



Spalding Parish Church of England Day School

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*We are a caring Christian Community built on
Compassion, Trust, Friendship and Hope.*

School Prospectus

Letter from the Head Teacher

Dear Prospective Parent/Carer

Welcome to SPCEDS

I would like to extend a very warm welcome to Spalding Parish Church of England Day School. I hope that the information contained within this prospective provides you with an insight into our inclusive school community.

I have been Head Teacher here at SPCEDS since January 2009 and I thoroughly enjoy working with the staff team and governors to educate and support our children and families. During this time we have embarked on a journey of improvement.

SPCEDS is an exciting 'Learning Community' that puts children at the heart of all it does. We firmly believe in a affirmation and the development of the whole child.

We see you, the Parent/Carer, as an essential partner in your child's learning and look forward to this being the start of this partnership. If you would like to be part of our family, I would be more than happy to show you around at a mutually convenient time.

Yours sincerely

A handwritten signature in cursive script that reads "Glyn Rushton". The signature is written in a dark ink and is positioned above the printed name and title.

Glyn Rushton
Head Teacher

Mission Statement

We are a community dedicated to learning. We support children to develop the skills for life. As learners we will make mistakes and learn from them; always making new mistakes. We will not fault find and blame others. We will listen and ask questions, discussing things openly. We will keep ourselves informed. We will have fun and laugh together. We will spend time becoming emotionally and inter-personally competent.

About Our School

Spalding Parish Church of England Day School is an Aided co-educational primary school for children from the ages of four to eleven years. This means that:

- the Governors of the school establish the admission criteria; and
- Religious Education and daily acts of Collective Worship are in accordance with the teachings of the Church of England. This upholds the rights of Church parents/carers to have their children educated in the faith of the Church, in a Christian atmosphere, within the nurture and family of the Church.

Children are admitted at the beginning of the academic year in which they are five.

The Planned Admission Number is 60, (per Year Group).

Children join the school in the Foundation Stage and move on to Key Stage 1 (Years 1 and 2). Year 3 signifies the change to Lower Key Stage 2 and Year 5 signifies the change to Upper Key Stage 2 which lasts until the transfer to secondary school at the end of Year 6.

This year will see an over offer of up to 90 children in our Foundation Stage Unit as we prepare to become a three form entry school on the request of the Local Authority to provide a 'good' education to the increasing number of children within our local community.

Doors to classrooms open from **8.40 am** to allow a relaxed start to the day; allowing you to speak briefly with the class teacher should you need to. We ask that children **do not** arrive at school before this time for their safety as the playground will not be supervised.

The safety of your child is paramount and it is for this reason that we ask you to come to the office when entering school at any time other than the normal start and end of the day. We have a visitor's book and ask all visitors to sign in and wear a badge identifying them to children and staff.

SPCEDS is part of the National Healthy Schools programme and fruit and vegetables are provided for all children in the Foundation Stage and Key Stage 1. Healthy 'Fair Trade' snacks are on sale daily for children in Key Stage 2. No child is allowed to eat crisps on the playground although they can have them as part of a balanced diet within their packed lunch. Water is provided to all children in school throughout the day, all we ask is that you provide a full clean bottle each day to be filled once empty.

The School Day

Doors to all classrooms open at 8.40 am however the official timings of the day are as follows:

Foundation Stage 2, Year 1 and Year 2

8.50 – 3.10

Year 3 and Year 4, (LKS2) and Year 5 and Year 6 (UKS2)

8.45 – 3.20

School Lunchtime is split

12.00 – 1.00 or 12.30 – 1.30

The Team at SPCEDS

Governing Body

Melvyn Price

Chairman of Governors

Correspondence address:

Mr M Price – Chairman of Governors

c/o Jane Williams

Spalding Parish Church of England Day School

Clay Lake

Spalding

Lincolnshire PE11 2QG

Revd John Bennett

Vice Chairman of Governors

Glyn Rushton

Head Teacher

Vacancy

LA Governor

Steve Lloyd

Foundation Governor

Revd Robert Sheard

Foundation Governor

Dr Kevin Mann

Foundation Governor

Vacancy

Foundation Governor

Dr Peter Gorton

Foundation Governor

Philip Winfield

Foundation (Parent) Governor

Kirsty Lees

Foundation (Parent) Governor

Vacancy

Parent Governor

Carol Felts

Parent Governor

Jason Martindale

Parent Governor

Diane Mulley

Staff Governor

Leadership Team

Glyn Rushton B.Ed. Hons.

Head Teacher

Diane Mulley

Deputy Head Teacher

Gillian McCutcheon

Assistant Head Teacher

Jane Williams

School Business Manager

Denise Parker

SENCo

Rosanna Goddard

FS2 Phase Leader

Katey Robinson

KSI Phase Leader

Kim Bird

LKS2 Phase Leader

Gillian McCutcheon

UKS2 Phase Leader

Teaching Staff

FS2RG

*Rosanna Goddard

FS2LM

Laura McWilliam

FS2AR

Aaron Robinson

YIDP/EW

Denise Parker/Emily Wand

YILH

Laura Hornsby

Y2KR

*Katey Robinson

Y2RS

Rachael Skidmore

Music Teacher KSI

Rachel Winfield

Y3KB/CH

*Kim Bird/Claire Hearth

Y3NP
Y4MS
Y4EW
Y5FC
Y5GD
Y6AH
Y6GMcC
P/T Teacher
Supply Teacher
* Indicates Phase Leader

Nicola Pettit
Martin Sutton
Emma Weatherhill
Frances Carter
Gary Duller
Anthony Horton
*Cillian McCutcheon
Barbara Clements
Tracey Musgrove

Intervention

Nurture Group
Year 6
Homework Club

Rachel Fannin & Katy Gale
Diane Mulley
Alison Ladbroke

PPA Cover

FS2
FS2
FS2, KSI & KS2
LKS2
UKS2

Bev Hardy
Jo Quincey
Sarah Hendry
Ella Simpson
Alison Ladbroke

Support Staff

Administrator
School Business Manager
/ Clerk to Governors
Administrative Assistant
Receptionist/Administrator
Site Manager

Linda Hannam

Jane Williams
Alex Stoker
Rachel Rogers and Nichola Arnold
Dan Clifton

Teaching Assistants

Jo Quincey, Beverley Hardy, Damian Waldron, Carol Felts, Paulette Keyzers, Deborah Williamson, Suzanne Cawley, Ella Simpson, Sue Houghton, Alison Ladbroke, Sally Priest.

Gymnastics Coach

Anna Goulding

EAL Teaching Assistants

Magda Mazurek, Asta Kalinkina, Jolita Lieguviene, Anna Mazur

I:I Teaching Assistants

Julie Carson, Zoe Cawley, Joanne Evans, Samantha Featherstone, Karen Maxwell, Luci Mills, Karen Preece, Melissa Sharman, Helen Shields, Fran Taylor, Sam Williams.

Senior Lunchtime Supervisor

Suzanne Cawley

Lunchtime Supervisors

Nichola Arnold, Laura Beeson, Lucy Bell, Claire Blunt, Zoe Cawley, Sue Croft, Karen Dawson, Louise DeCamps, Louise Embleton, Karen Maxwell, James Lines, Teresa Panks, Helen Payne, Michelle Philpott, Melissa Sharman, Alex Stoker, Samantha Williams.

Relief

Admissions to SPCEDS

Parents/Carers considering sending their child to Spalding Parish Church of England Day School are most welcome and actively encouraged to visit the school, to talk to the Head Teacher and to view some of the facilities we have to offer. Please telephone the school for an appointment on 01775 722333.

