

# Millfields Church of England Primary School



## Prospectus 2020/21

*Faith, Respect, Courtesy & Endeavour*

Telephone 0151 327 1722

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Email [schooloffice@millfields.wirral.sch.uk](mailto:schooloffice@millfields.wirral.sch.uk)

Website: [www.millfieldsceprimary.co.uk](http://www.millfieldsceprimary.co.uk)

## Welcome to Millfields C.E. Primary

This pack is intended to help you know more about the life and work at Millfields CE Primary. We are pleased that you are sending your child here and we hope that by working in close partnership with you, we will achieve the best for your child.

My staff and I would like to welcome your family to our school. Education begins at birth and the staff at Millfields C E Primary are well aware of all that you have done as parents before your child starts school. We now want to join with you in the next stage of your child's development and we know that together, our shared interest in your child's progress will ensure a good start to his/her school life.

We will do all we can to make your child's time in school as happy as possible but if problems do arise, please come along immediately and discuss them with me or your child's teacher. Normally, we can sort out most difficulties within school.

We have tried to collect all the information about the school together in one booklet, so you can keep it handy while your child is at the school. However, we will send you further information from time to time.

We would like to see you in school often, helping in classrooms or taking an interest in your child's education. It is by working together with our Home/School partnership that your child will reach their full potential.

Michelle Holford  
Headteacher

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## GENERAL INFORMATION ABOUT THE SCHOOL

School Address:	Willington Avenue Eastham Wirral CH62 9EB	
Telephone:	0151 327 1722	Fax: 0151 327 6547
Email:	<a href="mailto:schooloffice@millfields.wirral.sch.uk">schooloffice@millfields.wirral.sch.uk</a>	
Website:	<a href="http://www.millfieldsceprimary.co.uk">www.millfieldsceprimary.co.uk</a>	
Headteacher:	M Holford	
Deputy Headteacher:	L Gibson-Phillips	
SENCO	P Yates	
Foundation/Key Stage 1 Leader:	W Raymond/H Simms	
School Office:	S Margerison (Office Manager), J Ward	

### School Governors

All schools are required by law to have a governing body. Governors have a key role to play in helping schools to provide the best possible education for all its pupils. The Governing Body is responsible to parents and the Local Authority for the way the school is run. They can only act together, they cannot act individually.

The Governing Body of Millfields CE Primary is made up of 9 governors

2 Parent Governors

2 Staff Governors (including the Headteacher)

2 Foundation Governors (representing the Church)

2 Co-opted Governors

1 Local Authority appointed Governor.

Any parents wishing to contact the governors should do so through school. If you have a child at the school and are interested in becoming a parent governor, please contact the Headteacher or Clerk to Governors (Mrs DeVile) to check on possible vacancies and to register your interest.

### School Staff

Mini Millfields	M Newton, A Carter
Foundation Stage Team:	W Raymond supported by D Imms C Ashton and B Eason
Key Stage 1 Team:	Year 1 – S Powell Year 2 – H Simms Supported by A Pimblett, E Hanson, W Roberts and H Minghella
Key Stage 2 Team:	Year 3/4 – L Gibson-Phillips Year 4/5 – D Gallagher Year 5/6 – G Fox Supported by A Davies, BJ Yates, P Langton, and N McKenna
PPA Cover	S Cope, L Docherty

# **MILLFIELDS C.E.** **PRIMARY SCHOOL**

**Faith, Respect, Courtesy and Endeavour**

Within our school we help each child to aspire to their true potential in a happy and secure Christian environment.



## THE EXTENDED SCHOOL

### Happy Days – Before/After School Club

In order to help parents manage their work arrangements we are able to offer before and after school care on site – this will be offered by 'Happy Days'. Their staff will ensure that the children are safely delivered to their classrooms in the mornings and collected in the afternoons. A number of parents are taking advantage of this facility, which is based in school. 'Happy Days' can be contacted on 07719940718 or at [happydays86@live.co.uk](mailto:happydays86@live.co.uk)

Proprietor: Heidi Phillips

## STARTING SCHOOL

### Admission Arrangements

Mini Millfields (2 Year Provision) – Children are admitted in the term following their 2<sup>nd</sup> birthday. Priority is given to those eligible for funded places. Please contact school office for further details.

Foundation 1 (Nursery) – Depending upon the availability of places, children are normally admitted into Foundation 1 between the ages of 3 and 4 years. Places are allocated according to the LA admissions policy, a copy of which can be obtained from the school office if required.

School – Children who will be 5 between 1<sup>st</sup> September and 31<sup>st</sup> August will be admitted full time from September, at the discretion of the Headteacher. Children are normally phased in at the start of the Autumn term to allow them to settle into the new school routine.

A copy of the LA Primary Admissions Policy can be obtained from the school office.

Parents are invited to visit the school informally in order to make arrangements to put their child's name down for Foundation Stage. Nearer the time of admission, more formal visiting arrangements will be made to familiarise both parents and children with the school.

### School Times

Mini Millfields/Foundation 1:

Morning session        8.45 am to 11.45 am

Foundation 2 and all classes Y1 – Y6

Classroom doors are open from 8.45am to 8.55am

School commences    8.55 am

Lunch Break            11.50am to 12.45pm FS2/Y1  
                                 12.00pm to 12.45pm Y2-Y6

Home time              3.10pm

### Responsibility for pupils outside school hours

Apart from children involved in organised out-of-school activities, neither the Headteacher, the staff nor the Wirral Borough Council can accept legal liability for any loss or injury, however sustained, by your child on the premises more than ten minutes before the school opens and more than ten minutes after the school officially closes. If you need your child to be dropped off or collected outside of these times, they should be enrolled with 'Happy Days' before/after school club.

During severe weather conditions of ice or snow, parents are strongly advised to bring their children to school and see them safely to their entrances or the school gate. If the playground becomes too slippery we will ask all pupils to enter via the main front entrance.

### School Uniform

The wearing of school uniform is an important factor in creating a positive image for the school. The school colour for jumpers, sweatshirts etc is navy. The school has its own navy sweatshirt or cardigan with the school emblem to be worn with navy or grey skirt or dark trousers. All school uniform including school ties, sweatshirts and cardigans can be purchased from the school office. Children should also have an appropriate hairstyle for school and long hair should be tied back. Please ensure hair accessories are in school colours and of an appropriate size.

P.E. Kit – children should wear a white t-shirt and dark shorts for P.E.

All children must wear safe and appropriate footwear for school which should be of a dark colour and of a sensible design. This means shoes must have a flat sole (not high heels, wedges or Astro turf shoes). Socks or tights must be plain and in school colours i.e. navy, grey, white or black.

**ALL SCHOOL CLOTHES SHOULD BE MARKED WITH CHILDREN'S NAMES.** Parents are asked to note that the Authority does not accept any responsibility for loss or damage to personal property whilst on or left at the Authority's premises.

## HOW OUR DAYS OPERATE

### The School Day

The school day begins at 8.55am. The Headteacher, or another member of staff will greet the children at the school gate into school at 8.45am. Children will go straight into their classrooms. Parents have a 10min. slot to drop their children off at the gate before the gate is closed at 8.55am. After 8.55am. parents should take their children to the main entrance for a member of the office staff to enter him/her on the late register. It is important that children arrive at school on time so that teachers deliver information and instructions for the morning lessons to all children in the class at the same time. This allows for continuity of the lesson and also prevents your children from feeling unsettled.

The children come in, put lunchboxes, if they have them, on the trollies and hang up their coats. They all have a peg with their name (and a picture for younger children). It is very important that the children come into school on time. They can feel lost and get upset if they arrive after the session has started.

When collecting your children at the end of the day we ask that you stand well away from the doors and in a regular place so that children know where to look for you, and everyone can see and be seen.

If you are going to be late picking up your child could you please try and let the school know. If school is not made aware in advance of the reasons you are late you will be required to complete a Late Collection Form.

If you need to talk to the teacher it is best to catch them at the end of the day when they are free to speak to you. You can also contact them via their class teacher email. If there is something urgent then you can pass on a message to the member of staff on the gate and they will pass it on.

### Milk

Free school milk is available on the same basis as free school meals. It is also available free to Nursery children and children under 5 i.e. until the beginning of the term in which your child turns 5.

Parents who pay for milk can register their child online at [www.schoolmilkuk.co.uk](http://www.schoolmilkuk.co.uk) and pay the dairy direct.

Pupils who do not drink milk may bring water. We do not allow fizzy drinks.

### Snacks

Foundation Stage and Key Stage 1 children receive a free piece of fruit daily under the "Fruit for Schools" scheme.

We currently receive bagels through the Magic Breakfast scheme and children are able to have these free of charge each morning.

Toast is available to buy on "Toasty Thursdays".

No other snacks are allowed as we are a Health Promoting School.

### School Meals and Packed Lunches

**Universal Infant Free school meals are available for all Foundation 2, Year 1 and Year 2 pupils. Please complete the form in your packs to ensure we can claim for your child. We also receive additional Pupil Premium Funding for all children who register for Free School Meals.**

Children staying at school for lunch may either have a school meal or bring a packed lunch, however we would encourage you to take advantage of the free school meals on offer to all infant children. If your child is going to stay for a school meal, please make sure he or she knows how to use cutlery and eat with good manners. Make sure the school knows of any special dietary considerations that apply to your child. If children are not eating their meals or packed lunch we will contact you.

The cost of a school meal will be £2.30 per day for Key Stage 2 pupils (for any pupils not entitled to Free School Meals). Taylor Shaw provides our school meals. Menus can be viewed on the school website. It helps greatly if your child could bring dinner money to school at the beginning of each week in an envelope marked with his or her name and the amount enclosed.



During the mid-day break, pupils are supervised by teaching assistants and mid-day staff. They have delegated responsibility for the safety, welfare and behaviour of the pupils during this part of the day under the direction of the Headteacher.

If your child is bringing a packed lunch to school it should not contain a drink in a glass bottle for obvious safety reasons.

Parents wishing to change pupils' lunchtime arrangements from or to school meals must give at least one week's notice.

### The School Curriculum

At Millfields CE, we are striving to create a caring, creative and industrious environment, where respect is evident amongst and between all adults and pupils involved in the school.

All pupils are entitled to a broad and balanced curriculum as set out in the National Curriculum. We place a strong emphasis on basic skills in literacy, numeracy, science and ICT. All pupils from Year 1 onwards take part in a daily literacy and numeracy lesson and daily phonics/number skills sessions. Computing skills are taught discretely but use of ICT is fundamental to every day teaching and learning. Foundation subjects of Technology, History, Geography, Art & Design, Music, PE and RE are taught in a cross-curricular way through a focused topic. We provide pupils with many stimulating and interesting opportunities to increase their skills and knowledge; to develop positive attitudes to learning and to pursue their interests and talents. We encourage pupils to question, enquire, investigate, think and reason, discuss and enjoy learning new skills. They work in a variety of ways, collaboratively and independently and in ways that suit their individual learning styles. The children are taught within our happy and secure Christian environment.

### Religious Education

In addition to the above subjects, the 1988 Act makes provision for the teaching of Religious Education in schools, together with a daily act of worship. Religious Education in school is given in accordance with the agreed syllabus for Wirral schools. Parents have the right to withdraw their child from such instruction and from the daily school assemblies. If they wish to exercise this right, they should write to the Headteacher.

### Sex/Relationships Education

The governors have adopted the LA's Sex Education Policy and guidelines. However, from September 2020 we will begin to introduce the new Sex and Relationships Education document.

During either Year 5 or 6 and within the context of science based topic work called 'Animals including humans' children are taught about puberty and the changes they will experience during adolescence. The school nurse will take the lead in this unit. Also, children watch a film about puberty and human reproduction. Discussion following the film places these processes of life within the context of the family. Children's questions are submitted in writing allowing the teachers to remain in full control of the topic.

Parents are informed before this work takes place and will have the opportunity to speak to a teacher or view the film if they so wish.

Parents can withdraw their child from all or part of the sex education unit of work if they so wish.

### Child Protection / Safeguarding

All children have a fundamental right to be protected from any form of abuse and it is our duty to protect the children in our care. We do have occasions when allegations or disclosures are made and we are obliged to follow the agreed Local Authority procedures for dealing with such issues. Parents will be notified and social services consulted/informed. This can sometimes cause distress for parents/carers but it is important that children are taken seriously, believed and protected. All such matters are kept confidential and only shared on a 'need to know' basis. Parents need to feel confident that the school does not make judgements in such cases and aims to maintain the relationship between home and school, whilst keeping the well-being of the child at the forefront of our minds.

### Special Educational Needs/Inclusion

At Millfields CE Primary School, we believe that all children are entitled to a full, enriching and enjoyable curriculum, irrespective of race, belief, gender, background or ability. We aim to meet each child's requirements, making necessary adaptations and taking into account their needs and wishes. We will consult with children, parents and outside agencies to help support our good practice. Strengths will be acknowledged as well as difficulties, so that adaptations may be made relevant to the individual child. We focus on the children becoming confident individuals, who achieve their best making successful transitions into further education and adulthood living fulfilling lives.

Every child is valued as an individual with a personality, needs and interests. We believe in the right of children to feel safe and to enjoy their school experience – thus developing the whole child, academically, socially, physically, morally, emotionally and spiritually.

Provision for children with special educational needs is a matter for the school as a whole. In addition to the Governing Body the Headteacher, the SENCO and all other members of staff have important day-to-day responsibilities.

### Identification, Assessment and Provision

To enable access to the National Curriculum for all pupils, differentiated approaches are used within the classroom. By this means we aim to provide learning experiences to suit individual needs and opportunities for acquiring confidence and achieving success thus contributing to a positive self-image and all round personal and social development.

Pupils with SEND will gain access to the National Curriculum through a variety of strategies including access to quality first teaching and differentiation. This may include extra support from the class teacher, SENCO, TA, parent helpers, Headteacher or students. It may also include individualised or small group activities adapted to suit their particular need.

### Extra-curricular Activities

Each year we aim to offer a range of after-school clubs for the children. These have included performing arts, football, karate, family boxercise and ICT. Pupils have many opportunities to take part in a wide variety of sporting, musical or dramatic activities and to become involved with a variety of charitable organisations. Children also have the opportunity for theatre visits and residential trips. Parents will always be notified by letter of any of these events and asked to provide a contribution towards the cost of transport, entrance fees etc. Only through such contributions can these visits go ahead.

Children are elected each year to serve on the School Council, the Worship Committee and Active Play Leaders.

### Complaints about the Curriculum

In accordance with Section 23 of the 1988 Education Reform Act, the Authority has adopted a procedure to deal with complaints about the curriculum. Most are settled quickly and informally at school level; the complaints procedure exists for those parents who also wish to pursue a complaint through more formal channels. A copy of the complaints procedure is available from the school or directly from the Education Department, public libraries and public information offices.

## ABSENCE FROM SCHOOL

### Illness

Although we do the best we can, there is no comfortable, quiet place for children to rest in school. In cases where we suspect illness parents are contacted.

PLEASE MAKE SURE WE ALWAYS HAVE AN UP TO DATE EMERGENCY CONTACT NUMBER. If emergency details change e.g. works telephone numbers or child minder, please let us know immediately.

Cuts and grazes resulting from falls at playtimes are dealt with by one of the qualified First Aiders on staff. If your child receives a bump on the head, we will give them a note to bring home and we will phone you if there is cause for concern.

Children are expected to play outside at break-times and lunch-times, except on wet days. Children returning after illness must be prepared to play outside unless there are exceptional circumstances.

### Medicines

We do not routinely administer medicines and request that parents try to accommodate this outside school unless there are exceptional circumstances. Should this be the case, a parental request form available from the school office needs to be completed.

### Appointments during School Hours

Children who have appointments during school hours must be collected by a known adult. Please let us know in advance if you wish to take your child out during the school day. It is important that the signing out register is completed by a member of staff so that we can keep a record at all times of children actually on the premises.

### Holidays

Changes have been made to the Education (Pupil Registration) (England) Regulations 2006 regarding holidays during term time as of 1<sup>st</sup> September 2013.

The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Please bear this in mind before requesting any leave of absence.

Parents seeking leave of absence should complete a Leave of Absence Request form.

## **YOUR CHILD'S PROGRESS**

### **How Parents will be informed**

Teachers are generally available to discuss individual children at the end of the school day. You are most welcome to call in or make an appointment to discuss your child's progress at any time during the year. At the beginning of the year you will be invited to a meeting with the class teacher to find out more about the organisation of your child's education. Please try to attend as this is a valuable information sharing event. Each term you will be invited to come along and discuss your child's progress with their class teacher. You will also receive a written report on the year's work in the summer term. There are also opportunities to visit your child in the classroom and share their work and activities during our open afternoons in the summer term. Should the teachers have any concerns about your child's progress they will ask to meet with you in order to discuss the ways forward.

At the start of the Foundation Stage parents have the opportunity to have a 1:1 meeting with the new class teacher to have a discussion of individual children's needs.

Throughout the year we try to keep you up to date and well informed about your child's work and events in school. We ask you to share in homework activities mainly involving reading and learning key words.

These are some of the ways we share information with you:

- Prospectus for new starters
- Tapestry for Foundation Stage (Mini Millfields, Nursery & Reception)
- Seesaw (Y1 – Y6)
- Class emails
- Parentmail (it is important that we have up to date email addresses)
- Regular Newsletters
- Home/school Reading Record books
- Parent/teacher interviews
- End of year report on progress and achievement
- School website/Facebook/Twitter
- Our open-door policy provides opportunities for parents to speak to teachers about concerns/worries etc. at any time
- Review meetings for children with additional needs

## HOW PARENTS CAN HELP

### Home/School Agreement

Following a consultation process we have a Home/School agreement in place. All new parents are asked to sign it and work with us to keep the agreement.

### Parents as Helpers

Parents like to help in school and we welcome them warmly. They can help with a variety of activities depending upon their personal interests and talents and the staff value their support highly. If you feel you could spare some time each week on a regular basis, please talk to your child's class teacher. Grandparents do often find themselves with time to spare and the children can benefit enormously from their involvement. **(This has been more difficult recently due to COVID restrictions but we hope we will be able to start again asap)**

Parents can also help at home by sharing activities brought home by the children from school. This will most frequently involve sharing books, reading stories together and learning 'high frequency words'. Occasionally it might be an activity to complement their work in the classroom.

### Family Learning

Throughout the course of the school year we offer parents and carers an opportunity to take part in Family Learning courses. The courses vary in length and cover a variety of subjects, including Phonics, ICT and First Aid. The courses offer an opportunity for parents/carers to work with their child improving their own and their children's skills.

### Homework

Homework is set on a regular basis in all classes. Pupils will be asked to follow up classroom work at home. The spelling of key words relevant to the year group will be encouraged across all key stages. Numeracy activities will also be promoted as homework, especially times tables and number bonds.

Home reading is a high priority and a vital part of children's learning. A levelled reading book comes home on a regular basis. Sometimes there will be a couple of questions to answer. Children can also choose a library book to enjoy with their parents.

### School Visits – Charging Policy

During the school year, the children's educational experiences are enriched through visits to school from theatre groups etc. We also arrange visits to places of interest as part of the planned topic work.

We appreciate that all these things can be expensive and we try to keep costs to a minimum. However, we do rely on the voluntary contributions from parents in order to fund these activities. No child is ever excluded because their parents are unable to contribute.

## **RULES AND REGULATIONS**

### **Pastoral Care**

At all times staff are concerned with the welfare of all pupils. The Headteacher and teaching staff are available to discuss any problems as they arise. Please telephone school for an appointment or call in if the matter is urgent. Please ensure we have a telephone number for you so that you may be contacted in the case of any emergency.

Parents of prospective pupils are welcome to visit at a mutually convenient time. Please telephone school to make an appointment.

We encourage good behaviour and hard work by providing praise, recognition and rewards to those pupils. Sanctions for poor behaviour are carefully structured and parents will be sent for when teachers judge their help and support is necessary. All pupils are expected to follow our school rules and to support each other in doing so. House points are awarded in recognition of good behaviour, hard work, determination etc.

### **Our School Rules**

At Millfields we feel safe because:

We are gentle

We are kind

We are honest

At Millfields we learn and achieve well because:

We listen carefully

We try our best

We respect the ideas and opinions of others

We work as a team

### **Management of Behaviour**

We use the following systems to encourage and promote good behaviour at our school;

#### *Foundation Stage and Key Stage 1 (Years 1 and 2)*

At this early age, we spend a lot of time talking and helping our children to understand their different emotions. We provide lots of activities to support the children in remembering and following our school rules.

Our weather system;

Sun – All children start each day with their names on the sun.

Sun/cloud – A child's name might be moved to this picture as a warning/reminder of the importance of following our school rules. Children will be supported and encouraged to resolve whatever difficulty has occurred and their name will be returned to the sun as promptly as possible. This warning picture is there to remind children that we all make mistakes and that we can help each other to put things right and start again.

Rain cloud – Children might have their name moved to this section for not trying to improve their behaviour after a warning or for persistent unacceptable behaviour.

Rainbow – This section is to reward those children who are consistently trying hard to remember our school rules.

### **Rewards**

In Foundation Stage 1, the children will be rewarded for exemplary behaviour by placing their names on the rainbow and will receive a prize.

In Foundation Stage 2, children who constantly remain in the sunshine zone or show exemplary behaviour are rewarded with a 'colour' to put in their own rainbow and move into the 'Rainbow Zone'. Once the children receive 7 colours they receive a prize.

In Key Stage One, children who constantly remain in the sunshine zone or show exemplary behaviour will move into the 'Rainbow Zone' and be able to access Friday Fun Time.

### Sanctions

There will be a variety of sanctions for pupils who move from the Sunshine zone. If the children are not following our school rules, they will be given age- appropriate reminders before moving to different coloured zones. The children can move throughout the different zones throughout the day. In Key Stage 1, at the end of the day a picture of the learning behaviour board is taken, any 'I Feel' or 'Reflection sheets' are to be recorded in a class behaviour folder, which is monitored by the Headteacher, Deputy Headteacher and the class teacher.

### KS2 (Year 3 to 6)

There are 9 coloured learning behaviour zones which identify a range of behaviours both positive and negative. (Rewards and Sanctions) Everybody will start the day within the Green Zone- Ready for learning. The children will be able to move both up and down through the different zones throughout the day for positive and negative reasons. If negative learning behaviour improves then the child can move back to the previous colour which is strongly encouraged.

### Rewards

Children in years 3 to 6 have the opportunity to move higher than the Green- Ready for learning zone will earn house points for exemplary behaviour. This will be tracked by class teachers throughout the year and pupils who remain in this zone or above will be able to participate in our end of year reward session (this may vary from year to year).

### Sanctions

There will be a variety of sanctions for pupils who move from Green Zone- Ready to learn. At the end of the day a picture of the learning behaviour board is taken, any 'I Feel' or 'Reflection' sheets are to be recorded in a class behaviour folder, which is monitored by the Headteacher, Deputy Headteacher and the class teacher.

### Reminders -

Children who enter these zones are encouraged to make the right decisions, given a verbal reminder of the school rules and where possible given a chance to deescalate the situation as well as an opportunity to access a safe space. The children will complete either an 'I feel' or 'Reflection' sheet to encourage self reflection by using Restorative Practice. Sometimes a letter could be sent home identifying the loss of privileges and with a copy of the 'Reflection' sheet' Parents are requested to return the acknowledgement slip to school.

\*All classes have their own additional reward system/s within their class and these are dependent on children's interests and needs.

At all times we want home and school to work together to support behaviour so all children can follow the agreed school rules, learning behaviours and class charters. Please visit our school website to view additional information linked to our behaviour policy.

### Restorative Practice

Restorative practice is a set of principles and practice that encourages children to take responsibility for their behaviour by thinking through the causes and consequences of their actions. After an incident has occurred, staff involved will use a specific set of questions to help children to think through their behaviour and suggest how they can make things better. We believe that this practice is vital in developing and repairing relationships and building a community based upon empathy and self-learning. We believe that this practice will also provide children with invaluable skills that can be transferred to life outside school and beyond.

### Health and Safety

We are careful to ensure your child's safety is a priority to us in school. We are very conscious of potentially dangerous areas around school and activities the children may be involved in. We do our best to eliminate the risks but with some issues we need your support. Please do not allow your child to bring in toys, pencils, crayons, jewellery, large rucksacks or items of a precious nature. We need to be careful so that hazards are minimised.

### Jewellery

Jewellery should not be worn for school. Pupils are permitted one stud (no hoop earrings) in each ear and a watch.

NB. These will have to be removed for P.E., games and swimming lessons as they can cause injury to the wearer or other children. Teachers will not accept responsibility for minding any jewellery.

### No Smoking Policy

Smoking is not permitted in any part of the school premises or grounds, at any time or by any person, regardless of their status or business within the school.

### No Dogs

No dogs are allowed in the school grounds for health and safety reasons.

### Car Parking

This is an area of concern for the safety of your children. The car parks are for school staff only. Parents and carers are not to bring vehicles on to the site as this affects access for emergency vehicles which has to be maintained at all times.

### Complaints Procedure

Although we try to solve any problems that may arise quickly and informally within school, you may feel it necessary to take a complaint or concern to a higher authority. A complaints procedure exists for this purpose and a copy is available from the school office or website.

Please be assured that we always endeavour to do our best for your children whilst they are in our care.