

Langtree Community School



Prospectus

(Reviewed May 2018)

'Langtree is a very welcoming school. Pupils behave well and greatly enjoy school. They are polite and courteous around the school and say they feel safe. Pupils flourish socially because they have excellent relationships with staff. Pupils are well prepared for the next stage in their education because of the nurture and care provided for them. Parents are rightfully proud of their school. One parent emphasised this by saying, "Langtree is an amazing school that makes everyone feel welcome. My child has thrived since being there." '

Susan Costello, OfSTED Inspector, July 2017





A Letter From the Joint Headteachers and Chair of Governors

Dear Parents, Carers, Prospective Parents and Families

The aim of this guide is to provide information about the school and an understanding of how we work. We are always pleased to show parents and carers around the school and offer an opportunity for you to ask questions. I am sure you will find our school friendly and purposeful. We aim to make this a place where the children can work and play together in a happy, safe and friendly environment.

Our school is an attractive, small rural primary school with approximately 90 children attending between the ages of three and eleven. I am pleased to be able to say that it is also very popular and several of our year groups are full, so we advise you to check availability of places early. We welcome parental involvement in school. Please feel free to come and talk to either myself or another member of staff at any time.

We look forward to meeting you in school soon.

Yours sincerely

H. Mellody

Helen Mellody
Joint Headteacher

N. Smale

Nigel Smale
Joint Headteacher

K Taylor-Coleman

Katherine Taylor-Coleman
Chair of Governors

CONTENTS

Introduction	Page 4
Our Governing Body	Page 5
School Aims	Page 6
Curriculum Organisation and Teaching Methods	
Core and Foundation Subjects	Page 7 & 8
PSHE	Page 9
Religious Education	Page 10
Extra Curricular Activities	Page 10
Equal Opportunities	Page 10
Sex and Relationships	Page 11
Access to Pupil Records	Page 11
General Information	
Admissions	Page 10
School Transport	Page 11
Medicines in School	Page 14
School Meals	Page 15
Behaviour and Discipline	Page 15
School Uniform	Page 15
Complaints or Comments	Page 16
Community Activity	Page 17
Insurance	Page 17
Our Staff	Page 18
Parking	Page 19



Langtree School was built in 1929, opposite the Parish Church, and is situated next to the Parish Hall, in the centre of the village. It is set in an attractive green site with play areas, a netball court, football pitch and outdoor swimming pool. We also have our own vegetable garden, herb garden and wildlife area. Over time the school has grown. In 1992 a double Elliott classroom was added and during 1998/99 a permanent Early Years Block was built, which significantly enhanced the existing premises.

Continued improvements to our grounds and premises have included lots of exciting projects including in:

The Summer of 2001: funding from the County Council enabled us to create alternative access to the Elliott classrooms, making the whole school accessible to wheelchairs. During the Summer Holidays 2006, the boys' and girls' toilets were completely refurbished and we also have a toilet and wash-room which has been adapted for disabled use.

The Summer and Autumn of 2007: we excitedly watched the progress of additional accommodation being built to the rear of the school providing an office for our Head Teacher, new Reception and Administration offices, and a new Staff Room. The project has also enabled a covered walkway to be completed from our Infant Block to the Main Building, and makes access to the site, via our main entrance through the Parish Hall Car Park, much more secure.

Over the 2014 Summer Holiday: further decoration to the exterior of our buildings, along with a Quiet Garden and a Small World Play Area courtesy of the PTA, made the entrance to the school much more welcoming while improvements to our kitchen ensured that we were well prepared for the introduction of Universal Free School Meals.

During May 2015, the Government's Sport/PE Grant enabled us to completely refurbish our outdoor pool to provide daily onsite swimming lessons for all our classes. Last Summer (2016), we replaced much of the outdoor play equipment thanks to an 'Awards for All' Grant from the National Lottery. We are currently looking at ways to make our site more secure.



'I like the field because there is lots of space to play and we have tyres you can play different games on'. *Poppy G*

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Joint Headteachers

Miss Helen Mellody & Mr Nigel Smale

School Governors: Devon County Council LA School

Governors meet twice a term at school and are appointed (amongst other things!) to help support staff with the evaluation and development of school plans; interview and select staff; and decide how the school budget is spent. Governors have legal duties and can only act together, not individually. School Governors are parents; teachers at the school; local Council representatives; community representatives; and local businessmen and women.

