

# DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL



Headteacher: Mr Ian Wilkinson  
Chair of Governors: Mr David Ludford

Address: Hereward Way  
Deeping St James  
Nr Peterborough  
PE6 8PZ

Telephone: 01778 342314  
E-mail: [enquiries@dsj.school](mailto:enquiries@dsj.school)

## Welcome to Deeping St James Community Primary School

Dear Parents

Thank you for considering Deeping St. James Community Primary School for your child. Please make an appointment to view the school, as I would be delighted to show you round and answer any questions you may have about your child's education. Visiting the school gives you a greater understanding of the atmosphere within the school, of the friendliness of the staff and of the standards and expectations of work and learning.

Our school actively encourages a partnership with parents approach and we try to make sure that any issues that do arise in school are quickly resolved by talking to the children and to their parents.

We do strive to make the school a creative and stimulating environment, where knowledge and skills are applied and used in practical and real ways, where children are encouraged to reach their full potential and become independent learners through a "culture of enquiry" approach to learning.

Within school we work in a supportive and caring atmosphere where encouragement and praise is of paramount importance.

Choosing schools is an important decision; we hope that the brochure and visit will give you an insight to our school which we are so proud to belong to.

I look forward to meeting you.

Yours sincerely

Ian Wilkinson  
Headteacher

## OUR SCHOOL

Deeping St. James C.P. School is situated in Hereward Way within the vicinity of Deeping St. James Church, close to the heart of the old village. We currently have around 216 children on role.

The 'Cross' Infant School opened in 1846 and became a primary school in 1958. It subsequently moved to its current buildings in 1968. During 2005 the school buildings benefited from some major remodelling and extension work. As a result we have an enhanced library, an ICT suite, music room and children's kitchen for food technology. Our two school halls are used throughout the day for a variety of activities, as are our extensive school grounds and environmental classroom, when weather allows.



Outside areas are continuing to be improved. We have recently installed a brand new trim trail and traverse wall. In the near future we will also be developing a quiet seating area to complement our outside classroom.

The school has a strong tradition of excellent music provision, employing a music specialist and having over half of the children in the school learning an individual instrument. The school takes a very active part in many community activities providing musical and artistic displays for many local events. In recent years, we have also taken part in events further afield, performing at the Young Voices Sheffield Arena event for the past 7 years. We have strong links with the local secondary school.

The school also actively encourages sport. We run competitive team sports against other local schools and take a main part in running the Deepings Sports' event in the summer. Last year we won trophies for our Y5/6 swimmers, came first in the local rounders and cricket tournament, won the Year 3/4 football tournament and won 3 out of the 4 cross country events in the local area.

We continue to use drama within school as this often brings what is being learnt to life especially within our creatively planned curriculum that encourages children to apply the skills they are learning in a practical and applicable way. We also participate every year in the Peterborough Drama Festival and have won the trophy for the most successful school at the festival in 2016.

Our school is truly a "Community School" and is used regularly by a wide variety of outside organisations.

Jimmy D's Playgroup and Out of School Club is based at our school. The Playgroup has its own facilities on site and is closely involved with our Foundation Stage. The Out of School Club, the first to be started in Lincolnshire, runs throughout the year. It provides childcare from 7:45am until

the start of school, and after school until 6:00pm. It has its own kitchen, quiet area and storage room facilities.

After leaving our school children mainly move on to our well respected local secondary comprehensive school, The Deepings School, although a small number of children do move onto the grammar schools in Spalding or Bourne or to The King's School in Peterborough.

## ORGANISATION OF THE SCHOOL

The school currently has a total of 7 classes:

1 Reception class

### **KS1**

Year 1 Class

Year 2 Class

### **KS2**

Year 3 Class

Year 4 Class

Year 5 Class

Year 6 Class



The organisation of classes is reviewed annually to ensure that class sizes stay balanced and the children receive effective teaching time.

### **What are the year groups?**

The National Curriculum is divided into 4 Key Stages:

Primary schools cover the Foundation Stage and Stages 1 and 2.

