



Parents' Handbook

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For general queries, contact
the school administrator:
Mrs Caroline Bradbury

Tel: 01235 831 368.

Email:
[office.3260@st-
blaise.oxon.sch.uk](mailto:office.3260@st-blaise.oxon.sch.uk)

Website:
www.st-blaise.oxon.sch.uk

St Blaise C of E Primary School
School Lane
Milton Heights
Abingdon
Oxfordshire
OX14 4DR

Dear Parents

We hope the information you will read here is both informative and helpful. We have tried to include all the information you might need to have to hand. For more detailed information, including relevant application forms and all school polices, please look on the School Website; or ask the office staff, who will be happy to help.

STAFF and staffing information

Headteacher	Mrs Ruth Leach Mrs Leach is also the SENCO -special needs coordinator
School Administrator Assistant Administrator	Mrs Caroline Bradbury Mrs Jude Savage
Teachers & Teaching Assistants	
Oak Class - Reception	Mrs Karen Green (Mon- Thu) Rachel Darby (Friday) Miss Megan Kilpin /Mrs Caroline Burgess
Poplar Class- Years 1 & 2	Mrs McDaid Mrs Lisa Howard/ Miss Megan Kilpin, Margaret Patching
Willow – Years 3&4	Mr Neil Lyne Mrs Kelly Kilpin
Maple – Year 5&6	Mrs Ruth Leach / Mrs Clare Kirkham Mrs Rachel Darby
Teaching assistants are based with one class and may be approached with information or queries for that class. They also work across the school fulfilling various roles supporting learning in different ways. Rachel Darby is also a HLTA (a higher level teaching assistant) and assistant SENCO.	
Support staff	
Lunchtime Supervisors	Mrs Caroline Burgess/ Mrs Rachel Darby/ Mrs Kelly Kilpin
Cook	Mrs Helen Kitching
Breakfast Club Supervisor	Currently not running
Caretaker/ Cleaner in Charge	Mrs Caroline Burgess
Cleaner	Mr Barry Burgess
Mini Bus Drivers	Mrs Rachel Darby/ Mrs Lisa Howard
Regular visiting teaching staff	PE – Sam Parish Music - Gemma Evans

Governing Body

Chair of Governors (co-opted, also a parent)	Mr Kevin Moyes
Vice Chair (Foundation)	Miss Jane Robinson
Headteacher	Mrs Ruth Leach
Staff Governor	Mrs Karen Green
Parent Governor	Mrs Caroline Darling
Parent Governor	Mr Mark Smith
Local Authority	Mr Richard Webber
Foundation	Mrs Fiona
Co-opted	Mr Liam Tremayne-Reichsburg
Co-opted	Vacancy
Associate Governor	Mrs Linda Shatford
Clerk to the Governors	Mrs Sarah Metcalfe

The role of the governing board is to set the direction for the school and to support and challenge the headteacher to ensure the school does its best for all pupils and their families.

The governing board currently works together as a whole group and meets monthly. More information on the governors, who they are, their interests and the role they play within the workings of the governing body can be found on the school website. Minutes of meetings are there too.

All governors may be approached for information on any aspect of school life, for help and support, and may be contacted through the school office.

BOBs

Buddies of (St) Blaise School is the name of our school association: parents, staff and friends of the school work together to support fund raising events and social occasions.

There is a committee -members are Hayley Myers (Chair), Louise Froud (Treasurer) and Gemma Moyes (Secretary) and they would all be very happy to chat to anyone interested in helping. Hayley's e-mail address is hayleymyers1982@gmail.com Being involved with BOBS is a fantastic way to contribute ideas, support the school community, and meet other people. Even if you can only spare the odd hour, every now and then, it would be hugely appreciated. The more people involved, the more funds we can raise for the children.

Mission Statement

St. Blaise provides an inspiration through Christian values, enabling all to become the best that they can be.

