

Stepaside Community Primary School



Prospectus 2023-24

Welcome

Welcome to Stepside Community Primary School. Choosing the right school for your child is vitally important. All parents want a good education for their children but they also want them to be happy and to feel safe and secure in school. At Stepside we believe we can offer all of these things.

We pride ourselves on the broad balanced and full education we provide both in the Foundation Phase and in Key Stage Two. The high standards of learning and teaching are a credit to the hard work of both pupils and staff. Equally we are also proud of the atmosphere of friendliness and co-operation which is always evident.

We do value all our pupils and we believe that their time in school should be rewarding and fulfilling. In choosing to send your child to Stepside I am fully confident that you will have made the right decision.

If you have any problems or a question that needs answering do not hesitate to contact me here in school. I will be pleased to talk with you. I look forward to meeting you soon and getting to know you and your child.

Yours sincerely,

Mr Peter Jones

Headteacher

Safeguarding

Safeguarding and Child Protection are key priorities for Pembrokeshire's Education and Children's Service. At Stepside School, we aim to support all children in order to ensure they are as safe as they can possibly be. Our school is committed to ensuring the safety and protection of all children. We will take action to safeguard their well-being and acknowledge that children have a right to protection. This position is supported at all times in the general ethos of our school. School staff are required to follow the All Wales Child Protection Procedures, which have been locally endorsed by the Pembrokeshire Local Safeguarding Children Board. These procedures will be followed if staff suspect that a child is at risk.

For further information, please contact:

County Hall, Haverfordwest, Pembrokeshire SA61 1TP

Tel: 01437 775499

Contents

2	Welcome
2	Safeguarding
3	Contents
4	Staff
5	Ethos
6	Equal opportunities
6	Visiting the School
7	Applications and Admissions
8	Starting School
8	Attendance
9	School Hours
10	Uniform
10	School Meals
11	Medical issues
12	School organisation
12	The Curriculum
14	Assessment
14	Homework
15	Parents and the School
15	The Governing Body
15	Complaints Procedure

Staff

Mr P. Jones	Headteacher
Mrs K. Chandler Hall	Asst Headteacher Year 4/5/, ALNCO,
Mr R. Adams	Year 6 part time
Mrs L. Blewitt	Year 1 /2 part time
Mrs G. Donald	Nursery/Reception and year 1
Mrs C. Badham	Year 6 Part time

Learning Support Assistants

Mrs L. Scourfield	Foundation Phase
Mrs. R. Badham	Key Stage 2(ELSA)
Mrs C. Davies	Foundation Phase (ELSA)
Mrs R. Owen	Nursery Keyworker / Foundation Phase
Mrs C. Tulley	Key Stage 2 (ELSA)

Administrative staff

Mrs T. Williams

Other non-teaching staff

Mr TC Nicholas Caretaker

Mrs T. James Meals Clerical

Mrs H. Allen Cook

Mrs C Thorpe Cleaner

Midday supervisors

Mrs C. Davies

Mrs C. Tulley

Mrs. R. Owen

Mrs L. Scourfield

Ethos

Our school rules are kept to a minimum and are based primarily on consideration and respect for others and their property. These 'Ground Rules' are displayed in the school. We have a firm but caring code of positive behaviour management. We aim to work in partnership with parents in promoting this as an aspect of the children's education.

The ethos of the school is positive in rewarding hard work and effort, neatness and being helpful to others. With this in mind we follow a reward system in school. Children are awarded merit stickers, certificates and praised in whole school assemblies.

Children can earn individual merit certificates and can earn motivation stickers for their work behaviour and attitude. In class, children compete for a system of rewards that have been agreed by the pupils and class teacher.

Every Friday there is a good work assembly where pupils are chosen by their class teachers and rewarded for good work and behaviour. Awards are given to children who have shown particular improvement in their work or have made consistent efforts to improve

What about those who misbehave?

For the small minority of pupils that disrupt there are clear steps that the school takes. There is an agreed whole school policy for 'in class management' of behaviour, details of which can be supplied on request. It is the school policy to contact the parents of children whose behaviour is causing concern, so that the school and parents can work in partnership to help the child. For those children whose behaviour is causing concern, the following procedures will be followed:

- Classroom Monitoring

A child's behaviour is monitored throughout the day for an agreed period.

