



# Gossops Green Primary School Handbook 2017–2018



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**Mrs D Martin**  
**Mrs C Crunden**



**The Collegiate Trust**  
Exceptional Education for All

# Letter of Welcome

Dear Parents and Carers

I am delighted to welcome you and your child to Gossops Green Primary School, part of The Collegiate Trust. This handbook will help you to understand how the school runs. Each section explains an important aspect of the school, what we do and what is expected.

Our main aims are to help children **R**espect each other and the world that we live in, for children to **E**njoy their learning and to **A**chieve all that they are capable of, so that they **L**earn in a safe, happy environment. We call this '*Keeping it REAL*'. During their time at primary school, it is important that your child becomes an independent, confident and resilient learner, willing to persevere when faced with a challenge, and we will do everything we can to meet our responsibility to help your child achieve this. We need your help, encouraging and supporting; we want to involve you in lots of activities, because it is when we work together to support them that the children achieve most.

Our staff and governors work together with children and their families to achieve the very best we can. During the year, we will invite you to school to look at and discuss your child's work and to share our special events and celebrations.

If at any time you have any concerns, please do speak to your child's teacher or a senior staff member. We much prefer to deal with small issues early on than to risk the chance of them festering and growing, so please don't just hope that things will go away! We very much look forward to working in partnership with you, and to supporting your child to become the best s/he can be.

Dawn Martin  
Headteacher

## Our Shared Vision

### Shared Vision for all North West Crawley Schools:

Crawley North West Schools are committed to:

**R**especting each other

**A**chievement for all

**W**orking towards our common goals

**L**earning individually and together

**E**njoying and celebrating diversity

**Y**our children being safe, happy and fulfilled

### Our Aim:

**R**espect

**E**njoy

**A**chieve

**L**earn

**Keep it REAL!**

### Our School Charter:

Always be safe and sensible

Be kind to others

Care for our school

Do our best

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Gossops Green Primary School, part of The Collegiate Trust

Primary School for Children - 4 to 11 Years.

Pupil Admission Number: 75 (KS2), 90 (Reception and Y1 to Y3)

Number of pupils on roll: 550 – June 2017

Gossops Green Primary School is part of The Collegiate Trust, based at

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# Admissions

Admission to this school is co-ordinated by a team based in Horsham. Application should be made to the Pupil Admissions Team (Area C), Adults and Children, Learning, County Hall North, Chartway, Horsham, RH12 1XA. Tel: 08450 751007. e-mail: [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk). Further details relating to admissions can be found on the <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>.

## Initial Enquiry

This handbook and weekly newsletters are on line at [www.gossopsgreen.com](http://www.gossopsgreen.com). Hard copies are also available for prospective parents to collect from the school office. We hope that prospective parents/carers will visit the school on our open mornings or evening, which enable them to see the school in action, to meet current parents, to discuss the range and standard of the pupils' work and to see our attractive facilities and environment. If this is not possible, visits can be arranged by appointment.

## Admission to Reception

Children in West Sussex are usually admitted to school at the beginning of the academic year of their fifth birthday. It will be at the parents' discretion, in consultation with the class teacher and Headteacher, as to whether Autumn entry into school is appropriate for children born in Spring or Summer, although it is unusual for parents to elect to delay. If the decision is made to delay entry until the Spring or Summer Term, a child's place will not be put in jeopardy. There is a long period of liaison, prior to a child entering school, during which parents may consult with staff.

## Induction for Pupils

In the preceding Summer term, the Early Years Foundation Stage (EYFS) teachers will visit the main pre-school groups which have children joining Gossops Green Primary in the following September and will also visit families in their own homes. Children will be invited to join the EYFS classes for the afternoon of the first Wednesday in July and during that time, the Headteacher will meet parents to discuss general school routines and to answer any queries parents may have. EYFS children will also be invited to join part of 'moving up morning' when all the children spend a morning in their new class. New parents will be invited to school events such as Sports Day. Gossops Green Primary School staff will liaise closely with all feeder units to ensure that the transition to 'big school' is as smooth as possible.

## Pupils with Special Needs

Pupils with special needs including those with disabilities are admitted in the same way as other pupils. Special transition arrangements will be set up where appropriate.

## Transport

Children under eight years of age, whose homes are more than two miles from school and who have been placed at Gossops Green Primary by the admissions team because places are not available at their nearest school, are eligible to use a school taxi service or to claim a mileage allowance. This service is extended to children over eight years who live more than three miles away. All issues relating to transport matters for children attending this school are dealt with by the Transport Office based in County Hall, Chichester, PO19 1RF. They can be contacted on <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/>.

# Attendance and Absence

We expect children to attend school every day, unless they are ill, and to arrive on time, ready to begin their day. This is essential if children are to get the best from their education. Being punctual and attending every day forms a good habit for life and a popular Breakfast Club is available before school to assist with this. Research shows that progress is likely to be adversely affected if attendance drops below 95% in any academic year or if pupils are persistently late. Pupil attendance and punctuality are regularly monitored and letters sent to Parents/Carers whose children's attendance or punctuality is of concern. This is supported by the West Sussex Pupil Entitlement Team and they will follow up with the families of any individuals whose pattern of attendance/punctuality is causing concern.

## Absence

**If your child is ill, please telephone the school on the first day that your child is absent.** There is no need to phone again unless the illness is prolonged, in which case we would like to be kept informed. A note covering the period of absence and the reason for it should be given to the class teacher when the child returns. Please note that children should not be sent to school with a contagious illness, including conditions such as conjunctivitis and impetigo which may not result in feeling unwell, but will spread easily to other pupils. **Following sickness or diarrhoea, children should not be sent back to school until 24 hours after the last episode.** Any child who is not well enough to attend during the school day will also be deemed not well enough to attend any after school event on the same day.

Following registration, parents will be telephoned/texted if a child is absent without explanation, so that the school can check the child is safe. If we are unable to make contact and are concerned for the child's well-being, we reserve the right to contact the Police or Social Services. We prefer that siblings and friends of children do not deliver absence messages.

## Late arrivals

School starts at 8:50am. If children arrive very late for school, after the 8:55am bell, they should report to the school office so that they can be signed in and marked 'late'. By law, pupils arriving after 9:15am will be marked 'absent' for the morning session. Persistent lateness may result in the involvement of the West Sussex Pupil Entitlement Team.

## Early collections

If children need to leave school during the school day e.g. for a medical or dental appointment, a note should be written in the Home-School Diary. Children will only be allowed to leave school when accompanied by an authorised adult. All adults must report to the main office and a member of staff will collect the child from class.

## Late collections

All children should be collected at 3:05pm. If they are not collected by 3:15pm, they will be taken to the School Office. If you are held up unavoidably, please contact the school office. Parents whose children are persistently collected late may be referred to Social Care.

