



OAK HILL C. OF E. PRIMARY SCHOOL

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This school is administered by Gloucestershire County Council
Education Department

WELCOME TO OAK HILL C. OF E. PRIMARY SCHOOL

Oak Hill School is a Church of England Voluntary Controlled Primary School and has a Christian foundation, which it seeks to promote by providing high quality education for all its pupils. The school's ethos is underpinned by Christian values, which by experience and example provide a basis for life-long learning. The school seeks to provide a secure welcoming place for all children and their families where the needs of individuals can be met and where support and encouragement for all are central to our Christian ethos. We are committed to enabling all pupils to develop to their full potential. We provide a warm, caring environment where children feel secure and happy. As a church school we place high importance on the spiritual, moral, social and cultural development of all our pupils. We strive to promote an atmosphere of learning where pupils work with a sense of purpose and enjoyment.

The school was formed from the amalgamation of Alderton and Dumbleton primary schools in 1981. This has enabled both villages to retain their school – a vital ingredient of village life. We take pupils from ages 4 to 11.

KS1 children, aged 4–7, attend the Infant Base at Dumbleton, where there are two classes.

KS2 children aged 7–11 attend the Junior Base at Alderton. There are two classes: Years 3/4 and Years 5/6. We have hard-working and dedicated teaching assistants. The Teaching Assistants work across the classes according to the specific needs of our pupils.

We hope you will take the opportunity to visit our school. Please telephone and make an appointment to visit either or both bases. We look forward to meeting you to answer any questions you might have.

Vision Statement

At Oak Hill we see education as partnership. Children, staff, parents and governors work together to make our school a friendly and caring community where each child feels happy and secure and realises their full potential. Our school motto is:

BELIEVE AND ACHIEVE

Our most recent OFSTED Inspection (February 2013) states: "Oak Hill is a good school where standards in English and Mathematics are well above the national average by the end of Year 6. Most pupils progress well from their starting points. Some pupils make outstanding progress. Teachers use resources effectively and build on pupils' evident eagerness to learn. They give good feedback. Parents show great confidence in the school believing it enables their children to do well."

To view the full OFSTED report, please go to www.ofsted.gov.uk/reports and follow the links.

Our most recent Church School Inspection (February 2013) states: "Christian values make a difference to the quality of relationships throughout the school. They contribute to the children's success in their learning as well as underpinning the strong emphasis on the well-being of both children and adults".

THE AIMS OF THE SCHOOL

- To develop pupils' independence, self-motivation, knowledge and skill by providing a planned, stimulating learning environment, based on the National Curriculum, which caters for the needs of the individual child.
- That each child may be valued and develop his/her own personality with confidence, self-respect and self-esteem.
- To develop the qualities of respect for others, honesty, fairness, responsibility, strength of character and politeness in relation to the community and environment in which we live.
- To ensure that all receive equal opportunities irrespective of gender, disability, ethnic background, social circumstances or level of ability.
- To ensure that Oak Hill Primary School is being managed effectively so that it provides pupils with the best education.

ORGANISATION

How is the school organised?

In common with most Gloucestershire primary schools, we admit children at the beginning of the school year in which the child has his/her fifth birthday. The children leave us at the end of the school year in which they have had their eleventh birthday.

We admit up to 15 children each year; this is our planned Reception Admission Level (the number we are officially allowed to take in). Children are admitted using these priorities:

1. Children who already have brothers and sisters in school.
2. Children who live in the immediate proximity without brothers and sisters in school.
3. Children who live further away.

Parents of children requiring specialist facilities or disabled access to the school bases should contact the Head Teacher.

Class Structure

Class	Teacher	Teaching Assistants
Reception	Miss Tarling	Mrs Carter Mrs Kettle
Year 1/2	Miss Toma	Mrs Galpin Mrs Ryan
Year 3/4	Mrs Curtis	
Year 5/6	Mr Davies	

In the Reception class, children work in the Early Years Foundation Stage Curriculum. They work in small groups sometimes under the direction of their class teacher and at other times on activities which they choose or are based on their particular interests.

In years 1 and 2, known as Key Stage One; there is a greater focus on teacher led activities and more formal recording of work. At times, the whole class will work at the same subject at the same time, but on these occasions, account is taken of individual differences in ability and education need.

In years 3, 4, 5 and 6, known as Key Stage 2, there is greater emphasis on activities of a similar type occurring at the same time within a class, although each child will still be expected to work at a level which suits his or her ability. The content of the curriculum will be consistent with the National Curriculum.

We aim to achieve a happy and effective blend of both formal and informal teaching methods. Thus, on visiting a class, you may find an atmosphere of quiet directed study and at another time, a lively air of discussion and exploration.

THE SCHOOL DAY

The pupils can arrive on the Dumbleton site (EYFS and Key Stage 1) from 8.40 am. At 8.50 am the bell rings and pupils enter the school, lessons begin at 9.00 am. Break is at 10.25 – 10.40 am. Lunch is at 12.15 pm. The afternoon session starts at 1.15 pm and the day ends at 3.05 pm.

At the Alderton site (Key Stage 2) the pupils can arrive from 8.40 am. At 8.50 the bell rings and pupils enter the school, lessons begin at 9.00 am. Break is at 10.25 – 10.40 am. Lunch is at 12.20. Afternoon school starts at 1.15 and the day ends at 3.20 pm.

At both sites there is a daily act of worship.

School Bus

All children under eight who live more than two miles from their school base travel free of charge on the bus.



All children over eight who live more than three miles from their school base travel free of charge on the bus.

In practice, this means all infants from Alderton, Teddington and Alstone have free travel to the Infant Base at Dumbleton.

All juniors from Teddington, Alstone, Dumbleton and Wormington travel free to the Junior Base at Alderton.

The bus leaves:

- Alderton at 8.21 am to take infants to Dumbleton, and
- Dumbleton at 8.31 am to take juniors to Alderton.
- Pupils who travel by bus early in the morning are allowed into school when the bus arrives and go out to play at 8.40am

House Groups

The children are grouped into five houses. There is friendly competition between the houses and house points are awarded for effort and helpfulness. Each house competes on Sports Day to win the House Cup and an end of year trophy is awarded to the house who has gained the most points throughout the year. Once a term whole school days are arranged which allow all the children to work in their house groups. Recent examples are International Day, Nativity Day, Easter Day, Sculpture Day and Sports Day.

CURRICULUM

English

We recognise the importance of listening and speaking skills in a child's development and we aim to give as many opportunities for meaningful discussion as we can. We also use drama as part of their English lessons or to enhance other subjects e.g. PSHCE and history. We encourage the children to write and record their thoughts in many different ways and for many different purposes. Many opportunities are provided to write in other curriculum areas eg. History, Geography, Religious Education. Formal lessons on aspects of grammar, punctuation and spelling take place on a regular basis in all year groups as part of the New National Curriculum.

Reading

Throughout the school, we have a wide range of colour coded reading books which provide a focus for each child's reading development. We use a variety of approaches to encourage reading including phonics and word recognition. Books are sent home regularly with the children and parental help with regular reading is greatly appreciated. Even when the child is a confident reader, parents can help develop vocabulary and comprehension skills. The libraries at both bases have a varied selection of both fiction and non-fiction books.



Mathematics

The school uses Abacus to support the National Curriculum in both Key Stages. Pupils are encouraged to develop their mental computation before making jottings and then formal calculations. The pupils are encouraged to apply their mathematical knowledge to solve word problems.

Science

Science is about developing enquiring minds and a scientific approach to problem solving through predicting, testing and analysing the results of those tests. We use simple everyday materials to examine the world around us.



Scientific knowledge is gained mainly in this school from exploring through first hand experience and observation of the world around us. Our activities encourage the children to:

- i. Plan, hypothesise and predict
- ii. Design and carry out investigations
- iii. Interpret results and findings
- iv. Draw inferences
- v. Communicate explorations and experiments.

Religious Education and Acts of Worship

The aims of R.E. within the school are in accordance with the agreed syllabus of Religious Education produced by Gloucestershire Education Committee. The teaching will be broadly Christian in nature, whilst seeking to develop in the children an awareness of other religions found in our society.

A Christian act of worship is held daily at both bases. Any parents wishing to withdraw their child from attendance at the act of worship or R.E. lessons are asked to discuss this with the Head Teacher. Pupils whose parents ask that they are withdrawn from the act of worship are able to sit quietly in the library area. We visit the local churches for Acts of Worship and the principal Christian Services.

Humanities

The aim of humanities is to enable the children to gain knowledge of geographical, historical and social aspects of their environment. We encourage professional people to visit the school and share their skills with us as well as visiting people from all walks of life that live and work in our community. Our topics are carefully planned following a two-year cycle at both bases. This allows opportunities for cross-curricular activities, incorporating all aspects of the National Curriculum.

Computing

The school is well resourced with computers and additional technology and these are used in all areas of the curriculum.

We have an ICT Suite at Alderton. In addition there are also PC's in each classroom. We have an interactive white board and digital projector in three classrooms. The Y1/2 and Y5/6 class is equipped with laptops and wireless technology

Our website address is:

www.oakhill.gloucs.sch.uk



Physical Education

P.E. plays an important part in the school's curriculum. In gymnastics the children explore and develop their own abilities but are also taught basic gymnastic skills. Creative movement also develops body awareness either alongside gymnastics or as a lesson on its own. We regularly have some children performing at the 'Feet First' Dance Festival.

All children have games lessons and are introduced to a wide variety of skills, which are developed, at KS2, into team games such as netball, football and rounders. It is important that each child enjoys games and is given the chance to succeed at their own level. There is also the chance to develop these skills at a more competitive level if the child wishes. Matches are played against other schools and we take part in the small schools tournaments in a variety of sports.

All pupils from Year 3 to Year 6 have the opportunity to have 10 weeks of swimming lessons at Evesham Leisure Centre.

Creativity

Creativity has a large part to play in all aspects of the curriculum. Children are encouraged to express their particular interests and enthusiasm in an individual manner and for pleasure. They gain experience with as many different media as possible. It is important as a cross-curricular activity and is used to illustrate children's work in a meaningful way.



Sex Education

The school's planned programme for sex education is taught through PSHCE lessons designed for all pupils. Questions are answered as and when they arise. Some of these sessions are supported through the use of DVDs promoted by the school nurses team.

Sex education is presented in the context of family life, of loving relationships and of respect for others, usually within PSHCE or Science lessons.

Pastoral care

The class teacher accepts full responsibility for the educational and pastoral progress of their children. If you have any cause for concern, do not hesitate to contact the teacher as soon as possible. Parents are always very welcome to come and talk over the problems with the Head Teacher and we can work together to establish the best way to resolve issues as quickly as possible.

Extra Curricular Activities

In addition to the requirements of the National Curriculum we offer a wide variety of activities after school for the children. Activities vary each year but recent examples are Rounders, Cross Country, Cookery, Art, Environmental, Multi-Sports and French.

Teachers voluntarily undertake these activities in their own time. Children are notified of clubs, as appropriate, and no child is allowed to attend an after school club without the prior knowledge or consent of parents.

WHAT ABOUT CHILDREN WITH SPECIAL EDUCATIONAL NEEDS?

It is quite common for children at some time in their school life to experience difficulties with learning. We continually monitor the progress of children and adapt our teaching methods to suit individual needs. The school closely follows the National Special Educational Needs Code of Practice, which involves careful recording of the needs of children who would benefit from particular support. Regular discussions with their parents are held to review progress and discuss how parents can help.

Children in need of special help may be withdrawn to a quiet area of the school for extra tuition on an individual or small group basis. They may also be given extra support in the classroom. Parents with anxieties about their child's learning, behavioural or physical development are encouraged to discuss their worries with the Head Teacher/Special Needs Co-ordinator or the Class Teacher.

There are also children who excel in certain areas of the curriculum. These children are identified through our academically more able and talented programme. If appropriate we will signpost talented children to external activities that can enhance their skills and further their development. Those identified as academically more able will have specific targets set and these are reviewed on a regular basis. Please see our website for further information which is included in our school local offer leaflet.

WHAT ABOUT CHILDREN WHO ARE MORE ABLE OR HAVE SPECIFIC TALENTS?

We identify children who we feel are academically more able or have a specific talent in particular areas. This can change year on year as the children progress and make progress at different rates.

For children identified as talented we encourage and promote use of their talent as much as possible in school but also signpost children and parents to additional opportunities outside of school which can help them to make progress in these areas.

Academically more able children will have specific targets set for them to encourage their progress above classroom expectations. Teachers often identify additional activities or challenges for these pupils within their planning. Where appropriate they may attend additional sessions either within school or run by other schools eg. Winchcombe Secondary.

BEHAVIOUR

We aim to avoid behaviour problems before they start by providing a well-planned and interesting curriculum and sensible organisation. We have positive relationships with the children and set clear expectations.

The children are encouraged to think about their behaviour and its effect upon others. We aim to develop an attitude of care and respect for other people's feelings and property. The atmosphere in our school is built upon respect for one another. We consider that praise and encouragement are more effective than blame. However, should a problem arise, we shall deal with it according to our Positive Behaviour Policy. The children have been actively involved in creating the Positive Behaviour Policy, including the system of levelled inappropriate behaviours and appropriate consequences.

There are a range of rewards for appropriate behaviour and effort. Should the problem be anything more than run-of-the-mill childhood behaviour, we shall contact you and work with you to a satisfactory solution.

Playground Supervision

There is a member of staff on duty each morning. At lunchtime there are two mid-day supervisors at Alderton and two at Dumbleton.

All staff are trained in basic first aid.

School Rules

It is our policy that rules be kept simple and that there should be a plain reason for each one. We expect children to conduct themselves in a quiet and considerate manner at all times and to act towards others only in a way in which they would like others to act towards them.



Rewards

Rewarding the pupils for good work, effort and behaviour form the basis of our school philosophy. We have Certificates for each 100 House Points achieved. At the end of the year, two children with the highest number of points in each year group, receive a book token.

PARENTAL INVOLVEMENT

How are you as parents involved in your children's education?

We believe that effective education depends upon a true partnership between home and school. This means that we share with you the responsibility for the children's progress. The essential prerequisite for this is open and honest communication.



We encourage you to tell us if there is anything that we need to know about your child and, in particular, to let us know at an early stage if you have any concerns about your child's progress at school.

Homework

We set formal homework on a regular basis, and we may well ask you for your support and assistance in completing the task. In particular, your child may well bring home lists of spellings and tables to learn and a reading book.

The Government's recommendations are as follows:

YEARS 1 & 2	1 hour per week	Weekly reading, spellings and maths work.
YEARS 3 & 4	1.5 hours per week	Weekly spellings and regular reading. English and Maths – alternate weeks Occasional assignments in other subjects.
YEARS 5 & 6	2 hours per week	Regular weekly schedule with continued emphasis on literacy and numeracy but also ranging widely over the curriculum

Newsletter / Website

A Newsletter from the school is published every other week. A copy of the latest newsletter is sent home via your child or by email from the school office. It is also posted on the school web site.

The website can be a useful source of information to parents. All dates are added to the calendar, classes have their own pages where you can find out about what they have been doing in school and a range of school policies can be found and downloaded as required.

Parental Help

We welcome parental help both in school and on school outings. Parents are actively involved during school outings and swimming lessons. We are always most grateful for this help which broadens the experiences available to the children.

Reports

We make every effort to keep you informed of your child's progress. Teachers meet with every parent twice during the year for a formal consultation meeting. In the main, we arrange appointments in the early evenings so that parents who are usually at work may attend, but we are flexible. A final written report outlining achievements and progress are sent to parents in July; in addition a short written update report is sent out in early February between parents' consultation meetings.

Friends of Oak Hill School (FOOHS)

Every parent of a child in the school is automatically a member of Oak Hill School Association. The committee is an elected voluntary body of parents, friends and staff who are committed to the organisation of fundraising and social events. We very much value and appreciate the support we get from parents and friends of the school throughout the year. They organise a busy programme of activities with different events running each year.

YOUR CHILD'S WELFARE

What if my child is unwell?

The best place for a sick child is at home. School, although caring, cannot look after your child in the same way as you or your carer can. If your child is ill at school we will get in touch with you as soon as possible to ask you to collect them. To ensure the health and well-being of other pupils and staff, should your child have diarrhoea or vomiting they should not attend school for 48 hours after the last event.

My child is too ill for school, what should I do?

Please let us know as soon as you can (preferably before 9.30 am) either by telephone or message. On return to school we require a written note explaining the reason for absence. This helps us keep a track of the reasons for non-attendance. Your co-operation is greatly valued.

What if my child needs medicine?

If it is essential that your child should receive medicine during school hours, please discuss the matter with the Head Teacher. We do not administer non-prescribed medicine in school. Parents are welcome to come to school and give their child such medicine. Asthma inhalers will be kept in classrooms and be available to children as required. If any prescribed medicine is required, parents need to complete a form with all the relevant details and this should be handed to office staff or the Headteacher. A healthcare plan will be completed for any child who has any specific health issue or medication eg. asthma.

What if my child has an accident at school?

Children often have minor accidents and we do have the appropriate training and equipment to deal with this. All accidents are recorded in an accident book. In the rare case of the accident needing hospital treatment we will contact you. In an emergency we will call an ambulance and a member of staff will accompany your child to the hospital and remain there until you arrive.



What if my child has a problem at home?

If there are any problems at home, which could affect your child's performance in school, it is important that you let us know. We are willing to work with you and help in any way we can.

What if my child has a problem at school?

This is a caring school and each member of staff is responsible, primarily, for the pastoral care of the children within their own class. We aim for a situation in which both you and your child feel able to confide in the class teacher, but if you prefer you may, of course, contact the Head directly.

WHEN DO I NEED TO CONTACT THE SCHOOL?

Please note that we must always be informed by letter or telephone if:

- Your child has to be/has been absent from school for any reason.
- Your child is to be collected from school for a dental/medical appointment.
- An infant child is to be collected by someone other than a parent or if that child is going home to play with another child.
- For medical reasons your child is unable to take part in games, P.E. or swimming lessons.
- Your child needs to stay in at playtime.

ABSENCE AND FAMILY HOLIDAYS

The school has to record the reasons for all absences from school. You should therefore ring us with details on the first morning of your child's absence. **Please inform us as early in the day as possible.**

Since September 2013 we have been advised by the Department for Education that **no child may take holidays during term time**, unless there are exceptional circumstances.

Exceptional circumstances are:

1. Children whose parents/carers are in the armed forces.
2. Children whose parents/carers are dictated by their employer as to when they can take holidays eg. police, fire service or working for a company which closes between certain dates.
3. A child with a parent/carer or sibling with a life limiting/changing illness.

Any parent taking a child on holiday that has not been deemed an exceptional circumstance should expect to be referred to the local authority for a Fixed Penalty Notice.

WHAT HAPPENS AT BREAK AND LUNCHTIME?

Morning Break - Milk

The school takes advantage of a scheme run by 'Cool Milk for School', a company who have an arrangement with Gloucestershire County Council. Children entitled to free school meals and those children under five years of age may have free mid-morning milk on request. Milk for the morning break is available to others payable in advance direct to Cool Milk for School. Following receipt of your registration form and payment, Cool Milk arranges for milk to be delivered for your child and sends the school a weekly list of those for whom milk has been ordered. At the end of each term you will be informed by Cool Milk of the cost for the following term and asked for advance payment.

Snacks

Children are encouraged to eat at least one piece of fruit per day. We are members of the School Fruit and Vegetable Scheme. All KS1 pupils receive a piece of fresh fruit or vegetable every day free of charge. We encourage all KS2 pupils to have a piece of fruit or other healthy snack daily at break time.



School Lunches

We provide a hot cooked meal in school at both bases if required. These are currently provided by Caterlink at a cost of £2.20 per meal. All children at Dumbleton (EYFS and Key Stage One) are entitled to a free school meal.

Packed Lunches

Parents are asked to send their child with a suitable amount of food and a drink in a sealed box clearly marked with the child's name and class. Again we would like to promote healthy eating and request that no fizzy drinks/sweets/chocolate bars are included in lunchboxes.

WHAT WILL YOU DO WITH ALL THE PERSONAL INFORMATION YOU WILL HAVE CONCERNING MY CHILD?

Data will only be collected, used and disclosed in accordance with the school's registered purposes for the education and welfare of your child in accordance with the Data Protection Act. It will not be made available to any unauthorised person.

CHARGING FOR SCHOOL ACTIVITIES

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the education authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school accepts that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure, as far as possible that all children are able to take part, irrespective of their circumstances.

The governing body of Oak Hill Primary School has decided that until further notice its policy will be as follows:

1. Day Visits

For visits occurring during school time the school will invite a voluntary contribution from parents to meet the costs. For visits outside school time parents will be charged for all allowable costs*. Charges may be waived or reduced for children whose parents make application to the Head.

2. Residential Visits during term time

As well as inviting voluntary contributions for board and lodgings the school will also require voluntary contributions from parents for other costs that are incurred. Help from WAVeS (a local charitable body) is possible for children whose parents make application to the Head Teacher.

3. Residential Visits outside school time

Parents will be charged at the full cost of the visit, including all allowable costs* and board and lodging. Charges may be waived or reduced for children whose parents make application to the Head.

* Allowable costs include:

- a) The pupil's travel and subsistence costs.
 - b) Materials, books, instruments and other equipment.
 - c) Non-teaching staff.
 - d) Costs of teaching staff where separately engaged under contract for services for the visit or activity.
 - e) Entrance fees to museums, castles, theatres, etc.
 - f) Insurance costs.
4. Any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education. As for 2 above.
5. **Classroom Materials**
 No charge will be made for materials or equipment. However, for certain practical activities (technology, cookery, etc.) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

County Council Insurance Arrangements

It is sometimes assumed that if an accident occurs "at school", then the school and County Council can be held responsible and that financial compensation will, therefore, be made. It must, however, be stressed that the liability of the County Council is strictly limited to cases where there is a proven evidence of negligence. In many, and arguably, the vast majority of cases, the circumstances of an accident will show no evidence of negligence on the part of the Authority or member of the school's staff. Personal accidents outside school, of course, have no connection with the authority and, although there may be recourse to a Third Party, say, in the case of a road traffic accident, compensation would again depend on liability being proved.

The County Council has taken out, through policies of insurance, cover to meet the cost of financial recompense which the Council may be called to make should a child be injured, or killed, or have its property damaged or destroyed as a result of the Council's negligence. This negligence cover applies in the context of school visits of whatever nature and in addition certain accident insurance cover is made available to schools for education visits to meet situations in which pupils are injured without the County Council having acted negligently.

Does my child have to wear a uniform?

We encourage children to wear school uniform because we believe it gives the child a pride in personal appearance and helps the child identify with the school. We have a sweatshirt (bottle green with a logo), white polo shirts and white sports T-shirts. The School Association kindly organises the selling of school uniform. Green book bags, hats and PE bags with the school logo are also available.

BOYS

- Grey or black trousers or shorts
- White polo shirt, preferably with school logo
- Bottle green sweatshirt with school logo
- Sensible, flat shoes – preferably black or brown or substantial sandals with toes covered

GIRLS

- Grey skirt (grey or black trousers may be worn in cold weather – school type, not flares or hipsters)
- White blouse or polo shirt, preferably with school logo

- Bottle green cardigan/sweatshirt with school logo
- White socks/grey, black or green warm tights
- Sensible, flat shoes – preferably black or brown. They should be comfortable and not any sort of 'fashion' shoe which could be dangerous in school. Sandals with covered toes can be worn in the Summer.

PE KIT

- White T-shirt with school logo and black shorts, plimsolls
- For winter, black tracksuit

P.E. kit should be stored in a suitable labelled bag, which can hang on the child's peg.

- An overall or painting shirt with sleeves is useful for practical art/crafts activities

ALL CLOTHING AND FOOTWEAR SHOULD BE CLEARLY NAMED

For safety reasons jewellery (apart from watches) is not allowed. Nail varnish and make up are not permitted. The only permitted earrings are studs or small sleepers and these do cause us concern. Earrings can cause unpleasant injuries and the child, before all physical education, including swimming lessons, must remove them.

Hair which is shoulder length or longer should be completely tied back using plain black or green hair bands.

GOVERNORS

What do the Governors do?



The governors meet frequently and maintain a watching brief upon all aspects of the general life of the school. This involves control of all financial aspects of the school, including the deployment of resources and staffing. The governors must also ensure that the National Curriculum is taught and that they are answerable to you, the parents, for any aspect of school life. All parents are encouraged to play a participatory part in the work of the governors and to stand for election, as and when vacancies occur.

COMPLAINTS

What do I do if I have a complaint?

Under the 1988 Education Reform Act, the Local Education Authority has established arrangements to consider parents' complaints about the school's curriculum and related matters. A copy of the full procedure is available for inspection in each school and public library maintained by the Authority. It covers matters relating the National Curriculum and the provision of external examination courses, religious education, the operation of the school's charging policies in relation to the curriculum and the provision of information.

The procedure provides for complaints to be directed initially to the Head Teacher, and for an attempt to be made to resolve them informally. If this fails, there is then a formal appeals procedure available to parents. At our school, formal complaints should be presented to the Governors' Complaints Appeal Panel. A form for such complaints is available from the School Office.