

# School Prospectus 2016/2017



## Forest Glade Primary School

**Address:**

Forest Glade Primary School, Mansfield Road,  
Sutton in Ashfield, Notts, NG17 4FL

**Telephone:**

(01623) 452770

**Website:**

[www.forestgladeprimary.co.uk](http://www.forestgladeprimary.co.uk)

**Email:**

[office@forestglade.notts.sch.uk](mailto:office@forestglade.notts.sch.uk)

**Head Teacher:**

J M Gibby

**Chair of Governing Body (Acting):**

Ms Amanda Andrews

**Type of School:**

Forest Glade is a County Primary School catering for boys  
and girls between the ages of 4 and 11.

It is a day school.

Dear Parents

I would like to take this opportunity to welcome you to Forest Glade Primary School. The material in this prospectus will provide information about the school, ranging from the vision, aims and curriculum to our policies and practices. The prospectus is designed to give you facts and a flavour of our school atmosphere.

At Forest Glade we are working to ensure the highest quality education for each individual pupil. We have high expectations of our children and recognise all talents and abilities.

We encourage parents to work in partnership with the school to meet our expectations and help us achieve our aims. We encourage a continuous dialogue between home and school so that we can achieve the best for your child. We want to encourage family and school working together.

We have a dedicated staff team, committed to providing the best for our children. They encourage the children to develop confidence and independence by ensuring positive attitudes and high standards of work and behaviour.

Come into the school and we will be pleased to spend time with you discussing the opportunities we can offer.

I look forward to meeting you.

JM Gibby  
Head Teacher



## Welcome to Forest Glade Primary School

Forest Glade is a local authority Primary School catering for children from 4-11 years. The school has a long tradition of serving the community and providing teaching and learning experiences to generations of children.



### The Aims of our School

- Ensuring all pupils reach their full potential
- Providing a rich stimulating and relevant curriculum
  - Promoting a love of learning
  - Helping children to live together in a community
- Encouraging them to be morally responsible and independent
  - Developing spiritual awareness

### Forest Glade Mission Statement

- To develop the whole child ensuring they achieve their potential academically, socially, physically emotionally, creatively and morally.
- To ensure full access to the entitlement curriculum for each child, regardless of age, aptitude, disability, gender, race, culture and religion.
- To continue to raise standards by delivering the detailed curriculum aims as stated in the school prospectus.
- To enable each child to develop a positive self image and a sensitivity to the needs of others in school, the local community and the wider world.
- To help in the acquisition of a set of moral values and in developing the confidence to make and hold moral judgements, and develop habits of self-discipline and acceptable behaviour.
- To ensure that parents and carers are made to feel welcome and valued, are fully informed about the curriculum, and their child's progress, and are encouraged to work collaboratively with staff to support their child's learning.
- To review these aims by full and open consultation with staff, children, parents and governors.
- To continue to develop the school buildings, facilities and resources, providing a secure and stimulating environment for children and staff.
- To continue to develop links and partnerships with local establishments and the local community.

## Structure of the School

Here is a brief explanation of the school structure to help you make sense of how we are organised;

Foundation Stage 1 Pre school (FS1)	Nursery aged pupils 4 years (part time)
Foundation Stage 2 Reception (FS2)	Rising 5 year olds
Year 1	5-6yrs old
Year 2	6-7 year olds
Year 3	7-8 year olds
Year 4	8-9 year olds
Year 5	9-10 year olds
Year 6	10-11 year olds

## Visiting Arrangements

You are most welcome to visit our school if you are considering starting your child with us. Please telephone and the Head Teacher will meet you to discuss your needs and show you around the school.

## Starting School

Full time reception places are allocated by the area office, admissions. Please contact them on 0115 8041237 to give them your child's details and they will send you a form for starting school at the appropriate time.

### Admission Arrangements into F1

We do not have a nursery but we do admit children to a part time FS1 (part time 15 hours per week 9-12am) in January and April depending on their dates of birth. If you are interested in a part time place at school **please contact the school office.**

Parents of children who are due to start school (F1 and F2) are invited to attend a meeting in the term prior to their admission. The children get a chance to meet their teacher and to spend some time in the Foundation Stage area.

