



**Chittlehampton Church of England
(V.A) Primary School**
Chittlehampton, Umberleigh, Devon EX37 9QW.



Tel: 01769 540286

E-mail: admin@chittlehampton.devon.sch.uk

Website: www.chittlehampton.devon.sch.uk



Executive Headteacher: Mr Stephen Mellor

Head of School: Mrs Wendy Evans

Chair of Governors: Mrs Jayne Hooper



School Prospectus 2017/18



Devon Moors
Federation

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About Our School

Our school is a member of the Devon Moors Federation. As a federation we work closely together with three other schools to provide the best teaching and learning environment possible for all our children. The schools we are federated with are: Filleigh Primary, Coplestone Primary and Spreyton Primary. While we share a similar ethos and resources with our federated partners, we retain our individuality which, we hope, is apparent through this prospectus.

1.1 Vision, Values and Aims

Vision

"A caring learning community, fulfilling potential and achieving excellence together, guided by our Christian Values."

Values

As a Voluntary Aided Church of England School within the Diocese of Exeter we believe that every person has a right to be respected as an individual and to be given opportunities to develop and thrive emotionally, spiritually, and morally in their every day education. We achieve this through our Core Christian Values of endurance, wisdom, courage, creativity, forgiveness and friendship.

Aims

The aims of Chittlehampton Church of England Primary School are to:

- Establish a Christian ethos of care and respect for everyone both in school and in the wider community
- Nurture and value each individual's achievements, ensuring that everyone assumes responsibility for their own actions and is prepared to make a positive contribution in life
- Create a 'can do' culture where risk taking is encouraged and where there is no fear of failure
- Inspire lifelong independent learning
- Aspire to the highest possible standards of teaching and learning within an exciting broad and creative curriculum
- Provide a safe, stimulating, healthy and happy environment in which to learn
- Promote high expectations and enjoy high levels of achievement in all aspects of the curriculum and life of the school
- Fully develop effective and meaningful links with the home, the Church and the wider community

1.2 Philosophy

At Chittlehampton Church of England School a strong Christian ethos shapes our teaching. We believe children are our richest resource and we try to foster a

love of learning and of life. We encourage the '3H's' of hard work, high expectations and happiness. Central to achieving this is the acceptance that children need to be encouraged to take chances and learn through errors. We promote a disciplined work ethic which, combined with sensitive differentiation, enables us to mould a purposeful working atmosphere and a shared responsibility for learning. We celebrate children's successes within the classroom and in whole school celebration assemblies. Our staff work as a team that forges an ethos based on a flexible, caring approach in which individuals have a voice that is heard. We endeavour to create an open and friendly environment in which everyone is assured of individual attention and equal opportunity.

The Children's Ethos

We look after God's world and all his creations.

We are friendly, polite and welcoming to everyone.

We work together and take part as well as we can, in all activities.

We enjoy challenging work and know how to help ourselves when we are stuck.

We always try to choose the correct path to follow and discourage bad behaviour.

We support each other so that we all achieve our best and continue to improve.



1.3 The Learning Environment

Chittlehampton is a beautiful Devon village set amidst rolling hills and meandering rivers. The village was one of the first centres for Saxon colonisation. Our main school building was built in 1865 and nestles beside the impressive church of St Hieritha. Although it has Victorian origins, our building has been continually improved and extended so it now feels modern and up to date.

Chittlehampton School is a small school, catering for children from 3-11 years. We have just two classes named after local rivers; Taw Class is for Pre-School, Reception and KS1 children and is taught by Mr Phil Parsons; Torridge Class is for KS2 children and taught by Mrs Wendy Evans, the Head of School. Having just two classes staff are able to get to know children and parents very well and

can tailor their teaching to suit individual needs. Being a small school, we have fostered a true, caring, happy and secure atmosphere where children are encouraged to take an active role in their local and wider community.