Our Governing Body:

Mrs K Taylor-Coleman (Chair of Governors)

Parent Governor

Term of office to: 09/07/20

Miss H Mellody

Joint Head teacher

Ex Officio

Mr N Smale

Joint Headteacher

Staff Governor

Term of office to: 12/10/20

Rev Martin Warren

Devon County Council (LEA)

Term of office to: 13/12/19

Mrs S Lee

Co-opted Governor

Term of Office to: 15/07/19

Mrs C Heard

Co-opted Governor

Term of office to: 15/07/19

Mrs J Furness

Co-opted Governor

Term of office to: 15/07/19

Mrs K Blundell

Co-opted Governor

Term of office to: 05/12/20

Mrs K French

Co-opted Governor

Term of office to: 27/03/21

Mrs A Lewis

Parent Governor

Term of office to: 31/05/21

**PLEASE NOTE: Following Reconstitution, our Governing Body is made up of:
1 x Head Teacher; 1 x Staff Governor; 1 x LEA Governor; 5 x Co-opted Governors;
and 2 x Parent Governors.**



School Aims incorporating our Ethos and Values

- 1 Provide the whole school community with a happy, safe and supportive learning environment which supports self-esteem.
- 2 Provide a broad and balanced curriculum with equal opportunities, which enables and inspires every child to fulfil their individual potential and promotes self-esteem.
- 3 Provide opportunities for all children to develop social skills, good manners, consideration and respect for others and their beliefs, alongside the right to express their own.
- 4 Fully develop the creative, aesthetic and spiritual side of each child's nature.
- 5 Encourage an appreciation for environment and community, both locally and globally.

With our children, we have worked hard to identify the key values that are important. These are:

- Kindness
- Respect
- Honesty
- Responsibility.



'We do hard work in our class so we can learn'. Alfie W.

Curriculum Organisation and Teaching Methods



In line with the Early Years Foundation Stage Curriculum and the National Curriculum, our intention is to provide a broad, balanced and relevant curriculum for all children, regardless of race, religion, culture or ability. In our Foundation Stage Unit, teaching is guided by the Early Years Foundation Stage curriculum, changing to the National Curriculum as the children move on to Year One and beyond. Subjects are grouped into meaningful units of work with an emphasis on Literacy and Maths skills. We will ensure that your child studies these to the appropriate level alongside the foundation subjects, which are Science, Computing, History, Geography, Art, Design and Technology, Music, RE and PE.

We also teach Personal, Social and Health Education (PSHE) with emphasis on providing real life experiences and developing key life skills, while actively promoting British Values.

We have introduced Spanish as our modern foreign language at Key Stage 2, with some subtle pointers at Key Stage 1 and with our youngest children, to start them off. The class teachers teach most subjects; sometimes children will be taught as a class, sometimes as a small group and sometimes individually.



'The teachers help us when we are hurt. They also look after people, they keep you safe and they talk and listen to you.' *Rosie R*

Core Subjects

We believe in the importance of a firm grasp of the basic skills in English and Maths at an early age.

The school has integrated 'Letters and Sounds' and the Revised Framework for Literacy into the teaching of English and adapted it to suit the needs of our children. Every child is given a book bag when they start full-time school. (Replacement bags may be purchased for £5.00). In this will be a book from our reading scheme to read at home and a reading diary or Reading Journal for teachers, parents and children to add comments. In addition, many children bring home a different class library book of their choice. Our aim is that every child should gain pleasure from reading and much thought has gone into creating quiet reading spaces and opportunities to read around the school - both inside and outside.

We have a well thought-out Maths syllabus, which has been adapted to incorporate the most recent curriculum guidance for Mathematics and we have also devoted a lot of time to ensuring that our Science curriculum fully meets statutory requirements.

The Foundation Subjects



We are lucky to have a good ratio of computers in our school. We have 19 networked PCs, with 15 in our Computer Suite. All classes have a dedicated computing lesson each week but are also able to access computers in their own classes at other times. This enables us to use computing in many areas of the curriculum. We are about to update the computers in our computer suite.

