

Useful Information



Finedon Mulso C of E Junior School



Learning for Life Education Trust
Stronger together

Welcome to Finedon Mulso CE Junior School

**At Finedon Mulso CE Junior School,
we have a firm commitment
to providing an excellent education
for your child.**

We are delighted that you have chosen Finedon Mulso CE Junior School for your child's Key Stage Two education. We hope that you will feel very welcome and find the information in this booklet useful in ensuring that your child settles happily into our school.

The aims of our school lie at the heart of all that we do. We have a caring and committed staff team, who work hard to support all aspects of a child's development. We value each child as an individual and believe that we have a vital role to play in building self-esteem through the use of praise and encouragement and by ensuring that every child feels valued and achieves success.

We nurture and maintain a positive atmosphere – our school is a happy, caring place with a relaxed and purposeful environment, where each child is encouraged and challenged to reach their full potential.

We are pleased to announce that the school was inspected by OFSTED in January 2018 and was judged 'Good'. This is a fantastic achievement and if you would like to read the full report, please visit the school website or the OFSTED website www.ofsted.gov.uk.

'This school continues to be good.'
'Pupils work easily and naturally with each other and this helps them make good progress.'
'... They are friendly and welcoming to visitors...'
'... standards are improving in all subjects...'
'The overwhelming majority of parents rate the school highly...'
A parent stated, 'I feel very lucky to have such a lovely school on my doorstep.'
Ofsted January 2018

As members of the Learning for Life Education Trust, we work in a close partnership with the Infant and Junior Schools in Irthlingborough. We also work as 'one school' with Finedon Infant School under the same Headteacher.

We trust that this booklet will give you a flavour of the caring learning community of Finedon Mulso CE Junior School. Please visit our school website (www.finedon.northants.sch.uk) if you would like to know more, or contact our School Administrator, Miss Wright, on 01933 680433 or via e-mail (bursar@finedonmulso.northants-ecl.gov.uk)

Vision, Values and Aims

Vision

We nurture the talents and aspirations of our children, preparing them to be confident, responsible and respectful individuals who positively contribute to the world, and reach their potential within a loving, caring Christian community.

Learning together, enabling children 'to live life in all its fullness'.

John Ch 10 v 10

Values

As a Church School, we have the following Christian Values, supported by a biblical quotation, which are a key focus of our school ethos and underpin everything we do.

Community	'All the believers continued together in close fellowship and shared their belongings with one another.' Acts 2:44
Peace	'Happy are those who work for peace. God will call them his children.' Matthew 5:9
Wisdom	'It is the Lord who gives wisdom; from him come knowledge and understanding.' Proverbs 2:6
Trust	'When I am afraid, O Lord Almighty, I put my trust in you. I trust in God and am not afraid; I praise him for what he has promised.' Psalms 56:3-4.
Forgiveness	'Forgive us the wrongs we have done, as we forgive the wrongs that others have done to us.' Matthew 6:12
Thankfulness	'Every day I will thank you, Lord; I will praise you for ever and ever.' Psalms 145:2
Service	'Each one of us does the work which the Lord gave him to do.' 1 Corinthians 3:5
Justice	'What the Lord asks us to do is to do what is just, to show constant love and to live in humble fellowship with our God.' Micah 6:8
Compassion	'Praise be to God, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves receive from God.' 2 Corinthians 1:3-4
Humility	'Happy are those that are humble; they will receive what God has promised.' Matthew 5:5
Endurance	'I have the strength to face all conditions by the power that Christ gives me.' Philippians 4:13
Creativity	'We are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do' Ephesians 2:10

Aims

In order to fulfil our vision, we aim to:

- Enable all pupils to achieve to the best of their ability and aptitude to become the best that they can be;
- Provide pupils with a broad and balanced curriculum which will engage, challenge, motivate and inspire in them a love of learning;
- Provide our pupils with a stimulating learning environment that has exciting and enjoyable lessons delivered by high quality, well-trained staff who will always encourage high aspirations;

- Create a caring, Christian community in which pupils are treated with respect and thereby feel happy, confident and valued;
- Encourage all pupils to acquire Christian moral and social values, behave well, show good manners and have respect for others regardless of their gender, ethnicity, religious or cultural background;
- Encourage all pupils to live safe, healthy and fulfilling lives and make a positive contribution to their local community.

