

# Prospectus 2017/2018



## Holywell Church of England (VC) Primary School

Executive Headteacher: Mrs Sue Denham  
Website: [www.holywell.devon.sch.uk](http://www.holywell.devon.sch.uk)



## CONTACT INFORMATION

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## LETTER TO PARENTS

Dear Parents and Carers

Welcome to Holywell C of E Primary School. I hope you enjoy reading our booklet and that it gives you the information that you need. At Holywell we pride ourselves on our family atmosphere and ethos of caring for one another. We are a small primary school, consisting of three classes, situated in the picturesque village of Tawstock.

In September 2012 we federated with Bratton Fleming CP School to become the Gateway Federation.

At Holywell we are committed to working in a close partnership with parents in order to provide the best for your child. We encourage children to achieve their best, recognising each child's strengths and areas to develop. You will find a warm and welcoming atmosphere in our school, built on Christian values and respect for each other. We are always happy to have visitors and would welcome the opportunity to show you around.

Please telephone the office and make an appointment to view the school and meet with the Headteacher.



## **Holywell C of E Primary School**

### **Mission statement:**

At Holywell School, our aim is to provide our children with a loving and happy school where Christian values guide moral and spiritual development for the future, and to provide extensive opportunities to enable each student's light to shine and to foster the light in those around them and those who need support.

### **School Motto:**

Our school motto is “**Let your light shine**”.

- “Let your light shine in front of others. Then they will see the good things you do.” Matthew 5:v16

### **Vision statement:**

Holywell is dedicated to educating our young people to be compassionate, confident and competent in a changing world. Christian values and spirituality are at the heart of all aspects of school life.

### **Our 9 School Christian Values are:**

**Friendship**

**Respect**

**Peace**

**Truthfulness and honesty**

**Love and compassion**

**Hope**

**Trust**

**Thankfulness and appreciation**

**Courage**

## LINKS WITH TAWSTOCK

We hold services in St Peter's Church at special times throughout the school year, which are attended well by parents. Reverend Kim Mathers visits the school fortnightly to lead collective worship, which the children particularly enjoy. We also make visits to the church to enhance our art and RE learning.

Articles written for both the Tawstock and Parish newsletters keep the local community informed about events and activities that we are involved in and residents are invited to help out at the school, for instance with gardening. We actively support the local Tawstock Flower Festival in the Summer, which is held in our school and also in the village hall.



## THE SCHOOL

The school was founded in 1822 as a National School and consisted of one large room. Over the years the school has grown and it now comprises three classrooms.

## ACCOMMODATION

There is one large classroom, which is our bright and stimulating Foundation and Year one classroom, a well stocked library and offices for the Headteacher and School Administrator in the main thatched part of the school. There are two further buildings; one of which is a classroom and one which consists of a classroom and separate staff room and group room. The additional group room allows teachers and teaching assistants to work with smaller groups outside of the classroom space, whilst also having use of a projector and smart board. It is also essential for meetings with the school nurse and other outside agencies.

Our playing field is just a short walk from the school, which is great for outdoor events as well as sports lessons both during and after school. We also make regular use of the village hall, situated just at the end of the school playground, for daily collective worship, lunches, indoor sports lessons, school productions, visiting theatre groups and popular PTFA events.

Holywell Hollow is our wonderful nature woodland, which contains a wooden seating area for quiet reflection and a levelled area large enough for a whole class to participate in a range of outdoor learning. Being in the Hollow is an opportunity to really soak up the joys of being in such a picturesque rural area and enjoy the natural surroundings. Growing vegetables is one of our more recent projects and we are developing our Vegetable patch, which is next to the main gates.

Car parking facilities are available in the car park next to the school - courtesy of the Village Hall Committee.

### **ORGANISATION OF CLASSES**

The school has a three class structure, which consists of a mixed Foundation Stage and Year one class, a mixed Year two, Year three and Year four class and a mixed Year four, Year five and Year six class. There are currently 70 children on roll.