Christian values: Love, respect, determination, peace, creation and creativity

Aims - enabling children to

Challenge themselves to reach their full potential	<ul style="list-style-type: none">*Individual pupil's needs are catered for through careful planning and differentiation.*Staff encourage children to experiment and take risks when learning.*Staff foster; resourcefulness, resilience, reflectiveness, positive relationships and the ability to take risks with their learning.
Receive an engaging purposeful education of the highest quality	<ul style="list-style-type: none">*Children are involved in planning teaching and evaluating learning.*Children's interests and ideas are used to plan topics.*Children work in mixed year groups and mixed age teams.*Staff enable pupils to access a high number of learning opportunities via trips, visitors and outdoor learning.
Learn in a safe and caring environment	<ul style="list-style-type: none">*The Headteacher and staff ensure that they know and understand every child and their families.*The staff work together to maintain the outstanding health and safety audit – attained in January 2017*Children are encouraged to plan for risks and help make decisions about safety management.
Develop a sense of ownership and belonging to the whole community	<ul style="list-style-type: none">*Children are consulted about all aspects of education, pupil voice and reflection is built into all aspects of education.*Parents and community members are invited to a range of events, assemblies and fundraising functions.*Many local people support us by volunteering, gardening, reading, and running activities for groups. We work alongside local youth projects.
Grow together in Christian faith and spirituality	<ul style="list-style-type: none">*We work alongside Milton churches to provide a range of opportunities for our pupils to experience faith in the community.*We provide areas and time for personal reflection for adults and children.*We unite as a team showing mutual respect. We believe in individuals needing to use their talents for the good of all.

Our school will achieve the above aims in an environment that:

- displays a distinctive Christian character
- works in partnership with parents and carers
- is inclusive of all.

Learning and Teaching

“Tell me and I will forget, show me and I will remember, involve me and I will understand.” Chinese Proverb

At St Blaise, we aim to ensure that the pupils in our school are provided with high quality, inspirational and purposeful learning experiences that lead to a consistently high level of pupil progress and achievement. High quality teaching lies at the heart of effective learning and makes a significant difference to the lives of the pupils in our school.

We acknowledge that all members of the school community are individuals and come to school with amazing gifts, remarkable talents and immeasurable potential. We have a moral duty to ensure that each child is able to discover and build on their potential and in doing so foster the skills to become lifelong learners.

At St Blaise, we believe that the measure of a well-educated child is not only academic success. We feel strongly that a child should have a range of skills, qualities and attitudes that will enable them to be successful, enjoying life’s journey through education and into the adult world.

We believe it is important for pupils to develop and to deepen positive Christian values, and in doing so consider the implications of their choices in relation to themselves, the communities from which they are part, and the wider world. Our school Christian values that were decided by our whole school community are:

love, peace, respect, determination, creation/creativity.

These values underpin all that we do at St Blaise.

Detailed information on the curriculum can be found on the school website: this includes the school’s Learning & Teaching Policy, Subject Policies, Schemes of Work and class Topic Webs – these let you know what is being taught as each new term comes along.

Assemblies, Collective Worship and Religious Education

It is a statutory responsibility for schools to provide pupils with an opportunity to take part in a daily act of worship. As parents, you have the right to withdraw your child from acts of worship, and from Religious Education lessons, and you should write to the Headteacher if you wish to do so. We would, however, urge you to come and see for yourselves an act of worship and take the opportunity to discuss RE teaching before making a decision.

Assemblies, including the daily act of worship, are an important part of the school day, as the whole school comes together to celebrate and promote our Christian Values.

Sharing assemblies

Parents, family and friends are often invited to join us for special assemblies and services, some of which are held at St Blaise Church. Our certificate assemblies are held on Fridays at 9am: these celebrate the success and achievements of all pupils and parents are always

welcome. The dates for these and other events are in the bi-weekly newsletter, on school website calendar and are posted on the whiteboard outside the reception area.

School Prayer

Our Heavenly Father,

Thank you for the gift of learning here at Saint Blaise,

Help us on the journey of life so that we can do our best,

Give us love in our hearts today,

Amen

Lunchtime Prayer

Varies

Religious Education

As a Church of England School, we aim to encourage children's understanding of Christianity through religious teaching and the values of love, respect, determination, peace, creation and creativity: this forms part of the school ethos and is not restricted to RE lessons alone. As well as Christianity, children learn about other faiths and religions. Visits are made to places of worship such as Mosques and Synagogues. The children make regular visits to St Blaise Parish Church and Milton Methodist Church.

