

Witheridge C of E Primary School



School Handbook

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WELCOME

Welcome to Witheridge Church of England CE Primary School, part of the Taw Valley Federation.

The purpose of this guide is to help you and your child make the most of your time at Witheridge.

Our aim is that by working in partnership with parents and the community Witheridge CE Primary School will be an enriching and stimulating learning environment set within the context of Christian belief and practice.



A shared vision for The Taw Valley Federation

We are church schools, grounded in a belief in God who created and loves us. In this light we aim to inspire and enable all children to become independent, resilient, aspirational and joyful lifelong learners, within a caring Christian environment.

We uphold a commitment to ensure that every child's spiritual, intellectual, creative, emotional and physical needs are met. The school community will encourage and enable parents to participate in and support their child's learning.

As part of the rich and varied experiences we offer our children they will be given opportunities to engage with and contribute to the wider communities of the church, local area and world.



Index

ABSENCE	5
AFTER WITHERIDGE	5
CLUBS	5
COLLECTIVE WORSHIP	5
COMPLAINTS AND CONCERNS	6
CHARGES	6
DATES OF TERMS 2015/16	6
HOMEWORK	6
LOST PROPERTY	7
NEWSLETTER	7
PARENT TEACHER FRIENDS ASSOCIATION	7
PARKING	7
PASTORAL CARE	7
PHOTOGRAPHS	8
RULES AND DISCIPLINE	8
SCHOOL HOURS	8
SCHOOL MEALS	9
TRANSPORT	9
UNIFORM	10



STAFF	11
GOVERNORS:	11
LOCAL AUTHORITY:	12
EXETER DIOCESAN BOARD OF EDUCATION:	12



Absence

When pupils are absent, parents should inform the School by telephone as soon as possible on the morning of the absence.

Wherever possible routine medical appointments should be scheduled outside school hours.

Taking holidays during school time is discouraged. However, limited absence may be authorised, please request a permission form (S2) from the School beforehand. Under new legislation any absence not authorised in this way has to be included on reports as unauthorised and may result in parents being fined in line with the Devon County Council Educational policy.

After Witheridge

When children are in Year 6 and preparing to move on to secondary school, arrangements can be made for parents to visit schools of their choice before making a final decision.

During the last term of Year 6 children visit the secondary school they will be attending and meet their teachers so that the transition from primary to secondary school is as easy as possible.

At the end of 2015/16 most of our Year 6 children went on to Chulmleigh Community College with one pupil going to Blundells.

Clubs

There is a wide range of after-schools clubs depending on the time of year, including tag rugby, football, cricket, drama, netball, Brownies and Guides.

Collective Worship

We have collective worship, or acts of corporate worship, every day. Mondays are hymn practice, Tuesdays and Thursdays are Key Stage assemblies, on Wednesday there is a "Visitor's Collective Worship".

Parents have the right to withdraw their children from any religious element of the assemblies.



Complaints and Concerns

If any parent is not satisfied that his/her child is receiving the National Curriculum or has another concern they should contact the Headteacher who will try to resolve the matter. If the parent is still concerned, the Headteacher will provide a leaflet explaining the Devon County Complaints Procedure.

Charges

From April 1st 1989 every child is entitled to a free education regardless of their parents' ability or willingness to make voluntary contributions towards the cost of any activity which takes place wholly or mainly during normal teaching time.

When planning educational visits we do ask for a voluntary contribution but no child will be excluded if they do not make this contribution. In the case of a residential visit parents in receipt of Family Credit or Income Support may claim the full amount of board and lodging from the governing body.

Reasonable charge may be made if any equipment or a book is lost or wilfully damaged.

Dates of Terms 2016/17

Term	start	half-term	End
Autumn	5 September	24 - 28 Oct	16 December
Spring	4 January	13 – 17 Feb	31 March
Summer	19 April	29 May – 2 June	21 July

The above table includes all non pupil and INSET days.

Homework

All children are encouraged to read each evening, and older children will usually be given weekly spellings and tables to learn.