Once you have decided you would like your child to attend SPCEDS, you need to register with the Local Authority Schools Admissions Team on 01522 782030. Application Forms can be obtained via our school website or at www.lincolnshire.gov.uk

Collective Worship and Religious Education

In accordance with the 1988 Education Reform Act, parents/carers of other denominations, other faiths or none, can opt to withdraw their children from RE lessons and acts of Collective Worship (including those held in the Church). Parents wishing to exercise this right are requested to do so in writing following a meeting with the Head Teacher, this will be recorded for future reference.

Collective Worship offers the opportunity to reaffirm, interpret and put into practice the values of our school. It should be noted, however, that acts of Collective Worship and Religious Education lessons, are conducted in a manner that is sensitive to the individual faith and beliefs of all members of the school and the wider community.

The Religious Education curriculum forms an important part of our school's spiritual, moral, social and cultural teaching. It also promotes education for citizenship. Our school's Religious Education curriculum is based on the Lincolnshire LA's Agreed Syllabus and it meets the requirements set out in that document. The Education Reform Act states that the Religious Education syllabus should reflect the fact that the religious traditions in Great Britain are in the main Christian, and that it should, at the same time, take account of the teachings and practices of other major religions.

Children consider and respond to questions concerning the meaning and purpose of life, developing spiritual awareness. Children are helped to recognise the difference between right and wrong through the study of moral and ethical questions. Social development is enhanced by allowing children to build a sense of identity in a multicultural society. Children explore issues of religious faith and values and, in so doing they develop their knowledge and understanding of the cultural context of their own lives.

SPCEDS works closely with the Parish Church of St Mary and St Nicolas, Spalding. The clergy take acts of Collective Worship each week supported by our own Worship Leaders, (children) and all the children are taken to Church for special services throughout the year.

School Uniform

The Board of Governors has established a uniform for the children, most of which can be obtained from any high street retailer. The Governors recommend that all children wear simple and inexpensive school uniform and clothing. A number of items, which are available from our supplier via the link on our website, have the school logo embroidered on. It is requested that long hair is tied up for school and a thin, plain hair band can be worn.

Boys and Girls

Purple Sweatshirt or Cardigan
Purple or White Polo Shirt/Shirt/Blouse
Grey Trousers, Dress or Skirt
Gingham Summer Dress – Red, Purple or Yellow
Plain Grey, Black or White Socks or Tights
Flat Black Shoes

No trainers, heels or nail varnish; these are not part of the Uniform.

Jewellery

As part of the School Uniform; on Health and Safety grounds, we **do not** allow children to wear jewellery in our school. The exceptions to this rule are ear-ring studs in pierced ears, and small objects of religious significance, such as a crucifix on a chain. We ask the children to remove these items before PE and games to prevent them from causing injury.

Physical Education

All children will take part in indoor and outdoor sessions of P.E. This year we have employed a Gymnastics Coach to support our Gymnastics lessons across the school. The following items are recommended for children as their P.E. kit:

Boys and Girls

Indoor Kit:

Purple T Shirt, (plain)
Navy Blue Shorts, (plain)
Plimsolls or Trainers

Outdoor Kit:

As Indoor Kit plus Tracksuit for colder weather

No jewellery of any sort may be worn during any P.E. session. Children with ear-ring studs should be able to remove them themselves or have them taken out before school.

All items of clothing and bags should be clearly labelled with your child's name to enable us to return them quickly and easily to their rightful owner, should they be mislaid.

The Learning Experience

Learning and Teaching

Spalding Parish Church of England Day School believes that it is every child's right to Learning and Teaching that will empower them to become lifelong learners and equipped with the key skills to thrive in an ever changing world. Subsequently Learning and Teaching permeates all that we do in school, developing the values, attitudes, skills and knowledge of all our children, adults and wider community. The Christian ethos and values upon which the school was founded are essential and guide how we live, learn and educate at SPCEDS.

