trips where they experience orienteering, sailing, abseiling, mountain biking and rock climbing. We also have a range of after school extra curricular clubs, many of which are trained by high quality local coaches, to give children additional access to school sport.

As a school we feel passionately about sport and are part of a fantastic cluster of schools who really understand and believe in the power of sport. Throughout the year, children from across the school get the opportunity to represent their school in a whole host of different sporting events and festivals at our local secondary school, TLA, or in regular friendly fixtures in football and netball.

## **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 have a qualified music 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. The whole school takes part in an end of year musical production at the end of the Summer term.

### **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 the really new fun way of doing maths” – Ella, Year 5**

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

**“I like it that in lessons we don’t do lots of boring stuff, the teachers make it fun!” – Bethany, Year 5**

**“I like PE and lunch and Miss McKenna” – Sofia, Year 1**

**“I like playtime and phonics – its really fun” – Billy, Year 2**

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

**“We have a really wide range of ICT equipment like MACs and Fizzbooks” – Toby, Year 6**

**“I like St Mary’s because we do golden time and maths makes sense and reading and I have jobs to do” – Michaela, Year 2**

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

**“We learn in fun ways” – Nina, Year 6**