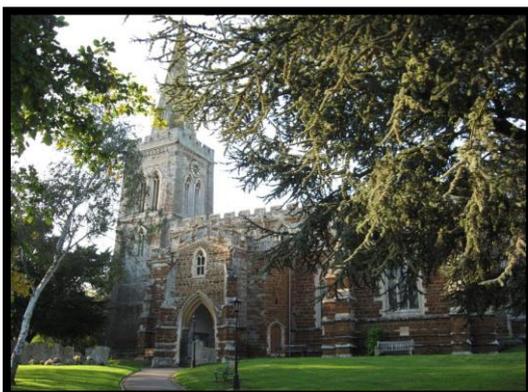
Our School as a Church School

Well over a century ago, our school was built by the Church of England on land given by the Lady of the Manor, Miss Ellen Mackworth-Dolben in 1900. It was opened on 15th June 1900, and we have enjoyed a close relationship with the Church ever since.

Our Anglican School aims to work in partnership with parents, the Parish Church of St Mary the Virgin and the Peterborough Diocesan Board of Education to develop members of the community who respect other faiths. Whilst our aims and values are based on the Christian Faith, the school is inclusive and welcomes children of any faith or none.

Our links with St. Mary the Virgin Church are extensive and wide-ranging. Some members of our Governing Body are nominated by the Church and, as well as working hard to support the leadership of the School, they provide practical help with aspects of school life such as Collective Worship and supporting with elements of the curriculum.

The Church also provides a venue for school events, such as the Harvest Festival, Christmas, Easter and the end of the academic year services. Both Church and School benefit greatly from this excellent association and are enriched by it.



Religious Education

As a Church School, we believe we have a special duty to provide an inspiring Religious Education curriculum for our children and are proud to have been awarded the Silver RE Quality Mark. Religious Education is centred on the Christian Faith and the traditions of the Church of England. However, we also seek to prepare our pupils for the wider world that they will encounter in later life by teaching about other faiths too.

Collective Worship

Collective Worship has a central position in our school and we hold daily acts of Collective Worship in the Christian tradition. We aim to provide high quality worship, which is stimulating and enjoyable for all. Our worship is carefully planned and focuses on our school values. Worship sessions include sharing experiences, singing hymns, prayer and quiet reflection and provide valuable opportunities for spiritual, moral, cultural and social development.

Reverend Richard Coles regularly leads our worship and every term the children visit the Parish Church. We warmly welcome parents to join us for worship in Church and in school to celebrate special times.



School Information

The School Day

- Begins: 8:45 a.m.
- Morning Break: 10:45 a.m.
- Lunch: 12:30 – 1:30 p.m.
- Ends: 3:15 p.m.



Home Time

At the end of the school day we expect all children in Year Three and Four to be collected by one of their named contacts, unless the office has been advised otherwise. If you need to make a one-off change to your usual arrangement, please contact the school office so that your child and their class teacher can be advised.

In the case of Year Five and Six children, if you wish your child to walk home on their own on a daily basis, then we require you to let the school know in writing by filling in a permission slip and returning it to the school office.

Children not Collected after School Hours

When a child remains on school premises at the end of the day, the school needs to know that it has parental authority to do what is necessary to look after the child. If the child is not collected, the school will make enquiries to find the parents using the contact numbers given by them. If that fails, however, the school will need to make temporary arrangements for the children to be cared for elsewhere. There are rare occasions when, perhaps due to an emergency, parents are not able to collect their children promptly from school, or make arrangements for their collection, at the end of the school day. Unless we hear to the contrary we assume that you agree to the school and other agencies making whatever arrangements are necessary to ensure your child's welfare.