Please look for the RE and SMSC (Spiritual, Moral, Social & Cultural) Policies on the school website and for more information on our School Values.

Assessment

It is essential that work planned for children is appropriate to their needs. Pupils are regularly assessed through on-going activities and through specific tests and tasks. There is also an emphasis on pupils assessing their own achievements to ensure they have a good understanding of their strengths and weaknesses and as a vehicle to raising self-esteem. Progress and achievements are recorded and regularly shared with parents.

Legal Requirements

We have a legal obligation to assess pupils at the end of KS1 and KS2. If our year groups are 11 or less we are not required to publish results. It can be appreciated that small groups of children do not necessarily reflect the national picture.

Additionally, Year One pupils are required to participate in a Phonics Test.

Reporting to Parents

There are three parents' evenings each academic year when you are invited to discuss your child's progress, exchange information, ask questions and express views. During our spring meeting we share a midyear report and discuss ways to help children meet their targets.

A written school report is given to parents at the end of the summer term; this highlights your child's progress and attainment, strengths and areas for development.

Special Educational Needs and Disabilities (SEND)

At St Blaise we recognise that each child is an individual with particular needs. From time to time children may need extra support and individual help with an aspect of school life. As many as one in five children may have 'special educational needs' at some time during their school careers. These needs may be physical, intellectual, emotional, social or behavioural and range from the mild to the complex and may be long-term or short term. In our small school, we know our children well and are able to pick up any difficulties quickly, but we also rely on you, as parents, to keep us informed of any difficulties you notice, and of changes in home circumstances that may affect your child.

Teachers respond to the diverse learning needs of the pupils and strive to remove any barriers to learning, ensuring all are able to access and participate in the curriculum. If individual support is needed, each child follows a carefully planned and personalised intervention programme. Support may include one-to-one tuition, small group work and support accessing the curriculum within the classroom.

Partnership with parents is a crucial part of a successful school experience for each child and particularly for those needing additional support. Once a child has been identified as needing support, the teacher will work with pupils and parents to draw up an agreed action plan and progress will be monitored and reported on between three and six times a year. As parents you will be kept fully informed of your child's progress and advised how you can support your child at home.

Autism: we now have several pupils who have been diagnosed on the autistic spectrum. Pupils' needs are often wide ranging and very different to other pupils. We have several parent and child friendly books in school, which are available to all parents to support you in your understanding of the needs of autistic children.

The Headteacher is the SEN co-ordinator. Please see our SEND and Inclusion Policies. You may also be interested to read our school policy for Gifted and Talented Pupils.

Pupil Premium Grant

This is additional government funding for schools that is allocated for pupils who may be, or have been, disadvantaged in some way during their schooling. These funds are for pupils in receipt of free school meals, children who are being Looked After (those who are unable to live with their birth parents), and children of parents in the Forces who may have moved schools several times. For more information please ask the Headteacher or see the school website for the Pupil Premium Policy and information on how funds are spent.

School Uniform

The wearing of school uniform helps pupils to feel part of the 'St Blaise family'; it also helps parents avoid those discussions about what to wear! Most items are readily available; items with the school logo are available via the school office.

- Bordeaux sweatshirt or cardigan with school logo (other Bordeaux tops without logos may be worn).
- Light blue polo shirt with school logo or plain light blue polo shirt or blouse.
- Grey trousers, skirt or dress (jogger type trousers and trainers are not appropriate for wear during the school day).
- In the summer, a blue checked dress or grey shorts are optional.

Oak Class

- Children in Oak Class will need a waterproof jacket, over-trousers and Wellingtons in school at all times in order to access the outside area all year round.

School Uniform can be purchased via the office. Please collect an order form.

- Sweatshirt (*size 22" – S-34"*)
- Sweat-cardigan (*size 24" – S-34"*)
- Reversible coat (*ages 3/4 to 13/14*)
- Polo shirts -
(*sky blue with school logo size 22" – S-34"*)
- Tee shirt -
(*white with school logo size 22" – S-34"*)
- PE Kit (T-shirt & shorts) + embroidered bag
- Book Bags
- Water bottles
- Swimming hats

Footwear

- Black or brown shoes (no elevated heels please).
- We discourage open-toe sandals in the summer, as they can be a health and safety risk.
- We do not allow 'fashion' boots, or High Tops; (trainers are needed for PE).