## Leave requests

It is the parents' legal responsibility to ensure their child's good school attendance and punctuality. Gossops Green Primary School follows the Crawley Attendance and Punctuality Policy, which was updated in June 2017. By law, headteachers may not grant any leave of absence during term time unless there are 'exceptional and unavoidable circumstances' e.g. one day for religious observance, one day for a family wedding, one day for the funeral of a close relative. It is anticipated that such situations will be rare and thus parents/carers must clearly illustrate why the request is considered unavoidable and exceptional and can only be undertaken during term time. **Please note that NO term time holiday will be authorised.** Parents should be aware that should a pupil accrue 10 sessions of unauthorised absence (one session is a half day), a Fixed Penalty Notice (a monetary fine) may be issued by the Local Authority. The response is the same whether the absence is for an unauthorised holiday, persistent lateness or any other unauthorised

absence. It can be very disruptive to children's education if they are absent during term time. If attendance or punctuality is persistently unsatisfactory, initially the school will liaise with the parent verbally and/or by letter. If the situation does not improve i.e. the child's unauthorised absences build up to 10 days, the school will consider a referral to Pupil Entitlement: Investigation (PEI) of West Sussex County Council (WSCC). Should a child's attendance/punctuality still not improve, PEI will consider whether legal action should be instigated against the parent/carer under the Education Act 1996. Alternatively, PEI may seek an Education Supervision Order in the family proceedings court.

### **Staff Absence**

School staff may be out of school for two main reasons:

- Teachers and support staff need to take part in professional development activities and may be away from school if these are off site. We try to ensure that any one member of staff is not away too often but as teachers have several roles, this can sometimes be difficult. In the case of planned teacher absence, we try to use our regular supply teachers or internal cover.
- Staff are sometimes ill. At short notice, we may need to use supply staff not known to the children. All supply teachers undertake Disclosure and Barring Service (DBS, formerly CRB) checks before they are allowed to work in West Sussex schools. (More information is available in the Safety section on page 18).

### **In Service Training Days (INSET Days)**

There are six days during the year (INSET days) when the school is shut to pupils, in order to facilitate whole staff development activities. On three of these, parent consultation meetings will be held and pupils and their parents are expected to make appointments for and to attend a short meeting to discuss the pupils' current performance and progress. The dates for these are published in advance of the school year and can also be found on the website and in the home-school diary.

### **School Closure**

In the event of a decision being made to close the school because of adverse weather conditions, local radio stations will be notified and a message will be posted on the school website and on our Facebook communication page. Our texting service will also be used, so please ensure that we have your up to date mobile phone contact details. Where there is loss of power or heating, the decision to close will be made depending on the circumstances particular to that day.

## **Getting Involved**

Throughout the year, the school runs a range of social and fundraising events. Parents are encouraged to become involved as much as possible. Notices will be placed in the weekly newsletter and more volunteers are always welcome.

### **Adult Helpers**

Many adult volunteers help in school in a variety of ways. All are subject to a DBS check. Some choose to offer classroom or administrative support e.g. helping in the school library, or to hear pupils read. It is school policy NOT to place parents in their own children's classrooms. Some adults accompany school trips to ensure that there are sufficient adults to keep pupils safe; it is possible to support your child's own class for these. All offers of help are gratefully received.

### **Travelwise**

To encourage sustainable transport and a healthy ethos, we take part in Bikeability training (formerly known as Cycling Proficiency) and walk to school challenges. We are a 'Bike It' school and also follow the Walk Once a Week (WOW) initiative. Please ask for details from the school office if you would like your child to take part. Parents are asked to sign a 'Parking Promise', agreeing to avoid using cars near the school if possible, and to drive safely, avoiding parking on zig zag lines. All parents are welcome to join the Travelwise group, which meets once a term and works closely with the local community and the police.

# Medical Matters

## Accidents and illness

The school has several designated first aiders and a number of other staff who are first aid trained. A child injured in the classroom or on the playground will be treated there for minor injuries or sent to the office for first aid. All first aid is recorded and accident slips are sent home with the child at the end of the day; in addition, injuries deemed to be serious are recorded in a formal accident log and any incident recorded in this log is reported to parents more quickly via telephone. Most injuries are minor. If any parent wants to be informed immediately of any accident or injury, however minor, they should discuss this with the Headteacher. When a child receives an injury to the head, a letter advising parents of symptoms to look out for is sent home. If a child has a more serious accident, parents are telephoned to discuss the best course of action. On the rare occasions that it is necessary to call an ambulance, parents will be asked to try to reach school in time to travel with the child. If this is not possible, a member of staff will accompany the child to hospital.

It is very important that we have a **list of adults who parents would like us to use as emergency contacts**, ideally up to four people. In the case of an accident or illness, we use the list of contacts in order of the priority indicated by parents. It is helpful if the emergency contact is someone who can reach the school reasonably quickly and who is regularly available.

## PE

If a child is to be excused from PE for an extended period of time, a doctor's note is required. **Please note that a child who is well enough to be at school is considered to be well enough to take part in PE, including swimming, unless they are physically injured.** Swimming is part of PE which is a compulsory part of the curriculum, and if a parent feels that their child is not well enough to swim, it will be assumed that the child is not well enough to be at school and the parent will be asked to take the child home to recover.

## Medicines

For legal reasons, members of staff are **not** permitted to administer short term medicines in school. If a child does need medicine during school time i.e. four times a day, for a short term, parents must make arrangements to come into school and administer it. Otherwise, short term courses of antibiotics or medicines should be given before children arrive, on their return home and before bedtime.

If a child is on *maintenance* drugs i.e. those which must be taken every day to stabilise a chronic condition, guidance does allow staff to administer these on completion of a disclaimer form which states that the child has not previously suffered any adverse effect from taking the medicine. It is available from the school office. Only prescribed medicines in their original container with a personalised prescription label will be considered for this. It is the **parent's responsibility** to inform the school about any changes in administration of maintenance drugs.

**With the exception of asthma inhalers or medicines required to treat long term illnesses such as psoriasis, children are not allowed to administer drugs themselves.** Children are responsible for their own asthma inhalers. All inhalers should be clearly named and taken home at the end of each half term. Parents are asked to provide a second inhaler to be kept in the medical room as an emergency backup, and to ensure inhalers are in date. The school does have inhalers that can be used in emergency, but only if parents have completed a disclaimer in advance.

Should a child develop a condition that requires emergency drug administration e.g. nut allergy anaphylaxis, procedural and disclaimer forms must be completed. These are available from the school office. Parents are asked to provide the medication, in its prescription box, and to ensure it is in date.

### **School Nurse**

The school nurse can be contacted directly on 01293 600300 extn 1725/1723. Pupils may also be referred to the school nurse by school staff.