1.4 Our Pre-School - Little Acorns

We accept children into our pre-school once they have had their third birthday. Our pre-school, known as Little Acorns, is open from 8.50am - 11.50am each morning. It is based within Taw Class and run by a pre-school leader who works alongside the KS1 teacher to deliver the children their curriculum entitlement. Admission to Little Acorns can be made through the school office.



1.5 Admission to Reception

Chittlehampton School admits children to Reception at the start of the Autumn Term in the year before their fifth birthday (children who will reach the age of 5 from September - August).

The school's planned admission number is 8 pupils per year group. The priority order established in the admission criteria would apply to all children seeking admission in the event that the number of applications exceeds the planned admission limit.

A child, who has an Educational Health Care Plan where the school is named on the plan, will have precedence for a school place.

The over subscription criteria are currently:

1. Children who are in Local Authority Care ('Children In Care')
2. Children living within the schools designated area with siblings attending the school at the time of admission.
3. Children living within the school's designated area
4. Children who live outside the school's designated area whose parents or carers are regular attenders of a Christian Church.
5. Children living outside the schools designated area with a sibling who will be attending the school at time of admission.
6. Other children who live outside the designated area.

In the event of a tie break situation in any category, priority will be given to children living nearest to the school as measured by straight line distance using GIS (Geographical Information System). Measurements will be made from the entrance to the home to the nearest official entrance of the school.

Appeals: An appeal procedure exists for parents whose children are not offered a place at school. More information about this procedure is available from the school or the Area Education Office.

Visits to view the school are encouraged at any time; please telephone to arrange a suitable appointment.

1.6 Starting School for the First Time

Our reception teacher, Mr Phil Parsons works very closely with new parents to ensure a smooth start to school life for the children. Pre-school children in our Little Acorns may attend between 1-5 mornings a week. Children who do not attend our Little Acorns will be invited to have taster days in the Summer Term before they begin school in September. Home visits from Mr Parsons take place in the half term before they start in September. Transition information is passed on from all pre-school settings, so all children can be matched to their abilities as they settle into school.

1.7 School Transport

Devon County Council has a policy on the provision of school transport. It provides for free school transport where a pupil of compulsory school age lives beyond the statutory distance from a school serving the home address. The statutory distance is defined as two miles for children up to eight years of age and three miles for those of eight and over. To qualify, the statutory distance is measured by using the shortest available route between home and school.

There are exceptions to this policy. Some pupils may be given free transport even when they live within the distance for special reasons - eg medical - and free transport may also be offered to pupils who have a place at a maintained school that is not the designated school but which is the closest to the home and beyond walking distance.

It is the parents' responsibility to arrange for children to travel safely between home and picking up and setting down points. Where the Authority is not obliged to provide transport it is the parent's responsibility to make arrangements for and meet the costs of travel between home and school.

Where spare seats on the County Council's transport vehicles or contractors' vehicles are available, these may be occupied by children not entitled to free school transport on the purchase of a concessionary ticket. Adequate warning will be given to parents should the concession need to be withdrawn. If parents are unhappy about the way the policy has been applied, the Area Education Officer will be willing to discuss any concerns. An appeals procedure exists. Further information is available from the Area Office.

The school curriculum and extra-curricular activities

2.1 The curriculum

Our curriculum is organised into topics or themes which are relevant and creative. It focuses on developing skills as well as knowledge and is organised to

ensure pupils experience a wide range of high quality, stimulating and exciting opportunities during their time at school. We use a range of teaching styles to reach all types of learners and offer small group and individual teaching when necessary.

We strongly believe that in order to become independent learners, pupils need to develop their analytical and critical thinking skills. We make sure they have plenty of opportunities to take risks, share ideas, form opinions, ask questions and take responsibility for their own actions and behaviour.

All children in the school follow the National Curriculum programmes of study. Core subjects: Mathematics, English, Science and R.E.

Foundation subjects: Technology, History, Geography, Music, Art and Design, PSHE and Citizenship, Computing, PE, and French in KS2.

