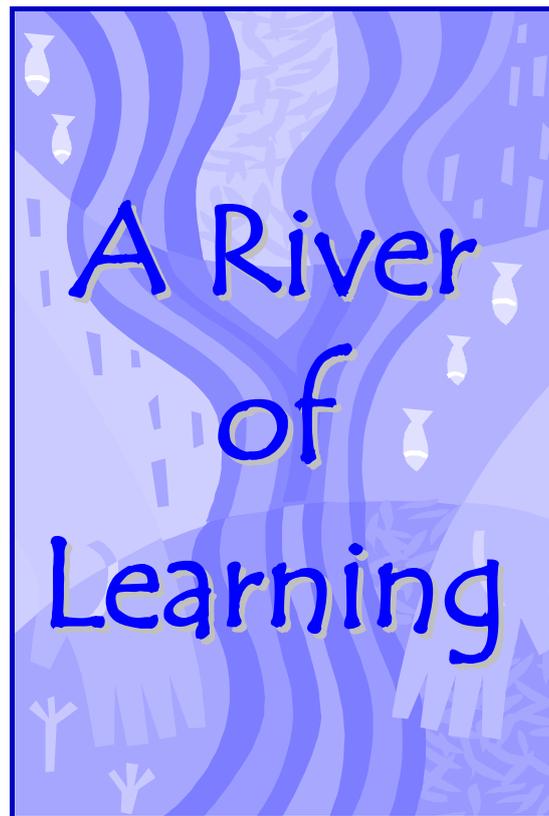


STARTING SCHOOL



Rustington Community Primary School

North Lane, Rustington, West Sussex, BN16 3PW

Tel: (01903) 785271

Email: office@rustington.academy

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Dear Parent or Carer

Thank you very much for your interest in Rustington Community Primary School, an academy in the Schoolsworks Academy Trust. We aim to create a school where learning is central to everything we do and where the needs of all learners are met. To this end we regard the school as a 'River of Learning' through which children make a journey and these 'learning journeys' are a central theme of the school.

We also work closely with other schools in our local area and across West Sussex. We are committed to providing an enriching and stimulating curriculum and in giving children the best possible opportunities in learning how to learn.

You will find enclosed in this prospectus information that will help to provide a more detailed understanding of how the school works and what we hope the children will achieve in their learning.

Whilst I believe this information provides a true and fair introduction to the activities and facilities available at our school, there is nothing better than seeing for yourself how we work on a daily basis. If you would like to do this please make an appointment with the School Office, who will arrange a tour of the school. I will also usually be available to answer any questions you may have. Should you wish to make a separate appointment to meet with any member of staff, please do not hesitate to contact the School Office.

At Rustington we believe that a successful education is rooted in the special relationship between pupil, parent and teacher. The staff and I wish to share your aspirations for your child and aim to work with you to provide a secure, happy and stimulating school environment. We hope your child thrives at our school as we encourage them to learn and to prepare them for the next stage in their journey.