- Individual targets

Pupil / teacher / parents agree on and set targets to improve behaviour.

- Home / School report

A written report is provided daily for parents in order to monitor behaviour and attitude. Agreed rewards and sanctions between home and school.

- Other sanctions

These include the use of detention when a child loses playtime, lunch hour or reduction in golden time. In certain cases exclusion can occur for children who commit a serious offence or show no improvement in attitude or behaviour.

Bullying

The school has worked hard to develop a system to combat this antisocial form of behaviour. Although instances of bullying are very rare in our school we recognise that it does go on from time to time but we do all we can to eliminate it. To this end the anti bullying message is delivered through the Personal and Social curriculum and the way in which adults interact

with children. All children are encouraged to 'tell'. A mechanism for monitoring and investigating bullying incidents has been set up to help children who may have problems. Details are available in our anti-bullying policy that is available in school on request.

What about victims?

We try our best to support victims of bullying or other antisocial behaviour by using:

- Counselling – By our trained ELSA staff.
- Check in each morning, afternoon, and home time
- Circle time – in class, problems are shared and solutions found.

All staff work hard with children and families to improve our pupil's confidence and well being. They often work on a one to one basis to help any pupils that have worries or concerns about friendships and other issues such as bullying. Please remember that if you have any concerns about your child being the victim of bullying contact the school immediately, we will do our best to solve the problem.

Equal opportunities

The children attending our school live in a multi-cultural society. Our aims and educational objectives reflect this. We prepare our pupils to live and work harmoniously together.

Equal opportunities are given to all regardless of race, religion, gender, physical appearance or ability. The school has an Equal Opportunities Policy which is reflected in all other policies and activities in the school.

Details of the policy can be obtained from the school.

Visiting the School

Parents and carers are welcome to visit the school. All visitors should report immediately to the Main Office next to the infant playground. Signs clearly mark the way to the office. Access is gained by using the bell located next to the door.

Speaking or meeting with a Teacher

If parents wish to speak with a member of staff an appointment should be made. This can be done by telephoning the Main Office on 01834 812764. If the appointment is urgent parents should, for security reasons, report to the Main Office as above.

Prospective Parents

Prospective parents are invited to contact the school to arrange a visit during school hours not only to meet the head but also to sample the working atmosphere of the school.

School Security

The health and safety of pupils while at school is of the utmost importance, our health and safety policy and procedures reflect this. Security of the school site is an important part of this process. To this end the school has provided security locks on all entrances, security fencing around the site perimeter and security cameras watching the site 24 hours a day. For safeguarding reasons we ask that parents drop their children off at the door in the mornings and give any messages to the member of staff on duty. If a detailed chat with the class teacher is necessary, then an appointment will be made.

Application for a school place

All applications for school places are made online through the Pembrokeshire County Council Website and can be accessed using the following link.

<https://www.pembrokeshire.gov.uk/schools-and-learning>

We are able to offer assistance with this process if needed.

Admission of Children

Nursery:

Children are admitted to our Nursery class in the term following their third birthday. We hope that by starting school in these formative years we lay a good educational foundation. We keep a waiting list of children and we encourage parents to place their child's name on this list after their second birthday as this helps with forward planning.

Reception:

Parents are asked by the LEA to complete a separate on line application for reception, although there is a tick box on the Nursery application which allows for automatic application at the same school.

Foundation Phase and Key stage 2:

Admission for older children can be arranged at any time through the LEA. Parents are asked to contact the admissions department at County Hall directly to discuss an application at this stage.

Transfer to Secondary School:

When children reach Year 6, a place will be allocated to them in Secondary School according to catchment school. The allocation of places is made by the LEA. Most of our pupils are offered and take up a place in Greenhill School in Tenby. Allocation of places takes place during the Autumn term. A letter is sent to all parents detailing all transfer arrangements and requiring them to accept the place or give details of the alternative school they have chosen.