### **Head Lice**

Head lice and nits are a recurring problem for all schools, and they are very difficult to eradicate. Parents of any child found to have nits will be asked to treat them that evening. Parents of any child found to have lice will be asked to take him/her home for treatment immediately, in order to minimise the potential for spreading. Once treated, children can be returned to school the same day. If, at home, parents find that they need to treat their children, they are asked to inform the school so that we can try to restrict the spread. Parents of other pupils in the relevant class will be advised to be particularly vigilant. Free lotions are available for children, through a chemist or GP.

### **Smoking**

The school has a no smoking policy, both inside the building and in the grounds. We ask parents to enhance this by not smoking at the school gate.

### **Dogs**

Please do not bring dogs or other animals onto the school grounds.

## **Food and Drink**

### **Freshly Cooked School Meals**

All pupils have a one hour lunch break during which they eat in the halls on a rota system. Freshly cooked hot meals, prepared on site, are provided by the Collegiate Trading Company. School Meals are free for all Infant aged children, (Reception to Year 2) and for those entitled to free school meals. For pupils who are in KS2 and who are NOT entitled to free school meals parents/carers will need to charge up their account first by logging on to School Comms via our website.

Children who are in Reception, Y1 or Y2 or who are entitled to free school meals will automatically have their accounts charged. In addition, to order a meal for £2.25 per day, you need to log on to the school website and complete the order form, by the **previous Thursday** at the latest, so that children can be provided with a meal of their choice. Ordering instructions are on our website.

It is hoped that most children will make the most of this opportunity. Healthy eating is promoted strongly.

There are **three options for a lunchtime meal**, two provided by the school and one provided from home. The school provides unlimited water with every meal, (whether it is a school or home meal).

#### **Hot School Meal, Freshly Prepared on Site**

The menu is rotated every 3 weeks and the current menu can be downloaded and viewed on our website. In addition, an unlimited salad bar is available every day.

#### **School Packed Lunch, Freshly Prepared on Site and Kept Chilled Until Service Time**

A packed lunch menu is available, through the school, for those children who prefer this type of meal. The salad bar is also available with this option. Parents may also take advantage of this service when their child requires a packed lunch for an educational visit.

#### **Home Packed Lunches**

Your child may bring a packed lunch from home into school. Please prepare all food so that it is ready for your child to eat (peel oranges for younger children, for example). Drinks (not fizzy) should have a re-sealable lid, which fits inside the lunchbox. Please do not send sweets, chocolate bars **or nuts (including peanut butter)**, as these are extremely dangerous for some children and members of staff. West Sussex is a 'nut free authority'. Children are not allowed to swap things from their lunch boxes or give each other food.

Please ensure that the food container is clearly marked with both your child's and their class teacher's name. (There are no cooling facilities for the packed lunches so please think carefully as to what to give your child and include a 'freezer pack' in the lunchbox if necessary). Break time snacks should be kept separately, so that lunch boxes do not have to be opened early. This helps to avoid spillages.

Lunchtime supervisors oversee pupils eating lunch and will report any pupils that they are concerned about to the class teacher e.g. because they do not seem to eat enough or because they do not appear to have a balanced diet.

### **Water and Milk**

All children are asked to bring drinking water to school every day in a named, clear plastic sports bottle. Suitable bottles can be purchased from the school office for 90p. Milk is free to children under five years old and to children who are eligible for the Pupil Premium, but an order form still needs to be completed. The forms are then sent direct to 'Cool Milk' who will send the milk to school each day. A small carton of milk may be purchased for morning break time, by completing an order form from the school office.

### **Snacks**

Pupils may bring a mid-morning snack of fruit. EYFS and KS1 pupils are given a free portion of fruit or vegetables every day, provided by the NHS. A healthy tuck shop is available during morning breaks, for KS2 pupils to buy snacks and drinks.

## **Day to Day Routine**

### **Breakfast Club**

Our popular Breakfast Club is available from 7:45am to 8:40am and as well as lots of fun, welcoming activities, children who arrive before 8:15am are served with a nutritious breakfast. Bookings should be made in advance on our school website. The cost is £3.00 per day (free to families in receipt of Pupil Premium – see page 18).

### **Arriving in school**

The gates to the school will be opened from 8:40am and parents are advised to aim to arrive then. Children in **Reception, Year 1 and Year 2**, should be taken to their external classroom door and handed over to the teacher or teaching assistant. Children in **Years 3-6** should enter through the door from the Key Stage 2 playground. Pupils will enter the school buildings to hang up their coats and lunchboxes and **reach their classrooms at 8:50am**, when a bell will be rung on the KS2 playground, to signal that the children should be in class and ready to learn. An internal bell will ring at 8:55am, when registers will be taken and the school gates will close. Any child not in class by this time will be marked late. In order to settle pupils quickly, parents of children in Years 1 to 6 are asked **not** to enter the school buildings via the pupil entrances. Parents may telephone the school between 8:00am and 8:30am to pass on any information or concern they feel the class teachers should be aware of during the day, or come into the main office, via the front door, to pass on a message to the office staff in person. No children should enter by the main office entrance, unless they are attending clubs which require them to be in school before 8:40am. Children attending early morning groups will enter via the Cygnet Room from 8:25am, ready to start work at 8:30am. That entrance will close at 8:35am. Initially, EYFS parents are welcome to join their child to help them to settle into 'big school'. Later, we will ask parents to allow their children to develop the independence skills they need. All gates, except those at the main entrance, will close at 8:55am.

### **End of school**

At the end of the day, children in reception, Year 1 and Year 2 will be taken to their external classroom door for collection by a named, responsible adult. All children in Reception, Year 1 and Year 2 will be kept at school until collected. Please tell us in advance if another adult is collecting your child, even if they are the emergency contact; otherwise, we will not be able to release the child until all other children have been

collected and we have been able to go to the office to complete a security check. KS2 children will be taken, by staff, to the KS2 playground. Staff are always available for a brief, informal chat, and will make an appointment with parents for any issue which requires longer.

### **Cygnets Crew After School Club**

The Cygnets Crew meets in the Cygnets Room after school every day until 6:00pm. Children may attend other school clubs e.g. sports, craft or homework clubs first if they wish, and a nutritious meal will be served at 5:00pm. Places may be reserved for £12 a day in advance. Please book on our website.

### The Timing of the School Day

7:45am	Breakfast Club
8:40am	Duty staff at the pupil entrance doors
8:40am	Children allowed into school to enter their classrooms
8:50am	School starts – morning welcome activities. All children should be in school, ready to learn.
8:55am	School gates close
8:55am	Bell rings - children arriving in class after this time will be <i>registered</i> as 'late'
9:05am	Read, Write Inc/Spelling/Grammar, Punctuation and Spelling activities
9:35am	English
10:35am	Morning break
10:50am	Maths
11:50am	Class teaching time
12:00 – 1:00pm	Lunchtime for Reception children
12:30 – 1:30pm	Lunchtime for the rest of the school
1:30 – 2:50pm	Class teaching time
2:50pm	Assembly/School gates open
3:05pm	End of school day/after school clubs start
4:00pm – 4:30pm	After school clubs finish – please collect pupils from the KS2 playground
4:30pm	School gates close
6:00pm	Cygnets Crew closes

## **Curriculum**

There are three primary key stages of the National Curriculum: Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) and Key Stage 2 (KS2). The school year is organised into four, eight week topic blocks, to facilitate time for deep, embedded learning. The topics covered by each year group are laid out on our website, although this is subject to change in order to meet the needs of a creative curriculum.

### **Early Years Foundation Stage (Reception)**

In EYFS, the three prime areas (communication and language, physical development and personal, social and emotional development) and four specific areas (literacy, mathematics, understanding the world and expressive arts and design) of the Early Years Foundation Stage are followed. Children may spend between a third and half of their time outdoors, so should always have warm clothing with them in colder weather and hats and twenty-four hour sun cream (which should be applied at home before school) in hot weather.

### **Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3-6)**

In **Years 1 to 6**, pupils follow the National Curriculum.

- To support phonics, EYFS and KS1 follow the Read Write Inc scheme which provides intensive phonic input in small groups. These groups are based on phonic ability and are not linked to individual classes.
- Linked spelling and grammar programmes are introduced at the appropriate stages.
- The 'Abacus' programme is used to support the delivery of mathematics.

- Every class has four PE slots a fortnight. At least one of these sessions is taught by a specialist Sports Coach. Pupils in Y3 will go swimming at K2 for at least 10 weeks each year.
- Each class gets one session of Spanish and Music a fortnight, taught by a specialist teacher.

### **Religious Education and Assemblies**

Collective worship and Religious Education are non-denominational and broadly Christian in character. In practice, every attempt is made by staff to allow for all religious perspectives. Particular emphasis is placed on the need to reflect on religious and moral issues to form an informed opinion and belief. The importance of living a life based on these principles is stressed and the issue of faith is explored in this context. All members of the school community are expected to respect others' right to worship as they choose.

Assemblies form a vital part in spiritual, moral, social and cultural education and they play a major role in establishing ethos and standards of the school. By law, all pupils take part in a daily act of collective worship.

### **Sex & Relationship Education (SRE)**

Much of the Sex and Relationship Education curriculum is taught as part of Science and PSHE and takes place progressively throughout the school. Prior to covering areas which children may ask more about at home, parents are invited to attend a preview session where the content of the programme is outlined and there is an opportunity to see the teaching materials used and to ask questions.

### **Right of Withdrawal**

Although parents have the right to withdraw their children from acts of worship and parts of Sex and Relationship Education lessons, they are strongly advised against this as it can lead to misconceptions based on half-truths. Parents are asked to discuss this fully with the Headteacher before taking such a step.

### **Swimming**

School swimming lessons take place at K2 swimming pool for children in Y3. Parents are asked to contribute towards the cost of travel; entrance to the pool and trained instruction are funded by the school. Currently the weekly transport rate is £3.00 and parents who pay for a whole block in advance are offered a discount in recognition of the reduced administration costs. All children will swim once a week for a term.

## **Communication**

Families are the child's first and most important educator. At Gossops Green Primary, we appreciate the important role that families have in supporting their children to develop a positive attitude towards school and learning. We therefore work hard to develop partnerships between school and home.

### **Contact Information**

We ask parents to inform the school immediately if their child moves to a new address. This would not usually affect the child's right to attend the school but it is vital that we have up to date contact details for every child and his/her family. It is also essential that we have up to date phone numbers in case of an emergency. Special text messages can be used to keep parents informed of key events and changes to publicised events so mobile numbers are particularly useful. A data checking form is sent home every September and we ask that parents spend time checking the information and returning the form, even if all of the information held is still correct. Data held in school, including relevant medical data will be kept in our secure database and will be updated annually.

### **Home-School Diaries**

Each child has a Home-School diary, which parents are asked to check and sign at the weekend. If parents send in a message, they should make sure that their child alerts the teacher to check it on the day it is sent in. The diaries also contain important information, such as key dates and regularly used reference charts.

Reading records are included in the Home-School diaries. It is vital that children have their diaries in school every day – staff will keep a record of this.

### **Speaking to staff**

Staff, including the Headteacher, are available, either informally or by appointment, to offer support or advice on any matter concerning your child's education, and hope you will feel free and welcome to contact them if they can help in any way. Please do not interrupt class teachers at the beginning of the school day, when they are welcoming and settling their classes.

### **Other communications**

Parents can also communicate with the school by telephone, letter, e-mail or via our website. Letters home are not normally sent in envelopes, but there are some situations where this would happen. Consent letters are needed for any activity outside the school grounds, although our general consent letter normally covers activities in the local area close to the school. Children will not be allowed to take part in educational visits and some other activities unless we have a consent letter signed by a parent or carer. Children may not sign their own consent letters. It is greatly appreciated if parents and carers return reply slips promptly to avoid wasting administration time chasing them.

### **Sources of information**

The weekly newsletter, Gossops Gossip, is e-mailed to all parent/carers every Friday. Please ensure that we have an up-to-date e-mail address which you would like the newsletter to be sent to. The newsletter is also available on the school website: <http://gossopsgreen.com> and a hard copy is always available in the school office. Parents are asked to read the newsletter carefully as it contains important information about meetings and events.

Our website is continually updated and includes information about key school events. Parents can also access policies, some children's work, a school calendar and other information. Some areas of the site are controlled by passwords, which will be given to the children when necessary. This is a valuable resource for both parents and children.

We also have a Facebook information page and recommend that parents ask to join it. Only current parents/carers will be approved for membership.

### **Keeping parents informed**

Gossops Green Primary School monitors every child's progress through a planned programme of assessment, analysis and action. We wish to ensure that progress is rapid and that children are able to 'be the best they can be'. It is not the policy of the school to rank children or give them any feeling of pressure or failure, although we do identify children who have not made expected progress and intervene to try to accelerate future progress to eradicate the prior underachievement. The information gained from our assessments also helps us to monitor the effectiveness of our own teaching. Statutory assessments take place at the end of each key stage i.e. at the end of EYFS, Year 2 and Year 6.

### **Parent's Evenings and Reports**

- A detailed record of achievement is kept for each child and this information is shared with parents three times a year (at the end of Topic 1 and Topic 2 and at the end of the year).
- In November, February and July, parents/carers are asked to attend a structured conversation between the teacher and their child, where the child's progress and targets are agreed. These conversations occur during a dedicated school day (where the children are not in school) and into the evening. An appointment system operates. Full details will be sent to parents/carers via letters home. As far as possible, teachers allocate times based on parental requests and confer with colleagues to coordinate times for pupils of the same family. In July, end of Year results will be shared at this time and a brief report on the child's progress in all subjects will also be discussed.

- For all three conversations, a copy of the notes taken by the teacher will be e-mailed to all parents as soon as possible after the conversation, along with any accompanying paperwork. This will form the written report on each child's progress and attainments through the year.
- Governors and members of the Senior Leadership Team are available at parents' consultation evenings should you wish to talk to them.

## Homework

Homework plays a positive role in raising a child's level of attainment. It is anything that children do, outside the normal school day, which contributes to their learning in response to guidance from the school e.g. a parent who spends time reading a story to their child before bedtime.

The aims and objectives of homework are:

- to enable pupils to make maximum progress in their academic and social development;
- to help pupils develop the skills of an independent learner;
- to promote a partnership between home and school in supporting each child's learning;
- to enable all aspects of the curriculum to be covered in sufficient depth;
- to provide educational experiences not possible in school;
- to reinforce learning done in school and to allow children to practise skills taught in lessons;
- to help children develop good work habits for the future.

We increase the amount of homework that we give the children as they move through the school. For full details, please see the Home-School Diary. Pupils will require access to a computer in order to complete specific pieces of homework; please speak to a member of staff in confidence if this is not possible for you at home. If parents have any problems or questions about homework, they should, in the first instance, contact the child's class teacher.

## Special Educational Needs

Gossops Green Primary is a school which welcomes pupils of all abilities and backgrounds and ensures that all have the best possible access to the curriculum. A child may be identified as having special needs if they are very able, have learning difficulties, have a medical condition, have a physical disability or have emotional and behavioural difficulties. We identify ways in which all pupils can reach their potential and support all pupils with Special Educational Needs or Disability (SEND) as appropriate.

### Meeting SEND needs

Ensuring that the needs of our SEND pupils are met is the responsibility of Mrs C Humphrey, the Special Educational Needs and Disability Coordinator (SENDCO). Support may take the form of differentiated classroom activities, individual or small group support or specialist help from the SENDCO or outside agencies.

Children with speech and language needs are supported by a speech and language therapist who works in school on a bi-weekly basis. We also have a number of highly-trained teaching assistants who run intervention groups, supporting children with specific and varying needs.

### Individual Learning Plans and Individual Behaviour Plans

The school values time spent with parents and carers, discussing the needs and progress of their child. Parents are fully involved at the appropriate stages of the identification and assessment procedures when determining a child's specific needs. Most pupils on the Special Educational Needs register, will have an Individual Learning Plan (ILP) which identifies key targets for the child and support which will be put in place

to enable them to make progress. Formal meetings between teachers, pupils and parents take place at least termly and at these meetings, ILPs are reviewed and discussed. The SENDCO is always available for advice on request.

Pupils in need of specific behavioural support will have an Individual Behaviour Plan (IBP) which are also reviewed termly.

### **Learning Mentors**

Pupils may have barriers to learning caused by social and emotional needs such as poor self-esteem, anger management problems, social and communication difficulties, emotional problems, friendship difficulties, bereavement or difficulties at home. In such cases, they may be referred to our Learning Mentors, Mrs J Browne and Mrs C Cooper, who aim to help re-engage pupils in their learning. Our Learning Mentors work both with the child and their parents/carers and children may be supported on a one to one or drop-in basis, or within small groups. Most mornings, they are available for informal chats on the KS1 and KS2 playgrounds before school. Meetings take place both in and outside of the classroom as required. Where appropriate, our Learning Mentors also work alongside other agencies.

### **Policies**

The school meets all the accessibility criteria for our current group of children and we have an Accessibility Plan to improve this in the coming years. A full copy of the school's SEND Policy (Including Very Able Pupil (VAP) and Young Carer (YC) Provision) is available from the school office on request or on line and the governor with responsibility for ensuring that Special Needs regulations are met is Mrs C Crunden.

## **Uniform and Equipment**

The school is keen to maintain high standards of dress and to contribute to the sense of belonging and the school ethos. Parents are asked to buy correct uniform, which can be ordered on line from Broadwater Sports Embroidery at <http://schooljumpers.co.uk/>.

Summer uniform may be worn in May, June July and September. Winter uniform may be worn at any time of year. Long hair should be tied back with a **navy, white or black** hair band or bow. Shoes with Velcro fasteners or buckles should be worn until your child can tie his/her laces. Prolonged wearing of trainers or boots is not considered to be good for growing feet – black or navy school shoes with low heels should be worn inside at all times. See the Home-School Diary and our website for full details.

All children who wear correct uniform all week, including socks, who wear long hair tied back and who have full PE kit in school all week are entered in a weekly uniform raffle, for which there is a small prize.

All pupils will spend break and lunchtime outside, unless it is raining hard, so please ensure that your child always has appropriate outdoor clothing with him/her. Reception and KS1 pupils will also learn outside in any weather – please make sure they are appropriately dressed i.e. always have a coat.

### **PE Kit**

Children should have named PE kit in house colours in school **every day**. A string tie PE bag is required. This should be a sensible size (not too large, please) and clearly labelled with the child's name on the outside. Suitable PE bags, in house colours, are available by ordering from Broadwater Sports Embroidery (see above).

### **Jewellery**

Children should not wear jewellery at school, except for watches or items of religious significance, which will be removed for PE. If ears are pierced, plain stud earrings may be worn. For health and safety reasons,

children with pierced earrings are required to remove them themselves for PE or, if the piercings are not yet healed (for a maximum of six weeks), to tape them up with micropore tape, supplied by their parents.

### **Equipment**

Children are expected to take full responsibility for their own equipment. Parents are asked to provide a SMALL bag for children to keep their equipment safe to and from school. Suitable bags can be purchased online from Broadwater Sports Embroidery at <http://schooljumpers.co.uk/>.

### **Valuables**

Children should not bring money or valuable items to school. If it is necessary for a child to have money, then it should be given to the school office in a named purse/envelope and collected at the end of the school day. The school accepts no responsibility for loss of valuables in school.

If children bring in money for a school activity, the money should be sent in a sealed envelope, labelled with the child's name, class and what the payment is for, and should be handed to the class teacher at the start of the school day.

It is recommended that children do not bring mobile phones into school. However, if KS2 children do require their phone in order to travel safely to and from school, it should be clearly named and handed to the staff on duty at the door in the morning. This will be recorded and taken to the school office for the duration of the school day. Children should collect their phone from the office at the end of the school day. No child is allowed to be in possession of their phone during the school day. Please see the school's Mobile Phone Policy on our website for full details. The school is not able to accept responsibility for any loss which should occur.

### **Lost Property**

Parents are asked to ensure that all personal property and uniform brought to school is clearly named. Found items which are clearly labelled will be returned to the owner. Other items will be placed in blue drawers in the main entrance corridor. At the end of term, unclaimed, unnamed items will be taken to a local charity shop or disposed of if they are in poor condition.

## **Behaviour**

### **Praise, Encouragement and Reward**

Every opportunity is taken to praise, encourage and reward children for a whole range of achievements and actions. Our philosophy is that praise and encouragement are essential if we are to nurture happy and well-motivated children; these are far more powerful and more positive influences than, and should always be used in preference to, punishment. A house point system leads to bronze, silver, gold and platinum certificates. There is a weekly Celebration Assembly, at which the 'Star Learner of the Week' from each class is praised. 'Star Learners of the Week' are also noted in the weekly newsletter. Successful school teams give a match report to the rest of the school and children with individual achievements are invited to share them. Pupils share particularly good work at Good Work Assembly. The Tregear Trophy, a memorial shield, is awarded every year to a Y6 girl and boy for sustained contribution to the life of the school.

### **School Houses**

There are four houses: Ruby (red), Sapphire (blue), Topaz (yellow) and Emerald (green) and house points are awarded to children as rewards. A house point record sheet is kept in each classroom and the weekly house total is announced in the Friday assembly. The house which has gained the most house points during the week is praised as well as the house with the most points for the term. The children are encouraged to realise the value of contributing to their house's total points and the importance of working as a team. Siblings are always placed in the same house to avoid family feuds! A Year 6 boy and girl from each house are elected by pupils as their house captains.

## Sanctions

- Pupils involved in poor behaviour will discuss this with the member of staff concerned and be asked to reiterate what it is they have done wrong and to explain why it is unacceptable to infringe others' rights. They will be warned about their future conduct, and may lose appropriate, small privileges such as sitting beside friends or using play equipment at break. They will be encouraged to behave more responsibly in future.
- If the pupil continues to make poor choices, a behaviour plan or pastoral support programme may be put in place.
- Pupils who make insufficient effort with their work will be asked to repeat it, either at home, or during one of their break times, supervised by the class teacher.
- Pupils who are persistently badly behaved will be sent to another teacher in the year group or to the Phase Leader. If their effort or behaviour continues to give serious cause for concern, a member of the Senior Leadership Team will become involved. Following action may include the child being put 'on report'. The report will be completed daily by the class teacher and taken to the Assistant Headteacher, Deputy Headteacher or Headteacher at the end of each week. It will also be taken home to be signed by a parent every evening. Pupils are not normally 'on report' for extended periods. Although seen as a sanction, being 'on report' offers plenty of opportunity for encouragement for pupils to behave more responsibly, both at school and at home, and thus is a very positive measure for dealing with problems.
- Very serious breaches of school discipline will be dealt with immediately by the Headteacher, Deputy Head or Assistant Head who will automatically involve parents. In exceptional circumstances, a child may be sent home for one or more days.

## Bullying

The school does not tolerate bullying, homophobic, SEND or racial abuse of any kind. Bullying is defined as targeted, repeated, unkind behaviour over time. The Behaviour Improvement Policy, which is available on the school website, details how we deal with this issue. The staff are aware of the subtle nature of some bullying and are constantly vigilant; parents and pupils are urged to inform us at once if they know of any behaviour which causes concern.

## Enrichment Activities

A wide range of after-school activities are provided each term. Details of clubs are available near the end of the preceding term and parents are required to sign up via the website. Some activities are free and there is a small charge for others. Pupils eligible for Pupil Premium are entitled to claim up to £30 towards one paid club free each term. Where numbers are limited, places are allocated on a 'first come, first served' basis and a waiting list is kept. These clubs are optional and any child who misbehaves may be asked to leave without a refund.

The school offers a popular Breakfast Club before school from 7:45am, at a cost of £3.00 per day to cover food, child care and activities. From September 2017, our after school Cygnet Club will also provide child care from the end of school until up to 6:00pm, at a cost of £12 per day, including a nutritious, light meal. Bookings for both should be made on the school website – [www.gossopsgreen.com](http://www.gossopsgreen.com).

Individual and group music lessons are set up with peripatetic teachers on a private basis. Parents must cover the full cost, although the West Sussex Music remissions policy funds small group instrumental lessons for pupils who qualify for benefits-related free school meals or are Looked After Children. In addition, individual applications for school sponsorship of pupils eligible for Pupil Premium may be considered. Tuition in the following instruments is currently available:

Instrument	Pupils	Teacher	Cost per Group Lesson 2017/18
Guitar	Year 2+	Mr Harral	£80 per term*
Keyboard	Year 2+	Ms Ryder	£80 per term*

To apply for lessons parents/carers need to go on line:

<https://www.westsussexmusic.co.uk/page.cfm?title=application-for-music-lessons>. Other instrumental lessons may be available on request, providing the numbers are feasible. Please be aware that pupils may be withdrawn from class lessons in order to complete their instrument lesson. Older pupils are given priority for lessons at break times.

### **Visitors**

In school, we encourage the use of theatre workshops and visiting speakers to enhance the formal curriculum. Our children benefit from visitors from the community e.g. the police liaison officer, local clergy, the school nurse, fire officers, NSPCC and road safety officers. On some occasions, we will request contributions towards the cost of these visitors. For legal reasons these have to be voluntary contributions, but the school will not be able to cover the cost of these activities without your help and some activities may need to be cancelled if too few contributions are received; the only other way the school could subsidise them would be to take money from other areas of the curriculum. Where parents are unable to make such contributions because of financial circumstances, they are asked to have an informal chat with the Headteacher or School Business Manager, who will treat the matter in the strictest confidence; as a caring school community, we would not wish to deprive a child of a valuable learning experience through lack of funds.

### **Off-site Visits**

When starting school, parents will be asked to sign a consent form allowing their children to go on local visits. We also run a series of educational off-site trips that go further afield each year. For these, a letter informing parents of the detail of the visit with a consent slip will be sent in advance. Teachers ensure that all medicines (that the school has been informed of), needed for specific children, are taken on a visit. As with in-school visitors, a minimum donation is required for these visits to be viable and the trip may have to be cancelled if insufficient support is received. Staff do all that they can to minimise the costs of these trips, including organising transport by train rather than coach, where possible. Teachers normally visit the site before the trip and ensure that practical and safety needs can be met by undertaking a thorough risk assessment. In order to meet the recommended adult to child ratio, we sometimes ask for additional adult helpers, who may be parents from their own child's class, but are not usually placed in a group with their own child, unless the child has special needs. Parents who regularly help in school are given priority. All parent helpers will be asked to sign an agreement in order to make the necessary protocols clear.

### **Residential Trips**

Residential activities are currently offered to pupils in year 4 and year 6. In year 4, a two night Bushcraft visit to Pennhurst Place, incorporating a series of outdoor and adventurous activity days, is used to develop social and emotional skills; the approximate cost is £165. Year 6 visit the Isle of Wight for four nights and the approximate cost is £290. Parents will be invited to contribute towards the cost of such visits in the same way as for day trips. As well as being fun, residential visits have a strong educational element and are used to support the classroom curriculum. Our aim is that every child should have the opportunity to benefit from these important experiences. Parents experiencing financial difficulty should speak to the Headteacher or School Business Manager in confidence.

## **Charging**

The school follows the advice issued by the Department for Education in October 2014: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514619/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf). The Department's advice should be read in conjunction with the information outlined in the national guidance: <http://oeapng.info/>. These documents explain the legislation governing the charging for school activities as set out in the Education Act 1996: Sections 449-462. They cover what a governing body may and may not charge for when activities take place either during or outside of school hours, including residential activities.

## Trust Fund

The school runs a Fund which is a registered charity. The purpose of the Fund is “to advance the education of the pupils of the school”. The Collegiate Trust Directors are the Fund’s trustees and all donations are voluntary. If you are willing to make a monthly donation to the school’s Trust Fund please ask for and complete a Standing Order form and send it to your bank/building society. There are no expenses, so you can be sure that 100% of your donations will be used to benefit the children.

## Pupil Premium

If you receive:

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **support under part VI of the Immigration and Asylum Act 1999**
- **the guaranteed element of state Pension Credit**
- **Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16190)**
- **Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit or**
- **Universal Credit,**

**you may qualify for Pupil Premium.**

**Please apply.** It helps the school, because of the way our budget and national statistics are calculated (we receive £1320 ‘Pupil Premium (PP)’ for every child registered) and it also helps both you and your child in the following ways:

- entitlement to free school meals (this is reviewed every three months),
- a free school sweatshirt or cardigan at the start of every academic year,
- a book pack at the start of each topic block,
- free milk,
- free access to the Breakfast Club
- help paying for residential trips,
- subsidised before and after school clubs (up to £30 per term),
- subsidised instrumental lessons,
- additional help and benefits towards your child’s learning.

## Safety

In order to keep your children safe, we operate a ‘secure school’ during the working day. All gates are open for arrival and departure, but are closed during the school day times. Entry to the main building is only through the front door. All adults working within the school wear identification at all times. All visitors are asked to sign and wear an identification badge. The main doors have a security access locking system, which is controlled from inside. However, if a stranger should be found in school, he/she would be challenged by an adult.

Parents are asked to observe the following:

- To deliver and collect children from the appropriate doors at the beginning and end of school.
- Unless special arrangements have been made for a specific event, only to enter the building through the main entrance and sign in.
- To supervise children carefully on school premises **especially around the edges of the staff car park, where parents are asked only to use the pedestrian gate and stay on the footpaths at all times.**

- All cyclists and 'scootists' should dismount and walk in school grounds.
- If driving, to park carefully on the road, avoiding entrances/garages and junctions, and to be considerate to local residents. Never park on the pavement as this obstructs pedestrians.
- To stop children bringing toys or items of value into school without prior permission.
- Not to bring dogs within the school grounds.

### **Child Protection**

All adults working in school have a very clear duty to report any concern regarding child welfare to the Designated Safeguarding Leader who will in turn take advice from the appropriate authorities. There is a standard procedure to which we must comply, which may involve multi-agency working. The child's interests are always placed first. Please note that we are obliged to report ALL concerns, no matter how small, and to act on them without prejudice.

All staff, governors and visiting instructors have been cleared by the Disclosure and Barring Service as having no record which would prevent them from working with children. The Head Teacher is the Designated Safeguarding Lead (DSL) at Gossops Green Primary School and the Deputy Head and Assistant Head are also fully trained. If a child is subject to a court order, then parents or carers must make that known to the Headteacher.

### **Media**

At no time will any information, address or telephone number of a child be given to members of the media. In the event of a critical incident or emergency, the procedure for dealing with media intervention will be followed. There are times when the local papers may be covering a school event; we will assume that parental permission for a child's image/name to be used is granted when they join our school, unless we are advised otherwise in writing.

## **Key Policies**

Policy statements are held in school and are available on the school website <http://gossopsgreen.com/wsussex/primary/gossopsgreen/site/pages/virtualoffice2015/schoolpolicies>. In addition, The Collegiate Trust policies are available at <https://www.tct-academies.org/documents>. Parents are most welcome to ask to see hard copies.

The following LA/DfE/OFSTED/school documents are also available:

- Statutory Instruments (including the statutory orders of the national curriculum subjects), circular and administrative memoranda relating to powers and duties under Chapter 1 of the Education Reform Act, and the curriculum (DfE).
- Any published HMI/OFSTED reports which refer expressly to the school
- Any syllabuses followed, whether for public examination or otherwise.
- A full copy of the arrangements for consideration of complaints about the school curriculum
- The LA's agreed syllabus for Religious Education
- Pupil Premium spending
- School Sports Premium spending
- The School Prospectus i.e. this handbook!

### **Equal Opportunities**

Gossops Green Primary School has an Equal Opportunities Policy which applies to all staff, governors, visitors and pupils. Discrimination on grounds of age, gender, transsexual status, sexual orientation, race, colour, religion or beliefs, disability, nationality, ethnic or national origins will not be tolerated in any circumstances. The site offers as full access as possible to disabled pupils, parents, staff, governors or visitors and we are working to improve this. Pupils' needs are met as closely as possible, with amendments being made to the

curriculum or presentation of work in order to make it accessible. The Accessibility Plan required by the Disability Discrimination Act 1995 is also published on our website. The school makes every effort to ensure that pupils are not discriminated against because their parents are experiencing financial difficulties.

### **Complaints**

Gossops Green Primary School's Complaints Policy is available on request from the school office or electronically online in the policies section of our website.

The relevant Class Teacher should attempt to resolve all complaints by parents or pupils involving the education and well-being of pupils in school. By addressing issues early, before they grow, we hope that most concerns will be dealt with effectively at this stage. However, if the relevant Class Teacher is unable to resolve the complaint, it will pass to the Deputy Headteacher. If the Deputy Headteacher is unable to resolve the matter, or the complaint is about the Headteacher, the complaint will pass to the Chair of Governors or his/her representative, who will convene a Panel of the Governing Body. Should the complainant still remain dissatisfied with the Panel's decision, and believe the Panel has acted unreasonably in response to the complaint, the complainant should write to the Department for Education. Complaints relating to academies are dealt by the Education Funding Agency (EFA). Further details are available from:

<http://www.education.gov.uk/aboutdfe/complaintsprocedure/b00212240/making-complaint-school/how-to-complain>. Please note that they will not consider complaints unless the protocols outlined above have already been followed and exhausted.

# Appendix 1 - Staff at Gossops Green

## Senior Leadership Team

Mrs D Martin	Headteacher
Mrs S Dunne	Deputy Headteacher /Leads English/Curriculum/EVC for KS1
Mr M Warwick	Assistant Headteacher/ CPD Leader/ NQT mentor/Leads Pupil Premium/Residential Visit Leader/EVC for KS2
Mrs D Bullen	Senior Teacher/Leads Assessment/Leads Maths/Leads Adult Helpers
Mrs C Humphrey	Special Needs and Disability Coordinator (SENDCO)/Looked After Children (LAC)/Young Carers

## EYFS team

Mrs R Nelligan	RRN	EYFS and Y1 Team Leader/transition to and from EYFS
Miss E Barraball	REB	NQT
Miss H Lummis	RHL	Art Leader
Mrs L Tynan	RRN	Teaching Assistant/Lunchtime Supervisor
Miss C Bull	RHL	Teaching Assistant/Lunchtime Supervisor/First Aider
Mrs S Roffe	REB	Teaching Assistant/Lunchtime Supervisor

## Year 1 team

Miss B Bosque	1BB	DT Leader
Miss Z Pragnell	1ZP	Geography Leader
Miss M McGill (maternity leave)	1MM	International Schools Leader (Mrs Fiona Dixon (PE Leader (P/T)) and Mrs Lorraine Ballantine - maternity cover for Miss McGill)
Miss C Barrow	1BB	Teaching Assistant/Lunchtime Supervisor
Mr M Ladd	1ZP	Teaching Assistant/Lunchtime Supervisor
Miss Z Wilson	1MM	Teaching Assistant/Lunchtime Supervisor

## Year 2 team

Mrs T Macduff	2TM	Y2 Phase Leader)/Lead Moderator - English
Mrs L Atfield (formerly Piper)	2LA	PSHE Leader
Mr S Jones	2SJ	NQT
Mrs E Walsh	2TM	Teaching Assistant/Lunchtime Supervisor
Mrs A Frazer	2LA	Teaching Assistant/ Lunchtime Supervisor
Mrs P Howes	2SJ	Teaching Assistant/Lunchtime Supervisor

## Year 3 team

Miss R Bishop	3RB	History Leader
Mrs F McGrath	3FM	Science Leader/Ecoschools Leader
Miss K Totman	3KT	NQT
Mrs J Flynn	Y3	Teaching Assistant/Lunchtime Supervisor (and HLTA, if required)
Mr J Milborrow	Y3	Teaching Assistant/Lunchtime Supervisor
Mrs K Pitt	Y3	Lunchtime Supervisor

## Year 4 team

Mrs D Williamson	4DW	Lower KS2 Phase Leader
Mrs S Hatcher	4SH	RE Leader
Miss J Earl	4JE	NQT
Mrs J de Hoedt	Y4	Teaching Assistant (and HLTA, if required)
Miss M Martial	Y4	Teaching Assistant/Lunchtime Supervisor

**Year 5/6 team**

Miss W Leung	5WL	English as an Additional Language (EAL) Leader
Miss G Scovell	5GG	Computing Leader/e-Safety Leader
Mrs K Reader	5/6KR	Travelwise Leader/Bike It Champion/Walk Once a Week (WOW)/British Values
Miss L Gianella	6LG	Upper KS2 Phase Leader
Mrs B Brookson	6BB	Maths Mastery Specialist/Excelling Learners Leader (ExL)/School Council Leader
Ms L Mulvey	Y5/6	Teaching Assistant/Lunchtime Supervisor/Library Leader
Mrs A Bracher		Teaching Assistant/Lunchtime supervisor (and HLTA, if required)
Mrs S Legate		Teaching Assistant

**PPA/NQT Support team**

Mrs A Jewell (from November)	PE Leader (P/T)
Mrs F Dixon (from February)	PE Leader (P/T)
Mrs L Ballantine	Higher Level Teaching Assistant
Miss J Bell (Maternity Leave)	Languages Leader (Mrs C Marchant - maternity cover)
Mrs K Bogaru (Maternity Leave)	Music Leader (temporary internal cover)
Mr P Watts	Sports Coach

**Sabbatical**

Miss H Scott	
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**Special Educational Needs team**

Mrs J Cross	Speech and Language Therapist
Ms M Pelham	SEN Assistant/Teaching Assistant
Mrs J Eldridge	Teaching Assistant (and HLTA when required)
Mrs J Durrant	Teaching Assistant
Mrs C Lethbridge	SALT Teaching Assistant/Lunchtime Supervisor
Miss H Lucas	Teaching Assistant/Lunchtime Supervisor
Ms L Massey	Teaching Assistant/First Aider
Mrs V Wilson	Teaching Assistant/Lunchtime Supervisor

**Learning Mentor Team**

Mrs J Browne	Learning Mentor
Mrs C Cooper	Learning Mentor

**Admin team**

Mrs P Knights	School Business Manager
Mrs S Freeman	Office Manager/First Aider
Miss B Brokenshire	School Secretary/First Aider
Miss C Knights	Office Assistant/First Aider
Mrs J Alexander	Clerk to the Governors
Mrs P Barclay	ICT Network Manager
Mr A Coyte	Premises Manager

**Breakfast Club Team**

Mrs V Wilson	Breakfast Club Leader
Miss Z Wilson	Breakfast Club Assistant
Miss H Lucas	Breakfast Club Assistant
Miss C Knights	Breakfast Club Catering Assistant
Miss B Brokenshire	Breakfast Club Admin/First Aider

**Cygnets Crew (After School Club) Team**

Mrs V Wilson	Cygnets Club Leader
Miss Z Wilson	Cygnets Club Assistant/First Aider
Mrs J Eldridge	Cygnets Club Assistant
Miss C Knights	Cygnets Club Catering Assistant
Miss B Brokenshire	Cygnets Club Admin/First Aider

**Churchill Cleaning Team:** Mrs D Gibbons - Churchill Site Manager  
Mrs S Aglae, Mr R Burns, Mrs J Casimir, Mrs A Khan, Mr P O’Leary, Mr M Wright

**Collegiate Trading Company:** Ms Kelly Ayton (Catering Manager), Mr Luke Bishop, Ms Amanda Burns, Mr Mark Longhurst, Mrs Jane Maclaren, Mrs Angela Sonmez.

## **Appendix 2 - Governors**

### **List of Governors 2017-18**

<b>Name</b>	<b>Type of Governor</b>	<b>Date of Initial Appointment</b>	<b>Term of Office Expires</b>
Mr Toby Bartholomew (Vice-Chair)	LA Governor	1 Nov 06	31 Oct 20
Mrs Breda Brookson	Staff	1 Nov 16	31 Oct 20
Mr James Bundock	Parent	21 Mar 16	21 Mar 20
Mrs Christine Crunden (Chair)	Trust	10 Oct 12	25 Feb 19
Mr Gordon Humphrey	Trust	24 May 16	23 May 20
Mrs Annie Macfarlane	Trust	3 May 14	25 Feb 19
Mr Paul Marshman	Trust	21 Mar 17	21 Mar 21
Mrs Dawn Martin	Headteacher	1 Jan 07	N/A
Ms Liz Mulvey	Staff	6 Sep 16	5 Sep 20
Mrs Julie Neale	Trust	24 May 16	23 May 20
Mrs Leah Rush	Parent	24 Sep 15	23 Sep 19
Mr Gordon Smith	CEO	1 Nov 2016	N/A