We also offer children Forest School activities on land adjacent to our school.

Religious Education

The school follows guidelines provided by the Diocesan Board of Education. Christianity forms a large part of this curriculum but we also teach children about other world faiths to encourage tolerance and understanding of others.

Sport and Physical Education

Great importance is placed on Physical Education. During normal school time children have weekly activities which include dance/movement, games and gymnastics. We are able to use the village football field for our games sessions and our sports day which is always well attended and supported by parents.



We take part in local tournaments with neighbouring schools wherever possible.

Forest School

We offer all children Forest School session for one afternoon on a half termly rotation. The Friends of Chittlehampton School have fundraised to acquire land for these sessions to take place on.

2.2 Special Needs Educational Needs (SEN)

A child or young person has SEN if they have a **learning difficulty or disability** which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

has a significantly greater difficulty in learning than the majority of others of the same age

or

has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

Definition of Special educational needs (SEN) in the SEND Code of Practice: 0-25 years (July 2014)

The school has a clear procedure for identifying and supporting children with special educational needs. In the first instance the class teacher will provide quality first teaching to address any issues of children not making sufficient progress through the regular monitoring of all children in their class. If the child is still making less than expected progress the class teacher and Special Educational Needs Co-ordinator (SENCo) will gather evidence to determine whether the child has SEN. This is the start of the graduated response process- assess, plan, do and review. At this stage we will also aim to seek the views of the parents and, if appropriate, the child themselves.

If it is decided that the child has SEN the class teacher and SENCo will create an Intervention Plan to show clearly the areas of need and what will be done to address them. There are four broad areas of need.

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

These four areas will be reflected in the Intervention Plan. The parents/guardians will be involved in this process. It may also be appropriate to seek external professional support at this stage, for example from the Educational Psychologist or speech and language services. The review of the plan will take place approximately once a term to judge if the interventions are being

successful and what the appropriate next steps should be. At all times we will aim to share the Intervention Plan with parents and, if appropriate, the child.

For more information, please contact Mr Parsons at Chittlehampton Primary School 01769 540286.

2.3 Collective Worship

Collective Worship forms a central part of school life. Worship takes place daily. These include singing, stories, drama, prayer and teaching - usually around a theme. Local clergy are frequent visitors and take regular assemblies. We also encourage other visitors to take assemblies such as Open the Book drama group. Parents do have the right to withdraw their children from acts of worship if they wish.

Children are also given opportunities to reflect on their faith and take part in prayer at other times of the day. We hold regular services during the year at the Church, such as Harvest. Parents and the community are encouraged to join us at these services.

2.4 Sex and Relationships Education

All year 5 & 6 children are given sex and relationships education as part of our Health Education Programme. A variety of approaches are used, and the school nurse is closely involved.

Parents are told in advance about the lesson, and are given the opportunity to see the material and discuss matters if they wish. The emphasis at this age is on growing, changing and puberty. This is also taught through the Science and PSHE curriculum at various times and ties in with the children's work later in secondary school.

Parents may withdraw their child from this part of the curriculum if they wish, by writing in, requesting that their child be withdrawn from this lesson.

Past experience suggests that parents appreciate the way we deal with this matter.

2.5 Extra-Curricular Activities

Staff commitment to providing high quality extra-curricular activities is often helped by specialist Sports Coaches, Meal-Time Assistants, parents and older pupils. Clubs are run for several weeks and then change so that over the course of a school year, after-school or lunchtime clubs can cover a wider range of activity.

2.6 Charging for activities

In line with current legislation, the Governors have to inform you that there are some activities which we include in the normal life of the school which can only go ahead if parents make a voluntary contribution towards the cost of such activities. We give you details of these activities in writing well in advance, and ask you if you will help to finance them.

2.7 Educational Visits

Educational visits bring the curriculum to life and enhance children's learning. We try to arrange termly visits to local places of interest or bring outside visits into school. An overnight camp with Filleigh Primary School and biannual residential allow children in KS2 exciting outdoor activities whilst building friendship across the Federation. We also visit museums, and incorporate theatre trips and visits to other schools.