PE

Children are expected to have their PE kit (named please), including appropriate foot wear, in school at all times. It is best to bring PE kit to school on a Monday and take home again on a Friday.

- Each child will need: - white polo shirt or plain white T-shirt; plain burgundy, black or blue shorts; and trainers (plimsolls are optional for indoor wear).
- Tracksuits may be worn for outdoor PE when the weather is cold, but not for gym as loose clothing can be a health and safety risk.
- Long hair must be tied back during all PE lessons.
- Small studs have to be taped* or, ideally removed for PE and games, and must be removed for swimming. *Children must bring their own Micro porous Surgical Tape to school in a named box in order to protect their ears. In the interest of health and safety, if a child wearing earrings does not have any tape, they will NOT be permitted to take part in the PE lesson and a letter will be sent home.

We take years 3-6 **swimming** in the Spring Term: pupils need a one-piece costume/traditional trunks; all children must wear a hat.

All items of clothing and personal property should be clearly named: this enables staff to return mislaid property!

No **nail varnish** or **tattoos** please.

Jewellery should not be worn to school. The school cannot be held responsible for lost items. **Watches** may be worn, but we cannot be held responsible for lost items. Smaller, slim line watches are preferable, as chunky watches may be dangerous when children are playing.

We do not permit **toys** in school unless it is by agreement or as part of a birthday show and tell.

We apologise for all the 'MUSTs' and 'NOs'- but adhering to these requests, does help everyone.

Attendance

School hours

The school building opens at 8.40am and registration begins promptly at 8.50am in Poplar, Maple and Oak. We respectfully ask that parents and guardians leave their children in the Hall in the morning and do not come in to the library area; this is to encourage independence and a prompt start to lessons. We also ask that parents of children in Oak follow these procedures as well, as soon as their child is settled into the school routine, by the start of the Spring term this applies to all pupils.

The hall, side doors and Community Room will be locked at 9am. Access to the school after this time should be via the main entrance.

The school day finishes at 3.15pm, when children are collected from the hall.

Regular attendance at school is essential to helping your child/ren make progress and reach their full potential. Pupils whose attendance falls below 95% will be monitored by the school and discussed with parents where appropriate. A Parent Contract meeting will be held when attendance falls close to, or below, 92%.

Lateness

Punctuality is an excellent life skill and is encouraged by everyone at school. However, there may be unavoidable reasons for lateness and parents should notify the school if this happens. Persistent lateness is unhelpful to your child/ren and is disruptive to the whole class.

If your child arrives after the register has been closed they need to report to the office where their attendance will be recorded as late. If your child is frequently late, we will ask to meet with you to identify any issues that are causing your child's late arrival and put support systems in place.

Illness

Please contact the school by 9am on the morning of the first day of absence to allow the school to record the absence accurately and if appropriate, authorise it. The 'phone system has an absence answer-machine; this is the best way to inform us. Parents should give an indication of the probable length of absence if it is likely to be longer than one day. If there is no contact from the parent, the school will telephone to ask for the reason for absence; this is to ensure pupils who have set off for school, have arrived safely.

Please provide a written explanation on your child's return, as we require this for our records. If no written explanation is given, you will be asked in writing to provide one. This helps us to track absences accurately and is a government requirement.

Please telephone the school office on 01235 831368

Sickness

If your child is unwell with vomiting and diarrhoea, the school follows County Guidelines that recommends your child should remain off school until they are symptom free for 48 hours and are feeling well in order to prevent further spread of the virus.

If your child is unwell during the school day, the school administrator or class teacher will inform you and ask you to collect your child as soon as possible. If you cannot be contacted, an adult who is authorised by you to collect your child/ren from school, and whose telephone number is recorded on the Registration Form, will be contacted.

Medical appointments

Please make every effort to arrange medical and dental appointments out of school hours. If this is not possible, please send a note to school, and collect and deliver your child via the main entrance.