In Key Stage Two there is an expectation that time lost in class for any reason should be made up in the child's own time at home to ensure that work is completed and progress maintained.

In Years 3 and 4 children are given regular specific homework tasks to follow up on work done in lessons, and this is done on a more frequent basis in Years 5 and 6 children with the aim of developing good independent study habits before beginning secondary education.



Lost Property

Lost property and clothing will be placed into the Lost Property Box for a short while and then either sold or discarded.

Any items found should be taken to the School Office.

Newsletter

A newsletter is emailed to parents weekly. If you have any items suitable for inclusion please submit these to the School Office for consideration by Thursday 10am.

Parent Teacher Friends Association

The School has a P.T.F.A., and all parents automatically become members while their children attend the School. The aims not only include money raising but the fostering of an interest in the School and its activities. A committee of staff and parents meets regularly to discuss and plan future events. Any member of the P.T.F.A. may stand for election onto the committee. The A.G.M. is held each October. Money raised by the P.T.F.A. is used to help the school with extra equipment and special events.

We also encourage parents to come into School to see children's work and to help in classes and /or in the library.

Parents are welcome! We genuinely want you to be involved in the life of the school and the education of your child.

Newsletters are sent home regularly to keep you fully in touch.

Parking

Please make sure that if you use your car to drop off or pick up your child you do NOT park your car on the road in front of school. Parked cars are making it very difficult for the crossing patrol.

A good alternative for parking is to make use of our "Park and Stride" scheme, i.e. park in the Sports Club car park and take the path around the back of the school.

Pastoral Care

The School Nurse visits the school regularly. She is responsible for routine screening procedures and is willing to advise on any matter regarding your child's health.



Minor cuts and bruises are treated in school, but should anything more serious occur we would contact parents immediately. It is important, therefore, for us to know telephone numbers where members of the family can be contacted, should there be no one at home.

If children need to take any form of medication it should be handed to the class teacher, and a form (EDIS 94), obtainable from the School Administrator, must be completed. Children MAY NOT take medicine unsupervised.

Photographs

Photographs of your child may be taken and used in material to promote Witheridge School. If you do not want photographs of your child to be used, please inform the school in writing.

Rules and Discipline

As can be seen throughout this guide that certain regulations are stated. Whilst being kept to a minimum these are considered necessary for the safety and well-being of the children in the School. It is hoped that all children will have a happy and profitable time at Witheridge.

Children are expected to conform to certain standards of behaviour, and behave in a reasonable manner, with care and thought for those around them.

An important part of their education is undoubtedly the acquisition of self-discipline, and the staff work to enable this. Teachers, by their very attitudes and expectations emphasise high standards; they set incentives rather than impose sanctions, voice encouragement rather than criticism, and praise rather than blame. We try to maintain a calm, caring and harmonious working atmosphere.

There are occasions, however, when some children do not respond to this in the accepted way. When this happens parents are consulted so that together we may try to identify the problem in order to help the child.

Anti-social behaviour which includes bullying (the most unacceptable form of misdemeanour) may, result in the loss of privileges, and even exclusion where it is considered necessary. The work and school life of the majority must not be disrupted by a minority and this will not be allowed.

School Hours

Morning session	9.00 a.m. to 12.15
Afternoon session	1.15 p.m. to 3.30 p.m.

Pupils may enter the playground from 8.50am in the morning when a member of staff is on duty to supervise.



During a typical school week children in Key Stage One receive 21:00 hours of teaching time, and those in Key Stage Two receive 22:30 hours (this does not include registration, assembly, lunch and break times).

The School Office is open each day from 8:45 a.m. to 10:45 a.m. Outside of these hours messages may be left on the answer machine.

School Meals

Hot meals may be ordered and are cooked on site from fresh ingredients in the School's kitchen. Parents need to book and pay for meals in advance using a form available from the office.