We often arrange visits to school by creative artists, authors, theatre groups and other talented groups who help children to learn in a 'hands on' way.

The Partnership between School and Home

3.1 Homework

Parents are encouraged to help with their children's schoolwork and achievement, both in and out of school. Homework is set to consolidate and support pupil learning. In KS1 reading books are sent home each day and parents are encouraged to read with their child. Each child has a reading record book for recording comments about how things are going. We like parents to write in the book telling us how they feel their child is progressing.

Homework in KS2 is set appropriately for different ages of pupil and includes a variety of tasks. These might be from learning spellings to research tasks. Feedback is given either verbally or written. Information about this is given in the programme of study sent to parents at the beginning of each term.

Our web-site includes advice for parents on how to support their children at home and links to some informative web-sites to support the children's work outside of school.

3.2 Home/School Communication

Our policy is to encourage co-operation between the school and the family. This is the key, we believe, to security and happiness for the children, leading to their success in the classroom.

We have a fortnightly newsletter, which the children take home on Friday afternoon. The aim of this is to keep you informed about what is going on and give you details of any special events. It also helps minimise misunderstandings that might otherwise arise. Other organisations sometimes publicise local events in the newsletter. You will also find up-to-date information on our website: www.chittlehampton.devon.sch.uk including copies of recent newsletters.

Staff are always happy to see parents by appointment and if you have any concerns at any time, please come and talk to us about them. We will act on your concerns and help if we possibly can.

3.3 Helping in School

Parents are encouraged to be actively involved in the school during the school day - helping with reading and many other activities such as cookery, gardening, crafts and educational visits. If you feel you have any skills to share with children or time and the enthusiasm to help in any way, we would be pleased to see you.

3.4 Behaviour and Discipline

Children are expected to show responsibility and to be accountable for their actions. We use positive discipline to manage behaviour, praising and rewarding good behaviour. Clear rules and consequences encourage them to face up to the consequences of their actions. We actively discourage irresponsible or intolerant physical behaviour; we do not accept bullying in any form.

Children are praised for thoughtful, courteous and caring behaviour. This will often take the form of stickers, verbal praise, or a special mention in assemblies. Once celebrated in assemblies, they will then have their photograph displayed on the celebration board in the entrance hall.

3.5 Reports & Parents Evenings

We have Parents Evenings three times a year, usually in October, March and July. We will use this time to talk about your child's progress and to set some targets for the term ahead. You are welcome to come and see the work your children have been doing. Appointments to see the staff can be made at a mutually convenient time, and your children's work will be available for you to look through before discussing with your child's teacher.

A full written report is sent home annually, giving teachers' comments on a child's progress in each curriculum subject. This will include a clear comment in Maths and English and on how your child is progressing compared to National expectations.

3.6 Absenteeism, attendance and punctuality

We are required by law to keep a record of all absences, and to define between authorised and unauthorised absences. It is parents' responsibility to inform schools of the reason for a child's absence as soon as possible. Parents are expected to contact the school office by 9.30am on the first day of absence. On their return to school children should bring a letter from their parents confirming the reason for their absence.

In the event of no contact having been made regarding a child's absence by 10am on the first day of absence, the school will endeavour to contact parents to make them aware that their child is not in school. We can not endorse holidays during term time.

If unexplained absence occurs, or the school is concerned regarding irregular attendance, parents are made aware of our concerns and the assistance of the Education Welfare Officer will be enlisted.

Punctuality is important as a life skill and we ask parents to make every possible effort to make sure their child arrives at school and is in class at 8.50am.

3.7 Complaints and Procedures

If parents have any concerns regarding their child, they should first be addressed to the child's teacher, where in most cases any problems can be resolved. If not resolved the Head of School should then be contacted. (The Head of School can also be contacted about more general issues with school life.) If your problems are not resolved this way the Executive Head can then be approached.