Absence from School

Children are expected to attend school unless there is a good reason for their absence. If children are to make good progress, it is important that they attend school regularly and arrive punctually. We appreciate, however, that from time to time absence may be unavoidable due to illness. It is important that parents telephone the school office by 9:00 a.m. **on the first day of absence**, to let us know the reason for the absence.

If a child is absent from school, there is a legal requirement for us to record the reason for absence. Absence will be authorised for illness, emergency medical appointments, specific religious observance or if the school is closed due to unforeseen circumstances. All requests for absence due to exceptional circumstances must be placed in writing prior to the event. The Headteacher will review the request and decide if it may be authorised. If a child is absent for other reasons, the absence will be recorded as unauthorised. **Please note that we do not authorise absence for any term time holidays and if you take your child out of school for a holiday during term time, you may be fined.**

Security Measures

After 8:45 a.m., the only access into the school building is via the main entrance. The main entrance gate is locked at 9:10 a.m. and the buzzer on the intercom sited at the gate will need to be pressed, in order to again access to the school.

Safeguarding

It may be helpful for parents to know that staff have a legal duty to report any obvious or suspected case of child abuse – which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse.

This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that staff risk upsetting some parents by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is to carry out this delicate responsibility, would accept that the school was acting in what were believed to be the child's best interests.

Parent Support Advisor

The school employs a Parent Support Advisor, Mrs Caroline Jewell, and a leaflet has been enclosed in your pack, outlining further details of her services and her contact details.

Before/After School and Holiday Provision

For parents requiring before or after school care for their children, the school offers the services of the Apple Tree Club, which is based at the Infant School. Children can be dropped off at the club from 8:00 a.m. and club staff take them to the Junior School in time for morning registration. At the end of the school day, children are collected by Apple Tree Club staff and taken back to the club where they can stay until 5:45 p.m. The club is also open throughout the school holidays. Fees are reasonable, and some families can obtain help with fees through the Working Families Tax Credit scheme. See leaflet for more information or call 07766 978374.

Accessibility

The teaching and learning spaces within school are all on the ground floor and there are disabled toilet facilities. There is a flat entrance to the back and a ramped entrance to the front of the building and the mobile classroom.

The school is opposed to any discrimination that would prevent pupils with disabilities from being treated less favourably than other pupils and makes every effort to provide access for pupils with a disability. Curriculum, physical and information accessibility is regularly reviewed.

Equal Opportunities

As a school, we promote equality of access to all activities without prejudice, due to race, culture, resources, special needs or gender.

Special Educational Needs

We believe in a fully inclusive school where our children are encouraged and supported to reach their full potential whatever their ability or need.

Within our school, learning forms part of a continuous cycle of planning, teaching and assessment, that takes into account the wide range of experiences and skills of pupils. The majority of pupils will learn within these arrangements. Where a child is not making the expected progress for a child of their age, further assessments will be undertaken, sometimes involving external agencies, to determine the cause of their lack of progress. We will then identify and focus attention on the child's existing skills and highlight areas for action in order to support the child within the classroom setting.

Parents will be part of the discussions and kept informed of the targets and support programmes in place for their child.

Personal, Social and Health Education (PSHE)

Through PSHE our children are encouraged to think and talk about issues which they experience in their own lives and in the lives of others.

Sex and Relationship Education is part of the science and PSHE curriculum for years five and six. Issues covering Health and Sex Education are taught sensitively taking into account the maturity of the children and their level of understanding.

PSHE also includes lessons about drugs and substance abuse. This enables the children to develop skills, attitudes, values and knowledge which will enable them to **'Say No'** to drug use.

Parents are informed in advance of the intended teaching programmes for sex education.