### **Foundation Stage (FS)**

Children aged 3 – 5 years

### **Key Stage 1 (KS1)**

Previously referred to as “infants”, applies to:

- Year 1 (aged 5 – 6 years)
- Year 2 (aged 6 – 7 years).

### **Key Stage 2 (KS2) ,**

Previously referred to as “juniors”, applies to:

- Year 3 (aged 7 – 8 years)
- Year 4 (aged 8 – 9 years)
- Year 5 (aged 9 – 10 years)
- Year 6 (aged 10-11 years).

## Deeping St James School Staff

Below is a list of the staff we have at the school and their current roles and responsibilities:

<b>Headteacher</b>	Mr Ian Wilkinson
<b>Administrator</b>	Mrs Michelle Holden
<b>School Business Manager</b>	Mrs Marcelle Russell

### Teaching Staff:

<b>ROLE</b>	<b>NAME</b>	<b>RESPONSIBLE</b>
Reception Teacher (job share)	Mrs Andrea Hines Mrs Tamara Allen	F/S Co-ordinator
Year 1 Teacher (job share)	Mrs Rebecca Pasqualino Mrs Aimee Turner	Assistant Head
Year 2 Teacher	Mrs Patricia Matthews	Healthy School/ Induction Leader
Year 3 Teachers (job share)	Mrs Sarah Doud Mrs Rachel Glover	Assistant Head/ Assessment Co-ordinator
Year 4 Teacher	Mrs Deborah Hutton	
Year 5 Teacher	Mr Richard Bell	
Year 6 Teacher	Mrs Gaynor Duffy	
SENCo	Mrs Robinson	SENCo
Music Teacher (All classes)	Mrs Sarah Young	Music Specialist
Foreign languages	Mrs Helen Emery	Spanish Specialist
Sports Assistant	Mr Finlay Richmond	
<b>Support Staff</b>		
Elizabeth Bates	Ann-Marie Joyce	Jo Faunt
Lisa Cooling	Abigail Croxford	Louise Magness
Allison Drury	Lisa Merriman	Alaska Perry
Clare Roberts		
<b>Midday Staff</b>		
Louise Magness	Julie Parsonage	Lisa Merriman
Lisa Johnson	Nicola Brown	Lorraine Fletcher
Alaska Perry		

## **The Governors**

We have a committed and supportive Governing Body who are very active and who oversee the general running of the school. The Governors are as follows:

**David Ludford (Chair)**  
**Ian Wilkinson (Head)**  
**Tamara Allen (Vice Chair)**  
**Alan Bradshaw (Vice Chair)**  
**Jenny Purdy**  
**Jo Maddison**  
**Pat Pearce**  
**Graham Lyden**  
**Marcelle Russell**  
**Nigel Manders-Jones (Clerk)**

## **The Role of the Governing Body**

Under the 1988 Education Reform Act, governors have taken over many responsibilities from the Education authority.

Governors are responsible for looking after school buildings and property, including health and safety aspects. They also deal with staff appointments and the pupil admission policy. Together with the Head teacher they are responsible for implementing the curriculum and ensuring that an appropriate special educational needs program is in place.

Financial matters too are increasingly in the governors' hands. The school continues to rely on support from parents to help raise extra funds so that the school can arrange additional activities and provide additional facilities for our children.

Above all, the governors work closely with the teaching staff to make sure that all their responsibilities are dealt with promptly and professionally; ensuring your children receive the best possible education.

We believe that a successful school is based on the active partnership between parents, staff and the Governing Body. The Governors are always happy to listen to the parents' comments and suggestions for improving our school.

If you have any queries or would like to raise any issues with the governors, please write to the chair or the clerk to the governors at the school address.

## **The Aims of Our School**

To use professional knowledge, experience and expertise to encourage individuals to fulfil their potential, take pride in their achievements and develop an awareness and recognition of the talents and achievements of others.