We have a policy for Complaints about the curriculum and related matters, which is available on request. If matters are not resolved with the teacher, Head of School or Executive Head you should write to the Chair of Governors. If this does not lead to a satisfactory conclusion, the next step is to write to the Chief Education Officer. Contact details can be found in the back of this prospectus.

3.8 Friends of the School (FOCS)

We are very pleased to have an active Friends of School who work very hard to raise funds for the school. Typically they will raise over a £1000.00 a year which is spent on many different things including: trips out; garden projects; computer and sports equipment.

Caring for your child at school

4.1 The school day

Our school day is structured as follows:

8.00 - 8.50	Breakfast Club
8.50 - 9.00	Registration
9.00 - 12.10	Morning session - includes a 20 minute break and 20 minutes of collective worship
12.10 - 1.30	Lunch time
1.30 - 3.30	Afternoon session*
3.30	End of School

*Key Stage one children have an afternoon break.

Pupils not in Breakfast Club are given access to school at 8.45am.

4.2 Breakfast Club

A breakfast club is offered to parents who need to leave for work before their child starts school. Here the children will be offered a nutritious breakfast and given time to play before they move into class at the start of the school day.

Places on the club will be limited and need to be booked and paid for through the school office.

4.3 Dressing for school

Parents are asked to support us in our policy of expecting children to dress appropriately at all times. We have a dress code consisting of a royal blue school sweatshirt bearing the badge of St. Hieritha, matching fleeces and royal blue or white short sleeved polo shirts with the motif. Grey or black trousers/skirts are worn; blue/white summer dresses are an option for girls. Socks should be grey or white and shoes should be closed toe and suitable for running around the playground at playtimes.

Children in Little Acorns have the option of wearing a royal blue sweatshirt with a Little Acorn emblem, they are also asked to have a waterproof 'one-piece' and wellington boots.

In summer, when the children play on the village field during lunch playtime, there is little or no shade from the sun and hats are an ideal protection. Our PE kit is a sunflower yellow t-shirt, with logo, royal blue shorts and trainers. For team sports we have a school gold hoodie and school tracksuits which we lend to the team. Navy track suits are permissible during winter months. Trainers should fit securely and not slop. For swimming, children will need a swimming costume and towel. We request that all items of clothing and bags are clearly labelled with the child's name.

Items of school uniform are available from Maritime Motifs in South Molton (01769 572727) and second-hand from the school office.

4.4 School meals

The school uses Devon Norse to provide our school meals, which are freshly prepared and eaten in the Village Hall. KS1 children are entitled to a free school meal everyday. The menu (which is available on our web site) uses only fresh locally sourced ingredients and provides a healthy, nutritionally balanced meal.

Children are encouraged to try everything, but we are sensitive to any specific dietary needs, allergies etc. Dinners can be ordered daily, but no later than 10am each morning. We believe that the meal provided represents excellent value for money. Please ask in the school office for current prices. Children are also offered milk each day.



4.5 Packed Lunches & Snacks

As we have adopted a healthy eating policy, sweets and canned drinks are not encouraged in school. We have a water cooler and dispenser at school and children are encouraged to drink regularly throughout the day as access to water encourages the brain to be more effective and children to be more active learners. The school provides free fruit and vegetables to all pupils in KS1 at break time. We encourage children who bring their own snacks to have fruit, cheese or breadsticks.

4.6 Health and Safety and Safeguarding Pupils

The health and safety of all our children is of prime importance to us. Each year the governors carry out a safety check of the school to make sure the building and site is as safe and secure as possible.

Our school takes the safeguarding of our pupils as the highest priority. The Executive Head is the designated person in charge with the Head of School acting as Deputy.

There is a governor in charge of Child Protection and all staff, governors, supply staff, support staff and parent volunteers are checked. If you have any concerns about the welfare of a child at the school, you must make them known to the designated teacher or their deputy as soon as possible. All concerns are followed up without exception following the Devon Child protection guidelines. Our Safeguarding and Health & Safety Policies are available in the school office should you wish to read more on this subject.