Music Lessons

We offer music lessons for strings and guitar with teachers from Northamptonshire Music and Performing Arts Trust (NMPAT). Violins can usually be loaned free of charge from NMPAT however, guitars need to be provided by parents. Lessons are on a weekly basis for 33 weeks of the year. These lessons are chargeable to parents. For more information, please see the school office.



Pastoral Care

Children are encouraged to talk to any member of staff at any time if they have any problems at school. Sometimes children find it easier to discuss issues at home and, if something is mentioned, no matter how trivial, we would ask parents to contact the school as soon as

possible so that we can work on a solution. We value your child's happiness in school and view communication with parents as an important aid to ensuring this.

Medical Matters

Members of staff are first aid trained and are available to deal with minor injuries. *Please note, it is not our policy to notify parents of every minor injury that commonly occurs in a school playground environment.*

All serious incidents will be reported to parents as soon as possible by telephone. If emergency contact cannot be made and the child requires urgent medical attention, an ambulance will be called, and a member of staff will accompany the child to hospital. A member of staff will continue to try and contact the child's parents.

If a child receives a bump or injury to the head i.e. from the neck upwards, a letter will be given to the child's teacher who will ensure that it goes home.

If a child becomes unwell at school, it is our policy to contact a parent, so that the child can be taken home.

Should a child require any medication to be administered at school, parents need to speak to staff in the office and complete a consent form. If a child suffers from a chronic condition, special arrangements can be put into place, drawing upon the guidance of the School Nurse and the child's G.P.

Children who suffer from asthma are allowed to have their inhalers, clearly named, within easy reach at any time.

Lunchtimes

You may order a hot meal for your child to have in school or you can provide a packed lunch. Parents have the opportunity to claim free hot meals if they receive Income Support or Job Seekers Allowance; full details of how to apply can be found on the NCC website www.northamptonshire.gov.uk, under the heading 'Free School Meals'. We would encourage all parents who can, to take advantage of this support.

Packed Lunches

To encourage healthy eating, please do not include fizzy drinks, sweets or bars of chocolate in your child's packed lunch.

- Packed lunches should be brought in a suitable container, **clearly marked on the outside of the container with your child's name and class.** On arrival at school, it should be placed on the lunch box trolley.
- Due to some pupils having a nut allergy, we request that nuts are not included in packed lunches.

Milk

Parents have the opportunity to purchase milk for their children to drink at morning break. The scheme is run by the company 'Cool Milk'; details can be obtained at www.coolmilk.co.uk. If your child is registered for Free School Meals, you will also qualify for funded milk.

Snacks

In order to promote healthy eating, children are only allowed to eat fruit or vegetables for their snack which they will be able to eat during morning break. You can either provide this for them or you may buy fruit through the school - please see separate letter.

Water

It has been proven that if children have regular access to water during the day, they are more able to concentrate and make greater progress. Therefore, children are provided with a cup and drinking water is available in all of our classes.

Visitors to the School

All visitors are requested to enter the school via the main entrance, sign in and wear a visitor's badge. All visitors and contractors on site are asked to comply with our Health and Safety procedures.

Smoking

The school operates a strictly no smoking policy. Parents and visitors are requested not to smoke in and around the school premises. This includes the use of e-cigarettes and vaping.

Mobile Phones

When in the school building, mobile phones should be switched off.

Dogs in the School Grounds

We ask that you do not bring dogs on to school premises (with the exception of guide dogs and hearing dogs for the deaf).

Educational Trips and Special Events

We aim to offer an enriched and exciting education for all our children. The school organises educational visits and events and parents are asked for a voluntary contribution towards the cost of these activities.

Procedures for concerns and complaints

Fortunately, most concerns can usually be resolved quickly and informally; if you have a simple question, your child's teacher may be able to answer that at the end of the day. However, if your issue is more pressing, a short, impromptu conversation may not be sufficient. In such

cases you need to book an appointment to have a longer meeting with the teacher; you can do this by speaking to the School Administrator or by emailing the teacher directly. The teacher will record your concerns and any actions that are needed and hopefully a solution will result.