We aim for our children to leave us for the next stage of their journey as:

- **Successful Learners.**
- **Responsible Citizens.**
- **Confident Individuals.**

As a learning community we aim to: *'Make Incredible Achievable'*

Any work on Learning and Teaching, as functions of its complex nature, must take account of assessment, behaviour, learning support and equal opportunities.

The Curriculum

At SPCEDS a two year rolling programme of 'Themes' have been identified to support the children's learning. These are planned with the children's input, starting from what they already know and what they would like to learn more about, our 'Learning Journeys'.

We provide a Creative Skills Based Curriculum that offers opportunities for first hand practical learning through the use of our locality, visits and the use of visitors into school.

Curriculum Guidelines are e-mailed home, (via Parentmail) to inform parents/carers of the current 'Theme' and provide suggestions of how learning can be supported and extended at home. These can also be accessed on our website on the pages relating to your child's particular Year Group, entitled 'Learning'.

Monitoring Pupil Progress

High quality marking of children's work and the giving of feedback, both verbally and written, are essential tools for staff to understand where the individual's learning is at and to provide the 'next steps' in learning. At Spalding Parish Church of England Day School we believe feedback and marking should be constructive for every child, focusing on success, (WOW comments) and improvement needs, (NOW comments) against learning intentions: enabling children to become reflective learners and helping them to close the gap between current and desired performance.

All teaching staff closely monitor the children's learning and the progress made, collecting evidence of achievement and levelling pieces of work individually, and with colleagues, to support their judgements.

Special Educational Needs

SPCEDS has been recognised as, and has been awarded the Inclusion Quality Mark, (IQM). We recognise that all children are different and we welcome them whatever their need. At some stage in their education children may have additional needs and in all, but exceptional circumstances, they will have full access to the curriculum, including the National Curriculum. Our policy is to carefully diagnose special needs and target provision specifically. Most special needs provision is given within the child's own classroom situation and within general classroom activities. It is also possible for us to give some small group support, sometimes short term, and to involve outside agencies as necessary. We seek to involve parents/carers at all stages, as their support and encouragement is vital to the child's progress. At all times parents/carers are kept well informed by the class teacher or the Special Educational Needs Co-ordinator within school. You will find our School Offer with more details on our school website.

Talented and Able

Parents/carers and teachers will work together for the needs of the talented and able child. All parents/carers of children identified as Talented and Able will be informed by the class teacher and invited to discuss any relevant issues.

10% of a school cohort should be identified: 7% may be defined as Able and 3% as Talented. SPCEDS will use these indications as a starting point for their identification process, and the basis for a register of named children.

Exceptionally able children will be performing well above their chronological age.

The school will seek to provide an enriched curriculum for all children. Through this it will be possible to identify the most able. The school will then seek to further provide learning opportunities.

PROVIDE – IDENTIFY – PROVIDE

Extra Curricular Activities (Clubs)

There are a range of activities available to children during the school week to enhance their learning experiences. Throughout the school year SPCEDS offers activities which may include football, netball, gardening, gymnastics, dance, athletics, multi-skills, card making, library, cooking and ICT. We have a thriving School Choir for children in Years 3, 4, 5 and 6. In addition to these school activities, regular trips are organised for year groups and residential trips currently take place in Years 4 and 6. If you would like to volunteer to support any of these extra curricular activities or are interested in setting up something new please let us know.

Safeguarding at SPCEDS

Attendance

Under Section 7 of the Education Act 1996, 'It is the legal responsibility of parents to see that their child/children receive(s) regular education suitable to their age, aptitude and abilities....'

Please help us to satisfy current government legislation and targets by either writing or telephoning to explain any absences. If your child is ill please do not send them to school. If your child is not at school and we do not receive a call or letter to explain their absence you will be contacted as we are required to note unauthorised absences. These could result in a visit from the Educational Welfare Officer.