The nearby Parish Hall has considerably enhanced our P.E. provision and all classes are able to partake regularly in both indoor and outdoor PE sessions. Much of our outdoor PE takes place on the sports' field to the rear of the school - weather permitting, of course - and, during the Summer Term, swimming in our outdoor pool becomes the main PE focus.

Following on from the 'Understanding the World' section of the Foundation Stage curriculum, from Year 1 children study Geography and History at an appropriate level. There is no specialist teaching in Geography or History. It is taught by class teachers and in mixed ability groups where children are encouraged to communicate their findings in a variety of ways. Work in both subjects, but particularly in Geography, is enhanced by the use of the school's wildlife areas and garden and by support for charities such as 'WaterAid' and 'Seeds for Africa'.

Art and Design Technology lessons involve a wide range of skills and techniques including textiles, photography, food, printing, batik and glass painting. In addition, Drama and Music are both taught to all children and we stage a number of one-off performances. Our Christmas Play provides an excellent opportunity for everyone to take part in a live theatre production incorporating both new and traditional music and songs.

Regular music lessons are complimented by opportunities for whole school singing experiences in Assembly. We are also able to offer the opportunity for children to learn to play a musical instrument with a wide range of instruments available, including flute, saxophone, clarinet, violin, piano and recorders. The cost of these instrument lessons is met by parents.

We like to invite a theatre company, a storyteller or puppeteer in to school from time to time, especially if this enhances the children's experience of other cultures.



PSHE We regard personal and social development to be a key part of our work with children and see this as an integral part of our curriculum. Forest School, Circle Time, assemblies and fortnightly well established 'Family Groups' are just a few of the avenues through which we seek to promote and support children's development in this area. Each child is placed in a 'family' when they start school and are immediately able to call on the support of older children who are only too happy to help them settle in to school more quickly and find their way around. The priority we gave to this enabled us to gain 'Healthy School' status some years ago and although our award is now out of date, we still firmly believe in and actively promote the ethos which helped us to achieve the status.



'You can make friends easily because there are lots of lovely people here' *Charlie.*

Religious Education and Collective Worship

The school follows the New Devon Agreed Syllabus for Religious Education and the children learn about several different religions, including Christianity. The children take part in a whole school, or class, Assembly of a broadly Christian nature every day and we observe the major Christian festivals. We invite local ministers, of a variety of denominations, to lead assemblies from time to time.

Parents are entitled by law to withdraw their children from all or part of the Religious Education or Collective Worship provided. Should you wish to do so, please inform the Head Teacher in writing.



Extra-Curricular Activities The school offers a range of extra curricular activities during the year, both at lunchtime and after school. Particularly popular are our Netball Club, Surf Club, and Wildlife and Gardening Club. We also have a Football training Club. Some of our older children run lunchtime clubs for younger pupils, for example skipping and football.



All classes take part in educational visits throughout the year, related to their class work and the older children are taken on a residential visit each year. This year (June 2018), Year Five and Six children visited the PGL site at Barton Hall, Torquay for a week of well organised, challenging adventures, allowing them to experience a wide range of activities in a safe environment whilst spending some time away from home - for some children, for the very first time.



'I like going on school trips because it's fun and you get to learn off other people'. *Max*

Equal Opportunities, Special Educational Needs, Gifted and Talented.

As far as possible, we are committed to offering all children the same opportunities throughout the curriculum, regardless of gender, race, religion or belief, culture or ability. All our policies are regularly reviewed to ensure that everyone is treated fairly, and that reasonable adjustments are made to accommodate any additional needs for example for those with disabilities. We will challenge discrimination on any grounds and we work hard to ensure that our school is inclusive. We have enlisted the support of the Local Authority in auditing our existing facilities to assist with access to the school, and in making plans to further improve the accessibility of the site. In any building project, great consideration is given to ensuring maximum accessibility and we regularly liaise with advisory teachers for Physical Difficulties, Behaviour, Speech and Language, Communication and Interaction, Hearing and Vision to guide us further.

Regular assessment is part of the school's education programme. Any child who is found to be having difficulty with an area of the curriculum will be monitored closely and, if necessary, referred to the Special Needs Co-ordinator. A plan to help the child will be drawn up in discussion between staff and parents. A number of different strategies can be used to help the child to succeed, including one-to-one or small group work. If the child experiences significant difficulty, we may draw together everyone involved to secure additional support available via the 'Right for Children' framework and, in some cases, the school may be able to request extra resources from the Local Authority.