If your child's class teacher is unable to assist, you can request that he/she refers your issue to a member of the Senior Leadership Team. In such cases, either the Deputy Headteacher or Headteacher will get back to you, ideally within a day, and arrange to see you. We very much hope that we will be able to resolve any issues at this stage. If, however, we cannot then you may formally refer your issue to the Chair of the Governing Body by sending a letter via the school office.

If your issue is a more general one, such as you wish to express your opinion about something or make a suggestion about how to improve something, please email the Headteacher so that she can respond to you directly.

If, unfortunately, the school's best efforts do not result in a solution, concerns can be further pursued by writing to the Chair of the Board of Directors of the Learning for Life Education Trust.

Class Organisation

The school has three Lower School classes for children in Years 3 and 4 and four Upper School classes - two Year 5 classes and two Year 6 classes. Children in Years 3 and 4 are split into single year group classes for part of the morning to enable them to have mathematics and reading taught in single year group classes.

The classes are chosen carefully to ensure a mix of boys and girls, age and ability. The Infant School teachers help us to put the children into the Lower School classes on transfer.

Our classes are named after birds.

Year 3/4 Classes	
Mrs Ielapi	Woodpecker Class Year 3 maths and reading
Miss Dangerfield / Mrs Westwood	Kestrel Class Year 3 maths and reading
Miss Dodds	Chaffinch Class Year 4 maths and reading
Miss Sadler	Starling Class Year 4 maths and reading
Year 5 Classes	
Mrs Heaviside	Magpie Class
Miss Wills	Kingfisher Class
Year 6 Classes	
Miss Friell	Red Kite Class
Miss Williams	Robin Class

School Uniform

We encourage children to wear our uniform with pride, as we believe that it helps children to feel part of the school team. It is designed to be smart, comfortable and practical and it consists of the following:

- Blue sweatshirt or cardigan with school badge
- Grey or black skirt, pinafore dress or trousers
- White or blue polo shirt
- Blue and white check dress
- Grey, black or white socks or tights
- Footwear should be flat black shoes (our children are not allowed to wear inappropriate footwear including trainers, open toe sandals, flip flops or sling back shoes)
- Hair should be kept back with simple bobbles or a simple headband. Decorative hairpieces are not suitable for school.



Indoor P.E.

- Plain white t-shirt (preferably with school badge)
- Black shorts or leggings

Outdoor P.E.

- A plain tracksuit or pair of tracksuit bottoms
- Trainers or plimsolls



Long hair should be tied back with a single bobble and earrings should be removed for all P.E.

Uniform and book bags can be purchased directly from Karl Sports. You may order and pay online at <https://ksschoolwear.co.uk>. Go to 'Find Your School' and choose the relevant school's badge. You may have your order delivered to school free of charge or you may wish to pay for home delivery. You may also visit Karlsports' shop at Unit 7, Trafalgar Road, Kettering, NN16 8DB (freephone 0330 0080 401).

Clothing / Lost Property

We keep a box for lost property in the dining hall. At regular intervals, unclaimed items are displayed for parents and pupils to look through. Items that are unclaimed for lengthy periods of time are eventually disposed of by sale or donated to charity.

All items of clothing brought to school **must be named**. PE and swimming kit must be kept in a clothing bag and waterproof bag respectively.

Craft Activities

The children are encouraged to bring to school an old shirt or oversized t-shirt, so that their own clothes will be protected while engaged in messy activities.

Jewellery

Children are strongly discouraged from wearing jewellery to school as it can be dangerous, easily lost or damaged. Earrings can be particularly hazardous and therefore only a pair of simple studs should be worn. Jewellery MUST be removed for P.E. games and swimming lessons.