To positively promote the spiritual, moral, intellectual, cultural and physical development of the 'whole' child by sharing experiences and encouraging creative participation in art, craft, literature, music, dance, drama and other physical activities.

To create a stimulating school environment where children come eagerly to learn and feel valued and secure.

To deliver, through systematic planning and evaluation, a broad and balanced curriculum and learning environment, where work is matched to a child's ability through continuous assessment.

To encourage children to use language and mathematics effectively, valuing a daily English and Maths time. We recognise that the teaching of basic skills is the responsibility of all.

To encourage awareness of the scientific, technological, social, historical and geographical aspects of the local environment and wider world, to develop practical skills in these areas.

To equip our children to embrace the evolving nature of Information Technology in our changing world.

To develop sensitivity to each other's needs, showing friendliness, courtesy and respect and an appreciation and understanding of religious, cultural and moral values.

To promote high standards of behaviour and personal effort.

To help pupils to develop lively, enquiring minds, the ability to question, reflect and argue rationally and to acquire knowledge and skills relevant to a rapidly changing world.

## **Deeping St James Community Primary School – Mission Statement**

To promote high quality education, through a culture of enquiry approach to learning based on 4 key learning behaviours: developing resilience, determination, persistence and co-operation. We also put great emphasis on independent learners, in a caring, secure and positive environment where the needs of the whole child are valued and developed, therefore giving them the confidence to reach their full potential in whatever they do.

### **Inspire to Learn; Achieve Together**

#### **The School Day**

The school day starts at 8.50 a.m. and finishes at 3.25 p.m. for Foundation Stage and Key Stage 1 children and 3.30 p.m. for Key Stage 2 children.

All children have a playtime break of 15 minutes in the morning from 10.30 – 10.45 a.m. Lunch is from 12.15 p.m. – 1.15 p.m. Most children stay at school to eat their packed lunch/or hot meal provided by Farm Kitchens and are supervised by our experienced team of lunchtime supervisors.

Key Stage 1 and 2 classes have a 15 minute break in the afternoon from 2.15 – 2.30 p.m.

School assemblies are held daily at 9.00 a.m Monday to Thursday with a whole school celebration assembly on Friday afternoon.

#### **Jimmy D's**

Jimmy D's is a registered charity, which runs an Out of School Club and Playgroup on our school site. Both work in close partnership with the school to provide good quality care for our children. The Out of School club is open from 7:45 a.m. to 8.45 a.m. and 3.15 p.m. – 6.00 p.m. daily during term time. In addition it opens in holiday time.

The Playgroup runs daily sessions during term time mornings and afternoons and the majority of children progress to our school when they reach school age.

Jimmy D's O.O.S.C. (Out of School Club)  
Jimmy D's Playgroup

Telephone: 07519708643  
Telephone: 07762 470865

## Arrangements for Admission into the Reception Class

Children in Lincolnshire are entitled to start school at the beginning of the academic year (1st September – 31st August) in which they are 5 years old. At Deeping St James Community Primary School we have a one-term entry and admit children into the school in the September of the academic year in



which they become 5 years old. However parents do have the option of their child starting school in the term after they reach 5.

During the Summer Term the Playgroup children spend some afternoons in the Reception class which helps with the transition into school from September.

Each school is only able to admit a certain number of

children in each year group, the Local Education Authority determining this. At Deeping St James CP School it is currently 30. This policy is detailed in 'Going to School in Lincolnshire' which is issued to all parents. All admissions applications for the school are judged against our Lincolnshire County Council admission criteria.

## School Uniform

Our school uniform is smart and attractive and very popular with both children and parents.

We believe firmly in school uniform because:

- It is smart and distinctive
- It encourages a positive view of the school and improves the child's attitude and hence their performance in the classroom
- It prevents competition between children in what they wear (and it works out cheaper in the long run)
- It encourages a community ownership of the school
- It stops arguments in the morning about what the child is going to wear!

Grey trousers (girls and boys)

Grey skirt or pinafore

Polo shirt (jade green) with logo

Sweatshirt (navy) with logo

Cardigan for girls (navy)

Grey socks/tights (white in summer)

Summer blue checked dress

Smart black shoes – no trainers or boots

Items of uniform can be bought direct from “Shotbowl” on the Market Deeping Industrial Estate. You can order fleeces, sweatshirts, cardigans, polo shirts all embroidered with the school logo. The school PE kit (navy shorts and white t-shirt with logo) are also available from Shotbowl. [www.shotbowl.co.uk](http://www.shotbowl.co.uk) Please ensure that all clothing is clearly labelled with your child's name.

We would like all children to wear uniform. If you would like to buy uniform for your child but are finding it difficult to afford, please do not hesitate in coming to see the Headteacher.

It is also against school policy for children to have dyed hair or hair styles that are out of the ordinary.

## **SAFETY AND P.E**

Children should wear plimsolls or be in bare feet in the hall (not trainers).

We have a policy in school not to allow jewellery. No necklaces, rings or earrings to be worn, apart from studs. This is largely a health and safety issue. If your child is to have their ears pierced, please can parents ensure that it is done in a longer school holiday as the children will have to be able to take them out themselves for PE and swimming. Staff are not allowed to do this for them.

Children who have long hair should have it tied up for PE and either tied up for swimming or wear a swimming hat.

Swimming lessons take place at the Deepings School/Leisure Centre and their policy on swimwear for children is:

- **BOYS SWIM WEAR:** Plain swimming trunks or shorts (above the knee in length with no pockets)
- **GIRLS SWIM WEAR:** Plain one-piece swimming costume

Children not wearing the correct swimwear will be advised that they cannot swim.

## **LunchTimes**

At lunchtimes your child will have the choice of hot school meals or pack ups. Our hot meal provision is supplied by “Farm Kitchen” and is not only of a very good quality but they follow government guidelines for nutrition and quantities.

From 1 September 2014 all Key Stage 1 children are entitled to free school meals. If your child is in Key Stage 2 then they may be eligible to receive a free hot meal. If you would like further details please contact the School Business Manager.

If you are interested in your child ordering hot meals please drop into the office for advice on creating an online account with Farm Kitchens and information on menus and prices.

Your child will naturally have their own preference for pack ups but, as a healthy school we suggest a selection of the following:

- Sandwiches, pasta or sausage roll etc.
- Fruit / yoghurt.
- Small biscuit or cake
- A few crisps for lunch
- Drink. ( Fizzy drinks are not allowed)

All children have access to fresh drinking water.

## School Curriculum

Following the National Curriculum, the school is able to provide a wide range of activities but places the greatest emphasis on making sure that all children are both literate and numerate by the time they leave our school at age 11. We value these basic skills because they form the building blocks of future learning.



As mentioned previously, the curriculum is planned in a very integrated and applied way, where subjects are practically linked in a topic based approach, being driven by a core literacy focus. ICT is seen as an essential part of all subjects.

We always aim to match individual activity with each child's personal capability so that he or she can progress at a suitable rate. We believe that children learn best from first hand experience and encourage learning by "doing" through a culture of enquiry. We have high expectations and standards, which we believe all children should strive to attain. To help children take on more responsibility for their own motivation and development we also encourage them to become involved in setting their own personal targets, identifying what they would like to achieve each term.

## Religious Education

All children follow a course of Religious Education as set out in the school's R.E. policy. This is based on county guidelines and is broadly Christian in nature.

Religious Education offers a positive moral view of the world and the child's place in it. We encourage tolerance of all beliefs and views.

All children are involved in a daily act of collective worship as required by the Education Act of 1988. Assemblies are broadly Christian in nature but we recognise and celebrate religious beliefs and festivals of other cultures.

As a parent or guardian you have a legal right to withdraw your child from collective worship, Religious Education, or both. Parents considering exercising this right are asked to discuss this with the Headteacher so that alternative provision can be organised.