We also aim to challenge those children who are Able and Talented and work closely with the LA's Advisor for Gifted and Talented Children. Copies of any of the policies relating to our provision are available on request.

Sex and Relationships Education

This is an integral part of our Personal, Social and Health Education programme, which is taught throughout the school, supported by external agencies such as the school nurse and the NSPCC. We notify parents in advance about the content of these lessons. Parents may withdraw their children from all, or part of the sex education programme which is provided, with the exception of those elements which are part of the Science Curriculum.

Access to Pupil Records

As parents, you have the right of access to your child's records. Parents wishing to do this are asked to notify the head teacher in advance in order for us to collect information together for you.

Parents' evenings are held annually, during the spring term and written Reports are prepared towards the end of each summer term. However, parents are welcome to discuss their children's progress with the staff at any time, preferably by appointment.

General Information **Admissions Policy**

Visiting the school

Prospective parents, carers and children are very welcome, and are encouraged, to come and look around the school on any school day. Please contact us to make arrangements.



'Langtree is a welcoming school and you are never left out'. Callum B and James H.

Admission to the Nursery

Children begin to attend our Foundation Stage Unit the term after they are three years old, although under certain circumstances it may be earlier. Parents are encouraged to stay with them to settle in at first. Occasionally there is more demand for places than we have available. In these cases, we always refer to the County's oversubscription criteria which is available on request.

Admission to the School

Here, also, we follow the County Council's Policy on admissions, namely that children can be admitted to start full-time schooling in the September following their fourth birthday, and must be in full-time education by the start of the term following their fifth birthday. Full details are available from the school or from the School's Admission Officer, who works as part of the Admissions Team at County Hall, Exeter. Please contact them direct on 01392 383000.

Our Admissions Policy and Over Subscription Policy is available on request or at:

www.devon.gov.uk/index/learning/schools/admissions_transfers.htm

These Policies may be used if demand for places exceeds the number of spaces available. Currently, our Planned Admission Number for each year group is twelve pupils. We may also be obliged to take into account guidance issued by central government (DfE) in relation to, for example, the size of Key Stage One classes. Should admission have to be refused, for any reason, we can let you have information to help you appeal against the Admission Team's decision.



School Transport Devon County Council provides free school transport to any child of compulsory school age if they live more than two miles from the school serving their

home address. This distance is measured using the shortest available route between home and school. There are exceptions to this policy. Some children may qualify for free transport when they live within two miles of school on medical grounds, or if they have a place at a school that is nearer to their home but is beyond the walking distance suitable to the age, ability and aptitude of the child.

Where the authority is not obliged to provide transport it is the responsibility of the parents and carers to make arrangements for, and meet the cost of, travel between home and school. Where spare seats on the County Council or contractor's school transport vehicles are available, these may be occupied by children not entitled to free school transport on the purchase of a concessionary ticket. Adequate warning will be given to parents and carers should a concession need to be withdrawn.

If parents and carers have concerns with the way in which the policy has been applied the North Devon Divisional Education Officer will be willing to discuss concerns. Further information and copies of the full policy statement are available from the North Devon Area Office, County Hall, and the Transport Co-ordination Office in Barnstaple. The School Transport Team can be contacted using 01392 383000 and asking for 'School Transport' at the electronic prompt.

The school is grateful to Langtree Parish Hall Committee for permitting us to use the Hall Car Park during term time. Please could all parents and carers use it responsibly and park with consideration for others, especially mindful that there will be young pedestrians using it too. Following suggestions from parents and carers, governors have designated a voluntary 'No Parking' zone around the school which has been very positively received. The area is shown on the map at the end of the Prospectus - please ask us if you have any questions. We are keen to encourage car sharing wherever possible.



Extended Schools: Nursery Lunch Club and Early Bird Club We are pleased to offer two opportunities for parents to take advantage of extended schools provision: our 'Early Bird' Club runs as a before school session daily from 8.00am every morning, at a cost of £2.00 per child. Booking and registration is essential for this facility, to make sure we have adequate staff on site to open the Club.