Holidays during term time are no longer able to be authorised, you will be asked to fill in a Leave of Absence form should you wish to ask that your child is not in attendance. It is not a parental right to be able to take your child out of school for a holiday, legally children should be in school every day it is open; non-attendance means they will miss part of the carefully planned curriculum.

90% attendance sounds really good but across a child's school career it amounts to over a year's absence!

Behaviour

At Spalding Parish Church of England Day School we have high expectations with regards to behaviour for everyone within our community. We value and reward children for their behaviour and see choices about behaviour made by children as their own; emphasising that they must take responsibility for their actions.

We provide clear guidance, through our 'Code of Conduct', about what we expect from children in respect of their behaviour and this is consistent across the school. Children who choose not to follow this clear guidance will experience the same problem related consequences as the rest of the school.

We aim to help our children to value and respect themselves and others, to take a pride in their own contribution to the school and its' life and to take care of the school environment (reference to the two R's – Respect and Responsibility).

At Spalding Parish Church of England Day School we firmly believe in God and in...

Respect

- for ourselves.
- for each other.
- for our environment.

Responsibility

- for ourselves and our actions.
- for our belongings.
- for our environment.

Our expectations of how children behave in and out of the classroom is regularly reviewed and quickly learned by the children. We regularly review our expectations in consultation with children to ensure they stay up to date and relevant.

Occasionally problems may arise and in this event we will contact the child's parent/carer in order to discuss the matter constructively. In the event of serious misbehaviour the school's disciplinary procedure; the Behaviour Management Policy approved by the Governing Body, will be implemented.

Bullying

Bullying is a very sensitive issue. Bullying is action taken, over a period of time, by one or more children with the deliberate intention of hurting another child, either physically or emotionally. Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.

At SPCEDES we do our utmost to ensure that each child feels a sense of security and well-being whilst at school. Each child has the right to:

- attend school without fear;
- seek help from staff if they are being bullied;
- know they will be actively listened to;
- an investigation of their problem;
- support towards ensuring that the bullying will cease.

As with our expectations regarding their behaviour we also reinforce these rights with children in school. Children need to feel secure and happy at school in order to progress and relationship problems with other children may hinder this. As a school we use the word **STOP** to support our Anti-bullying work. **Several Times On Purpose** and **Start Telling Other People**.

Please contact the school as quickly as possible if your child informs you of any problems, or you have any concerns, no matter how small, so the school may support the child to resolving these.

Child Protection

Working within the children's services sector we at SPCEDES share an objective to safeguard children and young people. We have a pastoral responsibility towards our pupils; playing a part in the prevention of abuse and neglect, through our policies and procedures for safeguarding children, and through the curriculum. The curriculum plays a preventive role in preparing children and young people for their future responsibilities as adults, parents and citizens.

Spalding Parish Church of England Day School creates and maintains a safe environment for children and young people, managing situations where there are child welfare concerns. At SPCEDES children are helped to understand what is and what is not acceptable behaviour towards them, and taught about staying safe from harm, and how to speak up if they have worries or concerns.

The Deputy Head Teacher is the '**designated person**' for Safeguarding at SPCEDS and the Governing Body have a named Governor who liaises with the Deputy Head Teacher and Head Teacher.

Safer recruitment is an important part of safeguarding children. Having a safe culture is a key part of safeguarding. Spalding Parish Church of England Day School tries to achieve this as far as possible by:

- Having an effective safer recruitment policy, including full pre-employment check;
- Having effective induction, training, mentoring and supervision processes;
- Ensuring there is an awareness and understanding of safeguarding;
- Having clear procedures for reporting concerns or issues;
- Having agreed standards of behaviour;
- Having a commitment to safeguarding children and young people.

Health and Medication

Illness

Do not send your child to school should they be ill, it is recommended that 4-8 hours should elapse from the last bout of sickness or diarrhoea before returning to school. You should always contact the school, in line with our Attendance Policy, should your child be absent from school.