## **Sporting Activity**

Physical education forms an important part of the school's overall curriculum and we encourage all children to take part in a wide variety of physical activities. These include PE, games, dance and movement and swimming.



We enjoy excellent facilities including a large playing field, two hard surface playgrounds and a great deal of equipment.

As they progress through the school children can also participate in a number of competitive sports. We promote team games such as hockey, football, netball and rounders as well as more individual sports such as athletics.

## **Music**

Music is a definite strength within the school. We employ a specialist music teacher and co-ordinator to teach music and we perform regularly in the local community. More than half of the children within the school play an individual musical instrument ranging from drums to violin. We also have a very active school choir who perform in a mass choir event in Sheffield each year.



## **How Parents / Grandparents Can Help in School**

Parents/Grandparents are always very welcome at Deeping St James School and from time to time we ask parents to help e.g. at the swimming pool, on sports day, school trips or with special events. Should you wish to offer your help, please talk to the Class Teacher or Headteacher. We do however make the condition that parents do not help in the class in which their child is taught and it is necessary for the school to perform a police check on all adults helping in school.



## School Clubs

The school runs a wide range of clubs both at lunchtimes and after school. Most clubs are free but a few, where outside agencies are brought in, do need to be paid for. The following clubs are presently running.

Drama	Netball	Games Club
Football	Choir	Eco-club
UNICEF	Library	Joint Schools Band

## Homework

We believe that children greatly increase their potential if they reinforce what they learn in school in their home environment.

**Reading: As little as 20 minutes a day can have a dramatic effect on your child's confidence and ability. Early on in Reception and KS1 we will send books home with your child, enclosing a reading record for you to sign and add any comments you may have.**

Our homework strategy has changed recently so that children are focussing on the core elements of Reading, Writing and Mathematics. Children are asked to read at least 4 times a week (obtaining a reading raffle ticket each week resulting in a lucky prize winner at the end of term). They are asked to continually practise their number bonds and times tables so that they get better in their weekly tests, achieving awards and badges for doing so. Children are also asked to learn their weekly spellings. Concentrating on these essential aspects of learning will ensure that the children make the best progress possible in our school.

Some other homework may be set when the teacher feels it necessary and this is recorded in "Learning Logs" where your child will be given a homework focus and allowed to extend and reinforce their learning in an open ended and individualised format.

We encourage parents to take an active interest in helping their child at home. A termly coverage booklet is available on the school website under your child's class outlining the topics to be covered in that term and a maths calculation scheme, showing current methods of teaching, are available on our website and in hard copy on request.

Your child's class teacher can always be approached for any additional information.

**Additional Work:** If you feel your child is struggling in a certain area or would benefit from further practice at home please ask the class teacher for suggestions.

## **Additional Educational Needs**

We refer to children who have intellectual, emotional or behavioural difficulties and children who are particularly gifted, as having 'additional educational needs'. In our school we are proud of the support that we are able to give to such children. We use information from assessments, the class teacher, parents and various other sources to identify children with additional needs.

If you have concerns, as a parent or guardian, about special educational needs, please contact the head teacher for advice.

The school's special needs co-ordinator or the class teacher would also be happy to give help or advice on how you can support your child if he or she has special educational needs.

## **Sex and Relationship Education**

The governors have determined that sex education should be part of the school curriculum. Sex education takes place as part of our PSHE (Personal, Social and Health Education) programme.

The governors and teaching staff are satisfied that the programme we cover does focus appropriately on the areas of puberty, the changes that take place when changing from child to adult and the conception and development of babies. Similarly the governors are happy that all aspects of sex education covered by the programmes are set within a solid moral context.

The governors recognise that children's natural curiosity may well lead them to ask questions of their teachers beyond the scope of the work, either at the time of the project or at earlier stages of school. In such instances, the class teacher will deal with questions sensitively and individually. We have a PSHE policy to help children through stages of physical and emotional development enabling them to make informed choices and therefore become happy and confident adults. Sex Education is an integral part of this policy and a facet of a whole school approach to growing up.