In addition, we run a drop-in session from 8.30am at a cost of £1.00 per child - booking for the drop-in session is not required. Nursery children may also join our main school for lunch on any day of the week, by booking into our Nursery Lunch Club. The cost for this session is £5.20 to include a school lunch, or £3.00 if your child brings a packed lunch from home. Booking details for both of these sessions are available from the School Office.

Pastoral Care, Safeguarding and our School Ethos

Visitors to the school always comment on the happy atmosphere here. As part of our ethos, we recognise the child as a whole, not only with important academic needs but also other needs, some extending beyond the school. We firmly believe that happy children are more able to achieve their potential and live fulfilling lives.

We are proud to have embedded this into all aspects of everyday school life. Formerly a 'Thrive' school, we have worked hard to ensure that all staff incorporate the thinking and strategies into daily practice to promote emotional well-being for all. ('Thrive' is a licensed programme that supports emotional and social development and is the first training that really helps us to understand why children behave in the way they do. The approach is based on the most up-to-date knowledge about the way our brains develop and it strongly promotes the use of creativity and the arts.) We hope that all our children feel able to approach a member of staff with their concerns and encourage children to go to the person with whom they feel most comfortable. Beyond this, we have developed a tiered approach which we feel meets a wide range of needs in our school.

Firstly, all children are given opportunities to share concerns and discuss worries in fortnightly 'Family Groups' facilitated by 7 members of staff. Secondly, children who need a little more support are offered weekly session with our trained ELSA (Emotional Literacy Support Assistant). With the help of the children, we have named these groups CWT (Children Working Together).

For those children who need it most, we are pleased to be able to offer individual time with our ELSA. This time can be used in a variety of ways, but essentially it is to provide the child with a secure place and an opportunity to be heard. Children gain access to this time in a variety of ways. Staff may identify someone who might benefit. Similarly a parent may approach us and request time for their child. Finally, a child may ask for time him or herself. Whatever the reason for the initial meeting, a child is always asked if they wish to meet. We are happy to discuss this work with any parent, mindful at all times of the need to preserve the confidence of the child. Unless parents request otherwise, we will assume that you are happy for your child to make use of this valuable support.

Finally, we are able to refer on to external agencies such as a Parent Support Advisor, Early Help and CAMHS (Child and Adolescent Mental Health Service) who are able to provide support for a wider range of needs. We place great importance on children's emotional well-being and are always pleased to talk to families about this.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow guidance within 'Safe Recruitment and Selection in Educational Settings', and this is vigorously promoted through safe practice. All staff take an active part in the pastoral care of the children and are trained in First Aid and Safeguarding. Our Designated Person for Safeguarding is the Head Teacher, Miss Mellody.

If a child becomes ill during the day, we will contact you. We hold confidential records which include information about emergency contacts. We will approach you each year to ensure that these are up to date.



'When me and Jimmy hurt ourselves the big ones look after us. They take us to the teachers'. Evie B.

Attendance and Absences

We are very proud of our school's good record of attendance and our children tell us that they enjoy coming to school. Regular attendance is crucial to ensure that all pupils benefit from a full educational experience and it is our policy to recognise and celebrate this. Stickers are awarded each half term, and certificates at the end of the school year.

Our school day official begins at 9.05am when class registers are taken. Children arriving late for school are recorded and persistent late comers will be noted by our Educational Welfare Officer. The registration period closes at 9.15am and children arriving after this time, without a satisfactory explanation, are classed as being absent for the whole session.

In the case of your child being ill or needing to attend an emergency doctor or dentist appointment, a covering letter or personal message or phone call that morning from you as parent or guardian is important and necessary. We would not expect routine appointments to be made during school hours.

Therefore, any absence without formal notice has to be recorded as an 'unauthorised absence'. We will be in touch with you, in line with our Attendance Policy, in cases of unexplained absence.

We prefer that children do not take holidays during school term time and any such requests for this will only be considered under exceptional circumstances.

Keeping in Touch: ParentMail

We try very hard to keep parents regularly informed about what's going on in school, and produce a fortnightly school Newsletter available for everyone to read. However, we are constantly aware of the increasing cost, and environmental impact, associated with this task. To help improve home/school communication, we subscribe to a service called ParentMail®, used by over 2,500 schools across the UK, to send information to parents by E-mail and text message, and which has come highly recommended. ParentMail is beneficial to you because:

- Messages get to you reliably;
- We can send messages directly to mums and dads at the same time; and
- We can tell you more about what's going on at the school.

Please note that text messaging will only be used for non-medical related emergencies, or changes to arrangements such as school closure/cancellation of an event/lateness of a trip etc. For individual messages, e.g. a child's illness, we will always contact parents personally by telephone.

To receive school information via ParentMail®, we need to collect your email addresses and mobile numbers and we would ask you to collect a Data Collection Form from the School Office, to provide these for us PERMISSION. We also need your signature on a 'hard' copy for data protection purposes.

Please be assured that ParentMail® is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

IMPORTANT : Email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Charging For School Visits

The governors have agreed to ask parents for voluntary contributions for extracurricular activities, such as educational visits or visiting performers. No child is treated differently if his/her parents are unable to contribute, but if a significant number do not pay, then the activity may have to be cancelled. Please contact the Head or School Administrator if you need assistance. Your request will be treated entirely confidentially.

Charges will be levied for residential visits, although families in receipt of certain benefits are exempt from the cost of board and lodgings. Again, please ask us for more details.



'The teachers choose educational and fun places to take us' Jacob H

Woody

Permission for School Visits

For any activity that takes part during the school day, we will notify you by letter or on the newsletter

that it is happening but there will be no requirement for you to complete and return a permission slip. If you do not wish for your child to take part in the activity then you will need to come and speak to school staff in order to withdraw your child from the activity. For visits outside normal school hours, we will continue to ask for permission slips to be completed.

Medicines in School

On the advice of the school doctor, we are reluctant to administer medicines to children and will only do so in exceptional circumstances at the discretion of the Head teacher. If, however, this is unavoidable, for example in the case of prescribed medication, please make sure you complete and sign an 'Administration of Medicine' form available from the school office. Medicine **MUST** be in its original container, complete with the dispensing pharmacy's label details and the child's name. A noted exception to this is the treatment of chronic conditions, such as asthma. The governors have recently approved a slight amendment to our Policy whereby non-prescription painkillers may be administered in certain circumstances - of course, with your permission.

Medical Care: Parental Consent

Through our data checking process, which takes place during the Autumn Term of each academic year, we make every attempt to keep our records as up-to-date as possible and this includes, very importantly, medical information we hold for individual pupils. Teachers have an 'in loco parentis' duty of care to act in the best interest of the child, both in the school and if taking part in off-site activities but we will, in addition, seek your consent to emergency medical treatment while your child is in our care and to try to ensure that:

- a child gains access to the medical services needed;
- we provide medical staff with parental details and relevant information to the best of our ability (known medical conditions and allergies of the child), to enable them to make informed decisions for instance on cultural or religious grounds; or
- the parents/guardian of the child are contacted to let them know what is happening as soon as is possible, and provide them with contact details for the hospital/Consultant so that the parents can contact them direct to discuss the medical treatment of their child.



School Meals and Snacks An excellent midday meal is provided for the children every day. These are prepared in our own kitchen and many children have a school lunch. The cost of the meal is £2.20 per day (as at May 2018) payable in advance (daily or weekly) to the school office. Free school meals are provided for children of parents in receipt of certain benefits. Please ask for a form to apply from the school office. From September 2014, we

have been following government guidelines to introduce free school meals for all children in Years Reception, One and Two on a daily basis. Children are provided with chilled, fresh milk or water to drink at lunchtime and all children are given access to drinking water during lessons, should they need to top-up during the day.

Milk and juice drinks are available during morning break. Again ordered in advance from the school office, the prices are subsidised and are: beaker of chilled milk: 20p; fruit juice (apple or orange): 20p.

We have benefited from taking part in the NHS School Fruit and Vegetable Scheme which provides a free piece of fruit or vegetable for all children in Key Stage 1 and the Foundation Stage at morning

break. We often have enough to be able to offer to Key Stage 2 children as well. Alternatively, we actively encourage all children to bring a healthy snack to enjoy at morning break.

Please note that we do not allow sweets (including chocolate bars), fizzy drinks or chewing gum to be brought in to school or included in packed lunches.