Medicines

Non-prescription medicine is NOT ALLOWED in school. As a service to parents/carers medication prescribed by a doctor will be administered by designated staff but only after a request in writing has been submitted to the office by the parent/carer. An 'Administration of Medication Form' can be requested from the school office. All medication is stored in the office with the exception of asthma inhalers or medicine required in an emergency, for example epi-pens.

Medicals

During your child's time in school there will be occasions when the School Nurse Team will arrange to complete a medical to check height, weight or hearing. You will always be notified beforehand to gain your permission and an opportunity given for you to attend. If you have any concerns about your child's health development the School Nurse Team can be contacted via the school office or at the Johnson Hospital on 01775 652143.

Head Lice

Head lice can be a problem as young children do play in close proximity to each other. Should you find head lice in your child's hair please inform the school office, in confidence, as we will then send out a courtesy letter informing parents/carers to check their child's hair.

There are numerous treatments available over the counter but there is no better prevention than regular checks and combing through with a conditioner with a very fine tooth comb. It is recommended that you do not treat your child's hair '*just in case*' if no lice or eggs have been found as the lice then become immune to the treatments.

Once your child has been treated after a case of head lice have been found they are able to come back into school.

School Safety

The Governors of Spalding Parish Church of England Day School acknowledge their corporate responsibility as an employer to ensure a safe and healthy environment for children, staff and other adults who come on to the premises as visitors or contractors. All visitors to our site are requested to call at the school office to sign in when they first arrive.

The Governors of SPCEDS would ask all parents/carers to be mindful of the dangers posed to others when bringing their own children to and from school by car. The roads around the school are usually extremely busy. Parents/carers are requested not to drive into the staff parking areas. We would encourage all children to walk to school, as far as is possible, with their parents/carers.

For safety reasons we ask that dogs are not brought onto the school grounds and that cyclists dismount outside the school grounds and do not ride their bicycles on any of the school grounds. This includes the riding of scooters, skate boards and roller skates. If seen you will be asked to stop, so please do not be offended.

Community Cohesion

SPCEDS is responsible for educating children and young people who will live and work in a world which is diverse in terms of culture, faith, ethnicity and social backgrounds. Staff and pupils reflect this diversity, allowing pupils to mix with those from different backgrounds.

The Governing Body have adopted a Community Cohesion Policy to support the school and its staff in its work to ensure that equality of opportunity and positive attitude to diversity are promoted as part of their overall responsibilities.

Equality and Diversity Strategy

We are committed to the promotion of equality and diversity. In so doing, we realise the valuable contribution which all members of the community can make to the school. Our policies and practices will be reviewed to take into account the different needs and contributions of pupils, staff, parents and governors.

Vital to our work on equality and diversity is to ensure that pupils and staff can develop in an environment which is supportive of academic and emotional needs.

The legislation which applies to schools with regard to equality is complex and requires us to have in place various policies and practices. We have chosen to combine these requirements into a single resource and strategy for equality and diversity. Crucial to this is our intent that all those involved have access to a single resource which clearly details our commitments, describes our processes and sets out how we will deliver equality at SPCEDS.

Our policy provides a framework for action to address the six areas of equality covered by legislation – race, gender, disability, age, sexual orientation and religion or belief.

At SPCEDS we are committed to:

- actively tackling discrimination, and promoting equal opportunities and good community relations;
- encouraging, supporting, and helping all pupils and staff to reach their potential;

- working with parents/carers, and with the wider community, to tackle discrimination, and to follow and promote good practice; and
- making sure our equality policy and its procedures are followed.

Home and School Partnership

At Spalding Parish Church of England Day School we actively encourage a close partnership between home and school. We firmly believe you, as parent/carer, know your child best. During your child's time in the Foundation Stage we complete observations on your child and write 'Learning Stories' to explain their learning. We would value your support with these and ask you to document your child's interests at home to support the planning for your child.

We welcome parents into school to help with a variety of activities and value this support. If there are any ways in which you would like to be involved we will be delighted to hear from you.