Every child in our school takes part in an ongoing Personal Safety programme, which teaches all children to keep themselves safe from physical, emotional and sexual abuse.

## **School Rules**

The school promotes polite and respectful behaviour at all times. Behaviour management is based on positive reinforcement where good behaviour is praised and sanctions are fair, understood and proportionate.

We encourage children to be responsible for their own discipline, to develop good manners and behave in a civilised way. We strongly believe that understanding and caring is the best foundation for their future adult life and so promote the rule:

**“Treat others as you would like them to treat you.”**

We do however believe that co-operation between home and school is the most effective way to reduce any type of persistent misbehaviour. The school has an anti bullying policy in place.

## **Attendance/Absences**

To give your child the best possible opportunity to learn, it is of course essential that he or she attends school regularly and punctually and we do expect all children to arrive at school on time.

Legally we are required to check all absences and therefore request that we are notified before the start of the school day to let us know the reason for any absence from school, or an absence form can be submitted on our website.

If we do not receive a notification to explain why a child is not in school before 9.30am, a phone call is made home to ascertain a reason. This is done for safeguarding issues. Their absence can be noted as “unauthorised”, if no reasonable reason is given, and all such absences are closely monitored by the school.

A pupil session is defined as either morning or afternoon so one school day accounts for two sessions. If you need to take your child out of school for any reason, a dental visit or hospital appointment for example, please let your child’s class teacher, or the School Administrator, know. Please remember that it will be your responsibility to collect and/or return your child to school.

### **Lates**

The start of the school day is very important. It is therefore expected that they are on the playground at 8:50am when the school bell goes and classes are taken into school. If your child arrives after the children have gone in then they are asked to sign in at the school’s main reception. These lates are logged and reviewed on a termly basis.

## **Holidays During Term Time**

A new government announcement has decreed that: “The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave”. (Department for Education website).

Therefore, parents are urged not to take leave during term time but it has been agreed by the governors that a maximum of 5 days, throughout a whole year, will be authorised in **exceptional circumstances**. Absences over this number of days will be deemed as “unauthorised” and could incur a fine, unless it has been deemed essential by the headteacher and governing body.

It is the headteacher’s responsibility to grant leave of absence and this will not be given for absences during the national SAT’s periods in May.

## **Communication**

We appreciate that a very good school is the result of an effective partnership between children, parents, staff and governors. We therefore aim to keep parents fully up to date on the activities of both the school and their child.

To help achieve this we;

- ❖ Hold regular parents' evenings. Individual appointments can be made with the class teacher to discuss your child's progress in private.
- ❖ Produce annual school reports
- ❖ Produce a regular newsletter to let you know what's happening in the school.
- ❖ Communicate events and news via ParentMail (an email/texting system)
- ❖ Use the school website to communicate what's happening in school

Communication is, of course, a two way process and, if you have concerns about any aspect of your child's education, you can always raise them with either the class teacher or the Headteacher.

As a school we aim to provide your children with a very good education and to care properly for their health, safety and welfare at all times. If you feel that we have failed in any way we would like to know, so that we can do our best to put any problems right. If we are unable to reach a satisfactory outcome you have the right to follow the formal complaints procedure as set up by the County Council under the Education Act 1988 and in our Complaints Policy.

## **Health and Safety**

There are several aspects of Health and Safety parents need to be aware of. We have broken them down as follows.

### **In and After School**

The school's security system has been fully serviced and is regularly maintained.

The gate onto the premises has been fitted with a buzzer system and all outside entrance doors have security locks and remain locked during school sessions. Access to school is controlled by staff in reception and visitors are asked to sign in and out and wear an identification badge.

To ensure safety of all Key Stage 1 children they will stay with a member of staff until collected by an adult known to us. Children in Key Stage 2 are released into the playground for collection by parents. Children are allowed to leave school unaccompanied only if we have received a letter, signed by the parent or legal guardian, stating that the child is allowed to walk home unaccompanied. If you would like to change the collection arrangements for your child, please let us know in writing.