<b>Name</b>	<b>Year Groups</b>	<b>Teachers</b>
Robin	Reception and Year one	Mrs Coulam
Hedgehogs	Year one and two	Mrs Turner
Fox	Year three and four	Mrs Hammond
Squirrel	Year five and six	Mrs Curtis

### **TEACHING HOURS**

Approximate hours of teaching per day, excluding daily act of worship, registration, breaks and lunchtime

Foundation/Key Stage 1	22 $\frac{1}{2}$ hours per week
Key Stage 2	23 $\frac{3}{4}$ hours

## **THE SCHOOL DAY**

The school day begins at 8:50 am. Supervision of the children is available from 8.30 a.m. within the school grounds by a member of the teaching staff. Please do not leave your children before 8:30am as the gates will not be open and they will be unsupervised.

8:50am	Children line up
8:50 am - 9:00 am	Registration
9:00- 12:00pm	Morning Session
<b>12:00 pm - 1:00 pm</b>	<b>Lunch Break</b>
1:00 pm - 3:15 pm	Afternoon Session

## **Break time**

Robin Class and Hedgehogs	15 minutes morning and 15 minutes afternoon
Fox Class and Squirrel Class	15 minutes morning

## **AFTER SCHOOL CARE**

Although we do not have the facilities to offer after school care at Holywell, nearby St Michael's School in Tawstock run an After School Club which our pupils are welcome to attend. There is also a holiday club during the school holidays. If you wish to have any further information please ask in the school office.

Children are collected from the school by minibus or car. If children are attending clubs after school, arrangements may be made with the individual teacher to escort your child to the After School Club at St Michael's.

## **Staff**

Mrs Sue Denham	Executive Headteacher, Responsibility for Collective Worship, RE, PSHCE, Science, Child Protection and Assessment
Mrs Samantha Hammond	Teacher of Fox Class, SENco, Subject Leader for Literacy, PE, Deputy Designated Child Protection Officer
Mrs Tracy Coulam	Teacher of Robin Class, Subject Leader of Humanities
Mrs Clea Curtis	Teacher of Squirrel Class, Subject Leader of Maths, MFL and ICT
Mrs Amy Turner	Teacher of Hedgehogs Class
Mrs Elaine Palmer	Administrator

Mrs Amanda Garland	Teaching Assistant/HLTA/Mealtime Assistant
Ms Myka Scott	Teaching Assistant/Mealtime Assistant
Mrs Lil Carlyon	Teaching Assistant/SEN Assistant/Mealtime Assistant
Mrs Emma Vine	Teaching Assistant
Mrs Tara Lewis	SEN Learning Support Assistant
Mrs Beverley Huckstep	SEN Learning Support Assistant
Mrs Annaka Lloyd	SEN Learning Support Assistant
Miss C May	SEN Learning Support Assistant
Ms Naomi Buck	Pre-School Leader
Mr Mike Anderson	Caretaker
Mr Andrew Turner	Cleaner

### **SCHOOL GOVERNING BODY**

**Chair of Governors**                Mrs Linda Watt

**Vice Chair of Governors**        Mrs Chris Pratt

Please see school website for other governors

### **Clerk to Governors**

The governing body is made up of two committees:     Resources Committee and Teaching and Learning Committee

### **Duties of the Governing Body**

The governing body acts as a 'critical friend' to the school, providing strategic governance to ensure that all pupils get the best possible education. The governing body meets as a whole group and also as committees in order to carry out its duties. The governing body has an important part to play in raising school standards through: setting strategic direction, ensuring accountability and monitoring and evaluating school performance.

The governing body is drawn from the staff at the school, the local authority, the church, parents and the wider community that our school serves. The governing body works by collective decision making and shared power and responsibility. It is the full governing body which has legal duties and

powers and all governors share in that corporate responsibility. Governors do not represent the individual interests of parents, staff or any particular group within the school or wider community.

## **SCHOOL UNIFORM**

We feel that the wearing of uniform is very important as it encourages a smart appearance and gives the children a sense of identity with the school. The school colours are grey and green. ***All items of clothing should be named.***

### **Boys**

white shirts  
white or green polo shirts  
grey trousers  
green sweatshirts or fleeces  
grey school shorts

### **Girls**

white blouses  
white or green polo shirts  
grey skirts or trousers  
green sweatshirts, cardigans or fleeces  
green and white check or striped dresses (Summer)  
grey school shorts

### **Footwear**

sensible black school shoes  
**trainers should not be worn**

### **Jewellery**

The only jewellery that may be worn are watches or studded earrings. Make-up and nail polish should not be worn at school.

### **Indoor PE**

Green T-shirt and dark green, black (standard length, not cropped trousers)  
Plimsolls

Training shoes are not suitable for indoor PE and children without plimsolls will have to go barefoot or be unable to participate in that lesson.

### **Outdoor PE**

Green T-shirt and dark green, black shorts (standard length, not cropped trousers)  
If it is cold, dark green or black tracksuit or jogging bottoms and sweatshirt may be worn. Green school hooded tops are available for PE use only.  
Training shoes

**PE Kit should be kept in school in a separate PE bag.**

### **Swimming**

Girls - swimming costume (not bikini)  
Boys - swimming trunks (not shorts)

Note: Pupils should wear swimming caps if their hair is long.



## **ADMISSIONS**

We have one point of entry which means children are admitted to school in the September before their 5<sup>th</sup> birthday.

### **Devon's Admission Criteria**

Where admission authorities receive more applications than they have places to offer, they require a means by which to decide which applicants should be offered places. This is done by applying set Oversubscription Criteria. For admissions to Community and Voluntary Controlled (VC) Primary and Infant Schools in 2011, Devon Local Authority (LA) used the following oversubscription criteria: Primary and Infant School Oversubscription Criteria. A child who has a Statement of Special Educational Needs where the school is named on the Statement will be admitted to that school.

1 Children in Care

2 Children living in the school's designated area with a sibling who will be attending the school at the time of admission

3 Other children living in the school's designated area

4 Children living outside the school's designated area, but with a sibling who will be attending the school at the time of admission

5 Other children living outside the school's designated area

(a) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Mapscape (GIS). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(b) If the tie-breaker at (a) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the Code of Practice sections 2.33 - 2.35. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor by the operation of an electronic random number generator.

(c) Priority may be given to the admission of a child for whom an exceptional medical or social justification is demonstrated. Such decisions will be made using the Protocol for admission to children with Exceptional Educational, Medical or Social Justification.

(d) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school in question.

(e) Where applications are received from families with multiple birth siblings (twins, triplets etc) every effort will be made in accordance with the school's oversubscription criteria to allocate places at the same school, including offering place(s) above the Planned Admission Number (PAN) wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Should this

result in more than 30 children in a key stage one class, qualifying measures will be taken by the local authority to ensure that key stage one class size legislation is not breached. Where that is not possible, parents will be invited to decide which of the children should be offered the available place(s) or seek places at an alternative school with sufficient places to accommodate both or all of the multiple birth siblings.

(f) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria by the LA and may be passed to the relevant school after the first full week of term. Waiting lists will be kept for a minimum of one term.

(h) A sibling will be considered where he or she will be attending in Reception, Year 1 or 2 (for infant schools) or in Reception, or Years 1 to 6 for primary schools at the time for which admission is sought.

(i) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

**ADMISSION CRITERIA is available from the Next Step Booklet or [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions)**

## **PARENTS AND SCHOOL**

Parents are warmly welcomed into the school to discuss the progress or welfare of their children. Regular contact between parents and teachers is encouraged throughout the school year and we will always make time to speak with you. As teachers are preparing for lessons first thing in the morning, we do ask that you speak with teachers after school, unless of course you need to share some urgent information that affects your child.

Regularly, parents help on a voluntary basis with reading, cooking, swimming or accompanying children on school visits. We really value your support and expertise so please just ask if you feel that you would like to help in some way. Please ask in the office, where the necessary arrangements will be made for a DBS certificate to be issued.

## **PARENTS, TEACHERS ASSOCIATION**

We are very fortunate to have such a very active and dedicated PTA. The Committee, which is elected annually in September organise a range of activities and events which can be educational, fun, social or purely for fund raising. The hard work and commitment of the PTA ensures that the school can provide extra facilities, such as transport for visits and resources such as cameras, cd players, musical instruments and books. We welcome all new and existing parents to join us at meetings and/or events, where you will have the opportunity to meet other parents in a friendly and informal atmosphere

## **HOME/SCHOOL PARTNERSHIPS**

All pupils and parents are expected to sign the home school agreement alongside the teachers at the beginning of each year, which clearly states the expectations of everyone involved. We offer opportunities for parents to communicate with the school through a home and school book and regular meetings with parents

## **PARENT CONSULTATION EVENINGS**

Parents are invited to make an appointment with the class teacher during the autumn and spring terms, where they are informed about their child's progress and can discuss strategies for maintaining progress and happiness. Parents may, of course, discuss their child's progress or problems with the class teacher at any time, by appointment.

## **HOLIDAYS IN TERM TIME**

The law (Educational Act 1996) does not grant parents automatic rights to take their children out of school during term time- these have to be 'exceptional circumstances' and normally, days out and holidays are NOT seen to be exceptional. If you need to remove your child from school, please if possible, make an

appointment to see the Executive Headteacher, who will then ask you to fill in for S2 Exceptional Circumstance form. (There is no 'holiday form' - the S2 is the only form available.

### **ABSENCE FROM SCHOOL**

If your child is unwell we ask that you telephone the school first thing in the morning, to inform us that they will not be attending school. On the day your child returns please send the written reasons for absence to the class teacher. If your child takes ill during the school day, please ensure that you sign them out in the office before taking them off site.

During the school year 2015/2016 the unauthorised absence rate was 0.1%. The authorised absence rate was 3.3 %. 111 pupils were registered at the school for part of the year or the whole year.

### **SCHOOL MEALS**

School meals are provided on site by the catering team from St Michael's Nursery. Payment can be made in cash or cheque weekly on the Friday morning the week before. Provision is made for children who wish to bring a packed lunch. We would ask that children do not bring fizzy drinks to school to have with their packed lunches. Children are not allowed to eat sweets, crisps, chocolate bars or cereal bars at break times. Instead, they may bring fresh or dried fruit, vegetables, cheese or pumpkin/sunflower seeds.

### **SCHOOL COUNCIL**

Our School Council gives children an active voice in the running of our school. It promotes good citizenship amongst the children and is made up of elected members from Squirrel and Fox Classes and a representative for Robin Class, who represent the views of the pupils in our school. The Council meets to discuss issues which affect the school community and seeks the views of other children in order to suggest improvements to the school. The Headteacher, Governors and PTFA seek the support and opinions of the School Council when making decisions about the school, for example charity fundraising choices, designing the playground and setting up rewards and sanctions.

### **PE**

A variety of PE activities are offered by the school. Children receive approximately two hours of PE a week. The village hall is used weekly by all children throughout the year. We keep a selection of large PE equipment stored there. The children also have one outdoor PE lesson a week, in the sports field or the playground, depending on the weather. During the Spring Term, children in Years 2, 3 and 4 receive a weekly swimming lesson at the Barnstaple Leisure Centre. The children often visit other schools to play in tournaments with other schools in the area.

## **OUTDOOR EDUCATION**

We endeavour to ensure that the curriculum is enriched through visits out linked to topic work or visitors coming in to enhance the learning. In Years 5 and 6 children are given the opportunity to attend a residential visit annually in order to develop their confidence and show their leadership skills.

## **EXTRA CURRICULAR ACTIVITIES**

The school offers a wide range of extra curricular activities, which are led by different staff and helpers. Some clubs run throughout the year whilst others take place for a limited number of sessions. They may be after school or at lunchtimes.

Pottery (Robin Class and Year 2)

Bikeability (cycle training) (Year 6)

Cross Country (Years 3, 4, 5 & 6)

Netball (Years 3, 4, 5 & 6)

Recorders (Years 4, 5 & 6)

Cricket Club (Summer term) (Years 4, 5, & 6)

We participate in inter school netball competitions and also enter a team in the local cross country league.

## **COLLECTIVE WORSHIP**

The foundation of the school is Church of England and whole school collective worship is held on three mornings a week. We link with the Church on special occasions, for instance, Easter, Harvest and Christmas.

The children's growing understanding of spiritual and moral issues is encouraged to develop in an atmosphere of mutual respect in the school and is fostered naturally by staff in many informal ways and in all aspects of learning. Parents have a statutory right to withdraw their children from RE and Collective Worship, should they so desire.



## **HOMEWORK**

Homework is given by all teachers on a weekly basis.

## **SEN POLICY**

The School is successfully implementing the SEN Policy. Reviews of children on the SEN Register continue to take place each term. Parents of children on the School Register are invited to discuss their child's progress on a regular basis. Parents are welcome at all times to discuss any concerns they may have - please feel free to contact Mrs Denham or Mrs Hammond at the School.

## **SEX EDUCATION POLICY**

### **Aims**

Children should be given the opportunity to develop their knowledge and understanding of the physical and emotional self and to develop the related social skills and an awareness of their own environment and that of other people.

This should be done in a way that is appropriate to the child's age and circumstances providing a clear progression throughout their time at the school.

### **Objectives**

- ◆ To give children clear, appropriate and accurate knowledge about sexual processes.
- ◆ To enable children to learn how to take the "right" action in the situations of life including Child Protection issues.
- ◆ To help children cope in a variety of different "relationship" situations.

### **Working with Parents**

As with all school policies parents will be able to see a copy of this policy upon request. In addition, parents will be able to see and discuss any video used with the Year 6 group before it is shown to the children. Parents have the right to withdraw children from this part of the sex education programme, which does not take place as part of the usual curriculum in the classroom.

### **Organisation**

Much of the teaching will occur within the normal classroom environment as part of topic work, classroom discussion times and arising from children's questions.

Children in Year 6 will be withdrawn for a specific session covering puberty and the "facts of life". During this session they will be shown a video and then be given the opportunity to ask questions about what they have seen.

## **TRANSPORT TO AND FROM SCHOOL**

Devon County Council has a policy on the provision of school transport. It provides, for example, for free school transport where a pupil of compulsory school age lives beyond the statutory distance from the school designated by the Local Education Authority to serve the home address. The statutory distance is defined as two miles for children up to eight years of age and three miles for those eight and over. However, in Devon all primary aged children attending their nearest or designated school and living over two miles from the school are eligible for free school transport. To qualify, the statutory distance is measured by using the shortest available route between the home and the school.

There are exceptions to this policy. Some pupils may be given free transport for special reasons when they live within the statutory distance - for example, on medical grounds.

It is a parental responsibility to arrange for children to travel in safety between the home and picking-up and setting-down points. They are also responsible for their children while they are waiting for transport and when they leave the transport at the end of the day.

Where spare seats are available on existing education transport vehicles and where no public transport services exist, children not entitled to free school transport may be allowed to travel on a concessionary basis. Concessionary seats are not guaranteed and will be withdrawn where the seats are needed for entitled children. A minimum of one week's notice will be given to a parent when a concessionary seat is to be withdrawn.

If parents are unhappy about the way in which the policy has been applied, an appeal procedure exists. For further information regarding this please call the My Devon helpdesk on 0845 1551019.

## **MEDICATION**

Although we will always care for children who become ill at school, children who have an illness are best cared for at home. On occasions when children need to bring prescribed medicines into school, please ensure that you complete an Administration of Medicines form, which is available in the school office. However, it is preferred if medicine can be administered by the parent around the school day. It is the responsibility of the parent/carer to ensure that medication is brought to school (antibiotics in a syringe with the correct dosage) and handed in at the office and collected again at the end of the day.

The Headteacher and teaching staff will only administer medicine which has been prescribed by a doctor.

## **FIRST AID**

Simple injuries in school are dealt with in the first instance by a member of the staff (all teaching staff and support staff are first aiders). If your child receives a bump to the head you will receive a phone call and they will be issued with a note to inform you of what has happened.

## **THE SCHOOL HEALTH SERVICE**

School nurses are registered nurses who are part of the public health nursing team and regularly visit the school. They are supported in their work by Community Health Workers who are also part of the Public Health Nursing Team.

They promote the health and wellbeing of children and families, both at home and in school and can give specific support and health advice to young people and their families. Usually they can offer direct advice and support. Sometimes they may refer to other people with specialist knowledge who can help. They may also undertake classroom based health promotion work in areas such as healthy eating, puberty and hygiene. Parents and carers are welcome to contact them if they have any health concerns about their son or daughter. Our school nurse is Heather Collins.

## **INSURANCE**

Pupils/students are insured against injuries caused by building defects etc, and accidents which occur as a result of negligence by a member of the Authority's teaching or non teaching staff.

Pupils/students attending the Authority's schools and colleges are not insured against personal injury or accident while on education premises or taking part in recognised activities outside the school/college.

The Council expects all employees, pupils and students to accept full responsibility for their personal possessions including money and to consider taking out insurance themselves to cover any risks."

## **CHARGES AND REMISSIONS**

See website.

## **COMPLAINTS**

If you have a query or are unsure about anything connected with the school, please do not hesitate to make contact with your child's teacher. We would like all parents to feel free to express their concerns so that these can be resolved quickly and when discussed problems can usually be sorted out. However, if a problem cannot be sorted out please speak with the Headteacher. The Governing Body have agreed a general Complaints Policy and have also adopted the document, "Arrangements for the Consideration of Complaints School Curriculum and Related Matters". All complaints should be addressed initially to the Headteacher.

**SCHOOL DATES FOR THE ACADEMIC YEAR**  
**17/18**

**Autumn Term 2017**

7<sup>th</sup> September - 15<sup>th</sup> December (Inclusive)

**Half Term:** 23<sup>rd</sup> - 37<sup>th</sup> October (Inclusive)

non pupil (staff training) days: 5<sup>th</sup> - 6<sup>th</sup>  
September

non pupil (staff training) day Friday 20<sup>th</sup> October

**Spring Term 2018**

3<sup>rd</sup> January - 29<sup>th</sup> March (Inclusive)

**Half Term:** 12<sup>th</sup> - 16<sup>th</sup> February (Inclusive)

Non pupil (staff training) day 2<sup>nd</sup> January

**Summer Term 2018**

17<sup>th</sup> April - 26<sup>th</sup> July (Inclusive)

**Half term:** 28<sup>th</sup> May - 1<sup>st</sup> June (Inclusive)

non pupil (staff training) day: 16<sup>th</sup> April  
*May Day Bank Holiday:* Monday 7<sup>th</sup> May

**SCHOOL DATES FOR**  
**THE ACADEMIC YEAR**  
**16/17 and 17/18**

**SCHOOL DATES FOR THE ACADEMIC YEAR**  
**18/19**

**Autumn Term 2018**

5<sup>th</sup> September - 20<sup>th</sup> December (Inclusive)

**Half Term:** 22<sup>nd</sup> - 26<sup>th</sup> October (Inclusive)

non pupil (staff training) days: 3<sup>rd</sup> - 4<sup>th</sup>  
September

non pupil (staff training) day Friday 19<sup>th</sup> October

**Spring Term 2019**

8<sup>th</sup> January - 5<sup>th</sup> April (Inclusive)

**Half Term:** 18<sup>th</sup> - 22<sup>nd</sup> February (Inclusive)

Non pupil (staff training) day 7<sup>th</sup> January

**Summer Term 2019**

23<sup>rd</sup> April - 24<sup>th</sup> July (Inclusive)

**Half term:** 27<sup>th</sup> May - 31<sup>st</sup> May (Inclusive)

non pupil (staff training) day Monday 3<sup>rd</sup> June  
*May Day Bank Holiday:* Monday 6<sup>th</sup> May