



**‘Believe, achieve, learn together’**

# **Spittal C. I. W. V.C. School Prospectus**

## **School Address**

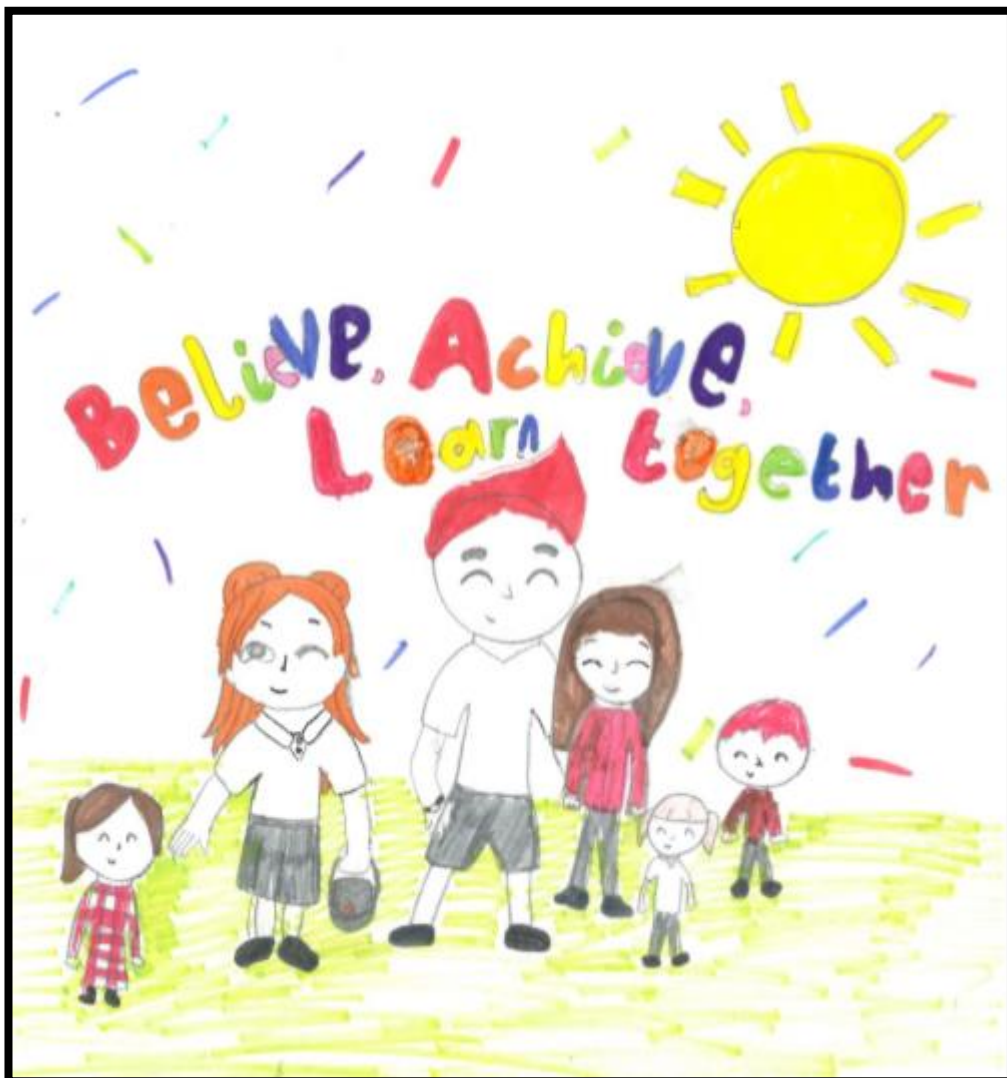
Spittal C.I.W.V.C. School  
Spittal  
Haverfordwest  
Pembrokeshire  
SA62 5QR

**Telephone:** 01437 741 652

**Website:** <http://spittal-vcp-school.i2bloggy.com/>

**Email:** [admin.spittal@pembrokeshire.gov.uk](mailto:admin.spittal@pembrokeshire.gov.uk)

## School Motto



In the Summer term 2019 the school community engaged in a review of the school vision. Resulting from this was the new school motto. Following a design competition across the school, this was the winning pictorial representation of our school motto.

## **A letter from the Headteacher**

Dear Parent / Carer,

At Spittal V.C. School we care for all our children. We aim to promote a love of learning within a safe and welcoming family environment and we are determined that every child can achieve.

Spittal is a true community school. Parents, Governors and members of the wider community share in and contribute to the successes of our school and our children. Ours is a Church School; the special link with the Church is important to us. Our children gain a clear understanding of a Values system that is broadly Christian in nature.

We pride ourselves on the rich curriculum offered to all our pupils. The high standards achieved here are a credit to the commitment of staff and pupils. We are also proud of the warm ethos that exists at Spittal – it is a happy place for children, staff and visitors. From your child's first day, we want school to be a positive and enjoyable experience. We will strive to achieve this by working closely with you. Please take advantage of our open door policy to visit either myself or your child's teacher.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S. Vaughan'.

Mrs S. Vaughan  
Headteacher

## **Governing Body**

Chair of the Governing Body	Mr Alexis Fletcher
Vice-Chair of the Governors	Mr Matt Freeman
Other Governors	Mrs Anne Barrett-Evans Mrs Cath Gibbens Mr Gordon Gibbens Mrs Beth John Ms Kelly Hamid Mr Chris Martin Mr Barry Rees Miss Jemma Richards Mrs Elizabeth Talbot Mrs Christine Williams Foundation governor vacancy Parent governor vacancy Additional community governor vacancy
Bishop's Visitor	Rev. Richard Davies

All our school Governors play an active part in the running of the School. Each Governor has responsibility for an area of the curriculum or school organisation and are regular visitors, known to all the children.

## School Staff

Head Teacher	Mrs Samanthajane Vaughan	
Senior Teacher	Mr Gordon Gibbens	
Teacher	Miss Phoebe James (temporary)	Full time
Teacher	Mr Seimon Morris	0.2
Teacher	Miss Chloe Taylor	Full time
Administrative Manager	Mrs Susan France	
Finance officer	Mrs Melanie Hatswel	Part time
LSA	Mrs Rachel Elston	Part time
LSA	Miss Mary Morgans	Full time
LSA	Miss Jemma Richards	Full time
LSA	Mrs Nicola Watson	Part time
LSA	Miss Lea Whitby-Gummer	Full time
LTS (Lunchtime Supervisor)	Mrs Sara Davies	
LTS	Miss Wendy Thomas	
LTS	Vacancy	
LTS/Meals Clerical Officer	Mrs Edith Whitby	
Breakfast Club Supervisor	Mrs Rachel Elston	
Breasfast Club Supervisor	Mrs Edith Whitby	
Breakfast Club Supervisor	Vacancy	
Caretaker	Vacancy	
Cleaner	Mrs Debbie Jennings	
Cleaner	Kate Clarke	
School Cook	Miss Danielle Davies	



## **Spittal School**

Spittal Church in Wales Voluntary Controlled School is a modern and attractive school set at the very edge of Spittal village. We can accommodate approximately 150 pupils (Nursery to Year 6) in our five classrooms. We have a large playground, a soft play area for younger pupils and a sizeable sports field used throughout the year. Our spacious hall boasts an impressive staging area, used regularly for performances and for our Christmas concerts. An evolving environmental area is tended by the pupils themselves and is suitable for gardening and exploration, providing exciting curricular opportunities. We even have an outdoor classroom, ideal for the demands of the Foundation Phase but enjoyed equally by all our children.

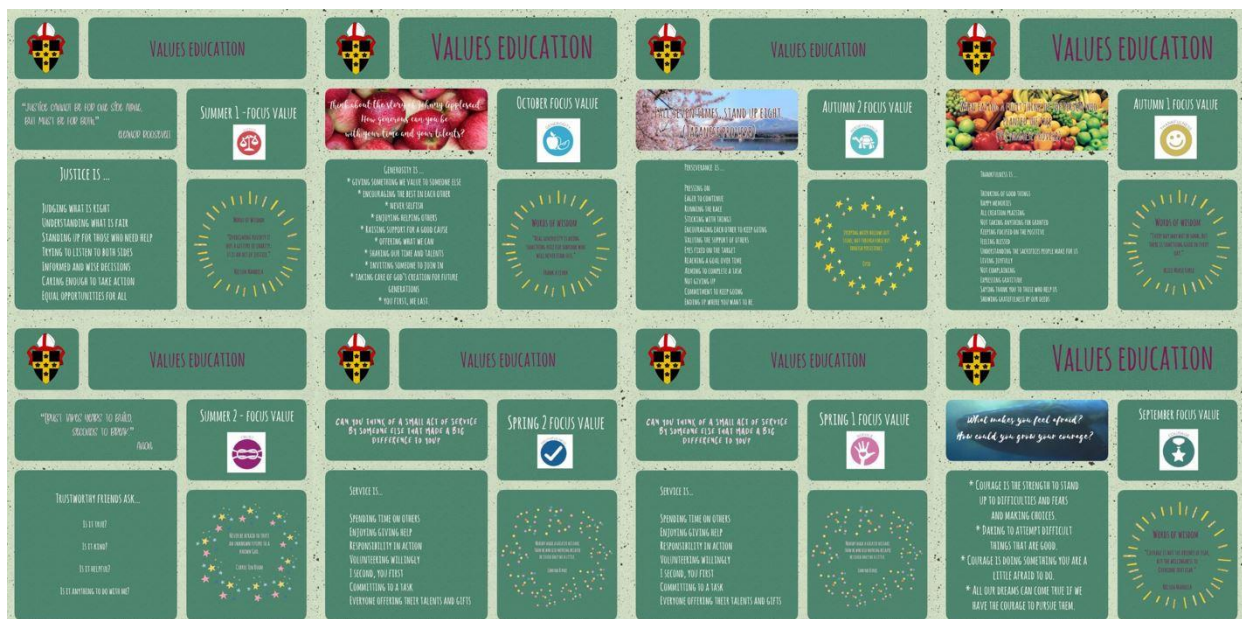
The pretty village of Spittal is situated in the rural heartland of Pembrokeshire. The village name of Spittal is sourced from the word 'hospitium' and was a hospital or resting place for pilgrims on their way to St Davids. The village stands astride the 'Landsker' Line, an imaginary line that is said to run across central Pembrokeshire, separating the historical "Welshry" of northern Pembrokeshire from the "Englishry" of the south. Within five miles to the south is the county town of Haverfordwest and less than five miles to the north are the rugged and windswept Preseli Mountains. Pembrokeshire is a wonderful mix of dramatic scenery, rolling green fields, luxurious sandy beaches and secretive coves.



## Our Ethos and Values



We pride ourselves on the special ethos that the children experience from their first day in our school, strengthened by the nature of the small village community. The Christian Values that underpin our nurturing approach at Spittal have been instrumental in the School having such a warm, friendly and industrious ethos. You will see our Values display board in the school hall, next to our altar table. We focus on a different Value each half term and discuss this in assemblies, Circle Time sessions and in lessons. This emphasis on positive behaviour and high standards permeates the whole School and is one of the many 'added value' aspects of the curriculum appreciated by prospective parents. Our children are a pleasure to be around. They take part in activities with enthusiasm, welcoming additional responsibilities and challenges as they move through the School. Our Home/School agreement is designed to recognise the partnership between School and home. We aim to work closely with all families for the benefit of all of our children.



## **School Hours**

**Nursery:** 9.00 a.m. - 11.30 a.m. **Or**  
1.00 p.m. – 3.30 p.m.

A child will be offered either morning or afternoon sessions, depending upon both the child's age and the availability of suitable spaces.

### **Foundation Phase and Junior Pupils:**

Morning 9.00 a.m. – 12.00 p.m.  
Afternoon 1.00 a.m. – 3.30 p.m.

All children are to arrive at School between 8.45 and 9 a.m.

## **Breaktimes**

Morning – 10.45 a.m. – 11.00 a.m.

Afternoon – break to be taken between activities during the afternoon session.

Please note that members of staff cannot accept responsibility for the children's safety if they arrive early. The school doors are opened at 8.45 a.m. Children who arrive earlier than this time will not be given entry to the school and should not be left by parents before this time. Children should be walked from the car park towards the school entrance in the mornings.

A free 'Breakfast Club' runs between 8.15 a.m. and 8.45 a.m. and exists for those parents who have registered their children via the school office. Places are limited and the school office holds information on the availability of places. Please accompany your child to the hall doors for Breakfast Club. Do not drop them in the car park and leave.

We aim to dismiss children promptly after the bell at 3.30 p.m. Parents are asked to approach the classroom external doors onto the playground at the rear of the school to collect their children, making themselves known to staff. Please park responsibly in the marked bays, leaving the disabled spaces for those who need them.



## **Food and Snack Time**

- We participate in the Pembrokeshire Healthy Schools scheme which aims to promote the health and well-being of pupils, staff and their families.
- The School has a No Sweets Policy. On the few occasions when a child brings sweets to share with friends after a holiday, these sweets are to be taken home to be eaten.
- Chocolate and bags or packets of sweets, even as part of a lunch box, are not acceptable. Fizzy or sugary drinks are also to be avoided, as are glass bottles.
- Children may bring a piece of fruit or some seeds to eat at break-time. Please be aware that the school is also 'Nut Free' due to food allergies. No other snacks should be brought to school. Milk is available for the younger children during their morning break
- Cold water from a cooler is available throughout the day. Pupils are encouraged to bring a water bottle with them to school for this purpose and will need to be taken home daily for washing.
- Please speak to the school at your earliest convenience if you have any problem or worry regarding your child. We will always do our utmost to help.

## **Admissions**

Children can be admitted to our Early Years class on a part-time basis at the beginning of the second term following their third birthday. Full time attendance can begin at the start of the term following your child's fourth birthday. Statutory full time education must begin at the start of the term after the fifth birthday of your child. According to county policy, all children accepted into our Nursery class must reapply in an attempt to secure a full-time Reception place at the school. Application is completed online through Pembrokeshire County Council website.

All new applications for admissions, whether they are from within our catchment or from outside, must be dealt with through the Admission section of the County Council website. However, you are welcome and encouraged to visit the school before you place an application, where the Headteacher would be delighted to show you around.

## **How to prepare your child for School (Early Years Entrants)**

- Help them to learn their name, address, telephone number, birthday, etc.
- To write their name (capital letters for only the first letter).
- To learn to count groups of objects up to 10.
- To learn the colours.
- To learn nursery rhymes and songs.
- By talking to them about everything that goes on.
- By teaching them how to dress and undress themselves.
- Encourage your child to talk about their interests and experiences.
- Collect books at home and set aside time to talk about these books with your child. Read to your child as often as you can.
- Give your child plenty of imaginative play opportunities.
- Give your child the experience of paints and crayons, blunt ended scissors and glue.
- Ensure that your child gets plenty of sleep.
- Help your child to learn how to use the toilet properly and to be aware of personal hygiene. If your child has difficulties or a medical issue impacting on toileting it is important that we are fully aware of this from the outset.
- Encourage respect for other children and adults.
- Encourage respect for other people's property and be willing to share.
- Give lots of praise for every effort, success or near miss!

## **School Uniform**

Our School uniform is not compulsory, but we like all children to wear it with pride. Virtually all of our children wear uniform on a daily basis. A more formal uniform is expected when representing the School on stage, during Urdd activities and when entertaining the public at other functions. Uniform can be purchased from Tees R Us in Haverfordwest and a small selection of quality second hand items are available in the school foyer, for which only donations are requested.

### **Girls**

- Grey skirt / grey dress / grey trousers
- Burgundy sweatshirt / school fleece cardigan, with or without school motif
- White polo shirt / blouse with or without school motif
- White or grey socks
- Burgundy Gingham dress if desired in the summer
- School tie (maroon & white – for formal performances only)
- Sensible black shoes (not sandals)

### **Boys**

- Grey trousers/ grey tailored shorts if desired in summer
- Burgundy sweatshirt with or without school motif.
- White School polo shirt with or without school motif
- Sensible black shoes
- School tie (formal performances only)

## **Appearance and Personal Belongings**

- No jewellery other than a plain pair of stud earrings is allowed.
- Other body-piercings, make-up or nail varnish are not allowed.
- Children will be asked to remove or tape up earrings while undertaking some activities for safety reasons (this will always be the case for PE lessons).
- The school would prefer that children avoid dyed hairstyles and those of an unconventional cut.
- Long hair should be tied back.
- No mobile phones, iPods or similar technology should be brought to School. Where there is a need for these for use after school please notify the class teacher.
- Children cycling bikes to School must wear a helmet and have cycles that are in good repair. Children are only allowed to cycle unaccompanied if they have their cycle proficiency award as well as written permission from parents (Year 5/6).
- Bullying is not tolerated and will be taken extremely seriously. This includes physical, verbal or mental abuse. Bullying is considered to be a determined, deliberate and persistent victimisation that causes unhappiness in others.
- Breakages of school or private property caused deliberately must be paid for.

## **Home School Agreement**

The school has a Home/School Agreement which is sent out whenever a child starts school. The agreement outlines the roles of the school, parent and pupil as they work in partnership to ensure the child is able to reach their full potential. Parents are asked to read and discuss the agreement with their child, then sign it and return it to school.

## **Class Dojo**

Class Dojo is an online communication system. All parents are provided with an individual login to the secure Spittal School site. Contact can be made with the class teacher and the headteacher via the Class dojo message system and regular information related to class and school news are also shared via the Story feed.

## **Attendance**

The school's attendance target for this year is 96.5%. Children who are absent without explanation are given an unauthorised absence mark. The School records a variety of absence information electronically. Persistent absences are monitored by Pupil Support Officers at Pembrokeshire County Council, who may contact parents of those children whose attendance drops near to or below 85% for the school year. Lateness after our register closes (9.30 a.m.) will result in an unauthorised absence mark, but any late arrival after 9 a.m. can be disruptive and you will be challenged over lateness if it is persistent. 10 minutes lateness per day equates to 50 minutes per week and over the year will amount to well in excess of a whole school week. Parents are requested to avoid taking their children out of school during the school term wherever possible. Our consortium of local education authorities has strongly advised that term-time holiday requests are not authorised.

## **HOW YOU CAN HELP US**

### ***Absences***

Please telephone the School if your child is to be late or absent for the day or send a Dojo message. Late arrivals without reasonable explanation are given an unauthorised absence. Regular lateness or absence is monitored carefully and in some cases these absences may be reported to the Inclusion Officer in County Hall.

### ***Personal and Social Concerns***

It is important to make the teaching staff immediately aware of any medical or social problem (such as bullying or anxiety) that is affecting your child. Members of staff need to know what is happening so that we are able to tackle the issues in an open, fair and appropriate manner. Bullying is not considered to be a one off occasion of hurting or name-calling but a sustained attack on another child's well-being. The staff will inform you if they feel your child is having problems at School, or if they believe your child is upsetting others. Most issues can be easily resolved and we would prefer to deal with them sooner rather than later - please do not hesitate to approach the staff who will always do their utmost to help. Matters relating to hygiene, such as headlice or lack of cleanliness, will be mentioned tactfully to parents.

### ***Illness and Medicines***

We will contact you using the details you have provided if your child becomes ill or is injured during the school day.

The Head teacher must be contacted if you wish your child to be given any medicine. You may request a copy of the administration of medicines policy from the school. If

the Head teacher agrees to administer prescribed medications, the person who issues the medicine, normally the Head Teacher, has to adhere to the instructions on the containers as recommended by the doctor. You will need to fill in a form to give permission for this to happen. No child will be given medicine that has not been issued by a doctor, has gone past its use-by date or is in a non-standard container. Children should not carry aspirin or paracetamol, or any other tablets to School, nor should they carry any other type of medicine or remedy, including proprietary children's cures such as Calpol, homoeopathic medicines or cough sweets. The only exception to this rule concerns those children who use asthma medication and who are personally responsible for their use. These inhalers must not be shared. A form will be given to all parents on entry asking about their child's health. There are specific questions relating to the problems associated with asthma and allergies. The above responses are given on the recommendation of the 'First Aid at Work' course providers and on the advice of our School Nurse. A specific medical need may result in your child requiring a Health Care Plan, usually written by parents, the school nurse and members of staff collaboratively.

Please note that the teaching unions advise all teachers not to administer any medicines. Medicines have to be given by staff that have attended a specific course relating to the Administration of Medicines. All staff have been trained in the use of the 'Epipen' and asthma procedures.

If your child has a contagious disease, the School will adhere to the local Health Authority's guidance list on infection control. This may sometimes conflict with your doctor's advice. If your child has been poorly with a stomach upset or sickness, it is recommended that they stay away from school for 48 hours. From time to time, concerned parents will inform us about an infestation of headlice. We then ask all parents to check their child's hair and treat accordingly. It is important that parents check their children's hair regularly as head lice like clean hair! We ask that all children with long hair should tie their hair back into a ponytail, bunches or plaits.

Finally, the school has a duty of care to all children. If your child has significant unexplained bruises, cuts, etc. we are duty bound to report our concerns. Please tell us if your child has been hurt.

### ***Changes of Routine***

If you decide to alter the normal arrangements for your child's journey home, or you wish a new person to collect your child at the end of their day, please let the School know immediately. Where members of staff are unsure, we will not release your child until we have spoken to you. Children are not generally permitted to walk home from school, though special arrangements can be made for our oldest pupils in Year 6 after discussion with the headteacher.

## ***Inclement Weather***

The snow sometimes falls in Spittal long before other parts of the county! It is important that we have up-to-date contact details (including neighbours/ friends), and especially telephone numbers, just in case we have to send children home at short notice. Some of the roads into the village also flood to quite a depth and we ask you to take care travelling to and from school. Our texting service proves very useful at these times.

## **Behaviour**

The overall responsibility for discipline rests with the Headteacher, but it is a matter that concerns everyone connected with the School. Children are expected to conform to our high expectations of behaviour so that our school continues to be a special and inspiring place to be. What is and what is not acceptable soon becomes apparent to children. Small issues will be dealt without involving parents, though we may use Class dojo to contact you about more significant problems. We will always try to speak to you directly where possible.

The behaviour of the children is very good and Spittal is therefore a calm and happy place for your child to go to school. Further details on our approach to our positive behaviour management and use of restorative practice can be found in our Behaviour and Discipline Policy. The children follow the three school rules:

1. Be Ready
2. Be respectful
3. Be safe

## **Curriculum**

Our curriculum focuses on raising the aspirations for all learners. We consider how all learners are supported to realise the four purposes and to progress. We have considered our ALN provision and how we will meet the needs of different groups of learners.

We have been getting ready for the new Curriculum for Wales which comes into place in September 2022. Welsh Government has defined the national level curriculum, with the school level curriculum developed by individual schools and clusters.

Over recent years we have been building towards the new curriculum in not only what we learn and teach, but the way in which we learn and teach and why we teach particular skills. Our Dojo and twitter feed reflect our pupils' learning experiences and the new topics which have been introduced reflecting the consideration of pupil voice and a wider curriculum.

Our children will continue to learn in a wide variety of ways, with the focus on skills, experience and knowledge. The principles of learning within the Foundation Phase and will become the basis of the curriculum for all learners aged 3 to 16 years old.

There are 6 new Areas of Learning and Experiences (AoLE):



- Expressive Arts
- Health and Wellbeing
- Humanities
- Languages, literacy and communication
- Mathematics and numeracy
- Science and Technology

The AoLEs replace the Foundation Phase Areas and Key Stage 2 subjects.

There are also four purposes which are central to the curriculum. Curriculum for Wales has been developed to fulfil four purposes and these are a starting point and at the heart of learning across the school. They aim to produce children who are, or will become:

- Ambitious, capable learners who are ready to learn throughout their lives;
- Enterprising, creative contributors who are ready to play a full part in life and work;
- Ethical, informed citizens who are ready to be citizens of Wales and the World;
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

Our curriculum provides opportunities and experiences to develop the key concepts, knowledge and skills as described in the Statements of What Matters.

We define these as:

- Knowledge – familiarity, awareness and / or understanding of information and facts;
- Skills – the tools which pupils use to transfer their learning into new contexts;
- Experiences – The opportunities provided to pupils to apply their knowledge and skills learning across the curriculum.

Our curriculum focuses on providing authentic contexts for learning and developing learner independence in learning in order that learning is built around key concepts identified from the What Matters statements. This is structured in the following way to provide consistency across the school:

- Concepts – Key concepts identified from the Statements of What Matters.
- Learning Contexts – Contexts are chosen which show progressive depth of concept e.g. from local to national to global.
- Question – A question which is shared with pupils during the launch week at the start of the topic which frame the learning and ensures progression.
- Wonder – Pupils generate lines of enquiry via questions to form the basis of learning.
- Curriculum intent – A pathway is formed from children's lines of enquiry to ensure knowledge, skills and experiences.
- Transfer of learning – Throughout their learning journey within a topic, pupils are assessed on their understanding and their ability to apply skills across AoLEs.
- Assessment – Pupils understanding of concepts are assessed using an age related assessment which is relevant to the learning context.

Please see the 'Spittal C.i.W.V.C. School- Curriculum Design' document for further information.

## The UN Convention on the Rights of the Child (UNCRC)

The UN Rights of the Child is the most complete statement on children's right which has ever been produced and is also the most ratified international human rights treaty in history.

The convention consists of 54 articles which cover all aspects of a child's life and clearly lays out the civil, economic, social and cultural rights which all children everywhere are entitled to. All the rights are linked and no right is more important than others. The Convention has been in force in the UK since 1992.

As a school we focus on a different article each half term and consider how we and other children around the world uphold this right. Our Super Ambassadors, as part of the Child Commissioner for Wales project, help lead the children on this important learning and focus.



## Urdd

The Urdd is a Welsh language organisation for children and young people, aiming to promote the Welsh language and the culture of Wales. Most of our children pay an annual subscription to join the Urdd Organisation. The children are offered an Urdd adventure stay at Llangrannog/residential trip to Cardiff Bay when they are in Years 4, 5 and 6. This School has won many local, county, and national competition awards, including bronze, silver and gold medals. To take part in these competitions demands a great deal of commitment from children, parents and, of course, the School. We enjoy the fullest backing of all parents and they realise the effort it takes to reach national standards. We hope that parents continue to appreciate their child's opportunities to compete in numerous and varied disciplines at such a high standard. The Urdd activities have been of great benefit to the 'Cwricwlwm Cymreig,' while the performances on stage have been a wonderful vehicle for social interaction.

Being an English Medium School, we are very proud of our children's achievements and recognise the contribution the Urdd makes to the overall success of the school and its pupils.

## Extra Curricular Opportunities

Please see the school website for the latest timetable of clubs.

## **Peripatetic Music Service**

The School offers tuition in a range of wind, brass and string instruments to those children who show an aptitude for a particular instrument after initial assessment. Please note: As places are limited it is important that every child commits themselves to the full year of tuition. This may mean representing the School at concerts organised by the Music Service or by the School. Children will not usually be allowed to opt for another instrument once a choice has been made. If your child is undecided, wait until an instrument is on offer before you make your choice. Parents are responsible for providing a reasonable quality instrument and should consider the offer of tuition a yearly contract between themselves and the School. The school has its own harps that can be borrowed.

**N.B.** If the School budget is under pressure this service will be one of the first to be brought under financial scrutiny.

Children may need to leave school early to attend the area orchestra, though this will only be permitted after discussion with the Headteacher.

## **Learning Support**

At Spittal V.C. School we aim to support all children's needs and are an inclusive school. This includes meeting the needs of all children who require additional support to make expected progress and those who need to be challenged in order to fulfil their potential. We look to meet the needs of children with additional learning needs and disabilities through a variety of strategies and programmes. The Additional Learning Needs Co-ordinator works with Class Teachers and Learning Support Assistants (LSAs) to provide appropriate support. A variety of strategies are employed to meet the needs of the children, these include, children receiving support in class as well as being withdrawn for small group work. We encourage a close relationship with educational professionals working through Pembrokeshire Education Services as well as with health professionals from Hywel Dda NHS Trust.

## **Discussion on Curriculum or Support Arrangements**

All questions about the school's curriculum and its implementation should be directed to the Headteacher in person in the first instance. Approaches to individual members of the governing body will be directed back to the Headteacher. If a parent is not satisfied with the Headteacher's response they may discuss the issue with the Chair or Vice Chair of the Governing body.

## **Basic Skills (Literacy and Numeracy)**

The school identifies those children who are under-attaining and has put in place support activities to develop their understanding. We hope that parents can be part of this process - the children may be given activities to do at home. Parental permission will be sought for involvement in literacy and maths support programmes for your child. These support activities, together with an ongoing assessment programme, help the children to reach their potential.

## **Pupils with Additional Learning Needs**

Pupils who require additional help for a variety of reasons are supported by the ALNCo (Additional Learning Needs Coordinator), the class teacher and Learning Support Assistants. Mrs Vaughan, our ALNCo, is also the named member of staff responsible for Looked After Children at Spittal School. Mrs K. Hamid is our Governor with responsibility for these areas. The Authority may fund help for children with specific additional learning needs and the School also provides funding for this purpose from its own budget. The School prepares Individual Education Plans that contain termly targets for children who are identified as in need of additional support, though all children at school have similar targets by which to improve their basic skills in literacy and numeracy. Children with more significant needs may be referred, with parental permission, to specialist staff from the Local Authority Inclusion team. Parents will be informed about any advice given or decisions taken following the involvement of outside agencies. All teachers differentiate class work carefully to cater for the needs of every pupil in their care, including the more able.

The School follows the SEN Code of Practice as set out by the National Assembly for Wales.

## **Transition**

Spittal V.C. School is within the catchment area of Haverfordwest High School. Most Year 6 pupils continue their education there at the start of the September following their 11<sup>th</sup> birthday. Some children living north of the School go to Ysgol Bro Gwaun in Fishguard and some choose to send their children further afield to Ysgol Penrhyn Dewi. Applications for all secondary school places are made via the Local Education Authority in the Autumn term of year 6.

## **School Outings**

As the School is remote from most places of interest we often have to use buses / coaches / cars to transport our pupils. Any teachers and LSAs using their own cars for transport have obtained the correct insurance to do so.

**NB.** As with the regular school walks classes might undertake, bus trips are regular occurrences for a rural school. Permission forms are generally required in order to take children on such journeys. The organising class teacher will undertake a risk assessment in conjunction with any out of school visit. Longer trips, such as the School's summer outings, theatre visits, etc. often involve more than one class. All of the children are insured for trips and outings via an authority based policy.

Residential trips and those occurring out of school hours involve risk assessments being completed that include all of the children's names, addresses and telephone numbers. Also on the form will be the names of the responsible members of staff, acceptable staff to pupil ratios, routes and costs. This form is sent to the Local Authority via a electronic system prior to the event taking place.

## **Collective Worship**

The local church is called St. Mary's and is visited by the School for a service at least once each half term. The vicar, Reverend David Rees, visits the School every Thursday to lead our school service. There are four whole school assemblies each week, taken by senior members of staff. A visiting minister may take an assembly on a Wednesday and Reverend Rees, our local vicar, leads our Thursday service with the Headteacher. On Fridays assemblies are taken by class teachers. Parents have the right to withdraw their children from assembly by informing the Governing Body in writing. The Collective Worship Policy states, "We expect everyone to take an active part in assemblies unless the parents expressly request otherwise and that this has been agreed by the Governors of Spittal V.C. School." A teacher or a Learning Support Assistant will supervise children who are withdrawn. At present all children attend Collective Worship and assemblies.



## **Accessibility**

The new school has been built with accessibility in mind. There are two disabled toilets and one of these has a shower. The large parking area has two bays for the disabled. The School has recently audited disability access and very few modifications are needed. The School has published an Equality Plan based on the county model and can be viewed on the school website. The Headteacher, in consultation with the Governing Body, prepared this policy and the Governing Body recently completed a detailed and updated Accessibility Plan. Parents can also view this on request. Parents are provided with questionnaires from time to time in order to gain their views on these or other matters. If you have any constructive comments regarding equality or accessibility, please see the Headteacher at your earliest convenience. We greatly value your opinions.

## **Security and Safety**

Our site is very secure. Keypads control the main doors and a high fence prevents access to the remainder of the school. Inherent in the design of the building are many other security features such as a burglar alarm and fire alarms. Parents who wish to help in the school regularly are DBS checked and must provide two character references. Volunteers undergo induction and attend an annual meeting that includes a briefing on safeguarding. Children are not allowed to leave school with adults we do not know. We also telephone parents of children who are absent without notice to ensure their safety.

Parents should accompany their children to the relevant school door. Parents must not take their children through the school to their children's classrooms or collect them from their classrooms without permission as this negates the security within the building. However, we have an open door policy, meaning that whenever a member of staff is available, he/she will meet with you to discuss issues relating to your child.

Our car park becomes congested at the start and end of the day and parents are asked to drive slowly and carefully at all times. Reversing into spaces is advisable so that you have a clear view when pulling away from the car park. It is also imperative that the pathways around the car park are used at all times and children not encouraged to walk across the car park or between parked cars.

## **Complaints**

Any complaint or even minor concern is very important to us – we would wish to address the situation immediately. Please see the Headteacher before any concern escalates. In the vast majority of cases, issues can be worked out swiftly and satisfactorily. However, if you wish to take your complaint further, then the Headteacher can advise you how to do this.

The Governing Body has a Complaints Policy and will investigate any complaints that cannot be dealt with informally by the Headteacher. Such complaints should be directed to the Chairperson of the Governing Body c/o Spittal V.C. School.

## **Accidents**

In the event of an accident at School and a child having to go to hospital we will make every effort to contact the parents. In all cases we would call for an ambulance and would not take the child to hospital in our own private cars. In the past we have been unable to contact parents even though they have given us a selection of contact numbers. Therefore, parents must give us up-to-date phone numbers that are not answer-phone controlled. Our school policy is that any bump to the head is reported to parents immediately, even though the child may claim to feel fine.

## **Voluntary Contributions**

The Education Act of 1988 states that there is no obligation for parents to make a contribution towards the cost of any School activity. We are, however, very grateful to the vast majority of parents who do make voluntary contributions so that the children can undertake the interesting and varied activities on offer. The cost of bus transport continues to increase and contributions are essential for the viability of our school trips and activities.

## **Money and Valuables**

Pupils should not generally carry money to school. Any items of value that need to be carried should be named. The School does not accept responsibility for such items if they are lost or broken. Trip money, etc. should be placed in a sealed envelope marked with the child's name and purpose. These are usually handed in by parents at the main office. Money for trips, photograph money etc. should be made payable to Spittal School.



## **PFA**

The School has a very active Parents and Friends Association (PFA) that organises regular fund raising and social activities, many of which are suitable for the whole village to attend. They are a great asset to the school and welcome all interested newcomers.