4.7 Insurance

Pupils are insured against injuries caused by building defects etc. and accidents which arise out of negligence by a member of staff. The Diocesan Education Committee is insured against Public and Employers Liability. Pupils are not insured against PERSONAL injury. Parents should take out such insurance personally should they regard it desirable. Toys and other personal belongings such as cameras, personal stereos etc. should not be brought into school unless they are requested, or permission has been sought. The Governors expect all employees and pupils to accept full responsibility for their personal possessions, including money.

CALENDAR OF TERM DATES 2017/2018

Term	First Day	Last Day
Autumn 2017	6 th September	20 th December
Spring 2018	4 th January	29 th March
Summer 2018	17 th April	20 th July

Half-term Holidays

Autumn 2017	23 rd October - 27 th October
Spring 2018	12 th - 16 th February
Summer 2018	28 th May - 1 st June

'May' Day Holiday	7 th May 2018
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**STATISTICS & ADDITIONAL
INFORMATION**

(We are required by law to inform you of the following)

Absences

In the Academic year 2016/17 **authorised** absences were at a rate of 3.1% **unauthorised** absences were at a rate of 1.0% making our attendance rate 95.1%.

Results of National Curriculum Assessments of 7 Year Olds

As there were fewer than 10 children at the end of Key Stage 1 we are not obliged to publish the results. This is to protect the identity of individual pupils. However we are delighted to report that pupils in KS1 make very good progress.

Results of National Curriculum Assessments of 11 Year Olds

When there are fewer than 10 children at the end of Key Stage 2 we are not obliged to publish the results. This is to protect the identity of individual pupils. This was the case last year but results for 2013/2014 were as follows:

84% gained Level4 or above in Grammar, Punctuation and Spelling.

100% gained Level4 or above in Reading.

92% gained Level4 or above in Writing.

92% gained Level4 or above in Maths.

All of these levels were above the national average with 17% achieving Level6, (2Levels above expectation) in Maths and Writing and 25% achieved Level6 in Grammar, Punctuation and Spelling.

SCHOOL STAFF AND ORGANISATION 2017/2018

Executive Headteacher:

Mr Stephen Mellor

Head of School:

Mrs Wendy Evans

Teaching Staff:

Mr Phil Parsons - Taw Class

Mrs Wendy Evans - Torridge Class

Teaching Assistants:

Mrs Jo Dennis - Taw Class

Ms Krissy Borbely - Torridge Class

Mrs Kate Cook - Torridge Class

Support Staff:

Mrs Stef Hastie - School Business Manager

Mrs Sarah Bunyard - Administrator

Mrs Lin Sherwood - Meal Time Assistant & Breakfast Club Leader

Miss Amanda Parsons - Meal Time Assistant

Mrs Helena Scott - Kitchen Manager

Mr Colin Bawden - Caretaker

Mrs Rebecca Brewer - Chair of Friends of School

Local Education Authority:

Any information required from the Education Authority should normally be obtained by contacting:

Mr D Blower

or

North Devon Area Education Office

Civic Centre

Barnstaple

EX31 1EG

(01271) 388566

Chief Education Officer

County Hall

Exeter

EX2 4QG Tel.

Tel. (01392) 382000

SCHOOL GOVERNORS - DEVON MOORS FEDERATION

Mrs Jayne Hooper - Chair of Governors

Mr Steve Mellor - Executive Head

Mr David Coleman

Mrs Colette Kiff

Mrs Carol Newman

Mrs Liz Orme

Mrs Stef Hastie

Mrs Angela Urquhart

Mrs Laura Knapman

Mrs Sherrin Neenan

Clerk to the Governors - Mr Alvin Scott

You are able to contact any governor through the school. If you are interested in becoming a governor, please speak to the Clerk or Chair, who will be able to advise if there are any vacancies and give an outline of the duties involved.