



MORETON SAY C.E. CONTROLLED PRIMARY SCHOOL



We promote a love of learning within a safe and happy school in which every person matters. Christian values and spirituality are at the heart of all aspects of school life. We provide a creative and challenging curriculum to encourage children's confidence and self-esteem. We work in partnership with governors, parents, local church and our local community and celebrate success in all we do.

Moreton Say C of E (Controlled) Primary School
Moreton Say
Market Drayton
Shropshire
TF9 3RS

Telephone 01630 638465
Fax 01630 638465

e-mail : admin@moretonsay.shropshire.sch.uk

Headteacher
Mr G R Lester BA(Hons), PGCE, NPQH

"Moreton Say Primary provides its pupils with a good education. In this happy school, pupils of different ages get to know and understand each other well through being taught in mixed-age classes and through their siblings' friendships." OFSTED May 2010

Contents

Welcome Letter	3
Who we are at Moreton Say School	4
Information about Moreton Say C.E. Primary School	5
Session Times, Holiday Dates, Charging and Remissions, Transport	5
Admission Arrangements	6
Curriculum Matters	7
Coverage	7
Pupil/Teacher Contact Time	8
Class Sizes, Secondary Schools, Documentation	9
Ethos and Values of the School	
School Aims	10
An Extract from the Behaviour Policy, Home/School Agreement	11
Homework Policy	12
School Dress Code	13
Religious Education and Collective Worship	14
Meeting the Needs of All Children	15
Plan to Increase Access for Disabled Pupils	15
Other Policies and Procedures	19
Child Protection	19
Sex Education, Drug Awareness Programme, Sport	19
The Arts	20
School Visits	21
More Information	22
Parents and School, Parents' Meetings, School Reports	22
The School Day	23
Session Times - more details, Absence	23
Break Times, Lunch Times, Dinner Money	24
Health and Medicines	25
School Medical Examinations, Medicines and Tablets	25
Illness and Accidents, First Aiders	26
Schools for Health	27
Complaints Procedure	27
Moreton Say Goslings	28
Moreton Say C.E. School Children's Group	29
Moreton Say C.E. School Parent Teachers' Association	29
Moreton Say C.E. School Environmental Group	30
Final Note	30
Appendix 1	School Holiday Dates
Appendix 2	Copy of the Home/School Agreement
Appendix 3	Attendance/Absence Statistics
Appendix 4	Fair Processing Notice & School Registration Form
Appendix 5	Assessment

Welcome to Moreton Say C.E. (Controlled) Primary School

Moreton Say C.E. (Controlled) Primary School is a thriving village school situated close to Market Drayton.

The original building, which was completed in 1871, houses two classrooms and dining room. In 1961 a toilet block and kitchen were added to the main building. In 2004 a new extension for Class 1 and the Goslings Nursery was completed. In 2006 a new entrance and office were built, with the previous office being made into a staff room.

There are three classes at Moreton Say CE(C) Primary School. Class 1 has children in Foundation, Year 1 and part Year 2, Class 2 has part Year 2, Year 3 and Year 4, and Class 3 has Years 5 and 6. This is not fixed and varies from year to year, depending on the number of children in each year group. This will be taken into account of the pupil's ability and social and emotional development. We have Nursery Goslings on site, which began in September 2001 and was made part of the school in September 2010.

As you come into our school you will feel the welcoming and happy atmosphere where the children can be stimulated and challenged in a secure environment.

Our children have differing needs and varying abilities. We are careful to match the work to each child's capabilities; always seeking to help them achieve their full potential in every area of the curriculum whilst encouraging them in their special talents.

Moreton Say CE(C) Primary School encourages children throughout their primary school life to develop into independent, confident, committed and responsible members of the school and community.

As a church school we have close links with St. Margaret of Antioch Church.

Moreton Say CE(C) Primary School values the partnership between parent and school. We are always willing to discuss with you any aspect of your child's development and welcome your involvement. If you are unable to call in before the beginning of the school day, or at the end, then please telephone to talk to us or to make an appointment.

We are always pleased to show our school in more detail to prospective parents.



Gary R. Lester
Head Teacher

Des Machin
Chairman of Governors

This prospectus is intended to help you know more about Moreton Say CE(C) Primary School. Please keep it in a safe place as you may wish to refer to it from time to time.

The Staff at Moreton Say CE(C) Primary School

The teaching and support staff are responsible for the day-to-day running of the school. These are the people that your child will meet most.

Head Teacher	}	Mr. Gary Lester
Class 3 Teacher		
Class 3 Teacher		Miss Victoria Sewell
Class 2 Teacher		Sarah McLaughlin
Class 1 Teacher		Mrs. Karen Shaw
School Administrator		Mrs. Linda Haycocks
Teaching Assistants		Mrs. Gwen Burns
Special Support Assistants		Miss Georgina Jones
		Mrs. Sarah Place
		Mrs. Katherine Ebsworth
Cook		Mrs. Robyn Jamieson
Kitchen Assistant		Mrs. Ann Tracey
Lunch Time Supervisors		Mrs. Ann Tracey
		Miss Samantha Hall
		Miss Cathryn Beddis
Cleaner in Charge		Mrs Wendy Marshall
Goslings Nursery - Leader		Mrs. Marie Boxer
Deputy		Mrs. Rebecca Howell
Assist		Mrs. Lee Dutton
		M/s Nicola Tidball

School Governors

The Governors are a voluntary body that is responsible for the long term management of the school. They meet at least once a term at the school. The minutes of the Governor's meetings are available for anyone to read once they have been formally agreed. As a parent you elect 4 Parent Governors each for a four year term of office. You will be notified when the next election is due. The Governors produce an annual school profile.