## **First Aid**

The school has trained First Aiders who have attended and received certificates through training and will deal with minor cuts, grazes etc. Where heads are bumped a note is usually sent home. Where more serious injury occurs we will make every effort to contact you immediately.

## **Emergency Numbers**

We do request that parents keep us updated with changes of jobs, telephone contacts, childminders etc, as in the event of an emergency only a relative can give permission for a child to be treated by a doctor or a nurse.

## **Cycling to School**

Children in Years 5/6 are allowed to cycle to school unaccompanied only if they have passed their Cycling Proficiency Test (Bikeability). A responsible adult must accompany children in other year groups, who wish to cycle to school. We encourage all children to wear cycle helmets and bikes must have a suitable cycle lock.

## **Child Protection**

The school has a very high commitment to Child Protection. We do have a policy within school that states the procedures that we are obligated to undertake if any member of staff has a concern over the well being of any child.

If there is sufficient concern we have a responsibility to contact Social Services as a precaution, to ensure that the child is not at risk of significant harm or distress.

## **Accidents and Illness in school**

If your child is unwell in school we may contact you to ask you to collect your child early. For this reason it is important that you update us with any changes of address or contact number.

Occasionally accidents may happen. All such accidents are recorded and appropriate treatment given. Parents are informed verbally or by letter if necessary, depending on the cause and severity of the injury.

## **Medicines in school**

We do not have adequate facilities to keep medicines in school. So, if your child is on a particular course of medication we recommend that he or she stay at home until the course is completed.

The school staff will not administer medicine except for on rare occasions such as when a doctor's prescription determines it necessary for medicines to

be taken within a strict timescale, or 4 times a day, or if specified with food, even though he/she regards the child as fit to attend school. In these circumstances, please explain the position to the office staff or Headteacher, who will ask you to sign a consent form or be present at school to administer the medicine. The Headteacher cannot guarantee that medicine left at school will be administered.

## **Infectious Diseases**

If you know of an infectious disease within your family please notify the school as soon as possible. For certain diseases, such as German Measles, there are strict guidelines on the minimum period your child must be away from school. Please check with your doctor or school if you are in doubt.

If your child suffers from a condition such as Asthma or Diabetes, and needs medication with them at all times, please label any inhalers etc clearly with their name and any necessary instructions. You will also be required to complete a Healthcare Plan so our staff understand any requirements and can support your child.

The school day includes supervised play outside. We assume that if a child is well enough to come to school he or she is also generally well enough to take part in outside play during breaks and outside PE. We do not have the facility to supervise children separately inside.

## **The Association of Friends of Deeping St James Community Primary School**

The school is extremely fortunate to be very well supported by parents and “friends” of the school.

Over the years the Friends have helped the school to buy some very useful, and sometimes essential resources, thus enabling us to provide a fuller education for our children.

The Friends is a registered charity with the object “ to advance the education of the pupils of the school”. In furtherance of this object the association may:



- Develop more extended relationships between the staff, parents and others associated with the school.
- Engage in activities, which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority)

The Friends arrange regular events for both parents and children to fund raise for the benefit of all the children in the school. Over the past couple of years, money raised by the Friends has enabled school to purchase: ICT and video equipment (including i-pads), musical instruments, improvements to the environmental area, a new trim trail, staging and hi-viz jackets. They also pay for the coach for the Y6 residential (see above). If you think you could help, as a pair of willing hands, or be in a position to donate prizes, cakes etc from time to time, please let us know via the school office.

## **Charities**

To help the children become more aware of the wider community we actively support several charities each year. In the past we have been able to make generous donations to the Lincolnshire Air Ambulance and New Hope Ministries. The children themselves often suggest good causes that they wish to support and regularly fund raise for Red Nose day and Children in Need.