'Every day you can choose between three healthy, scrumptious meals.' Bethany R-S

Parental Involvement

Active parental involvement is encouraged. Parents are very welcome to help in school - please volunteer your services! The school also benefits from a lively and energetic parent support group, the Parent Teacher Association. All parents are invited to come along to their meetings and various fund-raising social events, which are usually well attended and great fun. The P.T.A. help is invaluable and, through their vigorous fund-raising, they have greatly improved the school. We often seek your opinion on a variety of subjects and regularly send out questionnaires, which helps us to plan our work.

Behaviour and Discipline

As a small village school, we enjoy a supportive, family atmosphere which contributes significantly to the promotion and maintenance of good behaviour. Minor disciplinary matters are dealt with by the class teacher and, if more significant, referred to the Head. More serious problems would be dealt with in consultation with parents and we rarely have to resort to exclusion. All classes take part in 'Circle Time' and 'Family Groups' as a means of developing their personal and social awareness. Children's moral and spiritual education is also promoted through this and the Religious Education curriculum. We are very grateful for, and indeed reliant upon, parental support for our Behaviour Policy and Anti-Bullying Policy, copies of which are available for inspection in school.



'The school always asks us if we are having problems and helps us to resolve them.' Heidi H.



Uniform

We are keen to encourage the children to wear our uniform, although as a Devon Primary School we cannot make it compulsory. We believe our uniform is practical and smart; nurtures a sense of belonging and community towards our school; prevents children from coming to school in fashion clothes which could be distracting in class, and not make them feel equal to their peers; is regarded as suitable wear by parents and good value for money; and is designed with practicality and safety in mind. The suggested uniform is black (or grey) smart skirt or city shorts, or trousers (not tracksuit bottoms) and white polo shirt, with a blue sweatshirt /cardigan embroidered with our very attractive school logo, over the top. In warmer weather, children may wear a blue checked summer dress. Our Nursery children have the option of wearing a red sweatshirt, again embroidered with our school logo. Red t-shirts are also available. Although also available through many high street shops, these embroidered items are available locally from 'Instant Images' in Great Torrington. Please speak to Mrs Cook if you would like further details or, if you have internet access, visit www./instantimagesembroidery.co.uk/.

We expect parents and carers to send children suitably dressed and would ask that the following points to be kept in mind:

1. All items of clothing should be very clearly marked with the owner's name;

2. Shoes or boots should be predominantly black and of sensible design, with no high heels, as these are not appropriate for active playtimes. Trainers may be worn for PE sessions, but not as school shoes;
3. On safety grounds, only stud ear-rings or sleepers are to be worn in school. All other jewellery is considered inappropriate for active children. Earrings must be removed for all PE activities therefore you are advised to wait until the summer holidays to have ears pierced so that they have time to heal before they have to be removed; and
4. Watches are not necessary in school but are permitted as long as they are silent.

From Reception, all children will need a P.E. kit consisting of plimsolls or trainers, black or grey shorts and blue t-shirt to match our sweatshirts and, during the summer term, a swimming kit. If children are taking part in any outdoor sporting activity (for example outdoor PE on a Thursday afternoon for Key Stage 2) extra layers can be added to keep warm.



Complaints Procedure

It is in the best interest of all parties that any concern is expressed and resolved quickly and at the earliest possible stage. It is also in the interests of the children if this is done as amicably as possible. We will always treat parents and carers with respect and insist that staff here are treated in a similar way. We will, however, act to ensure our school remains a safe place for pupils, staff and other members of our community. Parents are advised to adopt the following procedure:

- 1 All concerns should first be discussed with the class teacher;
- 2 Should the concern not be resolved it should then be discussed with either Joint Head Teacher who will take up the matter. **It is not too late at this stage to suggest mediation and resolve informally;** and
- 3 Should the Joint Head Teacher be unable to resolve the problem, the matter will be referred to the Governing Board of the school. The complainant needs to write to the Chair of Governors giving details of the complaint. The Chair, or a nominated governor, will convene a GB Complaints Panel. Individual complaints would not be heard by the whole GB at any stage, as this could compromise the impartiality of any panel set up for a disciplinary hearing against a member of staff following a serious complaint.