Mrs Josie Davies	Foundation Governor
Mr Ian Dutton	LA Community Governor
Mrs Julie Edwards	LA Community Governor
Mrs Claire Frost	Parent Governor
Mrs Elaine Griffiths	LA Community Governor
Mr Alan Hughes	Vice Chairman & Foundation Governor
Mr Gary Lester	Head Teacher
Mr Des Machin	Chairman & LA Community Governor
Mrs Karen Martin	Parent Governor
Mrs Karen Shaw	Staff Governor
M/s Beverley Turner	Parent Governor
Mr Clive Vernon	Parent Governor
Vacant	Staff Governor

Information about Moreton Say C.E.(C) Primary School

Session Times

- Morning 9.00 a.m. to 12 noon with a short break
- Lunch 12 noon to 1 p.m.
- Afternoon 1.00 p.m. to 3.15 p.m. with a short break for the Key Stage 1 children

Holiday Dates

Please see Appendix 1

Charging and Remissions

The Governors have accepted the L.A. recommended charging policy, a copy of which is available in school.

For some activities, such as educational visits, we are obliged to ask parents to make a voluntary contribution towards the cost of the activity. Without such contributions, activities of this kind could not take place. We value the opportunity to extend the learning we plan for the children by taking them out on educational visits.

Although donations for admissions and coach travel are entirely voluntary, if we do not receive sufficient funds to meet the cost, the visit may have to be cancelled. If the visit has to be cancelled, all money donated towards its cost is remitted.

No child is withdrawn from a visit if a donation is not received.

Transport

Children may be transported to school by bus or taxi if you live within the designated free transport area. For further details about free transport please enquire at school or to:

Passenger Transport Unit
Community and Environmental Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Telephone 01743 253030

Pupils who live near but not within the area designated for free transport can apply to the Integrated Transport Unit for a vacant seat on a bus or taxi. If there is a seat available then a charge is made per half term for the service.

All school transport is monitored by the Passenger Transport Unit so that it complies with all necessary aspects of Health and Safety.

Admission Arrangements

If you would like to consider Moreton Say CE(C) Primary School for your child, we would be delighted to arrange a time for you to visit the school to meet the children and staff.

The school's current admissions policy is operated by the Shropshire Local Authority (LA), which is the Admissions Authority for all Community and Controlled Schools within Shropshire. Full details of the policy, together with information about arrangements for admission, are set out in the "Parents Guide to Education in Shropshire". Copies of this booklet are available on request from the Admissions Team, Children & Young People's Services, The Guildhall, Frankwell Quay, Shrewsbury. SY3 8HQ . Any specific requests for information on admissions should be directed to the Admissions Team on Tel: 01743 254331

The school has an admission number of 11. For the year commencing September 2010 the number of preferences received and places allocated was as follows:

Date of Allocation	Admission Limit	No. of 1 st preferences received	Total places allocated	No. of 2 nd Preferences received
April 2008	11	13	11	0
April 2009	11	14	11	2
April 2010	11			

Parents of Reception children in Shropshire will be required in the autumn term prior to the school year of admission to complete an LA application form stating preferences for up to three schools. If there are more application for places than are available within the admission limit, then priority will be given based on:

- Children who have a Statement of Special Educational Needs from Shropshire Council, which names the School which the child attends because their needs can be best met by that particular School.
- Looked After Children resident in Shropshire.
- Medical circumstances
- Residence in catchment area
- Sibling connection
- Proximity of home address to school

Please see page 12 of "Parents Guide" for specific details. Parents should be aware that attendance at a particular primary school does not in any way guarantee a place at a particular secondary school.

Children will be admitted to school just before they become five, according to the table below.

Date of Birth	Autumn Term	Spring Term
1 st Sept - 31 st Dec	Full Time	Full Time
1 st Jan - 31 st Aug		Full Time

NB. This only applies to academic year September 2010 to August 2011. Arrangements for admissions after this date can be read in the "Parents Guide to Education in Shropshire", as previously mentioned.

The school offers a nursery called Moreton Say Goslings. Full day care is offered Monday-Thursday for children from aged 2. More details relating to Goslings Nursery can be read in their own prospectus .

To help the children settle in happily we would ask you to consider bringing them to the Toddler Group that meets on a Friday afternoon in school. The pre-school children are also invited into school on several occasions, to share lunch and a variety of activities, before they start school, so they can get to know us and the surroundings.

Curriculum Matters

We aim to provide a broad, balanced and challenging curriculum matched to the needs, interests and abilities of the individual child. We try to create an atmosphere of trust, friendship and mutual respect in an environment that is attractive, stimulating and conducive to learning.

Our curriculum is designed to reflect our stated aims and to comply with the Curriculum 2000. We have a strong commitment to environmentally based work and the Primary Strategy.