Further information can be obtained on all the above admission arrangements from:

Education Services
Pembrokeshire County Council
County Hall
Haverfordwest

Starting school is a major step in the life of a small child. The reception staff liaise closely with the Nursery Unit and the transfer to school is usually smooth since your child will have visited the school and met the Reception teacher. Please make sure that your child attends school regularly and arrives on time. Such good habits will serve your child well, not just for school but for later life too.

Your child will settle more confidently in the Reception class if he or she can:

- dress and undress himself or herself
- use the toilet properly and wash and dry hands afterwards
- know how to use a knife and fork if staying for school dinner
- tidy and clear away toys and apparatus
- recognise his or her own name (not in capital letters)
- hold a pencil correctly
- and is used to leaving his or her parents.

All Stepside CP School staff are well qualified to deliver the education your child needs in a warm, caring and supportive atmosphere. We look forward to welcoming you and your child to our school and we hope that we can forge a firm partnership between home and school.

Attendance

We encourage all children to be on time for the start of school day.

The school places a high importance on good attendance. Each child's attendance is monitored electronically. The school works closely with the local Pupil Support Officer (PSO) to work with those families that do not attend school regularly.

All schools are required to record and publish their authorised and unauthorised absences. Regular and punctual attendance is extremely important.

The school has set a target of 95% overall attendance for all pupils. We need to work together to achieve this. It is your responsibility as a parent to let the school know the reason for your child's absence. Please inform us if your child is unwell and unable to attend school by telephoning 01834 - 812764. Please send a note with your child when he or she returns to school.

Authorised absences include illness, special circumstances, dental and medical appointments.

Unauthorised absences include unexplained absences and lateness and any holidays taken during school terms. All absences will be queried and absence unexplained will be followed up by the Pupil Support Officer.

More information regarding attendance is available in a booklet produced by the school called Attendance Matters. Please ask for your copy at the school.

School Hours –

(slight adjustments made during Very High Alert for Covid19 these are communicated regularly to parents)

Nursery

12.55 pm to 3.00 pm

Reception and Year 1

9 am to 11.50 am - morning session

1.00 pm to 3.00 pm - afternoon session

Year 2 and 3

9 am to 12.00 midday - morning session

1.00 pm to 3.00 pm - afternoon session

Year 4, 5 and 6

9 am to 12.10 - morning session

1.00 pm to 3.10 pm – afternoon session

Coming to school in the morning:

In the morning all children must enter by their designated entrance . The school doors will be unlocked at 8.50am

Junior pupils are to be dropped off at the drop off point from 8.50am where they will be greeted by a member of staff. They will then use the main entrance next to the school office

Parents of infant pupils may drive into the carpark and park only in designated spaces.

Nursery and reception pupils should be taken directly to their classroom doors where they will be met by staff.

Infant pupils are to be dropped at the main gate and enter by the main entrance next to the school office.

Should parents wish to speak to teachers regarding any health and well being issues they may do so before sessions commence.

Leaving school at night:

- Nursery and Reception children should be collected from their classrooms.
- Year 1 and 2 leave via the main exit next to the school office and are met at the school gate.

- Junior pupils leave via the main exit next to the school office and walk to the pick up point where a member of staff will ensure they are handed into the care of a parent/carer
- Older junior pupils are permitted to walk home with the written consent of a parent or carer.

Should you be unavoidably delayed please try and get a message through to the school.

Collecting your child during the school day:

If your child is taken out of school during the school day permission of the head or assistant head must be given.

School Uniform

There is a school uniform so that the children strongly identify with the school and its values and there is no competitiveness about what children wear to school!

We do ask that all parents support the wearing of the uniform.

- Red sweatshirt (with embroidered logo if desired)
- Red or white polo shirt (with embroidered logo if desired)
- Grey/Black skirt, tunic or trousers
- Black shoes.
- PE KIT White T-shirt, plain or badged and Black shorts, leggings or joggers

Uniform can be ordered or purchased at any time from local suppliers

- Uniforms 4 schools <https://www.uniforms4school.co.uk/stepaside-cp-school>
- Tojaz <https://www.facebook.com/Tojaz123/>
- Teesrus <https://www.teesrus.co.uk/product-category/school-shop/stepaside-cp-school/>

When ordering uniforms please do not have Christian or nick names printed on the back of sweatshirts and hoodies. This is a serious safeguarding issue. Discreet initials embroidered under the badge is acceptable but we do ask that ALL clothes are clearly labelled inside with your child's name so that all lost property can be retrieved. There are lost property boxes in the junior and infant departments, please ask in the main office for details.

Meals in School

School meals are free to all full time primary school children in Wales

The school has its own kitchen and wholesome hot and cold food is provided under the Healthy Eating Policy of the Pembrokeshire School Meals Service served in the school hall.

Pupils who are eligible under the old Free school meals system will need to complete a form available from the admin officer. Forms will be sent to you from Pembrokeshire County Council when it is time for your child's entitlement to be renewed. Being eligible for free school meals entitles the family to receive grants such as the uniform grant each year.

Provision is made for those pupils who wish to bring a packed lunch. Parents are requested to provide a sensible lunch: sandwiches, yoghurt, fruit and non-fizzy drink.

Should your child require a special diet please contact the school and we will issue you with a form to be signed by the GP stating the medically prescribed diet. The catering department issues adapted menus for such cases

Breakfast Club:

The school runs a successful breakfast club which opens at 8.00 a.m. in the school hall. All pupils can join and receive a free healthy start to the school day. Pupils leave breakfast club and go straight to their classrooms at 8.45am. If pupils want to have a healthy breakfast they must arrive before 8.30am.

Toast

Toast is served each day at break time at 20p per slice. Alternatively pupils may bring a healthy snack from home.

Pupil health and welfare

If your child is unwell and is receiving treatment from the doctor you would be wise to keep your child at home until the treatment has been completed. Should your GP direct that your child is well enough to come to school but is still receiving medication, do ask for medication that can be given before and after school. Any medication that has to be given during the school day will be strictly supervised and written instructions by parents are required before medication can proceed.

Illness in school

Should your child fall ill during the school day you will be asked to collect him or her from the Main Office. When your child joins the school you will be asked to fill in a sheet to provide emergency contact telephone numbers. Please keep the school up to date with any changes of telephone number or emergency contact.

Accidents in school

All accidents and treatment given are recorded in the Accident Book near the First Aid Station and on most occasions, children will be given a note stating the nature of the accident and the treatment given. We have members of staff that are fully trained to offer first aid treatment to pupils.

Asthma

If your child suffers from asthma in any form please fill in the health section of the pupil data forms indicating the extent of treatment and emergency procedure and details. Asthma pumps, spacers etc. will be kept in the first aid cupboard next to the head teachers office for

administration by a member of staff. Please make sure your child's pumps are marked with their name and that you are aware of the expiry date on the school pump so that you can obtain replacements in good time.

Other Medical Issues

We ask parents to inform the school of any other allergies or medical problems. Parents will need to supply full details of their child's needs so that the school can produce a medical care plan for them. Please ask in school for details.

Children with Additional Learning Needs (ALN)

The school is committed to fulfilling its obligations under the ALN Code of Practice for Wales. To this end we have an Additional Learning Needs (ALN) Policy that is intended to meet the requirements of the Code. The consideration of children's Additional Learning Needs forms an important part of school life. An Additional Learning Needs Register is maintained in school indicating those children who have additional needs, eg hearing, eyesight, other medical problems, learning or behaviour problems, gifted children, and action taken to meet those needs in school.

Children on the School Action Stage of the Register will have an Individual Education Plan which is reviewed every half term. If children are experiencing difficulties parents will be contacted and conferences arranged with class and support teachers. Individual learning programmes will be planned, and parents will be updated frequently as to their child's progress.

Parents are encouraged to play their part in helping their child's learning. If you want to know more about the Code of Practice, see the ALN policy on the school website, or discuss any problems your child may have, please contact the school.

Pupils with Disabilities

The school has been designed to assist access to the school by pupils who use a wheelchair and has also provided additional railings and stepped areas that are painted white to assist sensory impaired pupils. Staff are aware of disabilities and use larger written and printed formats to assist sensory impaired pupils. The Governors recognise the need for such facilities and work with the LEA to provide the correct facilities should a pupil with any additional disability be admitted to the school. Under the terms of the school's Equal Opportunities policy we would endeavour to ensure that disabled pupils would have access to the whole curriculum. The school follows the LEA admissions policy with regard to pupils with disability.

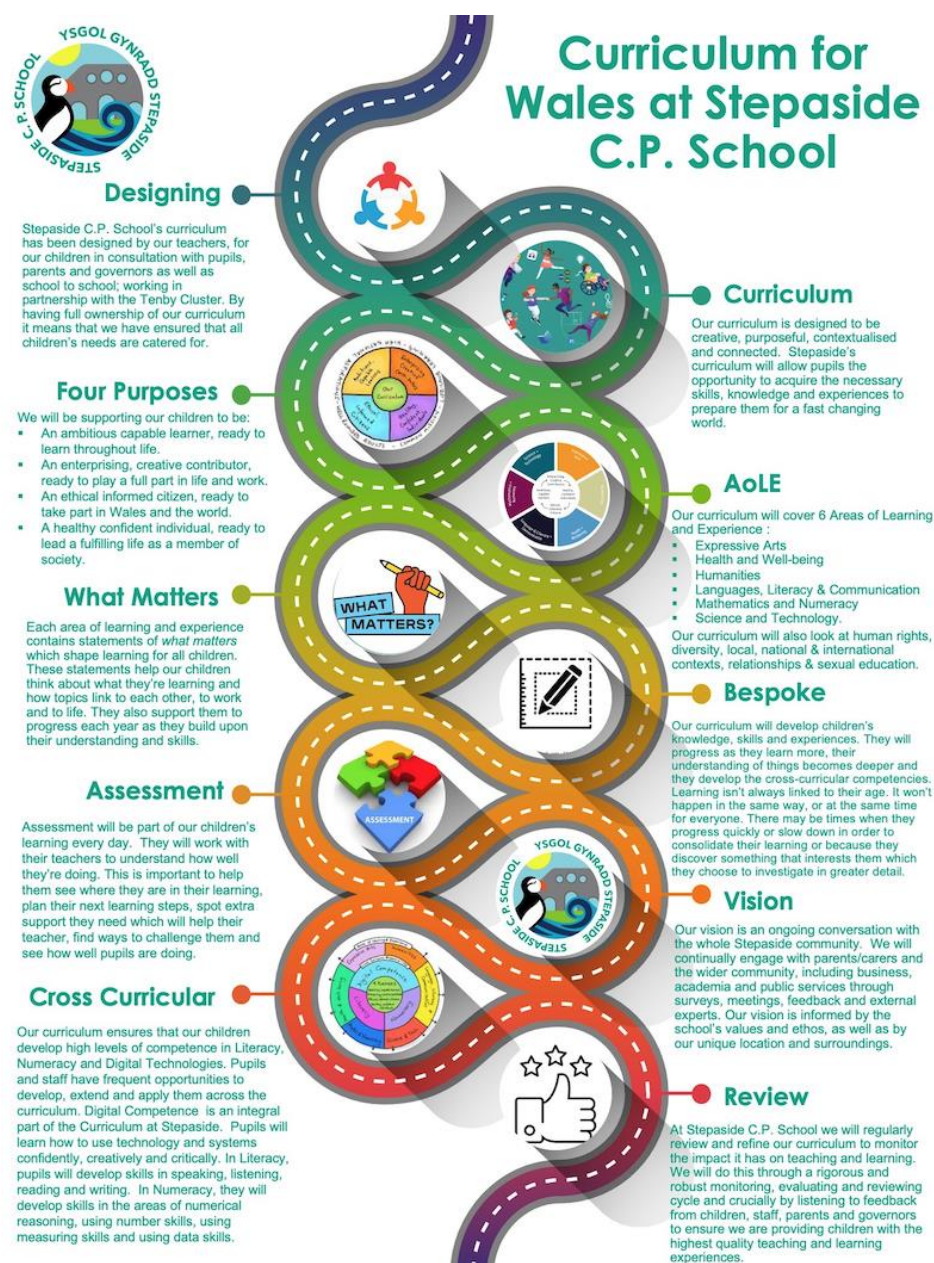
School Organisation

Children are grouped in mixed ability classes according to age, in purpose-built classrooms. Class teachers are responsible in the first instance for their pupils, and to oversee their

progress and welfare. Should any problems or changes occur these are reported to the Headteacher who has overall responsibility.

It is essential for the well-being of your child that we work together in close partnership. Should any changes occur at home that might affect the progress or behaviour of your child in school, you are asked to inform the class teacher and the Headteacher immediately so that special attention and consideration can be given to your child.

Should your child be experiencing any difficulties with schoolwork or relationships in school, it is important that the school is informed so that we can work with you to remedy matters.



Assessment

Each child is continuously assessed in all classes by the teachers in all aspects of their development

In Year 2 there will be assessment in the subjects as outlined by the 1988 Education Reform Act. This will take the form of detailed Teacher Assessment. Detailed records of children's progress are kept by all teachers throughout the year. These are used in the assessment that is made. Comparative information will be included in your child's end of Year 2 report.

In Year 6 children will be assessed by their teachers. Key Stage two children work between level 3 and 5 of the National Curriculum. Information about what your child has achieved along with a comparative table containing information about the performance of all children in Year 6 will be issued at the end of the Summer term.

The teacher assessment results will give you a picture of your child's progress in the National Curriculum. Each year you will receive a written report of your child's progress. If you wish to enquire about your child's progress please contact the school at any time. If you require additional information about the National Curriculum or any school policy please contact the school.

National Tests:

Pupils in Years 2 – 6 take part in national Test in Reading and Numeracy in May each year. These are externally produced tests issued by the Welsh assembly Government.

Homework

Children are set homework by their teachers. Generally in Progression Step 1 this will be related to reading and phonics. In Progression Steps 2 and 3 tasks related to other curriculum areas will be set, in the format of a Homework Grid.

We encourage children to read at all times and at this early age it should be for enjoyment and to establish the basics in letter, sound recognition. Home reading is started in the second term after arrival in the reception class and when children have firmly grasped letter sounds. In the third term of reception class common and tricky word lists are sent home so that parents can become familiar with taught vocabulary and assist in reinforcing spelling. There is an annual 'Book Fair' held in the autumn term where pupils and parents can browse for both familiar and new exciting titles.

Parents may be asked to help their child with Home- School tasks. A class Newsletter about the work being covered in your child's class will be sent home at the start of each term. Please find some time to help your child and show an interest in what he/she is doing in school.

Parents and the School

The partnership between parents and teachers is of vital importance for the education of your child. Parents are always welcome in school to discuss their child's progress.

Parents are welcome to assist in school on a voluntary basis. Parents have helped with reading, cooking, sewing, pottery, with computer work, sports and team games.

The school has an active Parent Teacher Association known as 'Friends of Stepside School '. If you would like to join please ask in school for details or look on the school web

site. There are numerous fundraising activities and social events throughout the year and school trips are often fully subsidised by these activities.

School Charges

We do ask for parental contributions towards the cost of visits out of school and we would ask our parents to support us in extending the children's experience. The charges are non-profit making.

The Governing Body

The Governing body represent the community of Stepside and work with staff, parents and the L.E.A. in supporting the aims of the school. Central to the role of the governing body is:

The raising of standards by providing a high quality of education in a school where children come first'.

The Education Act (No 2) 1986 and the Education Reform Act, 1988, both gave the Governors new responsibilities for the curriculum, sex education, finance, staff appointments, discipline, the exclusion of pupils, producing the Governors' Annual Report to Parents and the holding of the Annual Parents' Meeting.

Today Governors serve for four years. Parent and Teacher Governors must be elected by ballot. Parent Governors may complete their four year term after their children leave if they wish. Teacher Governors are no longer eligible once they cease to teach at the school.

Please contact the school office should you require a list of contacts for the Governing Body.

Tel: 01834 812764

Complaints Procedure

The Governing Body has approved Pembrokeshire Education Authority's Complaints Procedure. The school would ask parents who have any complaint to contact the head teacher in the first instance.