## **Charging Policy (School visits and Educational activities)**

In the Education Reform Act 1988, the Government emphasised its policy of “free school education” and laid down arrangements on how to charge for school trips. Briefly summarised, it states that school funds should fund all aspects of the school curriculum, which take place in the normal school day but the school can ask parents to make voluntary contributions if an activity cannot be met out of the school budget.

At our school we support the Government’s policy on “free education” but we also recognise that voluntary donations from parents are essential to help run certain activities.

We will always let parents know which activities cannot operate without additional voluntary funding and explain why we would like to offer such an activity. We always emphasise that there is no obligation to contribute and we will always let pupils participate, even if their parents are unable or unwilling to make a donation. If there is insufficient support from parents to run any particular activity, then it will not go ahead.

On visits away from school for more than one day, parents will be charged the cost of the necessary board and lodgings but the transportation costs and admission fees remain voluntary.

## **Freedom of Information Act**

The school has a policy with regard to requests made under the Freedom of Information Act. All requests for information should be made to the school administrator. Some requests may result in a small charge to cover costs.

## **Personal Property**

We expect all children to be responsible for the safety of their own property. From time to time children, naturally, like to bring some of their personal

possessions into school. We ask parents to keep this to a minimum. The school cannot be responsible for looking after these items and children can be very disappointed if they are lost or damaged.

To help avoid accidental injury in both the classroom and playground we would ask that children not to wear any jewellery whatsoever. If you wish your child to wear earrings (studs are the only type of jewellery allowed in school) they must be removed, by themselves for PE and the school cannot take any responsibility for their safekeeping.

To help reduce the risk of misplacing any item, we recommend that children do not bring watches or earrings into school on the days that they do PE.

## **Bags and Baggage**

All pupils in Key Stage 2 have their own lockers in which to keep their possessions. We have limited space in the cloakrooms and would ask that all children's bags be kept to a reasonable size. Children only need to bring their PE/ Swimming Kit and lunch. All the materials they need to use in the classroom will be provided for them.

## **Secondary Education**

Lincolnshire retains the Grammar School system giving our children a variety of school options to continue their education. Children have the opportunity to take part in the 11 plus examination and the Headteacher is happy to discuss this option with interested parents.

The majority of our children will transfer to the nearby Deepings School. Liaison between the Key Stage 2 teachers and the secondary schools is very good. Staff work closely together so that the transfer to the Secondary School is as smooth as possible. In the Autumn Term prior to leaving, Year 6 children and their parents will be able to attend a variety of meetings, meet staff, ask questions and make preliminary visits to the secondary school. Year 6 children who may find the move to secondary school difficult, have the opportunity for extra transition visits.

We strive to offer opportunities so that parents are able to make a choice of secondary school that they feel will best serve the needs of their child.

## **School Closure**

Very occasionally we experience unforeseen circumstances, severe weather conditions for instance, which may cause us to close the school early. If this happens we will make every effort to contact all parents by Parentmail and /or telephone and we will not release children from the care of a member of staff unless we are fully confident that he or she will be received by a parent or responsible person. If severe weather conditions cause the school to close we will put an announcement on local radio ' Hereward FM 102.7'. or Radio Lincolnshire and Parentmail will also be used.

## **A final word from our Chair of Governors**

Dear Parents and Carers,

I hope that you have enjoyed reading through our prospectus – and that you now have a clearer picture of the school ethos, and what we can offer you and your child.

We are passionate about helping children reach their full potential, with a highly skilled and committed staff providing a wide range of stimulating learning experiences for all our pupils. The quality and breadth of education on offer, ensures that all pupils have the opportunities they need in order to thrive and develop into the well-balanced citizens of the future.

The Governing Body work in partnership with Mr Wilkinson, to deliver strong leadership, and to implement our effective strategic vision for the future development of the school.

It is through a genuine collaboration between home and school that we can help pupils achieve the most. We strive to establish a happy and productive partnership with parents – we hope your family will join us for the journey ahead.

Yours sincerely

Mr D Ludford

Chair of Governors