All staff in school are interested in the well-being of your child. They are always willing to discuss any concerns that you may have. Not all problems which children experience are obvious in school, so if there are any changes in circumstances or medical problems which may affect their performance, please share them with us, in order for us to provide the best possible support.

Together we share a common aim, the development of your child. With this in mind we have developed our Home-School Agreement which provides the expectations of all the parties concerned in your child's learning; the school, the parents/carers and the children themselves. On starting SPCEDES you will be given a copy of this and asked to sign a copy for our records. (A copy of this can be seen at the end of the Prospectus).

You are welcome to visit the school to meet with either the relevant member of staff or the Head Teacher. Unless otherwise engaged, the Head Teacher is available to talk between 9.00 am and 10.00 am each morning, Monday, Tuesday and Thursday without an appointment, or at any other times by arrangement.

Celebration Book

Each week children are nominated, by the adults in school, to be in the 'Celebration Book' that is presented on a Thursday afternoon for Foundation Stage and Key Stage 1 children and Friday afternoon for Key Stage 2 children. Children are nominated for a variety of reasons whether it is for academic achievement, sporting achievement, social development or for just bringing their smile to school each day. We would welcome your nominations for your child's achievements at home too, if you would like to nominate your child please speak either to someone in the school office or your child's class teacher.

Class Presentation Assembly

During the Academic Year you will be invited into school, at least twice, to see your child perform their Class Presentation Assembly. We aim to give two weeks notice of the assembly to support arranging time off from work should this be required. We hope that you will be able to attend and support your child.

Homework

Children are given Homework to complete; that we feel is appropriate to their ability and age, during their time at SPCEDS. We would expect parents/carers to use the Curriculum Guidelines sent home and suggested websites via our school website on the Year Group pages to extend and develop the work being completed in school using the ideas and suggestions given. Alongside this it would support your child's learning if they are initially read to each evening, developing into shared story telling and then listening to your child read. If you have any concerns regarding your child's homework do not hesitate, in the first instance, to speak to the class teacher.

Parish Pioneers - Before and After School Club

At SPCEDS we have a thriving Breakfast and After School Club on our site, this is under school governance. This is held in the 'Parish Pioneers Room' and small hall which has access to the secure Foundation outdoor area. Any parent/carer interested in this service should speak to Karen Ingamells, Setting Manager, on 0750+ 520256 for further details and costs.

School Records

When children are admitted to school, a folder is opened for them. This folder is added to regularly and passed on to the receiving teacher or school. The folder will hold the following information;

- name, date of birth, doctor, etc.
- information concerning a child's personal circumstances.
- reports and records of the child's achievements.

Please note that parents/carers may, if they wish, ask to see their children's record by appointment with the Head Teacher. Records will be confidential to all except those who have a rightful access to them.

Educational Trips and Residential

Educational trips and residential play an extremely important part in the school life of your child, providing first hand experiences as part of their curriculum studies. The Governors have agreed to ask parents/carers to make a voluntary contribution towards the costs involved. The Governors would like to bring it to your attention that an activity can only take place if everyone is prepared to contribute the advised amount. No costs will be passed to other Parents/Carers resulting from someone not paying, however, if the school does not receive sufficient donations to cover costs, then, the activity will have to be cancelled.

The Head Teacher will be pleased to discuss, in confidence, individual problems with parents/carers.

Personal Property on School Premises

Children are responsible for the security of their personal possessions whilst at school. Personal items, such as jewellery, money (apart from money for tuck shop), hand held computers, balls, expensive toys and sets of cards, are best kept at home as we cannot ensure their safety or replacement if lost or broken. If your child would like to bring a small toy to play with at break times we ask that it is inexpensive and small enough to fit in a coat pocket for when they have finished playing with it.

Lost property is placed in lost property boxes in each Key Stage. It is very helpful if **all** school clothing is clearly named. Children are firstly encouraged to look for their own lost items, developing their responsibility. Unclaimed items will be disposed of regularly.