Some of our teaching is based on a theme and some subjects are covered separately depending upon which is the most appropriate for that subject or area of study.

We cover the following subject areas:

Core Subjects of:

Literacy
Mathematics
Science
Information Communication Technology

Foundation Subjects of:

History
Geography
Design Technology
Art and Design
Music
Physical Education

We teach PHSE and also follow the Shropshire Agreed Syllabus for Religious Education.

Literacy and Mathematics are taught following the National Strategies for Literacy and Numeracy, where possible links to other subjects are made.

Science is covered mainly as part of integrated studies in Key Stage 1 and mainly separately in Key Stage 2.

The Foundation Subjects are covered mainly as integrated studies.

The **personal development** of our pupils is important to us. We therefore include moral, social, cultural, citizenship and health issues in our teaching. The school has received national accreditation as a 'Healthy School'.

Computers are in daily use and there are several computers in each classroom and we have access to laptops. The use of e-mail and the internet is strictly monitored by the class teacher.

All classes have interactive whiteboards, which are used to enhance the quality of learning and teaching where appropriate.

Extra Curricular activities are on offer these include recorder club at lunchtime and have included recorders, cookery, craft, netball, football and cricket club. Ball Sports also operates regularly in school and children can be involved at a small charge.

Children are taught in a variety of groups within all classes depending on their ability in a particular area of the curriculum. The work is planned in detail to ensure that every individual is encouraged to progress at an appropriate rate and reach their maximum potential whilst having full access to the programmes of study.

Children with special needs are identified using informal teacher assessment and using formal assessments such as Foundation Profile, statutory Year 2 and Year 6 S.A.T.s and optional tests. Cycles for SEN procedures are strictly adhered to maintain thorough SEN provision.

If a child is found to be exceptionally able they are given work at an appropriate level that will challenge them and take their learning forward in a broad and balanced way. More Able and Gifted and Talented register are kept.

We aim to give equal opportunities for experience and learning to all children regardless of gender, race, sexual orientation or creed and to provide differentiation for children with special educational needs as necessary throughout the curriculum.

Policy documents and schemes of work are available for parents to inspect.

Pupil/Teacher Contact Time

The hours spent on teaching are comparable with the recommended minima set out in the DfEE Circular "Management of the School Day" (7/90) which is:

- Key Stage 1 21 hours per week
- Key Stage 2 23.5 hours per week

This excludes the statutory daily act of collective worship, registration, lunch and breaks.

Class Sizes

For academic year starting September 2010

Class 1 23 pupils

Class 2 30 pupils

Class 3 25 pupils

With more Reception due in January 2011

From time to time it may be necessary to split the year groups into separate classes depending on the pupil numbers on roll. This will be taken into account of the pupil's ability and social and emotional development.

Secondary Schools

We have links with The Grove in Market Drayton and the children from Year 5 attend a day activity session there. The Grove has 'Language College Status' and a teacher delivers French, German or Spanish to children in Years 3, 4, 5 and 6 once a week throughout the school year.

The children from Year 6 have taken up places at the following secondary schools:

- The Grove, Market Drayton
- Sir John Talbot School, Whitchurch
- Burton Borough, Newport
- Bishops Heber School, Malpas
- Shrewsbury High School
- Thomas Adams School, Wem

Attendance at Moreton Say C.E. Primary School does not give an entitlement to or expectation of a place at a particular secondary school.

Documentation

The following documentation is available in school for parents to see:

- Any statutory instruments and circulars sent to school by the DfEE about the curriculum and National Curriculum;
- Published OFSTED reports on the school;
- Any schemes of work and syllabuses in use;

A small charge may be made to cover the cost of copying documents for a parent.

The Ethos and Values of the School

School Aims

Moreton Say School aims to provide an enriched, challenging and high standard of education for all children, within a secure atmosphere of encouragement and support. The quality of teaching and of the environment reflects the high standards we aim at in academic success, behaviour, self-esteem and self-discipline.

We hope to enable our pupils to:

- Enjoy learning and see it as a lifelong process.
- Develop an enquiring attitude towards knowledge.
- Understand about their environment and the effect we have upon it.
- Develop the ability to use and apply the knowledge acquired
- Work towards becoming a caring, independent, self-confident adult.
- Have compassion for people in all walks of life.
- Co-operate with others.
- To present pupils with a broad and balanced curriculum, fulfilling the requirements of Curriculum 2000, the National Literacy and Numeracy Strategies (The Primary Strategy).

Home/school Agreement

Children learn most effectively and are happiest when home and school are working together and to this end we have a Home/school Agreement, a copy of which you will find as Appendix 2.

Homework Policy

By providing a manageable, purposeful homework schedule we hope that we will enhance each child's ability to study individually and give opportunities for developing essential study skills for the future.

Full details of expectations around homework can be read in the Homework Policy.

School Dress Code

Uniform

The school dress code is as follows:

For boys

Blue sweatshirt
White polo shirt or shirt
Black or grey trousers
Black or grey shorts
Appropriate smart footwear

For girls

Blue sweatshirt
White polo shirt or blouse
Black or grey trousers or skirt
Black or grey shorts
Blue gingham dress
Appropriate smart footwear

The children are encouraged to dress neatly and tidily at all times.

Sweatshirts, polo shirts and fleeces displaying the school logo are available from school at a reasonable cost. We only carry a small stock but are pleased to order items for you if we do not have the size you require.

Price List for September 2010

	Budget Range (mixed fibres)	Classic Range (polyester/cotton)
Sweatshirts	£6.75	£8.20
Polo Shirts	£5.50 (100% cotton)	£7.20
Book Bags	£2.50/£4.00	

Since almost everybody wears the school uniform please name all your child's items of clothing. It saves a lot of upset for your child if they can identify their own clothes when an item is lost or misplaced.

Clothing for Sport

For indoor P.E:

Blue/white shorts

White T-shirt

For outdoor P.E.

track suit

trainers or pumps

For swimming:

trunks or one-piece costume

towel

As safety is of prime importance to us, please ensure that the footwear the children bring for P.E. fits correctly, can be laced up appropriately and will not trip them up when they undertake P.E. activities.

Keeping safety in mind, the children are strongly discouraged from wearing all jewellery to school including earrings, which can be dangerous when they are playing or doing P.E. If they have pierced ears, a stud earring is the most suitable but these should be removed or covered with plasters for P.E. We prefer that only watches be worn in school. All long hair must be tied back

Religious Education and Collective Worship

Moreton Say C.E. Primary School is a Church of England controlled primary school and holds a strong commitment to teaching the principles of Christianity.

Religious Education is taught in each class, each week in accordance with the recommendations of the L.A. Agreed Syllabus, a copy of which is available for reference in school.

Collective worship is held on a daily basis. The Rector of St. Margaret of Antioch's Church leads the worship once a fortnight in school. Throughout collective worship we aim to enhance the moral, spiritual and cultural development of all our children.

The aims of our collective worship are:

- to create experiences that encourage a time of reflection;
- to comply with the legal requirements for the act of worship, reflecting the traditions of Christian belief;
- to develop a sense of fellowship and community through assembly and the act of worship;
- to provide opportunities for children to develop knowledge and understanding of Christianity and to use stories from other faiths;
- to develop a positive attitude towards people who hold different beliefs from their own and towards living in a diverse society.
- to respond to festivals, celebrations and special events within Christianity and other religions.

We respect other faiths and parents who wish to withdraw their children from collective worship or religious education should inform the school in writing. Pupils who are withdrawn from religious education and collective worship are given a quiet time, with an adult, in which to reflect on their own beliefs.

We encourage children to think of others who are less fortunate than themselves and actively support a variety of charities.

Meeting the Needs of All Children

All children who attend Moreton Say School are individuals and some may have special needs in particular areas. We recognise that some children find aspects of learning challenging and will need additional support to fully access the curriculum. Other children's needs may be different; they may have particular strengths, which with guidance and encouragement can be developed and allowed to flourish. All of these children need to be supported.

Programmes of work are carefully planned and reviewed to ensure that all children who have special needs have appropriate support. They are given a differentiated curriculum in the area of need and are given access to a broad and balanced curriculum.

In addition to the differentiated curriculum children receive in class we have four Teaching Assistants who give support to children in small groups or individually both inside or outside the classroom.

We always consult with parents when we think a child needs additional support with learning and can offer advice on how to support a child's learning outside of school.

The Special Needs policy is available from school.

People to help you:

Mr. Gary Lester	Special Educational Needs Co-ordinator
Mrs. Vicky Price	Learning Support Advisory Teacher
Debbie Harrop	School Nurse

A copy of the booklet 'Sure Start for every Child Care Options' is available in school for parents to consult and a personal copy is available from:

DfEE Publications
Telephone 0845 6022260

A copy of our Special Educational Needs Policy is available for anyone who wishes to read it and Mr. Lester is willing to discuss any aspect of it.

Our school has access for wheelchairs and wherever possible we try to cater for pupils with disabilities and allow them access to the full curriculum.

Plan to Increase Access for Disabled Pupils

Moreton Say CE(C) Primary School plans to monitor access for disabled pupils by endeavouring to improve the curriculum, the physical environment and by making information more accessible, to pupils with disabilities.

The SEN and Disability Act 2001 (SENDA) states that it is a duty for school "*not to treat disabled pupils less favourably and take reasonable steps to avoid placing disabled pupils at a*

substantial disadvantage”.

For the purpose of the Act, DfES advice is that disability is defined as “*a physical or mental impairment that has a substantial and long-term adverse effect on a pupil's ability to carry out normal activities*”.

It is hoped that this plan will enable Moreton Say to:-

- Increase the extent to which disabled pupils can participate in the school curriculum
- Improve the physical environment of the school to increase the extent to which disabled pupils can take advantage of the education and associated services
- Improve the delivery of written information to disabled pupils, which is provided to pupils who are not disabled.

The Curriculum:

This covers teaching and the wider curriculum of the school e.g. clubs, leisure and culture activities and school visits.

LA guidance: School Action and School Action Plus

Suggests that appropriate arrangements are made for pupils with SEN in relation to

- Assessment
- Pupil groupings
- Teaching Strategies
- Use of resources

From September 2002 an SEN monitoring officer has been in place to ensure schools within the LA are providing effective provision for SEN pupils covering the full range of SEN and disabilities.

The physical Environment

- This covers improvement to the physical environment of the school and physical aids to education, e.g. ICT equipment.

Moreton Say CE(C) Primary School will consider what they can do to improve accessibility of the physical environment within the resources available to them and the constraints of an old building.

Improving the delivery of information to disabled people

Moreton Say CE(C) Primary School is aware that the LA has a variety of support services available, should the need arise to use them.

Implications

The school understands the act covers the full range of SEN and disabilities including:-

- General and specific learning difficulties
- Communication, speech and language difficulties
- Emotional, social and behavioural problems
- Sensory, physical and medical conditions

It is accepted that staff may need specific training in order to deal with some of these problems.

It is understood that the SEN monitoring officer will report to the Headteacher and Chair of Governors and that the report will recognise good practice and identify aspects requiring further development.

The plan will be reviewed in line with the School Development Plan.

September 2009
Access Plan – Part 1
Increasing Access for Disabled Pupils to the School Curriculum

	Targets	Strategies	Outcome	Time Frame	Goals Achieved
Short Term	To review the needs of pupils due to enter the school in academic year 2009-10 as known Carry out risk assessments for new pupils entering the school	Carefully plan any new adaptations to the PE curriculum. Arrange epilepsy training and manual handling course for all new staff. Risk assessment for staff working with individual child with SEN and for child when on trips.	PE curriculum adapted so pupil(s) are fully included. Staff to have received training in epilepsy. Risk assessments to minimise injury to pupil and staff in place.	Ongoing from September 2009	Manual Handling course completed for all staff as of 01/09/09
Medium Term	To review needs of pupils due to enter Moreton Say in the academic year 2009-11	To plan adaptations to the curriculum as needed. To purchase new resources as needed.	All pupils attending Moreton Say School will be fully able to access the curriculum.	September 2009 to August 2010	
Long Term	To identify staff training needs to ensure relevant information can be cascaded to staff.	To link training to SDP, identify school/staff/pupils needs and areas for development in staff training as appropriate.	Staff are more aware of pupils needs and are able to provide a suitable curriculum	Ongoing	

Access Plan – Part 2
Increasing Access for Physical Environment of School

Targets	Strategies	Outcome	Time Frame	Goals Achieved
---------	------------	---------	------------	----------------

<input type="checkbox"/> Check signage around the school to meet statutory requirement. <input type="checkbox"/> Update computer system to support curriculum delivery <u>For Pupils with visual impairment</u> <input type="checkbox"/> Seats in library area – bright cushions. <input type="checkbox"/> Storage of play time equipment – paint bin bright colour. <input type="checkbox"/> Manual Handling training for staff	<input type="checkbox"/> Consult with Security Wise. <input type="checkbox"/> Consult with Computer Factory <input type="checkbox"/> As recommended by Children’s mobility officer <input type="checkbox"/> Liaise with Severdale Outreach	<input type="checkbox"/> Signage conforms to legal requirements. <input type="checkbox"/> Bell and sign at correct height for disabled access. <input type="checkbox"/> Safer access to toilets due to handle being installed <input type="checkbox"/> Computer used to support the delivery of the curriculum <input type="checkbox"/> Environment adapted to help ensure safety of access for pupils with visual impairment.	2009 - 2010	
---	---	--	-------------	--

Access Plan – Part 3
Improving the delivery of Written Information to Disabled Pupils

Targets	Strategies	Outcome	Time Frame	Goals Achieved
Ensure any amended tests are ordered.	Discuss individual needs with staff. Ask children who have sight/dyslexia problems if they can see clearly. Seek advice from specialist agencies.	All children in the school are accessing all materials relevant to them.	September 2009 – August 2010	
To consider how written information is delivered in schools to disabled pupils	Work with teaching staff to devise strategies to make information more accessible and to ensure all staff are aware of strategies available	The delivery of written information to pupils with disabilities is improved	September 2009 – August 2010	
Written material is available in a variety of formats if needed.	LEA services are listed for all staff. Staff are aware how to access these services.	If needed, the school can provide written information in different formats.	Summer 2010	

Other Policies and Procedures

Child Protection

As a caring organisation with direct responsibility for children, our first concern must be of your child's welfare in all its aspects.

In relation to Child Protection/Abuse concerns there may be occasions when we have to consult other agencies, even before we contact you.

Over reaction to a situation can be damaging to the individual and family and therefore each situation will be discussed thoroughly, explanations considered and the Shropshire Council Children & Young People Guidelines followed if appropriate. This is our statutory duty.

The designated person responsible for Child Protection is the Headteacher; Gary Lester. The Governor for Child Protection is Elaine Griffiths.

Sex Education

Channel 4 series 'Living and Growing' is used throughout the school for Sex and Relationship Education. This is covered as part of a two-year planning cycle. Parents are given the opportunity to view the teaching materials prior to the lessons.

Drug awareness programmes

Drug awareness programmes are taught to pupils at both Key Stages. In Key Stage 2 we use the 'S.T.A.R.' Programme, which has been agreed by West Mercia Police Constabulary and the L.A., and in Key Stage 1 we use 'A Spoonful of Sugar' that is a programme of awareness about medicines. Both are available in school for parents to inspect.

Sport

We are part of the 'School Sports Partnership' and have links with The Grove School. This has led to the development of P.E. and Sport. There has been increased use of community coaches, for example Rugby, Hockey, Golf and Tennis

We aim to introduce children to a range of sporting activities and encourage them to appreciate how the benefits of physical activities can enrich their lives. We encourage children to play games to the best of their ability and to show good sportsmanship.

We have a school field where the children undertake games and athletics and we use the village hall for dance and gymnastics.

Children in Years 3-6 go swimming in the Summer Term at Market Drayton pool that has a learner pool for beginners.

We undertake competitive sporting activities that are organised by North Shropshire District Council for example, tag rugby, tennis and cricket tournaments. In the summer term we attend athletics events at The Grove in Market Drayton and join with a cluster of small schools to take part in sports day, as well as the sports day run in school.

We aim to give equal opportunities for experience and learning to all children regardless of gender, race or creed and to provide differentiation for children with special educational needs.

The Arts

At Moreton Say C.E. Primary School we place an extremely high value on the Arts as part of a broad and balanced curriculum.

The National Curriculum for Art, Craft and Design provides a framework on which to base our teaching, enabling us to deliver an effective programme that meets the needs of our children

Throughout the school we aim for a high standard of display giving the children a stimulating, artistic environment whilst showing them that their work is highly valued.

We provide the children with a wide range of cultural experiences and opportunities including:

- visits to art galleries, concerts, theatres
- collaborative opportunities for participation in the arts
- artists and musicians in school

Mrs. Shaw runs two recorder clubs during the lunch hour and Miss Sewell, Miss McLaughlin & Mr. Lester run a club after school.

School Visits

The school arranges a variety of out of school activities. Some of these are very much an integral part of the daily/weekly routine of the school whilst others take place less frequently, generally to places further a field, and of longer duration.

Those forming part of the regular routine of the school are as follows:

- Visits to the Maurice Chandler Centre
- Visits to the church
- Swimming lessons at Market Drayton pool
- Environmental Studies within the village
- Combined sports days with other small schools in the area
- P.E. in the village hall
- Sports Coaches visiting school

Transport for swimming and most sports fixtures will be by hired coach or, occasionally, by parents' cars (the school holds a list of parents who have confirmed they hold the appropriate insurance cover and whose cars are properly licensed and have valid MOT certificates)

Supervision will be provided by the school teaching and other staff, parent helpers and other adults, and will be determined for each outing taking into account what the children are doing, where they are going, how they are getting there and so on. Whatever other help is used, at least one member of the school's teaching staff will be involved and will be in charge. Supervision will also comply with any standards set down by the L.A.

As these visits are all local, school journey/personal accident insurance cover will not be taken out for these occasions but see the paragraph about insurance below.

Parents who want more detailed information about these activities should see Mr. Lester. Parents are asked to sign each year to signify their consent to their children taking part in these regular activities.

For other visits, not listed above, detailed information and consent forms will be sent to the parents concerned at the planning stage of each visit.

Insurance

The County Council provides insurance cover to protect children should they suffer injury, damage or loss, through negligent acts by staff or others engaged on County Council business.

The County Council does **not** provide any personal accident insurance (that is, where no one is negligent or to blame) or to cover for personal effects. We have therefore decided to take out a joint local village school policy to provide some personal accident cover for all our visits other than local visits. Details are available on request.

More Information

Parents and School

We welcome parents into school to discuss their child's progress and well being. We appreciate that you understand we are teaching during the school day but we are happy to see parents before school starts and at the end of the school day; however there may be occasions when an appointment is necessary

If your child is experiencing any problems that you would like to share with us, please tell us as soon as possible. The sooner we know about problems or potential problems, the sooner they can be addressed.

Should we consider that there are any difficulties with the progress, behaviour or happiness of your child we will contact you to arrange an appointment to discuss the problem.

The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.

We also wish to celebrate your child's achievements so if they gain an award, win a trophy or achieve a particular goal outside school please tell us so we can commend them.

Parents' Meetings

Parents are welcome into school at any reasonable time to discuss their child's work with the class teacher or head teacher.

Autumn Term: A chance for you to view your child's work and have a short meeting with you child's class teacher to see how they have settled into the new school year.

Spring Term: Parents have the opportunity to discuss their child's progress in more detail. There will be a choice of afternoon or evening appointments.

Summer Term: This meeting is intended for you to discuss briefly with the class teacher any matters arising from the report.

We like parents to be involved in school as much as possible so they are able to understand what children are learning and why they undertake certain activities.

School Reports

Your child's report will be sent to you during the Summer Term. This is a summary of what your child has achieved during the year. You will also receive a copy of your child's SAT's results. Teachers will be available to discuss any aspects of the reports.

The School Day

Session Times

- Morning 9.00 a.m. to 12 noon with a short break
- Lunch 12 noon to 1 p.m.
- Afternoon 1.00 p.m. to 3.15 p.m. with a short break for the Key Stage 1 children.

Children should **arrive** at school between 8.50 and 9.00 a.m. when there will be a teacher in the classroom to greet them.

At the **end of the day** they should be collected from the playground as soon as possible. There is a teacher on duty until 3.25 p.m. and she sees children safely onto their taxis and mini buses. For safety reasons we ask all the children to tell her when they are leaving.

If there are **changes** to the children's normal travel arrangements for leaving school or someone different is to meet your child, please ensure that an adult informs us, in advance.

Absence

If your child is **unable to attend** school, please telephone us before 9:00 a.m. or send a note in so that we are aware of their absence before registration. We will try to contact you if we have not heard from you and your child is absent at registration.

Days off for illness or medical appointments should be confirmed by a telephone call or letter. If the absence is for three days or more a letter needs to be sent to school.

Holidays taken during the school term are extremely disruptive for both pupils and teaching staff and we strongly recommend that they should be avoided. It is at the discretion of the Head Teacher and governing body whether such leave will be granted and should not be regarded as an automatic right.

Whilst it is recognised that there are exceptional circumstances when leave during the term may be requested, parents are asked to carefully consider the effects upon their children in respect of learning and relationships.

If leave of absence is to be requested parents must complete an application form in advance of the holiday. The following points will be considered prior to authorising the request:

- The child's previous attendance history
- The age of the child
- The child's stage of education
- The time of year (SATS, exams etc)
- The nature of the trip (exceptional circumstances)

Leave of absence will not be granted retrospectively. If the head teacher has refused request and the parents proceed with the absence, this will be recorded as unauthorised and

the Education Welfare Service will be informed. In this instance the Local Authority may serve a Fixed Penalty Notice.

Break Times

The children can purchase **milk** on a weekly basis at the cost of 95p per week. Milk money is payable in advance on the first day of the week. Please send it in a container with your child's name clearly marked.

We operate a 'healthy break'. Children can bring fruit, vegetable, cheese and yoghurts etc. Crisps, chocolate are not allowed. Key Stage 1 children are provided with fruit. A subsidised fruit scheme runs for children in Years 3-6.

In dry weather, during their breaks, the children can play on the field in the environmental area. They can play in the willow sculpture tunnel, the silver birch avenue, the wigwam sculpture, the den and amongst all the tree stumps. These areas stimulate some amazingly complicated imaginary games and stories!

In wet weather the children play games in the classrooms.

Lunch Times

School Lunch is cooked on the premises and Mrs Jamieson, the cook, provides excellent meals planned to give the children a healthy, balanced diet. School Lunch costs £1.80 per day.

Dinner Money is payable in advance on the first day of the week. Please send it in an envelope with the child's name on, the amount and which days they are having a school lunch. Cheques should be made payable to "Shropshire Council". Please note that if lunch is not paid for within 3 days then children will not be allowed a dinner on the fourth day, they will have to either bring sandwiches or go home for their lunch.

If you think your child might be entitled to free school meals, please collect an application form from Mrs. Haycocks, the school administrator.

Health and Medicines

School Medical Examinations

The following information sets out the arrangements for routine services provided by the School Health Service in conjunction with the school.

Moreton Say School has a named School Nurse, Debbie Harrop, who is based at Market Drayton Health Centre and whose telephone number is 01630 653881. We also have a named School Doctor who is a Community Paediatrician.

During your child's first or second term at school, he or she will be offered a general health check, including a measurement of height and weight, and a hearing test to be carried out by the School Nurse. At some time during the first year at school, your child will also have a vision test carried out by the Orthoptist.

The School Health Service now operates a system of selective medical examinations normally during their first year, and their last year at school. In all cases full discussion will take place with parents and parental consent obtained considered for such medical examinations if the School Nurse expresses concerns, School before any examination takes place.

If you have any concerns about your child's health in school, including bedwetting, soiling and behaviour at home, you can contact the School Nurse who will be pleased to discuss those concerns with the Doctor. The Doctor will then contact you and may arrange an appointment to see you and your child if necessary.

Medicines and Tablets

The following instruction has been issued by the Specialist in Community Medicine - Child Health:

"Where a child requires regular medicines as prescribed by a doctor and this has to be given during school hours, the Head Teacher must insist that the parent produces a note, preferably endorsed by the doctor concerned, stating the dose of the drug to be given and the time it should be given".

If your child requires medication, a form will need to be filled in; this can be collected from the office. It will then be kept in the office and administered from there. Inhalers for Asthma should be with the child at all times and kept in their drawer during class time and taken out with them for P.E. or outside visits.

Illness and Accidents

It is important that we have an up to date record of where you can be contacted in case of an emergency. We will try to get in touch with you if your child becomes ill or has an accident during the school day. See Appendix 4 for the Admission Form that will give us these details.

Please remember to inform us if you change you telephone number, mobile number, place of work or any other detail that will affect our contact numbers.

If your child is absent because of sickness/diarrhoea, please note your child must have been clear for at least 48 hours from the last time of illness before they can be allowed to return to school

First Aiders

Mrs. Burns, Mrs. Shaw and Mr Lester are our first aiders.

Schools for Health

National Fruit Scheme

We are part of the Schools for Health initiative. This involves the whole school community working on various health related issues, including PE and Sport, Smoking and Drugs Awareness, PHSE, Citizenship, Healthy Eating, Health and Safety, Sex Education and Relationship.

We are very pleased to have been accredited with this award, which recognises us as a healthy school.