Reception age children follow the Early Years Foundation Stage Curriculum.

### First Admissions - Aged 4-5

The Governing Body of the school has agreed with the Local Authority to implement a single point of entry (pupils once per year in September) for admission to the primary school.

This means that children who are going to be 5 years old between 1 September and 31 August are admitted into school full time at the beginning of the Autumn Term.

This policy is subject to parents' statutory right to defer their child's admission to compulsory school age as long as this falls within the same school year.

## Specific Dates for First Admission to Primary Schools 2017/18

Information from the LA available for parents	Closing Date for applications to be received by the LA	Letter sent back to parents to receive a school place
From 18 November 2016	15 January 2017	18 April 2017

## Forest Glade Foundation Stage 2 Admission Criteria 2017/18

In the event of over subscription the following criteria will be applied in priority order, to determine which applications will be granted:

1. Children who are looked after.
2. Children who live in catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area.
4. Other children who live outside of the catchment area.

In the event of oversubscription within any criterion, preference will normally be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school. The exception to this is that all children that fall into criterion 1 or 2 by the closing date for application will be guaranteed a place at the school provided the school is listed as the first preference and the application is received by the closing date for the normal year of entry to the school.

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. Applicants should contact the authority to obtain the necessary forms.

### Admission to Year Groups other than the intake year

Applications for admission to other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to Foundation Stage and Key Stage One class size restrictions. In some schools, changes in circumstances, such as the building of additional classrooms or as a result of teaching group organisation, will require the school and the LA to agree admission numbers which apply to each year group.

If places are available within the year group, applications will be considered in accordance with the current published admission criteria for admission to the school. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with can be found in the Nottinghamshire County Council's 'Admissions to Schools' booklet 2016/17 or at their website, [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## **Special Circumstances**

The following groups of children will be given special consideration in their application for a particular school:

- Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Education Officer will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under "special circumstances" will take precedence over all but the first of the numbered criteria.

Children of Nomadic Travellers will be allocated a place at their catchment area school.

## **School Session Times**

Our school session times are as follows;

- FS1                    9.00am – 12.00pm
- FS2                    8.55am – 3.35pm
- KS1/KS2            8.55am – 3.35pm

## **Punctuality**

It is essential that your child arrives at school on time. Being late disrupts the school day for both child and teachers. If your child does arrive late for any reason they should enter via the front entrance and report to the office.

## **School Attendance/Absence from School**

Forest Glade has an excellent record of attendance, which is reflected in the 'data dashboard' information on the government website: [dashboard.ofsted.gov.uk](https://dashboard.ofsted.gov.uk). Please take a look. This provides you with a lot of our up to date information.

Legislation has led to tightening of procedures:

- The law states that you do not have the right to take your child out of school for holidays during term time. The LA works with schools to reduce the numbers of children missing school because of holidays taken during term time and schools can refuse your request to take your child out of school.
- If a parent wishes to take their child out of school for a holiday then it needs to be in 'exceptional circumstances' and they need to write to the Head Teacher explaining those circumstances. They may be invited to come and talk about this so that they get a chance to state their reasons. We cannot authorise holidays that are not 'exceptional circumstances'. If a request for authorised holiday is declined and the parent chooses to still take the child out of school, an unauthorised mark will be given in the register and a fine may be implemented.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods and at the start of the new school term. In deciding whether to authorise such an absence, the school will take these and other factors into account.
- If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a summons being issued against you for irregular school attendance.



**If your child is absent from school, or arrives late, please call the office (01623 452770) prior to 9am with an explanation. Otherwise the absence is listed as unauthorised.**

**Children are awarded certificates for 100% attendance.**

### **Out of School Appointments**

If possible please make appointments with doctors or dentists outside school hours. If this is unavoidable please let us know. Please ensure that an adult known to us collects your child if she/he needs to attend appointments.

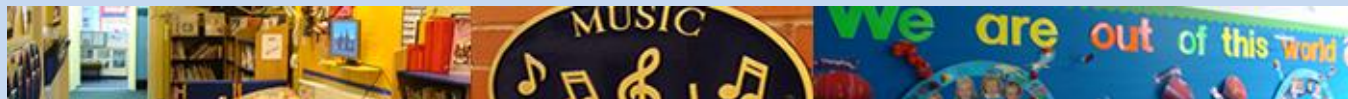
### **Unexpected School Closure**

Should there be extreme weather conditions or other unforeseen major difficulties making it unsafe to open school a message will be given over the radio and on our website.