Authorised Absence

An absence can only be authorised for one of the following reasons:

1. Medical, e.g. illness, GPs surgery, hospital or dental appointments
2. Religious observance
3. Approved sporting activity in which the pupil is taking part.

Although other reasons may seem equally valid by parents and/or the School, in most cases the absence cannot be authorised and therefore the child has to be recorded as having an **unauthorised absence**.

Family Holidays – we are not allowed, by government, to authorise absence for holidays except in the most exceptional of circumstances. Requests may be made for absence of one or two days, but these will only be authorised if the child's attendance is over 95%. Parents must complete an 'Exceptional leave of absence request' form in order to have this absence authorised.

If a child is absent during term time for a holiday a Penalty Notice Warning will be issued. If another is taken during the same year, a Penalty Notice will be issued by the Attendance and Engagement Officer (AEO).

For further information please read the School's Attendance Policy.

Emergency Closure

In the event of severe weather or other unforeseen circumstances, it may be necessary for the school to close at short notice. In these situations, the school puts into operation an Emergency Closure Procedure. Where possible, parents and carers will be notified by text and further information will also be available on BBC Radio Oxford and Heart FM. Unless advised otherwise, it should be assumed that the school is reopening the next day.

Non-collection of Children Policy

In the event that a child is not collected by an authorised adult at the end of the day, the school puts into practice agreed procedures. These sound very formal but are needed to ensure children are cared for safely by an experienced and qualified practitioner who is known to the child.

Procedure

1. On occasions when parents are aware that they will not be able to collect their child/ren from school, the name, address and telephone number of the person who will be collecting their child/ren must be put in writing.
2. If a parent, carer or designated adult is more than 15 minutes late in collecting their child the class teacher will phone the parent/carers, they will use the home number and then mobile, work and emergency contacts to try and ascertain the delay. Messages will always be left on answer phones.
3. While waiting to be collected the child will be supervised by a member of staff who will offer support and reassurance.
4. If after repeated attempts, no contact is made and a further period of 30 minutes has elapsed, the Head or senior teacher will call the Police non-emergency number for advice.
5. In the event of the Police/HUB being called the Head or senior member of staff will attempt to leave a message.
6. Under no circumstances will a child be taken to the home of a member of staff or away from school unless it is absolutely necessary.
7. The child will remain in the care of the School until they are collected by the parent, carer or designated adult, or until alternative arrangements are initiated by the Police/HUB.

Non-collection of Children from School Mini-Bus

In the event that a child is not collected from the School Mini-Bus collection point at the end of the school day, the driver will bring the child back to school and the procedure listed above will be followed.

Medical Information

For more detailed information please read the school's Supporting Pupils' with Medical Needs Policy. Please ensure that the school retains up to date information regarding home and work telephone numbers, and doctor's name and surgery details.

On site we have three paediatric first aiders – Karen Green, Kelly Kilpin and Caroline Burgess
Other first aiders on site – Lisa Howard, Clare Kirkham and Helen Kitching.

Medicines

Parents, who wish prescribed medicines to be administered to their child at school, must give written permission for this to be done. Medicines should be handed to the class teacher, or Mrs Bradbury in the school office, for safe keeping. No responsibility however, is accepted by the school for the keeping or administering of medicines.

Asthma

If your child has asthma, please ensure that their medical details and contact numbers are up-to-date. We also ask that you provide the school with written details of typical symptoms related to your child by completing an Asthma Record, which is available from the school office.

For older children, inhalers for immediate relief should be kept with them at all times. This is particularly important during PE and on day visits or at the swimming pool. We also ask you to provide a spare inhaler, clearly labelled which will be kept in the staffroom in case of an emergency.

Head Lice

Unfortunately, there are outbreaks of head lice from time to time. We ask all parents to be vigilant and inspect your children's hair regularly. Should head lice be found, please treat your child's hair immediately and inform your child's class teacher.

Sun Cream

In the summer months, please ensure your child is adequately protected against the ill-effects of over exposure to the sun. Children should come to school wearing sun screen when appropriate and be encouraged to apply it independently. Children must not share, so please ensure your child is adequately supplied. Because pupils in Oak class spend a large part of their time outside, we will help them to apply cream throughout the day: if you wish us to do so, you will need to supply sun cream in a clearly named bottle.