Governors have adopted the Devon County Council Model Procedure to deal with the comments and complaints about schools. A copy is available to read from the school office. Parent Governors (please see page -4-) are happy to listen to concerns and support parents if required by offering guidance in how to make a complaint.

Data Protection

As a school, it is necessary for us to hold, collect and use information about our children and staff. Please be assured that we make every effort to respect the privacy and privilege of everyone by working within data protection and fair processing guidance. However, our data is sometimes requested to be shared with other professional organisations or bodies and, because of this, we are obliged to draw your attention to the Privacy Notice included as part of our webpage available at www.langtree.devon.sch.uk.

School Insurance

The County Council is insured against its legal liability for any injury, loss or damage caused to pupils as a result of negligence on its part or that of its employees, servants or agents. Pupils attending the Authority's schools are insured for personal accident benefits while on education premises or taking part in recognised activities outside the school. The council expects all employees, pupils and students to accept full responsibility for their personal possessions, including money and to consider taking out insurance for themselves to cover any risk.

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Community Activity Connected to the School

The 'Little Acorns' Pre-School Session 'Little Acorns' is a parent and toddler group which meet on a Wednesday morning between 9.15 a.m. and 11.45 a.m. during term time. They meet in the Parish Hall, adjacent to the school, and all pre-school children are welcome to attend with an adult. The group gives children the opportunity to develop their social skills, whilst playing with various toys. It gives their parents an opportunity to meet other adults in an informal forum to share their experiences. Anyone with pre-school aged children is welcome to attend the sessions. A small charge is made to cover the hire of the hall, a drink and biscuits! For further details please contact Laura Coles (01409)

Please be assured that we have taken all reasonable care to ensure that the information contained in our Prospectus is accurate. It is reviewed annually, usually during June of the academic year, to the very best of our ability, and used to represent a unique but fair (we feel!) portrayal of our school. Before taking any specific action based on our advice, you may wish to check the up-to-date position and choose, if necessary, to take further professional advice from the appropriate person.

'I like this school because the lessons are fun but hard so we learn stuff'.

Gracie F



LANGTREE COMMUNITY SCHOOL : Our School Staff

Helen Mellody Joint Head teacher Joint Foundation Class Teacher	Early Years Foundation Stage Curriculum Computing Design Technology SEND Designated Person for Safeguarding (1)
Nigel Smale Joint Head Teacher/Senior Teacher Pastoral Lead	Maths Art Teaching and Learning/Meal Time Assistants Designated Person for Safeguarding (2)
Richard Thorne Class Teacher	Science RE
Jenny Symons Class Teacher	Literacy PE/Sport
Amy Bellew Class Teacher	Early Years Foundation Stage Teacher
Iona Dowling Class Teacher	Modern Foreign Languages
Clare Heard Early Years Supervisor	Class F: Early Years Foundation Curriculum Netball training and teams
Jill Mitchell Learning Support Assistant	Special Educational Needs pupil support: Class Two and Three; School Transport/Charity events in school/school productions
Sophie Folland Learning Support Assistant	Pupil and team support: Class One.
Louise Rands-Silva Pastoral Support Assistant/'CWT' Group Leader Forest School Leader	Pupil and team support: Class Two.
Stacey Weeks Early Years Assistant/Early Bird Supervisor/Mealtime Assistant	'Early Bird' Before School Club and supporting the Early Years Team.
Chelsey Weeks Mealtime Assistant	Promoting successful and positive lunchtime behaviour. Chelsey helps voluntarily as a Learning Support Assistant in KS1 on one day a week.
Louise Cook School Administrator/Clerk to Governors	Administration for the school and support for the Governing Body.
Andrea Plows MealTime Assistant/Kitchen Assistant	Promoting successful and positive lunchtime behaviour.
To be appointed MealTime Assistant	Promoting successful and positive lunchtime behaviour.
Sarah Warren MealTime Assistant	Promoting successful and positive lunchtime behaviour.
Karen Jones Site Caretaker and Cleaner	Site security and standards of cleanliness across the site, including the swimming pool.
Amanda Algar Kitchen Manager	Whole school catering, including menu planning.

LANGTREE COMMUNITY SCHOOL: 'No Parking Zone' illustration