We will also use the Schoolcomms text and email service that we offer and you will receive a message at the earliest possible convenience.

Please listen to: BBC Radio Nottingham or Trent FM and/or the BBC website.

If there is heavy snowfall during the school day, school will remain open until 3.35pm unless you are otherwise informed.



### **Schoolcomms**

We are now using Schoolcomms which is a fantastic way of communicating with our parents via email and text. We usually send out our weekly newsletter via email and will text our parents with school closure notices. Please see the office for a form to enable us to contact you this way.

### **Out-of-hours Childcare – Breakfast Club**

Our Community Room, situated on our playground, is where we have Breakfast Club. Our Breakfast Club is run by school staff.

At £2.00 it offers a great start to the day for your child. It runs from 8.00am to 8.55am each day. Just visit the office for details.

### **Coming and Going**

The school gate opens at 8.40am and children and parents can wait on the playground for the school bell to go at 8.55am. The children line up in their classes on the playground and teachers come out to meet their class and bring them inside. Doors to the school are then closed and the entrance is then through the main door. Children attending Breakfast Club are escorted and come out on to the playground to wait to line up when the bell goes. They are supervised until school starts in a designated area of the playground.

At 12pm children in F1 are picked up by parents from the Foundation Stage door.

The children finish school at 3.35pm and come out on to the playground. Children attending after school activities meet with the appropriate teacher.

### **Parking**

Unfortunately due to the lack of space the car park is for staff/visitors only. Parking around the school is not always easy and the rear entrance requires respect for the driveways of the residents facing our school, please be considerate.

### **Scooter Store**

If your child wishes to come to school on their scooter we have a dedicated scooter store on our playground where children can leave their scooter and helmet. It is the parents' responsibility for their child's safety on the way to and from school.

**Pupils are requested not to ride their scooter in the playground before or after school due to health and safety.**

### **School Uniform**

Our school has a dress code that helps to identify everyone as part of our school team. There is a wide range of smart practical clothing in our navy blue, white and grey colours that may be bought from the school. It can be ordered from the office or directly with our suppliers online.

An up to date price list and details about ordering online are available from the school office.

Children need to be appropriately dressed for the weather and school activities. If children wear boots to school due to the weather, please provide a change of footwear for inside.

It is very important that children are equipped for both indoor and outdoor **P.E. lessons** and other outdoor activities. For health and safety reasons children should wear appropriate clothing and footwear for all P.E. lessons. This will involve a change of clothes. Plimsolls are preferable to trainers however a change of shoes is essential. Please send your child's P.E. kit to school in a bag. Kit bags can be ordered from the school office and have a space to clearly mark your child's name.

### **PLEASE ENSURE THAT EVERY ITEM OF CLOTHING IS CLEARLY LABELLED**

(They are much easier to trace!!) Labels can be purchased with your child's name printed on from the school office.



### **Lunchtime**

We encourage children to have meals from our hot menu but your child can bring a packed lunch from home. Our hot meals are cooked on site in our own kitchen. They are balanced, healthy and provide a range of different choices to meet all tastes. If you would like your child to have a school meal, please see the school office who will issue you with a dinner money wallet to be handed in to the class teacher every Monday.



Children in foundation 2, year 1 and year 2 are invited to stay for a free lunch at dinnertime. The meals all comply with government regulations for providing children with nutrients to promote a healthy lifestyle. Menus are displayed in reception.

For Years 3,4,5 and 6 school lunch is optional.

Parents of children who bring packed lunches are requested to provide their children with healthy lunches, considering the levels of sugar and fat they contain.

Please do not include fizzy or hot drinks in cans and glass bottles for reasons of health and safety.

A caring and dedicated team of midday supervisors, led by our lunch- time leader are responsible for the children during the lunch hour. They encourage the children to eat well and behave appropriately in the dining hall.

### **School Milk**

School milk is available to purchase for all of our children. Children who are on free school meals will be entitled to free milk. Milk is purchased through a company called CoolMilk, if you are interested please see the office for a copy of their leaflet.

### **Fruit – an approach to healthy eating**

Every child in Foundation Stage and Key Stage 1 are entitled to a piece of fruit, everyday, free of charge. Key Stage 2 children are welcome to bring a piece of fruit to eat at their break time if they wish.

### **Water is Cool in School**

The children need regular opportunities to drink plenty of water to keep their brains hydrated.

Every day we like your child to bring in to school a bottle of water. There is no need for an expensive brand of water. Tap water will do! Modern drinks are sweetened with artificial chemical additives. Artificial colouring and preservatives in fizzy drinks have serious side effects on children. Please do not send these types of drinks, they are not allowed.

As you can imagine it is important for the bottle to be as spill proof as possible so why not but one from school with our school logo and a place to put your child's name in permanent pen. The children will be able to help themselves to their water throughout the day whenever they choose. Sweetened waters or juice are not acceptable substitutes for water. Spilt water can be easily mopped and will dry quickly when spilt on books and/or clothing.

### **Illness and Medicines**

There is provision for any children who may need prescribed medicine during the day for illness or asthma. Medicines are not kept in classrooms. Medicines need to be brought to the school office and signed for stating the dose required and our designated First Aider is informed.

Please do not entrust medication to children and please note that non-prescribed medicines cannot be administered. If you wish to inform us of an asthma diagnosis please complete a form from the office. Once this is completed Inhalers can be safely kept in the classroom for use when needed.

### **Accidents or Illness at School**

If your child feels ill at school or has an accident we will contact you. It is very important that we have current contact numbers so that we can get in touch with you.

## **School Nurse**

The school nurse visits regularly to meet the children and parents. She can be contacted through the school. Just ask for details at reception.

## **Jewellery**

With the exception of religious items, a watch and small suitable stud earrings, jewellery should not be worn to school.

Stud earrings need to be removed on P.E days on the grounds that they may cause injury either to the wearer or to others.

## **Lost Property**

The school retains items of lost property and reviews them on a termly basis. Items are then recycled. If your child loses anything at school it is so much easier to find and return if it is clearly labelled with your child's name and class.



## **Behaviour**

We believe in encouraging our children to respect and care for their fellow human beings, their belongings, and their environment creating a happy and harmonious school. The governors, staff and parents share the responsibility for a high standard of discipline in school. We have a firm belief in praise for good behaviour and effort. We try to combine high expectations with an understanding approach. When sanctions are necessary they will be appropriate to the child and the incident.

As part of their personal and social education, children are consulted about the rules needed to make a happy school. This creates a good atmosphere within their class and the school.

## **The Golden Rules**

Our school community has agreed to follow the **Golden Rules** which are:

**Do be gentle**

**Do be kind and helpful**

**Do work hard**

**Do look after property**

**Do listen to people**

**Do be honest**

**Do not hurt anyone**

**Do not hurt people's feelings**

**Do not waste your or other peoples time**

**Do not waste or damage things**

**Do not interrupt**

**Do not hide the truth**

These key rules are explained to all the children and should be adhered to in the interests of everyone. They are displayed around school and regularly referred to by the staff and children.

Should there be a problem with behaviour parents will be informed and will be asked to attend school in order to discuss the difficulties. We hope you as parents will do the same with us as any small upset can cause your child to behave differently at school - just as a worry over school work or disagreement with a friend can cause problems at home.

Our Golden Choosing time is linked to behaviour.

## **Anti-bullying**

We do not accept bullying in any form and we always seek to challenge and deal with any problems as soon as we can. It is one of our school aims to ensure that children feel safe and happy and we do all that we can to ensure that bullying has no part in school life.

This is our definition of bullying:

'Bullying takes place when someone is hurt either physically or emotionally by the deliberate action of another child or adult; several times on purpose.'

There are many types of bullying behaviour and some are shown below:

- Physical violence
- Pushing and shoving
- Name calling and teasing
- Pressure by someone or a group, to do something an individual feels uncomfortable with, or is wrong.
- Deliberate isolation of an individual

Suspected cases of bullying are dealt with seriously. Parent's involvement is vital and we naturally rely on parents to contact school if they suspect bullying.

At Forest Glade Primary School we expect all adults – staff and parents – to model a courteous code of behaviour. Aggressive behaviour from parents to school staff and to each other on school premises will not be tolerated under any circumstances.

## **Anti-racism**

Forest Glade has a very clear stance on racism. All children are made aware of what constitutes racist behaviour in the context of their life at school and the world at large. All staff are instructed to react to any incident of name calling by talking to the children concerned, speaking to both sets of parents and logging the incident with the Local Educational Authority. Racism is not tolerated here and we are fully committed to the promotion of racial harmony and understanding.

## **A Broad and Balanced Curriculum for All The Nottinghamshire Entitlement Curriculum**

The Governing Body adopted the following statement of educational aims. The LA believes in a broad and balanced curriculum which helps pupils to:

- Develop enquiring minds, with the ability to question, argue and think rationally and independently.
- Use language and number effectively.
- Develop physical abilities and aesthetic appreciation.
- Acquire knowledge and skills relevant to adult life, society and employment.
- Develop respect for moral, social cultural and spiritual values and appreciation of religions and ways of life different to their own.
- Understand the world in which they live and the interdependence of groups and individuals and nations.
- Appreciate human achievement and understand the value of human diversity in terms of intellectual and physical abilities.
- Appreciate the part they can play in society and understand their value and worth.

At our school we aim to develop all children academically, socially, morally and spiritually. We aim to provide equal opportunities for all of our children to succeed to the best of their ability.

We provide a carefully planned and managed curriculum in which we offer continuity and progression from Foundation Stage through to Year 6. Our broad and balanced curriculum includes all the subjects in the New Curriculum with particular emphasis on the core subjects of English, Mathematics, Science and ICT.

We aim to develop a desire for lifelong learning by providing creative, relevant experiences. We encourage our children to think about their learning through play, talking, observing, exploring, investigating, recording and our focus on 'learning powers' which are the skills and attitudes we need to learn successfully.

We aim to cater for all children's needs and extra help is provided as and when appropriate within the school's resources. We value the contribution made by parents in helping to meet their child's educational needs.

We have high expectations of what our pupils will achieve. Relevant and regular assessments of the children's work take place. You are welcome to come in and discuss your child's level of progress with the class teacher at any time.

Learning about all cultures is an important part of our curriculum. Children also have the opportunity to take part in a range of cultural experiences such as visits to support their project day learning and or visits from specialist teachers.

### **Inclusion/Special Educational Needs**

All children are welcome at school whatever their needs and talents. The school has an Inclusion Policy in line with the National Code of Practice.

If a child has identified needs or barriers to learning, these are discussed with the parents and individual education plans are devised. These may be supported by additional teaching in school and the advice of external specialists may be sought. Regular reviews are made of pupil progress and decisions about how needs can best be met in the future. If temporary or prolonged pastoral support is needed for whatever reason, this can be requested through support staff, class teacher or Head Teacher.

What do we mean by 'barriers to learning'? There are many aspects and this may mean needing extra help with particular areas of learning and may be long or short term, perhaps because of illness. A child may have speech and language needs or more specific difficulties with reading or numbers. Some children may have emotional or behavioural difficulties which need particular support.

### **Able and Talented Provision**

Our aim is for all children to realise their academic potential and develop their talents and skills to the full. Class teachers identify and plan to enrich each child's gifts and talents through the curriculum. The school also offers curriculum enhancement through clubs, projects and themes. We encourage parents to inform us of a child's out of school activities and the children are also given the opportunity to share these experiences themselves through our half termly 'Show and Tell' assemblies. We ask parents to talk about their child's talents so that we can cater for individual needs.

### **Religious Education**

Our school is not affiliated with any particular religious denomination. Religious Education follows the Nottinghamshire Agreed Syllabus. The major festivals of the representative religions are taught and celebrated.

The Agreed Syllabus outlines that the children acquire a basic knowledge and understanding of diverse religious beliefs and practices. This is achieved through studying stories, scripture and symbols of the world religions. Children are expected to develop an understanding and respect for religious beliefs and how these beliefs affect ways of living.

### **Health Education**

We are a health promoting and safety conscious school. Health promotion activities include health education (plus drugs education), personal and social education and citizenship (including our school council), sex education and moral aspects. We have been awarded the National Healthy Schools Gold Standard.

Our sex education programme is in accordance with guidelines issued by Nottinghamshire CYPS. A sex and relationships education policy statement is available in the school and the DCSF Circular 5/49 is available to parents on request. You have a right as a parent to withdraw your child from Sex Education if you so wish. If you wish to talk to us about how best to approach this subject with children please contact your class teacher.

As a matter of policy, children's questions about the physical differences between the sexes and about human reproduction are answered factually, honestly and sensitively to meet the needs of the child at the time.

### Swimming:

Pupils in Year 3 and 4 have the opportunity to take part in swimming lessons. Your child will need a swim suit and a towel on swimming day. If you are able to help as an observer you would be very welcome. Please ask at the office for more details.

### **Homework**

This is an important part of children's learning. From starting school we encourage parents to support and help their child at home. This may be reading together or by finding out information. As they become older they will be encouraged to become more independent in their learning. Some homework is accessed through the internet. Every child has a diary/home school planner at the beginning of the year to communicate their homework to them and to share their tasks with parents. Homework club is on every week to support learning and provide an internet connection for some children.

Children who complete all their homework, also reading 3 times a week and have their diary signed by a parent each time will contribute to their classes position on the **Super Reading League Board**. Each class is keen to be top of the league!!

### **Extra Curricular Activities**

We currently run the following activities either at lunch break or after school at some point in the year:

<ul style="list-style-type: none"><li>• Football</li><li>• Homework</li><li>• Tag Rugby</li><li>• Lego</li><li>• Multiskills</li><li>• Cricket</li></ul>	<ul style="list-style-type: none"><li>• Art and Craft/Colouring</li><li>• Clarinet</li><li>• Guitar</li><li>• Athletics</li><li>• Boys Choir</li><li>• Girls Choir</li><li>• FGP Parent Choir</li></ul>
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### **Assemblies**

Assembly is an important part of every school day. Our assemblies take a moral, religious or themed approach throughout each week. Arrangements can be made for parents to withdraw children from assemblies or instruction.

### **Parent Partnership**

A positive partnership with parents is vital. School links with parents are maintained through regular newsletters, open afternoons and evenings, the school website [www.forestglade.notts.sch.uk](http://www.forestglade.notts.sch.uk). Curriculum workshops are held to inform parents of specific areas of the curriculum, issues such as internet safety and new initiatives such as the 'learning powers'.

During the year, termly events are planned when parents can see their child's work, discuss progress and future targets.

In the first half of the school term we hold a parents evening when teachers take the opportunity to explain about the learning during the year ahead and discuss targets for your child. Further parent's meetings each term are then arranged for you to discuss your child's progress. These meetings are organised on an appointment basis.

Teachers welcome opportunities to speak with parents on an informal basis at the end of the day. If you wish to talk with a teacher more formally an appointment can be arranged.

In the summer term you will receive a written report of your child's achievements and progress. You get the opportunity to comment on your child's progress. Your child also gets the opportunity to comment.

On entry to school, parents are invited to sign the home/school agreement, which confirms our commitment to working together.



## Parents in School

Parents volunteer for reading, swimming and helping with fairs, charity days and fund raising events, which are organised by Mrs Lomax. We have a weekly coffee morning for parents and toddlers – please ask at the office.



## School Governors

Governors are the body who make decisions about how the school is run. They meet as a Governing Body once a term.