School Term Dates 2019/20

TRAINING DAY	Monday	2 nd September, 2019
TRAINING DAY	Tuesday	3 rd September, 2019
Term starts	Wednesday	4 th September, 2019
Term ends	Friday	25 th October, 2019
TRAINING DAY	Monday	4 th November, 2019
Term starts	Tuesday	5 th November, 2019
Term ends	Friday	20 th December, 2019
TRAINING DAY	Friday	3 rd January, 2020
Term starts	Monday	6 th January, 2020
Term ends	Friday	14 th February, 2020
Term starts	Monday	24 th February, 2020
Term ends	Friday	3 rd April, 2020
TRAINING DAY	Monday	20 th April, 2020
Term starts	Tuesday	21 st April, 2020
MAY BANK HOLIDAY	Friday	8 th May, 2020
Term ends	Friday	22 nd May, 2020
Term starts	Monday	1 st June, 2020
Term ends	Friday	17 th July, 2020

Please note that term dates for other schools may vary.

School Staff – September 2019

Headteacher	Mrs J Lloyd-Williams
Deputy Headteacher	Miss Lucy Sadler

Teachers

Mrs L Ielapi	Woodpecker Class	Year Three/Year Four
Miss L Dangerfield/Mrs F Westwood	Kestrel Class	Year Three/Year Four
Miss S Dodds	Chaffinch Class	Year Three/Year Four
Miss C Wills	Kingfisher Class	Year Five
Mrs D Heaviside	Magpie Class	Year Five
Miss C Friell	Red Kite Class	Year Six
Miss C Williams	Robin Class	Year Six

Teaching Assistants

Mrs J Needle (Higher Level Teaching Assistant)
Mrs A Tollady (Higher Level Teaching Assistant)
Ms M Case
Mrs J Dunkley
Mrs G Hakes
Mrs T Smith
Mrs P Walker
Mrs R White

Midday Supervisors

Mrs P Berridge
Mrs M Callnon
Ms M Case
Mrs K Clark
Miss F Godleman
Mrs J Jennings
Mrs R White

School Cleaner

Mrs S Alexander

Site Supervisor

Mr I Swann

School Administrator

Miss R Wright

Office Administrator

Mrs G Hakes

Parent Support Advisor (PSA)

Mrs C Jewell

Special Educational Needs Coordinator (SENCO)

Miss F Pettitt

The Apple Tree Club Staff

Mrs C Cox
Mrs M Callnon
Mrs A Tollady

How can Parents be Involved?

We know that children develop their potential when home and school work in partnership. Our Home-School Partnership Agreement, which you are asked to share with your child and sign, reflects this and outlines how we can work together.

Keeping you Updated

At the start of every term, information is emailed to parents about the planned learning activities that the children will be experiencing. A weekly newsletter is emailed to parents/carers and it can also be viewed on our website www.finedon.northants.sch.uk

We also use Twitter as a way of keeping parents up-to-date with our learning. There is a whole school account (which covers the Infant and the Junior school) and our username is **@FinedonSchools**.

In addition, we have one account for each phase in school—Year 3/4, Year 5 and Year 6. The usernames that you will need to search for and follow are:

Year Three and Four: @FinedonSc34

Year Five: @FinedonSc5

Year Six: @FinedonSc6

Our Twitter accounts are **broadcast only** accounts and we do not answer any questions posed via the account. Any questions that you have for school staff, should be directed through the School Office or Class Teacher.

Contact Information

It is most important that we always hold current information about your home address and telephone number and where we can reach you should an urgent need arise (*this is particularly important for our text alert service.*) It is not unusual for children to be taken ill when they are at school and it can be distressing for them if we are unable to contact someone to take them home. **Please ensure that you keep your details up to date.** We ask for at least four emergency contacts.

We operate a texting service, sometimes used for reminders/alerts and for school emergency situations, e.g., if we have to close the school due to bad weather. Please let us know if you do not wish to receive text messages.