Yours sincerely

Mrs M Smailes

Head of School

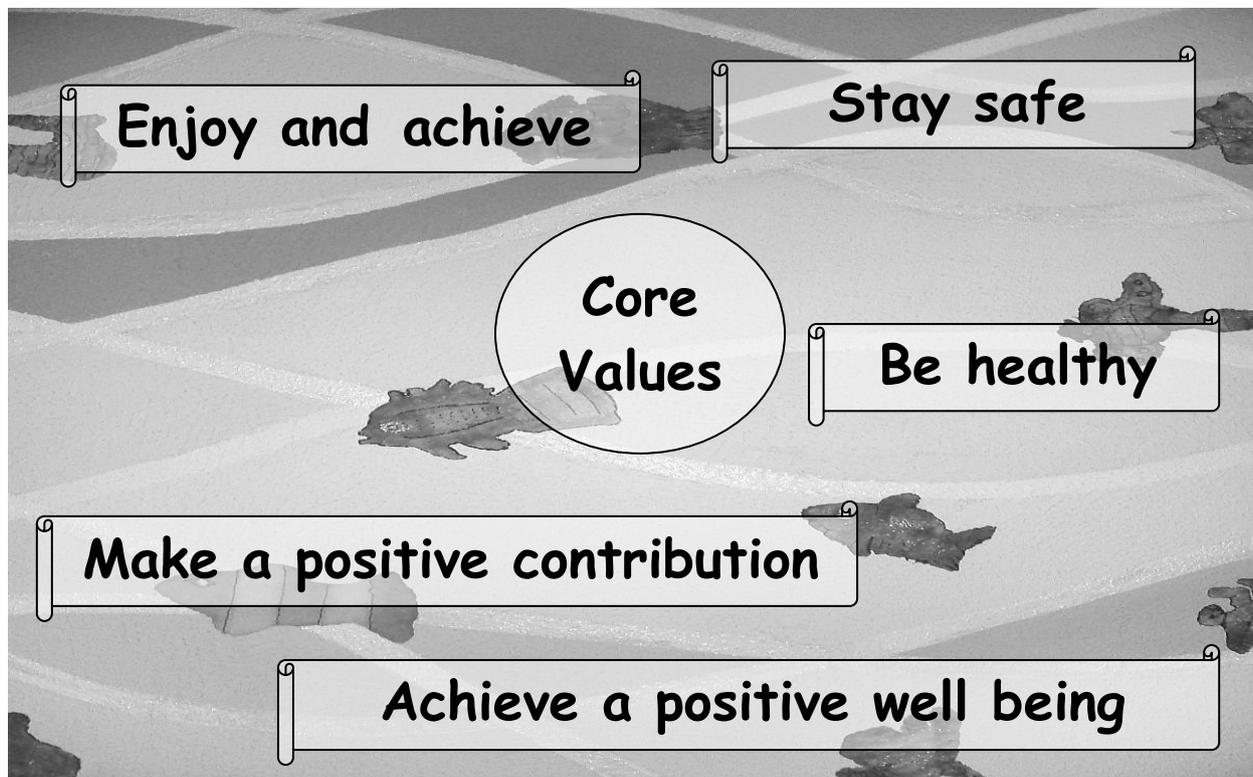
Rustington Community Primary School

"The vision of this school is to nurture children in our community.

They will foster and develop creative thinking and an enjoyment of learning as part of the journey towards becoming lifelong learners.

In doing so they will understand the need to be healthy, how to stay safe and learn the skills to do so.

They will be encouraged to make a positive contribution to their community and society through developing good manners, co-operation and communication skills."



Aim of the School

Our aim is to deliver our vision using the theme of a 'River of Learning'. This will be a journey that is interesting and varied and one that prepares children for the next stages and challenges in their lives. It should be a journey of both excellence and enjoyment, personalising and fulfilling the needs of everyone who travels its path. Ultimately we want every child's learning to flow.

The school caters for children aged 4 to 11 years of age. There are on average 30 pupils in each class. We are currently expanding our school size and have a cohort of 90 children with 3 classes in Early Years Foundation Stage, Year 1, Year 2 and Year 3.

Safeguarding Statement

The Governors and staff of Rustington Community Primary School take seriously their responsibility to promote the safeguarding and welfare of all children entrusted to our care.

The Designated Child Protection Officer is the Head of School.

As part of our ethos of the school, and with regard to all legal statutes, we are committed to:

- providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to
- providing suitable support and guidance so that children feel confident to approach appropriate adults
- using the curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making
- working with parents to ensure the welfare of all children which may involve other agencies
- ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication

Staff

Head of School:	Mrs M Smailes
Assistant Headteacher:	Miss A Powell
Special Educational Needs Co-ordinator	Mrs L Smith

TEACHING STAFF:

Mr M Sonsthagen	Mr R Penwarden
Mrs R Perrott	Mrs K Hicks
Mr M Bylett	Miss A Powell
Ms J Colthup	Mrs A Scott
Miss N Lawrence	Miss T Bunyard
Mrs S Gabbe	Miss E Nicholson
Mrs M Bassett	Mr D Wooller
Miss S Chadwick	Mrs J Maitland
Mrs C Case	Mrs K Twine
Mrs K Munson	Mrs C Miller

TEACHING ASSISTANTS:

Mrs L Aplin	Mrs S King
Mrs J Bacon	Mrs L Leggett
Mrs W Batchelor	Mrs K Palzeaird
Mrs S Brackpool	Mrs K Phelps
Mr P Wotton	Mrs J Rowsell
Miss J Cast	Mrs J Priest
Mr J Dagg	Mrs A Dix
Mrs D Holt	Mrs S Whitehurst
Mrs S Hornsby	Mrs D Whittle
Miss S Lasham	Ms M Howard
Mrs R Jones	

ADMINISTRATIVE AND SUPPORT ROLES:

Executive School Business Manager:	Mrs A Lamprell
School Office Manager:	Mrs E Angioni
School Office Team:	Mrs D Flint, Mrs K Berry, Mrs T Bailey
Premises Officer:	Mr K Chambers
Gardener and Relief Premises:	Mrs H Kittle
Welfare Assistant:	Mrs M Jephson

SCHOOL COMMUNITY COUNCIL:

Our school is part of the Schoolsworks Academy Trust and, as such, the Board of Directors act as the Governing Body. At local level, we have a **School Community Council** which plays a vital role in helping with the leadership and management of the school. All SCC members are volunteers, experienced and trained in all aspects of the school's functions, and meet regularly to review the progress of the school's improvement plans. Our SCC members are:

Mr S Newman (Parent)
Mrs K Whitley (Parent)
Mrs J Priest (Parent)
Mr J Bennett (Parish Council)
Mr A Hackett (Schoolsworks Director)
Mrs M Smailes (Head of School)

OUTSIDE AGENCIES CONNECTED WITH THE SCHOOL:

School Nurse: Zachary Merton Community Hospital 01903 858143
Police Liaison Officer: WPC Claudine Bishop

LOCAL EDUCATION AUTHORITY:

West Sussex Education Dept website:
<http://www.westsussex.gov.uk/education-children-and-families>

SCHOOLSWORKS ACADEMY TRUST:

Schoolsworks Offices, River Beach School, Connaught Road, Littlehampton, BN17 6ET

Schoolsworks Office Number 01903 278201

<http://schoolsworks.org>

Premises

The original school was built in 1939. Over the years various additions have been made to meet the needs of a growing population, including a dedicated Early Years base, a new Key Stage 2 extension and an ICT suite. There is a large assembly hall that also serves as a gym and inside space for games, dance and physical education lessons. There is also a permanent Special Educational Needs base and separate medical room. All classes have internet access and interactive whiteboards.

Parking

Parents are asked to be extremely careful when parking outside the school premises at the end and beginning of each school day. Parents are asked not to enter the school premises in vehicles and to park well away from the restricted zones in North Lane. Particular care should be taken in Old Manor Road to park well away from the crossing patrol area. Whenever possible please walk your children to and from school. We are happy for children to use scooters and bikes, but please ensure they disembark when on school premises.

We encourage parents not to park on the zigzag markings, to cross in a safe place, to try and park and stride and not to speed.

Security

In the interests of security, parents helping in school are asked to sign in at the reception desk and wear a visitor badge. Electronic pedestrian and traffic gates operate across the main school driveway.

OPEN:

8.40 am

3.00 pm

CLOSED:

9.10 am

late to allow time for after-school activities

NB Back gate access from Old Manor Road is closed at 4.00 pm.

Procedures

Welcoming the children

During the term before they begin in our school, children are invited for a preliminary visit. They normally spend a half day in the classroom with their new teacher. The school liaises with the local playgroups and nursery schools from which the children will be transferring to ensure all the relevant information is shared with us prior to them starting at RCPS. We have a successful and long-established policy of conducting home visits in the first few weeks of September, but more information about this will be shared on the induction evening.

Notification of absence

It is important that a phone call is made to the school during the first morning of absence as the school has to account for, and report on, both authorised and unauthorised absence from school. Late arrivals longer than thirty minutes after registration will be recorded as unauthorised. Once attendance registers have been taken each morning, the school will telephone parents with reference to unexplained absences. Parents requesting a child's absence for reasons other than illness should do so by completing a request form available from School Office. This form can also be found on our school website under Documents.

Accidents at school

When a child feels unwell or has received a minor injury, they are sent to the medical room. From this point onwards a designated first aider will take charge. First aid will be administered as necessary and a decision made as to whether the child should be sent home. The child will remain in the medical room or reception area until his or her parents arrive.

In the event of a serious accident parents will be contacted immediately. Should parents be unavailable, the school will telephone the designated emergency contact that parents have stated on their child's admission form. If necessary the school will call an ambulance or take the child to hospital. In such cases a member of staff will always accompany the child and continued attempts will be made to contact parents.

Emergency contacts

PLEASE NOTE: the emergency contact numbers that parents give to the school are essential. Parents must make every effort to ensure that these are kept up to date. Please inform the School Office of any changes of address, circumstance, place of work or telephone number. Please ensure that we always have an emergency contact number, (eg. a friend, neighbour or grandparents), in case we are unable to contact you. This is particularly important if you are going to be away for the day.

Medicine

The school will keep a small stock of paracetamol and antihistamine, for administration under exceptional circumstances and with parental consent, for symptoms that arise during the school day. All other medication must be supplied by the parent/guardian in the original pharmacist's container clearly labelled. The school will inform the parent/guardian of the time and dose of any medication administered.

Children are not permitted to come to school with medicine (including throat sweets or lipbalms) if he/she is unwell. Parents may call into the school and administer medicine to their child, or they may request the School Welfare Officer administers the medicine.

PLEASE NOTE: Children who have been prescribed inhalers or long term medicines may of course have direct access to these as necessary in school. In such cases a care plan will be established with parents or guardians who should make sure that an inhaler or a regular supply of medicine is available at school. Parents are responsible for ensuring medication is in date.

School Health Service

Children's physical and emotional growth is carefully monitored through medical examinations, hearing and vision tests and health interviews. Parents are kept fully informed of these checks.

From time to time headlice can become a problem. Please do not be alarmed if this should occur and please inform the School Office immediately. We are then able to inform all parents in the relevant class that there is a case of headlice and ask them to check to prevent further incidents.

Lost property

All items of personal property brought into school **MUST** be clearly labelled with your child's name. Watches may be worn to school, but must be marked or engraved with the child's name. **ALL** items of clothing and footwear must be clearly labelled

Jewellery

For reasons of health and safety, **NO JEWELLERY** should be worn in school. The only earrings permissible are studs for pierced ears, but these may not be worn during games, swimming or physical education lessons. It would be preferable if your child did not wear his or her earrings on the day they are scheduled to have these lessons.

Money in school

Payments to the school for educational visits can be made electronically using Parentmail +Pay which is a secure, easy and less time consuming way of managing your contributions. It is our **preferred payment method** and Parentmail is also used as our communication tool for correspondence to parents by email and text.

Should you choose to pay for educational visits with a cheque, it must be placed in a named, sealed envelope and handed to the class teacher when requested during registration time. Cheques should be made payable to Rustington Community Primary School.

Mobile Phones

Mobile phones are not permitted in school. If parents request that their child brings a mobile phone with them, the phone will be collected by the class teacher and returned to the child at the end of the school day.

Breaktime snacks

The school has adopted a policy on healthy eating and allows only fruit for morning and afternoon breaks. For many years the government has been providing free fruit/vegetables and milk for KS1 children. In addition, please ensure that you send your child to school with a bottle of water to drink during the day.

School meals

As part of the West Sussex schools meals contract we provide hot school lunches at a cost and meals can be booked via www.mealselector.co.uk. Children in EYFS, Year 1 and Year 2 are provided with a free hot meal under the universal free school meal program. Children may also bring their own packed lunch in a clearly name-labelled lunchbox. (No fizzy drinks, glass bottles or cans please.) We also ask you to consult your child's class teacher before providing any nuts or nut products (such as peanut butter) as we have some children at school with a nut allergy.

School Milk

Free school milk is available to under fives. Other children may join the scheme but there is a payment of approximately £3 - £5 per half term and this can be ordered online from www.coolmilk.com

Uniform

The school has had its own distinctive uniform for many years. We strongly encourage this as we feel that it develops a sense of belonging and pride in the school. Our uniform is designed to be comfortable and practical for primary school life.

Please note that appropriate and comfortable black footwear is an essential part of our school uniform. Sensible 'uniform-style' shoes are preferred, but plain black trainers are acceptable. It is not permitted to wear any form of high heels, platforms, or boots. Likewise summer sandals with open toes are not suitable.

Hair should be smart and appropriate for a school setting. Hair longer than shoulder length must be tied up. Extreme hair styles, decorative patterns cut into the hair and coloured or dyed hair are not allowed. Pupils who choose to colour their hair during the holidays or to support special events should ensure that they leave plenty of time to grow the style and colouring out in time for the start of term. Hair bands, ribbons/bows or "scrunchies" should be small and plain in either blue or black. Hair bands should not have large flowers or bows attached.

Essential items of uniform are:

- Royal Blue sweatshirt, V-neck or cardigan (available with school logo)
- White shirt, blouse or polo shirt (available with school logo)
- Grey trousers, shorts, skirts, skorts or grey pinafore
- Summer dresses may be royal blue striped or checked
- Grey, black or white socks or grey tights
- Optional royal blue outer fleece with school logo

PE Kit:

- White t-shirt with school logo
- Royal blue shorts
- Black plimsolls or trainers
- Please supply suitable sweatshirt and tracksuit/joggers for winter months
- Drawstring bag

All items are available from either Ricara or Felix Dance and Leisurewear:

Ricara of 3 Arundel Road, Littlehampton, West Sussex
Telephone 01903 723843 or

Felix Dance and Leisurewear, of 37 Beach Road, Littlehampton, West Sussex
Telephone 01903 721375.

The school at work

The school day

There is a rolling start to the school day, between 8.45 to 9.00am. The register will be taken at 9.00am.

Children are only permitted to wait on the school playground before school if they are accompanied by an adult. There is no playground supervision prior to the start of the school day and our rolling start to the day means that children should enter the school and go straight into class from 8.45 onwards.

Early Years Foundation Stage (EYFS)	9.00am to 11.45am	and	12.30pm to 3.10pm
Key Stage 1 (Years 1 - 2):	9.00am to 12.15pm	and	1.00pm to 3.10pm
Key Stage 2 (Years 3 - 6):	9.00am to 12.45pm	and	1.30pm to 3.15pm
Morning break EYFS:	10.30am to 10.50am		
Morning break KS1 & Y3:	10.30am to 10.50am		
Morning break KS2:	10.55am to 11.15am		
Lunch break EYFS	11.45am to 12.30pm		
Lunch break Y1	12.15pm to 1.00pm		
Lunch break Y2:	12.15pm to 1.00pm		
Lunch break KS2:	12.45pm to 1.30pm		

Parents are asked to wait in the playground areas for their children to come out of school in EYFS, Year 1 and Year 2. Staff will accompany children to the playgrounds at the end of the day for dismissal, when they have identified the parent or person who is collecting each child.

If for any reason parents are late, the children are asked to report to the school office and wait in the reception area for collection. On arrival parents are asked to report to the office staff before taking their child home.

Parents waiting with pre-school or Key Stage 1 children at the end of the school day are asked, for reasons of security and safety, to supervise their children at all times and ensure that they are kept away from classroom and hall doors and windows where lessons for Key Stage 2 pupils will be going on.

If you have an important message for the teacher that must be delivered in the morning, please take it to the School Office. Teachers are, however, very happy to speak to you after school.

School terms and holiday dates are published regularly in the Friday Flyer along with INSET days and are also available on the school website: <http://www.rustington.w-sussex.sch.uk>. These dates are provided well in advance, so please check carefully the year to which they refer.

Keeping in Touch

With all the wonders of modern technology there are now lots of ways in which we can communicate with each other -

Friday Flyer

This is emailed to parents every Friday, and includes details of the River of Learning winners for the week, events coming up, term dates, PTA news and club flyers and other information we think might be of interest.

Rustington Round Up

This is emailed to parents in the last week of every half term, and includes a message from our Head of School, information from each year group about any trips they have been on and what they have been learning. It also includes other items of interest relating to school.

Parentmail [Download the APP from the APP store or Google Play.](#)

Our preferred method of communicating information via email or text, and for parents to pay for activities and trips etc via Pluspay/Paypal. We also organise appointments for parents evenings via this medium.

Rustington Primary Website—rustington.w-sussex.sch.uk

Lots of school information can be found on our website, and you can get in touch by email via the contact page. This also includes the school calendar.

Facebook PTA — <https://www.facebook.com/RustingtonCommunityPrimarySchoolPTA>

All the latest PTA news. Parents can add comments or ask questions via this Facebook page.

Facebook School — <https://www.facebook.com/RustingtonCommunityPrimarySchool>

Twitter — <https://twitter.com/RustingtonCPS>

All the latest school news, and information regarding timings for children returning from activities (e.g.O2). Parents are unable to comment via this page. Information will be posted on both Facebook and Twitter.

Studybugs — <https://studybugs.com/about/parents>

From September we will be using Studybugs as our preferred method for reporting children's absences from school. Follow the link above to download the App.

School Behaviour

We aim to foster a spirit of co-operation, fairness and consideration in dealing with one another, whether between pupils, adults and children, and between the adults themselves.

Qualities of honesty, kindness and fair dealing are constantly encouraged, whilst politeness and thoughtfulness towards others and the school environment, are regarded as fundamental to the ethos of the school.

To make RCPS a happy and safe place for everyone we all follow these promises:

The 5 School Promises:

- 1) I will do as I am asked first time.
- 2) I will always speak in turn.
- 3) I will keep hands, feet and objects to myself.
- 4) I will always do my best and let others do theirs.
- 5) I will always speak kindly and truthfully.

Good behaviour is recognised and encouraged by praise and rewards both in the classroom and around the school. The children are aware of the 5 school promises which they discuss with their teachers and which are displayed in their classroom. All children are encouraged to make the 'right' choice in their behaviour. High expectations of behaviour are made explicit and consistently reinforced by all members of staff. If a child's behaviour is deemed severe, exclusion procedures will be considered.

Providing support

All staff are vigilant and proactive when supporting pupils, both academically and pastorally. We have a Pastoral Support worker, who is available to work with individuals and groups who may be experiencing emotional difficulties, whether at home or school.

We also encourage children to take responsibility for their own actions. Using the 'Peaceworks Peer Mediation' model, we have a number of trained peer mediators chosen from within KS2 who are available during break times. Their main duty is to help support other children in sorting out their difficulties and helping to de-escalate those common, everyday arguments.

The Curriculum

We endeavour to provide an enjoyable, enriched educational experience that is both meaningful and relevant to every child and to develop personal qualities that provide a sound foundation for the future.

All those concerned with the school share these beliefs.

- We nourish educational growth by helping children to learn about and understand themselves and their unique relationship with others and the world around them.

- To help children understand their world through key experiences which are first hand, stimulating and relevant. Helping their feelings and sensitivity to grow with the development of their minds and bodies.
- To foster the social and personal development of each child by providing an environment in which the children learn to live co-operatively and agreeably with others.
- We encourage each child to become a lifelong independent learner and to leave our school with the same enthusiasm and curiosity with which he or she came.

Each day the children take part in learning in literacy and numeracy in accordance with the National Curriculum. Science, RE, music, ICT and PE may be taught as separate subjects but increasingly aspects of these subjects are included as part of a wider cross-curricular learning journey. The term "learning journey" refers to an interdisciplinary approach to learning which encompasses design technology, history, geography, art, environmental studies, dance, drama, personal and social education as well as the cross-curricular aspects of English and mathematics. Each learning journey has a specific subject bias. Our aim is to create a balanced curriculum across each Key Stage.

Our curriculum is carefully planned to enable the children to meet the requirements of the National Curriculum. A long-term plan for each Key Stage is established. Detailed medium-term plans ensure the appropriate balance of subjects within each topic and short-term planning, on a weekly basis, ensures appropriate delivery of the curriculum through a variety of teaching and learning. Classes are of mixed ability. Children's work is differentiated according to their individual or group needs. On occasions they will be taught in ability groups and whole-class teaching occurs particularly to introduce new topics and for a substantial part of maths, English and science lessons.

Presentation of work

Our school handwriting style is cursive. Good joined handwriting and careful presentation of work are seen as priorities before the children leave us. The children transfer from pencil to handwriting pen when the time is right. The use of biro and blue ink, as well as felt-tip pens are not permitted. Our aim is for children to write quickly, fluently, efficiently and legibly even at speed. Much of their written work will be marked at the drafting stage.

The Foundation Stage – Early Years

The foundation stage is the period of education from 3 to 5. The last year of the foundation stage is often called the reception year as many children join a School Reception class during that time. It is called the foundation stage because it gives children secure foundations for later learning. Early experiences affect children's attitudes to learning as they create a basis for later learning, in school and beyond.

The school is fortunate to have a safe, secure and dedicated outdoor learning environment for Foundation Stage children. It is fully fitted with a rubber safety surface, all-weather grass and heavy duty play installations. The children have the opportunity to select various toys, tools and other equipment to explore and learn about themselves and their world.

Pre-school liaison

We have close links with the large number of pre-school playgroups and nursery schools from which children transfer to our Foundation classes.

Assemblies

There are daily assemblies that often include prayers and thoughts for the day. Some assemblies pursue topical or seasonal issues; others are led by the children as a means of sharing and celebrating their work. The school has very close links with local church groups, who regularly contribute to assemblies. Parents are reminded of their right to withdraw their children from Religious Education and assembly. These pupils would spend assembly times in the care of teaching assistants, continuing with their general curriculum work.

Extra curricular activities

We offer a wide range of clubs both within and outside normal school hours. Club activities vary seasonally and with staff expertise and availability. We offer a wide range of clubs such as computing, art, gardening, dance, choir and knitting. Full details are listed on the school's website.

Home Learning

Commitment, consistency and communication are the key factors for successful home learning tasks. The vast majority of tasks will support and extend the learning taking place in the classroom. Home learning should be part of a partnership between home and school. Whilst home learning tasks are not compulsory, children should be encouraged and motivated to complete them.

Assessment, Recording, Reporting and Monitoring of Progress

Staff monitor the progress of individual children very carefully. Soon after the children start school, baseline assessment procedures are undertaken so that we can identify individual needs with regard to social and basic academic ability. The children have National Curriculum tests at the end of year 6 (Key Stage 2) and end of year 2 (Key Stage 1). Every child's progress in reading, writing and mathematics is assessed on a regular basis.

A summary word-processed report on each child's progress is sent home during the Summer term of each academic year. Parents are invited to meet their child's new class teacher during an open evening early in the academic year, to discuss plans for the year ahead and ways in which they may support the class. A parents evening with appointments is held in the spring term and a themed open evening is held in the summer term. Parents are also most welcome to arrange to see teachers or the Headteacher at any other time during the school year.

Children with Special Educational Needs

The school works closely with the support services of the Local Education Authority. Should any child have particular educational needs, the appropriate assessment as to necessary support in school is made with the full consultation of parents. The school employs a special educational needs coordinator (SENCo) who offers both classroom support and work on a one-

to-one or with small groups of children in a well-equipped special needs base. The SENCo also offers advice to colleagues regarding Special Educational Needs issues and co-ordinates the preparation of support plans.

Parents in School

We regard our school very much as part of the local community and firmly believe in forging a strong partnership between home and school. Parents and grandparents are warmly invited to work with us in school on a voluntary basis. Anyone wishing to do so should contact our School Office Manager, Mrs Angioni. We also like to share parents' expertise and interests, particularly where these coincide with aspects of the children's topic work. There is an established tradition of parents helping teachers in the classroom and accompanying children on visits. Any person who comes in to help on a regular basis is required to follow our safeguarding procedures. Details can be obtained from the school office.

Complaints

A summary of our procedure for the consideration of complaints is set out below. The majority of complaints will be dealt with informally by discussions with the class teacher or Headteacher and will be settled amicably. In those few cases where the complainant is not satisfied with the response at the informal stage, there will be formal procedures to ensure that, in the case of complaints against a school, the matter is passed for consideration by the governing body. If the complaint remains unresolved, the arrangements provide the referral of most complaints to a small panel of members of the Schoolsworks Academy Trust board of directors.

Charges and voluntary contributions

A copy of the policy statement on Charging for School Activities is available in the school office. The following extract covers the main points:

No charge will be made in cases where an activity is provided specifically to fulfil statutory duties imposed by the 1988 Education Act ... parents will be asked to supply or pay for ingredients and materials in cases where they have agreed in advance that they wish to own the finished product ... remissions are a matter for the school governors in consultation with the Headteacher and the staff involved ... Charges cannot be made for activities ... but parents will be invited in writing to make voluntary contributions.

Sex and Relationship Education Policy

Sex and relationship education should contribute to lifelong learning in promoting the spiritual, moral, cultural, mental and physical development of pupils at the school, and of society, and preparing pupils for the opportunities, responsibilities and experiences of adult life. It is about understanding the importance of family life, stable and loving relationships, respect, love and care. In their transition year, the school nurse will work with Year 6 children.