School Meals

Hot school meals are cooked on site and are FREE to children in Reception, Year One and Year Two. Children may bring their own sandwiches if they prefer. Dinner money MUST be paid on the first day of each school week or may be paid in full at the beginning of each half-term. Money brought to school should always be brought in a clearly marked envelope indicating the reason for payment. The cost of a school meal is currently £2.10 per day.

Children of parents on income support, and other benefits, may be entitled to FREE school meals. Please contact the school office for further information. These requests are always held in the strictest confidence. Please apply for free school meals if you think your child/re are entitled, even if you think your child will not take advantage of these every day, as their entitlement triggers further funding for the school.

Play-time Snack

Pupils are encouraged to bring a healthy snack to eat at play time. This should consist of fresh fruit and / or vegetables. No fruit bars are permitted. Reception, Year 1 and Year 2 are provided with this snack.

Cakes and Sweets

In line with our Healthy School Policy, we discourage the bringing in and sharing of cakes, sweets or party bags for birthdays or other special occasions. Healthy snacks, fruit kebabs, vegetables and dips are a great alternative.

Water bottles

All children are encouraged to bring water to school as we know that it is important to drink adequate amounts of water throughout the day. Water bottles can be purchased from the school office. No juice is permitted due to the high sugar content. Bottles must be clearly named.

Mini-bus

The school mini-bus collects children from Milton Village at 8.30am at the St Blaise Church car park, and drops them at the same place at 3.35pm.

Places on the minibus are allocated to families with priority going to children who live in Milton Village who are of statutory school age. Additional places will be considered by the Governing Body on an individual basis. The service is free of charge. Please speak to Caroline Bradbury in the school office for a consent form if you wish your child to use the mini-bus on a regular basis.

Cycling and scooting

Children who cycle to school should wear a helmet. All cyclists and children riding scooters must dismount when on the school premises. We have a bike shelter next to the entrance to Red Dragon; parents and children are welcome to leave their bikes and scooters in this area.

Children over 9 years will be offered a place on a cycling proficiency course. Places will be allocated on a first come first served basis.

Homework

Homework is actively encouraged to help consolidate, practise and reinforce knowledge and concepts taught in class.

Children in Key Stage 1 are expected to:

- read regularly
- learn sounds and spellings
- practise number work
- complete a 'finding out' task.

As a general guide, children are not expected to work for more than 15-20 minutes at any one time. This may vary according to the activity or the children's interest.

Children in Key Stage 2 are expected to:

- read regularly
- learn spellings
- learn multiplication tables
- practise maths skills
- practise literacy skills
- work on projects from non-core subjects
- complete a 'finding out' task.

Children in Key Stage 2 are not expected to work for more than 25-30 minutes at any one time. This may vary according to the activity or the children's interest.

We welcome feedback and comments on homework from children and parents. If for some reason your child is not able to do the work or is having difficulty, this should be noted so that teachers can deal with the problem promptly.

Better homework results will be achieved if you as parents are able to involve yourselves with the work and try to make the activities as enjoyable and stress free as possible. Parent co-operation with homework is very important, on average 85% of pupils' complete homework regularly.

Good Behaviour

Our school motto '*achieving together*' lies at the heart of our vision for St Blaise.

We believe that pupils have the right to learn and staff have the right to teach without threat, fear or significant disruption or interruption. We also acknowledge that pupil behaviour and discipline at school is fundamental to raising standards of educational achievement and increasing social inclusion.

Restorative approaches

As a school we strongly believe that effective relationships are at the heart of all we do. We encourage everyone to take responsibility for their actions and to own the solutions to their conflict and problems.

We use very specific language

- *What happened?
- *How did this make people feel?
- *What should we do to put things right?
- *How can we do things differently in the future?

The younger children are guided through these questions, whilst older children are trained to use the script.

Code of conduct - Kind hands, kind feet and kind words.

Rewards

Children are given a house team when they enter school. Teams are based on famous British scientists – Newton, Darwin and Halley. Children are placed with brothers and sisters and teams have a family feel. Children will be given house tokens during whole school activities and house team activity days. The team with the most tokens at the end of each term will receive a house reward.

Good learning behaviour and achievement are rewarded through personal achievement cards: adults fill these in and when complete the child visits Mrs Leach. These achievements are celebrated in assemblies, and then sent home. Additionally, each class has their own class reward systems.

Consequences

The consequence to any inappropriate behaviour should, where possible, be reflected in an activity which helps to model appropriate behaviour. For example, if a pupil cannot follow the rules in a game, the pupil could for a short period of time, be the referee to enable them to learn the rules for themselves. At all times we follow restorative approaches scripts.

Some pupils may need individual behaviour plans, these are for children with very specific social and emotional needs; these pupils may have a Team Teach Handling Plan, these are agreed with staff, parents and children

Any persistent low level disruption will follow this sequence of actions:

Consequences of my behaviour

Verbal warning – (name on the board, Poplar and Maple)



Yellow card – name ticked – (time to talk/make a change)



Red card – name ticked twice



At each stage timeout is offered, for reflection and an opportunity to change their behaviour.

Restorative conversations are used so that all children feel empowered. Success is in children managing their own behaviour and sensing the best approach, this must be praised and celebrated as this is the most positive outcome.

Red cards - pupils will spend an age appropriate amount of time at lunchtime with a member of staff. Pupils complete a KS1 or KS2 incident report form. A copy of the form will be stored in the Red Card file kept in the central area. Should low level disruption persist, on completion of a third incident report, the Headteacher will request a meeting with the parents to discuss a behaviour plan and think of ways to move forward.

Any behaviour that endangers pupils or staff will be immediately Red Carded; the Head teacher will decide an appropriate course of action.

Further detail can be found in the School's Behaviour, Bullying and Exclusion Policies.

Educational Visits and Charging Policy

All children have the opportunity to take part in educational visits and can derive a good deal of educational benefit from taking part. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.

In order to make the best use of this resource we ask you to give us overall permission to take your children out locally; with specific permission being sought for trips further afield and those that occur outside the normal school day.

Personal Accident Scheme for School Children -

The school's policy provides cover for accidental death or serious injury to an insured Person who is participating in an activity organised by or through the school including the following activities:

- All sports activities
- All playground activities
- Classroom laboratories, work experience etc.
- Education visits etc.

Cover applies both on and off the school premises, in and out of school hours and includes transportation organised by the school to and from the activity.

Visitors to school and workshops of various kinds are also regular features of the school calendar. These ensure children have a rich and varied experience.

It is the Governors' policy that where possible the costs of visits and visitors will be met from school funds. We believe these activities are important and therefore there should be a minimal call on parents/ carers to fund such activities. BOBS – Buddies Of Blaise School - raise funds for the school and often contribute to this type of activity.

The Education Reform Act requires that no charges be made for activities taking place wholly or mainly in school time. Therefore, if funds are needed, we ask for Voluntary Contributions from parents who feel able to help. No child is prevented from taking part because he or she has not made a contribution; in this situation the school will endeavour to cover the cost.

When we do need the direct support of parents to fund an event, we will inform you as early as possible. If insufficient donations are given and the activity or visit is unable to take place, we will advise parents accordingly.

Raising Concerns and Resolving Complaints

Your child's education and school experience is extremely important to us, but from time to time you may have concerns or worries you wish to discuss. If this situation arises, it is important that you contact the class teacher or the Headteacher immediately, so that we can resolve the problem as soon as possible. We have an 'open door' policy and welcome everyone to discuss concerns, however trivial they may seem. A problem discussed early is usually more quickly resolved than one that has lingered for some time.

Alternatively, parents with concerns about whole school issues may prefer to talk to one of the Governors of the school who will be ready to listen and act on their behalf. The Governing Body has adopted the Local Authorities 'Complaints Procedure' with the intention it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or visit the school website. The Local Authority may also be contacted on issues that may be beyond our control, such as Admission to the school.

Finally: we welcome feedback on this document. Is there enough information... too much? Is the information easy to access? Are additional documents/ policies/ information readily signposted or are you confused about where to go for more information, help and support?

Please let us know by contacting Parent Governor, Caroline Darling via school.

Thank you

All at St Blaise