The County Council has formally adopted a 'Healthy Eating' policy based on recommendations made by the National Advisory Committee on Nutritional Education that fat, sugar and salt levels should be reduced, and fibre intake increased. Wholemeal flour is now extensively used, and many other changes have been made to the food served in schools in order to improve its nutritional value.

As all KS1 and Reception children are entitled to free school meals, it is expected that **all** will have a school lunch. A packed lunch will be prepared by the School as an alternative to the hot lunch, but children in KS1 and Reception will not be allowed to have a packed lunch brought in from home.

Free school meals are provided for children of parents in receipt of Income Support. An application form (BR35) must be completed, copies of which are obtainable from the School or applicants can apply online at: <http://www.devon.gov.uk> or phone 0845 155 1019.

Transport

The Authority has a policy for school transport. It provides for free school transport where a pupil lives beyond the agreed statutory distance. The statutory distance is defined as two miles for children up to eight years of age and three miles for those aged eight and over. The statutory distance is measured by using the shortest available route between the home and the school that serves the home address.

It is a parental responsibility to arrange for children to travel in safety between the home and picking-up and setting-down points.

Some pupils may be given free transport even where they live within the distance for special reasons, e.g. medical grounds.

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



If parents are unhappy about a decision on the implementation of this policy, they may consult their local county councillor with a view to appealing to the School Transport (Appeals) Sub-Committee. Further information is available from the Education Office, Exeter 383960 or 383956.

Uniform

	Boys	Girls
Winter	Black Trousers Plain white shirt School tie Navy blue jumper with logo Plain black socks Black school shoes	Black pinafore dress/skirt/trousers Plain white blouse/shirt School tie * Navy blue jumper or navy cardigan with logo Plain black tights (not leggings) Black school shoes

(No trainers, high heels or boots) (No trainers, high heels or boots)

Summer	Black trousers or shorts Plain white shirt School tie * Plain black socks Black school shoes/ sandals	Navy blue gingham dress White socks Black school shoes/sandals
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* Reception and Classes 1 and 2 will wear a white polo shirt with logo instead of the white shirt/blouse and school tie. (These polo shirts may be used for PE in the senior classes).

P.E. Kit

Black shorts
White t-shirt (may have logo)
Trainers (in shoe bag)

Book Bags and PE Bags are available from the school.

Please clearly mark all uniform, including shoes, with your child's name. Lost clothing will be placed into the Lost Property box for a short while and then either sold or discarded.

Only natural hair colours are acceptable. Shaved hair designs are not acceptable.

Jewellery, valuables or unnecessary money must not be brought to school as we cannot accept responsibility for loss or damage. Where ears are pierced only studs may be worn. These must be removed or covered for P.E and Games lessons.



Staff

Mr R Norton

Headteacher

Mr M Turner

Class 4's teacher

Miss L Ratcliffe

Class 3's teacher

Miss K Partridge

Class 2's teacher

Miss A Suchacki

Class 1's teacher

Mrs J Adcock

Classroom Assistant

Mrs H Dart

Classroom Assistant

Miss H Saunders

Classroom Assistant

Mrs G Waters

Classroom Assistant

Mrs C Milton

Classroom Assistant

Mrs B Parsons

School Business Manager

Miss T Spurway

Administrative Assistant

Miss T Spurway

Lunchtime Supervisor

Miss H Saunders

Lunchtime Supervisor

Ms D Reed

Lunchtime Supervisor

Mrs N Couzens

Lunchtime Supervisor

Mrs K Howard

Lunchtime Supervisor

Mrs R Leach

Kitchen Manager

Mrs R Reed

Kitchen Assistant

Mr D Chapman

Caretaker

Governors:

Chair: Mrs S Anoyrkatis

Clerk: Miss V Lunn



Local Authority:

Head of Education & Learning
County Hall
Exeter
EX2 4 QG

Tel: 01392 382000

Exeter Diocesan Board of Education:

The Old Deanery
The Cloisters
Cathedral Close
Exeter
EX1 1HS

Tel: 01392 294939