Governors help to

- monitor what is taught
- assist in interviewing and selecting staff
- set standards of behaviour
- monitor the school budget
- provide strategic direction for the school
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Chair of Governors: J Price (co-opted)

Vice Chair: E Lawrence (co-opted)

Parent Governors: C Slack (parent)  
A Wright (parent)  
G Green (parent)

Staff Governors: JM Gibby (staff)  
S Paramore (staff)

Co-opted P Shaw  
V Marriott  
G Read  
A Andrews (parent) & Acting Chair of Governors

## The Governors Charges and Remissions Policy

We believe it is essential to recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

### Aim

- The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

### Practices

- Any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.
- Nothing in this policy statement precludes the governing body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

<b>Strategy</b>	
<b>Voluntary Contributions</b>	<ul style="list-style-type: none"> <li>• All pupils in the designated classes or groups will participate in such activities.</li> <li>• No pupil will be excluded or treated differently if his/her parents are unable to make a contribution.</li> <li>• If insufficient contributions are pledged then the activity might not take place.</li> <li>• The school fund may subsidise an activity where there is a short fall occasioned by insufficient income from voluntary contribution.</li> </ul>
<b>Residential Visits</b>	<ul style="list-style-type: none"> <li>• A charge may be levied for board and lodging on residential visits.</li> <li>• Where charges are made for a residential visit which takes place during school hours cases of financial support will be considered on an individual basis.</li> <li>• Parents will be informed of this each time pupils are invited to take part in a residential visit.</li> </ul>
<b>Optional Extras Outside School Hours</b>	<ul style="list-style-type: none"> <li>• Charges may be levied for optional extras outside school hours.</li> <li>• Charges will not exceed the actual cost of the individual pupils' participation. This 'cost' can include insurance and accounting costs.</li> </ul>
<b>Individual Music Provision</b>	<ul style="list-style-type: none"> <li>• Individual music tuition which is part of the National Curriculum is provided free.</li> <li>• Any school independent scheme may take place during school hours for which fees are charged.</li> </ul>
<b>Charges for Materials</b>	<ul style="list-style-type: none"> <li>• Where parents have indicated in advance that they wish to own a finished product a charge may be made for ingredients or materials.</li> <li>• Parents are expected to provide school uniform, games, swimming and P.E. kit.</li> <li>• No pupil or parent is required to pay for, or supply, any materials, books, instruments, or other equipment in connection with the school activity unless it is an optional extra.</li> </ul>
<b>Breakages and Damage</b>	<ul style="list-style-type: none"> <li>• Parents may be asked to pay for damage to school property or equipment where this is the result of a pupil's behaviour.</li> </ul>

### **No smoking**

In order to promote a healthy environment for pupils, staff and visitors, the school has a total smoking ban on school premises. This includes 'E' Cigarettes.

### **The Complaints Procedure**

There is a procedure agreed by the LA for dealing with any complaints about the school curriculum and other related issues.

If you do have a concern or a complaint, first speak to your child's Class Teacher. If they cannot resolve the matter please discuss it with the Head Teacher to see if it can be resolved without recourse to any formal procedure. Most concerns will normally be resolved at this stage but if this is not possible you will be provided with a copy of the school's complaints procedure explaining the arrangements for the next course of action.

### **Public Access to Documents and Information**

The following list of documents, are required to be made available under Regulation 6 of the Education (School Curriculum and related Information) Regulations 1998.

- All statutory instruments, circulars and administrative memoranda concerning the curriculum which are sent to the schools by the Department for Children Schools and Families.
- The LA's agreed syllabus for R.E.
- The LA's procedures for dealing with complaints about the curriculum.
- All schemes of work currently used by the teachers in the school.
- The OfSTED reports on Forest Glade Primary School.

### **Suspected Child Abuse/Safeguarding our Children**

'Every school is required to refer their concerns to the Children's Social Care Services Department.' While we seek, in general, to discuss these concerns with the family and where possible seek agreement to making the referral, this will only be done where such discussion and agreement seeking will not place a child at increased risk of significant harm. This procedure is intended to protect children from abuse.

A central record of all staff, governors, outside providers and volunteers is kept in school showing that criminal and police checks are carried out according to current government legislation.

Every school is required to follow a set procedure in cases of suspected child abuse. Head Teachers are required to refer their concerns to Children, Families and Cultural Services for further investigation so that children at risk can be identified and supported quickly. This is intended to protect children from abuse. It is requested that further investigation takes place to establish whether a child is at risk.

### **Disclaimer**

The information given in this prospectus, which relates to the school year 2016/2017 was correct at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in it or any particular part of them before the start of the school year 2016/2017 or in subsequent years.

Any anticipated changes have been included as part of the text.

Date of issue: December 2016