Each academic year, we will ask you to check the information you have provided to us for use in an emergency, but you may update your information at any time.

We will ask for your permission to use images of your child and their name on our Twitter account and our school newsletters.

Please see the enclosed letter and notice regarding GDPR (General Data Protection Regulation), which explains what we do with your information and how we use it.

Parent/Teacher Meetings

Information sessions are held throughout the year to ensure that parents can become familiar with the school's curriculum and opportunities are provided for parents to come into school to learn alongside their child. In order to keep parents informed about their child's progress, we hold two Parent/Teacher/Pupil Learning Review Meetings every year, one in the autumn and one in the spring term, and a written progress report is sent home in the summer term. If parents want to talk further, teachers are happy to arrange appointments. To do this, parents can contact teachers via the school office or by email.

Homework

All children regularly bring home reading books to share with parents and these are accompanied by a reading diary so that comments can be written about the reading. Mathematics homework is sent home weekly along with a weekly Learning Log activity. There are times tables and spellings to learn at home too.

Parents in School

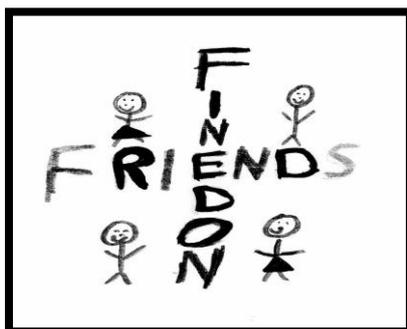
We welcome help in school from volunteers who can provide valuable support in enhancing aspects of school life such as listening to children read, cooking, gardening and art and craft activities.

Any parent who is in a position to offer help will be warmly welcomed, although parents are not permitted to help in their own child's class. By law, we are required to undertake certain checks on all volunteers who work with our children in school.

During the course of the year there are opportunities for parents to join with the children and staff, for example, at class assemblies.

Parents and Friends Association

"The Friends of Finedon Schools" (FoFS) is an extremely successful organisation, which regularly arranges events for the benefit of parents, children and staff at Finedon Infant School and Finedon Mulso CE Junior School. These events have included quiz nights, book fairs, chocolate bingo evenings, Christmas and Summer Fairs and many of these are very popular annual events. Profits are used to provide the schools with valuable extra resources. Any parent who has a child attending either school is automatically a member of the Friends Association and a committee is newly formed each year. Any parent who is interested in becoming a committee member or helping at an event would be welcomed.



Behaviour Policy

As a Christian School, high standards of behaviour, self-discipline and a caring attitude to others are encouraged. All children are expected to be polite and well behaved in order to work and co-operate with others effectively. We operate a positive approach to discipline, with the emphasis on rewarding children who follow the Diamond Rules and who work hard.

Diamond Rules

We have three Diamond Rules that we expect to see the children following:

- Show good manners at all times
- Care for everyone and everything
- Follow instructions with thought and care

To encourage children to follow these rules, staff are quick to praise expected behaviour and recognition is given where children earn 'Sounds of Success' towards a class reward.

Repercussions

If a child chooses to break a rule, however, the following steps will be taken:

- The first time a child chooses to break a rule they will receive a polite, spoken reminder about our expectations
- If, on the same day they break a rule again, they will receive a verbal warning
- If there is a third time, they will have 'Time Out' in the classroom (for a number of minutes appropriate to their age)
- On the fourth occasion, they will have double 'Time Out' in another classroom and, if this happens, you will be contacted at the end of the day.

On very rare occasions, if a child continues to break the rules, they will be sent to the Headteacher and parents will be called, and, in extreme cases, a temporary or permanent exclusion may be actioned.

Bullying

We will not tolerate any form of bullying at our school and have an agreed policy to deal with any bullying issues. We teach children through the curriculum to appreciate one another's feelings and encourage a climate of tolerance throughout the school.