Each area has a task group involving teaching staff, other adults working in school, parents, children and governors.

This is having a positive impact on the whole school community and helps to support the new government publication 'Every Child Matters'.

Moreton Say School actively supports the 'National School Fruit Scheme' for all children aged between 4-6 years old, which reinforces our commitment to encourage more positive attitudes of healthy eating among school children. Each 4-7 year old child is offered a free piece of fruit/vegetable each day. The aim is for the children to have a positive and enjoyable experience of fruit, which in turn will create a habit of healthy eating into adulthood.

The scheme will help us teach them the benefits of healthy eating by talking about the five a day health message, about sharing and an opportunity to taste new and different fruit and vegetables. Fruit and vegetables have long been recognised as healthy foods and a valuable source of vitamins and minerals as well as protecting us from some chronic diseases.

Complaints Procedures

How To Make Any Complaint

Arrangements for making Complaints about the Curriculum and Religious Worship

Under Section 409 of the Education Act 1996 the Local Authority has established arrangements, approved by the Secretary of State, for dealing with formal complaints about the curriculum or any related matter to the governing body, the L.A. or both. Parents and others who want to find out more about this matter should contact the head teacher in the first instance, who will be able to let them see a copy of the L.A.'s approved arrangements.

Other Complaints

For all other complaints or concerns, parents (and others) are encouraged to raise them initially with the head teacher, Mr. Lester who will be able to discuss them either there and then or at a mutually agreed time. Should it not be possible to resolve any complaint or concern satisfactorily in this way, the complaint should be put in writing and sent or given to the head teacher. If you would like help in setting out your complaint the school will, if

asked, help you to do this, facilitating access to translation services where necessary. The school then promises to deal with your complaint as follows:

- formally acknowledge it within five school working days.
- tell you the name and telephone number of the person looking into your complaint.
- respond to it within twenty school working days or if it is not possible to give you a complete answer telling you what is being done to investigate and how long it is expected to take.
- tell you if it has to be dealt with under a special procedure.

If you are not satisfied with the outcome of your complaint you can write to the chairman of governors who will arrange for the complaints committee to consider what you have to say.

Mr. Des Machin
c/o Moreton Say C.E. Primary School
Moreton Say
Market Drayton
Shropshire
TF9 3RS

Should you still not be satisfied and want to take the matter further you will be told who else you can write to at this stage.

Moreton Say Goslings Pre-school Nursery

Moreton Say Goslings is our nursery, which was granted approval from OfSTED in March 2006 to open for Full Day Care.

There are 20 places for children aged 2 to 5 years to whom we offer a stimulating and caring curriculum.

A variety of activities are available to enhance their development in all ways. For example, your child will enjoy participating in using our computer where we have a variety of educational software to support the EYFS Curriculum, experimenting with science equipment, gluing, painting, modelling with play-dough, learning construction with toys and learning to mix play with other children. We also have sand and water trays, music, bikes, group games, drawing, books, a home corner with dressing up clothes and so much more.

We also have a safe outside play area and in time with current policy, children are allowed free access to our outdoor area in any weather.

All areas of the EYFS Curriculum are available in our outside area.

<u>Day</u>	<u>Morning</u> 9:00 to 11:30	<u>Lunch Club</u> 11:30 to 12:30	<u>Afternoon</u> 12:30 to 2:45
Monday	Open All Day including a lunch club		
Tuesday	Open All Day including a lunch club		
Wednesday	Open All Day including a lunch club		
Thursday	Open All Day including a lunch club		
Friday	Closed		

Opening times are from 9:00am to 11:30am and 12:30pm to 3:00pm on Mondays, Tuesdays, Wednesdays and Thursdays. Any of these sessions can be combined with the lunch club facility offered. This is available on Monday through to Thursday from 11:30am to 12:30pm at a daily cost of £2.50 where the children are required to bring their own packed lunch.

Should you require any further information about our Nursery, a prospectus is available on request, or if you would like to arrange a visit, please do not hesitate in talking to one of the Nursery staff on 01630 639555.

Moreton Say Children's Group

If you are at a loose end on a Friday afternoon with your 0 to 5's, why not come and join us in the Goslings classroom from 1:30pm to about 3:15pm.

For just £1.50 a family, refreshments are provided for everyone and each week there is always something creative for the children to make or do.

For more information contact the school secretary on 01630 638465 or just pop along any Friday during term time.

We always love to see new faces so please spread the word and come and join in our fun and play.

Moreton Say C.E. School Parent Teachers' Friends Association

We are a friendly group of parents and helpers, working with the teaching staff, to help raise funds for the children and for equipment. This makes a good school even better.

We help towards school trips, sports, discos and fun projects.

We meet once a term and we discuss ideas to raise money. We have a general meeting once a year where main trustees are elected. We are a registered charity.

Everyone is welcome and your help would be much appreciated.

Moreton Say C.E. School Environmental Group

The Environmental Group consists of parents, teachers and friends who work with the children to improve the school grounds and surroundings for wildlife and people.

Work has included an award winning Willow igloo, mini woodland, play/nature area and a pond-dipping platform, which was erected at the nearby Millennium Pond

We very much welcome new members, ideas and suggestions.

Final Note.

If you would like any further details about our school please telephone us on 01630 638465