Insurance

Personal accident Insurance for Pupils

The insurance market offers personal accident cover for pupils 24 hours a day. If you wish to avail yourself of such cover for your child, you should make enquiries with insurance brokers or companies.

Personal Property on School Premises

Valuable or precious items should not normally be brought to school. When items of this nature are brought for topic work or as part of an assignment they should be handed to the class teacher to look after on arriving at school. We firmly believe that children are responsible for their personal possessions.

School Finances

The school receives funding from two main areas:

1. The Local Authority

Each year Lincolnshire Local Authority provides an annual budget for the school to spend. After the salaries of teaching and non-teaching staff are paid, and the school's running costs are accounted for, the Head Teacher decides on priorities within the school and how the money should be spent, presenting a Budget to the Buildings, Finance and Grounds Committee of the Governing Body.

2. The School Fund

The school fund deals with all other money received by the school. This may include donations from parents/carers towards educational outings and the money obtained from the purchase of school uniform. This account is audited annually by the school auditors. Any cheques sent to the school should be made payable to 'SPCEDS'.

SPCEDS School Policies

All the school policies as mentioned in this prospectus are available to read upon request at the school office. Should you require a personal copy of any school policy a request should be made at the school office and one will be provided for you, within no more than, five working days. There may be a small charge to cover the cost of reproduction. Some of the main school policies can be found on the school website: www.spaldingparish.lincs.sch.uk

General Information

Further general information, term dates, annual school achievement and attainment tables and useful website links; including one to our latest OfSTED Report can be found on the school website: www.spaldingparish.lincs.sch.uk

Complaints Procedure

At Spalding Parish Church of England Day School we strive to deliver the highest possible standards of learning, teaching and understanding. We promote and encourage each child to reach their full potential intellectually, socially, emotionally and physically. All staff in school are dedicated to achieving this aim. However, it is possible that you may feel that we have not lived up to your expectations. If this is so, please tell us.

SPCEDS's Governing Body have adopted a "Complaints Procedure" which gives helpful information on the best way of expressing any such concerns. You can request a copy from the school office during school hours or find a copy on our website: www.spaldingparish.lincs.sch.uk

The Head Teacher is available each Tuesday morning, unless otherwise engaged, between 9.00 am and 10.00 am to see parents/carers without an appointment.



Spalding Parish Church of England Day School

We are a caring Christian Community built on
Compassion, Trust, Friendship and Hope

Home-School Agreement

Community dedicated to learning. We support children to develop the skills for life. As learners we will make mistakes and learn from them; always making new mistakes. We will not fault find and blame others. We will listen and ask questions, discussing things openly. We will keep ourselves informed. We will have fun and laugh together. We will spend time becoming emotionally and inter-personally competent.

The School will:

- Be open and welcoming.
- Provide a balanced curriculum and meet the individual needs of your child.
- Achieve as high a standard of work and behaviour as possible through the building of mutual respect and a sense of responsibility.
- Care for your child's safety and happiness.
- Keep you informed of your child's progress and general school matters.

The Parent/Carer will:

- See that their child attends school, on time and appropriately dressed.
- Ensure the school is notified of reasons why their child is not at school.
- Support school policies relating to the curriculum and children's welfare.
- Make the school aware of any concerns or problems that might affect their child's work or behaviour.
- Support their child in any homework and hear them read.
- Attend all Parent/Carer Consultation Evenings.

The Pupil will adhere to our Code of Conduct through:

- Developing the two 'R's' – Respect and Responsibility.
- Listening and following instructions.
- Walking quietly in and around the school building.
- Using their hands and feet for working and playing.
- Keeping our school environment clean, green and tidy.
- Treating others like we want to be treated.
- Behaving in a kind and considerate way.
- Thinking before we speak or act, using polite and kind words and actions.

Parent/Carer:

Child:

Head Teacher: